

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा) छत्तीसगढ़, रायपुर**OFFICE OF THE PR. ACCOUNTANT GENERAL (AUDIT) CHHATTISGARH, RAIPUR****No. Admn.I/Audit/Departmental Canteen/F-428/Cir-04****Date: -13.02.2025****परिपत्र/CIRCULAR**

विषय: - प्रतिनियुक्ति के आधार पर कैंटीन मैनेजर, ग्रेड- II के एक पद के लिए आवेदन आमंत्रित करने के संबंध में।

Subject: - Inviting application for one post of Canteen Manager, Grade-II on deputation basis.

प्रतिनियुक्ति के आधार पर प्रधान महालेखाकार (लेखापरीक्षा), छत्तीसगढ़, रायपुर कार्यालय में विभागीय कैंटीन में प्रबंधक ग्रेड-II [7वीं सीपीसी के स्तर - 06 (35400-112400)] के एक एक्स-कैंडर पद (आर/टी) के लिए आवेदन आमंत्रित किए जाते हैं। इच्छुक अधिकारी/कर्मचारी अनुलग्नक-I में दिए गए बायोडाटा प्रो-फॉर्मा के साथ इस पद हेतु आवेदन कर सकते हैं। आवेदन प्राप्त करने की अंतिम तिथि **05.03.2025** है।

प्रतिनियुक्ति की अवधि प्रारंभ में एक वर्ष के लिए होगी और इसे अधिकतम तीन वर्ष तक बढ़ाया जा सकता है। पद के लिए पात्रता मानदंड इस प्रकार हैं:-

1. (i) मूल संवर्ग/विभाग में नियमित आधार पर अनुरूप पद (वरिष्ठ लेखापरीक्षक या वरिष्ठ लेखाकार) धारण करने वाले अधिकारी/कर्मचारी; या
(ii) 7वें सीपीसी के लेवल-05(29200-92300) या मूल कैंडर/विभाग में समकक्ष पदों पर नियमित आधार पर नियुक्ति पश्चात ग्रेड में 6 साल की सेवा पूर्ण करने वाले अधिकारी/कर्मचारी; या
(iii) 7वीं सीपीसी के लेवल-04(25500-81100) या मूल कैंडर/विभाग में समकक्ष पदों पर नियमित आधार पर नियुक्ति पश्चात ग्रेड में 10 साल की सेवा पूर्ण करने वाले अधिकारी/कर्मचारी।
2. निम्नलिखित शैक्षणिक योग्यता और अनुभव रखना:
i) किसी मान्यता प्राप्त विश्वविद्यालय/संस्थान से वाणिज्य/व्यवसाय अध्ययन/अर्थशास्त्र/लोक प्रशासन में स्नातक की डिग्री।
ii) किसी भी शासकीय कार्यालय या पीएसयू या स्वायत्त/वैधानिक संगठन में लेखाकार्य में 2 वर्ष का अनुभव।
3. अधिकारियों की अधिकतम आयु 56 वर्ष से अधिक नहीं होनी चाहिए।

उपर्युक्त पद पर प्रतिनियुक्ति हेतु नियमानुसार विशेष/प्रतिनियुक्ति भत्ते की पात्रता होगी। उपर्युक्त पद के कर्तव्यों और जिम्मेदारियों की सूची अनुलग्नक-II में संलग्न है।

Applications are invited for one ex-cadre post (R/T) on deputation basis for Manager Gr. II for Departmental Canteen in the Office of the Pr. Accountant General (Audit), Chhattisgarh in Level – 06 (35400-112400) of 7th CPC. Interested officials may apply for the same along with their Bio-data pro-forma given in Annexure-I. The last date for receiving the application is on or before **05.03.2025**.

The period of deputation will be initially for one year and further extendable maximum up to three years. The eligibility criteria for the post are as follows: -

1. (i) Officials holding analogous posts (Senior Auditor or Senior Accountant) on regular basis in the parent cadre/ department; or
(ii) With 6 years of service in the grade rendered after appointment thereto on a regular basis in posts in Level – 05 (29200-92300) of 7th CPC or equivalent in the parent cadre /department; or
(iii) With 10 years of service in the grade rendered after appointment thereto on a regular basis in posts in Level – 04 (25500-81100) of 7th CPC or equivalent in the parent cadre /department.
2. Possessing the educational qualifications and experience of:
 - i) Bachelor's Degree in Commerce/Business Studies/Economics/Public Administration of a recognized University/Institute.
 - ii) 2 Years of experience in Accounts work in any Govt. Office or PSU or Autonomous/Statutory Organization.
3. Maximum age of the officials should not be exceeding 56 years.

