

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



No. 2126/OE&Bills/Estt./05-2018

OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 31.01.2025

To,

All Heads of Offices in IA&AD,

(As per mailing list except Overseas Audit Offices and Commercial Audit Offices).

Subject: - Appointment to the post of Caretaker in Headquarters office- regarding.

Sir/Madam,

Applications are invited from the eligible and willing officials holding the posts on regular basis in Pay Level-5 (Auditor/Accountant) or Pay Level-6 (Sr. Auditor/Sr. Accountant) for the post of Caretaker from field offices of Indian Audit and Accounts Department to fill up these posts in this office on deputation basis on the following terms and conditions:

- (a) Extra Work Allowance will be paid at a uniform rate of 2% (two percent) of the basic pay per month.
- (b) An employee shall receive this allowance for a maximum period of one year, and there should be minimum gap of one year before the same employee is deployed for similar duties again. However, period of one year may be extended till suitable employee is located.
- (c) This allowance shall not be combined i.e. if the same employee is performing two or more such duties and is eligible for 2% (two percent) allowance for each add-on, then the total Extra Work Allowance payable will remain capped at 2% (two percent) of basic pay.

2. It is requested that application of eligible and willing officials alongwith certified bio-data (in enclosed format), copies of Annual Performance Appraisal Reports for the preceding five years, disciplinary/ vigilance & major / minor penalty clearance certificate may kindly be forwarded to the undersigned latest by **14.02.2025**. Applications received after due dates shall not be entertained.

[This issues with the approval of Competent Authority]

Encl: As above

(Desho Pran)

Senior Administrative Officer/Estt.

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,
9 DEEN DAYAL UPADHYAYA MARG, NEW DELHI-110 124.**

Application for the post of Caretaker

1.	Name of the official		
2.	ID No.		
3.	Date of birth		
4.	Date of appointment		
5.	Post of appointment		
6.	Designation/ Present post		
7.	Date of promotion to the present post		
8.	Name of the Parent office		
9.	Present pay level and basic pay		
10.	Educational and other qualification		
Sl. No.	Qualification	Year of passing	Name of Institution/ University, Place & State
1.			
2.			
3.			
10.	Previous experience as Caretaker/ Assistant Caretaker, if any.		
11.	Remarks/ Any other information		

To the best of my knowledge and belief, the above information furnished by me is true and correct.

Date:

Place:

(Signature of the official)