



भारतीय लेखा तथा लेखापरीक्षा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, चेन्नई
INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, CHENNAI

No.RTI/Admn./Dept/Unit-I/2020-21/268

Dt. 16.02.2021

To

All the Heads of Offices,
(IA&AD as per mailing list)

Sub: Filling up of ONE post of Asst. Accounts Officer/ Asst. Audit Officer
(Office Management) in RTI on deputation basis-reg.

Sir/Madam,

Applications are invited for filling up of ONE post of Asst. Accounts Officer/Asst. Audit Officer (OM) in the Regional Training Institute (RTI), Chennai on deputation basis.

It is requested that the names of Asst. Accounts/Audit Officers / Adhoc AAOs with experience/Knowledge in General Administration, Claims, Pay bills, calculation of Income Tax and uploading of Income Tax details PFMS (EIS Module), BEMS, iBEMS, Hostel and Canteen Management, Liaison work with the CPWD etc., and who are willing to be considered for deputation in RTI, Chennai may be forwarded along with their bio data, experience, certificate of no charges/vigilance case pending/court case pending and grading of the individual in APAR for last five years i.e., from 2015-16 to 2019-20 on or before 10th March, 2021.

A Copy of the duties attached to the post is enclosed herewith.

The term of deputation will be initially for a period of three years. AAOs who have been granted financial upgradation under MACP are not be eligible for drawing Deputation Allowance.

Attention to Headquarters circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 is invited which inter-alia stipulates that field offices should display/circulate deputation notifications issued by RTIs/RTCs among staff and forward all such applications received to RTIs/RTCs.

This issues with the approval of Director General.

Encl: As above.

Yours faithfully,

Sr. Audit Officer (Admn.)

Duty list of Assistant Accounts/Audit Officer (Office Management)

1. Overall in charge of Hostel and Canteen
2. Maintenance of Office and Hostel building, garden, Lecture Hall, Conference Hall, IS (Labs)
3. All Purchase related files except purchase of fixed assets. (including day to day cleaning materials of RTI premises, stationery/consumables)
4. Supervision of maintenance of registers relating to the above mentioned purchases and closing of the same.
5. Supervision of work pertaining to Sr.Auditor (Unit-I) and Sr.Accountant (unit-III), Stock related work of DEO, Outsourced activities. Supervision of All work Physical verification of Library books.
6. Work connected with DDO powers (Pay bill, TA Bill, LTC, Medical Bill etc.,) Income Tax including issue of Form 16
7. Arrangement for conducting RAC meeting and other Special events.
8. Maintenance and submission of Calendar of Returns
9. Supervision of arrangement of transport facilities for VIP guests and field visits of participants
10. Supervising the catering service – liaison work with the canteen management
11. Liaison work with the CPWD.
12. Allotment of rooms
13. Any other work assigned by FMs / SAO(Admn.) / Principal Director

Application Form/Bio-Data

Name of the Post: Asst. Accounts/Audit Officer

1	Name	
2	Date of Birth	
3	Date of entry into IA&AD with name of Post	
4	Educational Qualification	
5	Languages Known and proficiency in Hindi	
6	Month/Year of Passing SAS/SOG Examination	
7	Month/Year of Passing SO/AAO Revenue Audit Examination / CPD I / CPD II	
8	Date of Promotion as	
	Section Officer	
	Assistant Accounts/Audit Officer	
9	Date of Superannuation	
10	Professional Qualification (other than Sl. No.6 & 7)	
11	Details of Work experience	
12	Present Post and date from which it is held	

Signature of applicant