Deputation on the above-mentioned post is allowed with Special/deputation allowances as applicable. The list of duties and responsibilities of above post is attached herewith in Annexure-II.

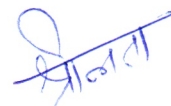
हस्ता/-
उपमहालेखाकार (प्रशासन)
Dy. Accountant General (Admn.)

No.Admn.I/Audit/Departmental Canteen/F-428/Cir-04

Date:-13.02.2025

Copy to: -

1. All Heads of Department as per mailing list of IA&AD offices.
2. Secretary to Pr. Accountant General (Audit).
3. Secretary to Pr. Accountant General (A&E).
4. PA to Sr. DAG (Admn. & AMG-II).
5. PA to DAG (AMG-I)
6. PA to DAG (Admn.) O/O the PAG(A&E) CG, Raipur
7. Sr. AO/Admn. (A&E) with a request to circulate the Circular to all sections immediately.
8. All Sections as per mailing list.
9. Notice Board
10. Guard File



वरि. लेखापरीक्षा अधिकारी/प्रशासन-1अ

Sr. Audit Officer/Admn.IA

Annexure-I
BIODATA PROFORMA

1. Name and address (in BLOCK letters): -
2. Date of Birth (In Christian era): -
3. D.O.J. in Govt. Service: -
4. Date of retirement: -
5. Date of Promotion to the post of Sr. Auditor/ Sr. Accountant: -
6. Educational Qualification: -
7. Whether eligibility criteria required for the post are satisfied: -

| | | |
|----------------------|--|--|
| Eligibility Criteria | <p>(i) Officials holding analogous posts (Senior Auditor or Senior Accountant) on regular basis in the parent cadre/ department; or</p> <p>(ii) With 6 years of service in the grade rendered after appointment thereto on a regular basis in posts in Level – 05 (29200-92300) of 7th CPCor equivalent in the parent cadre /department; or</p> <p>(iii) With 10 years of service in the grade rendered after appointment thereto on a regular basis in posts in Level – 04 (25500-81100) of 7th CPCor equivalent in the parent cadre /department.</p> | |
|----------------------|--|--|

8. Whether official possessing essential educational qualification and experience:

| | | |
|--|--|--|
| Essential Educational Qualification and Experience | <p>possessing the educational qualifications and experience of:</p> <p>(i) Bachelor's Degree in Commerce/Business studies/Economics/Public Administration of a recognized University/Institute,</p> <p>(ii) 2 Years' experience in Accounts work in any Govt. Office or PSU or autonomous/ Statutory Organization.</p> | |
|--|--|--|

9. Nature of present employment, i.e., Ad Hoc or temporary or permanent:
10. Are you drawing revised scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale:
11. Total emoluments per month now drawn: **3**

12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient:
13. Whether belongs to SC/ST:
14. Present address:

Date:

Signature of the candidate

Recommendation by Group Officer

Annexure-II**Duties and responsibilities of Canteen Manager Grade-II/Manager-cum-Accountant in Non-statutory departmental canteens in Central Government offices**

Manager Grade-II post is authorized for type A, B & C canteen and Manager-cum-Accountant post is authorized in all canteens except in type A, B & C canteen.

1. Responsible for ensuring smooth and proper functioning of canteen.
2. Ensures that all operations in the canteen are carried out uninterruptedly.
3. Supervision of work of sub-ordinates.
4. Ensures that entries in all records/ accounts including Cash Book, Ledger, Stock Register and Dead Stock Register are made timely and accurately.
5. Maintenance of Annual Accounts and Balance Sheet.
6. Catering to foreign delegations, VIPs and VVIPs.
7. Any other additional duty allotted by the in-charge of the canteen.

**कार्यालय महानिदेशक लेखापरीक्षा, केन्द्रीय व्यय
पर्यावरण एवं वैज्ञानिक विभाग,
नई दिल्ली 110 002**

परिपत्र

Subject: Filling up the vacancies for the posts of SAO/AAO in the O/o the DGACE (E&SD), New Delhi and its Branch Offices – **Extension of Deadline.**

The Office of the Director General of Audit, Central Expenditure (Environment and Scientific Departments), New Delhi, vide this office Circular dated 14.02.2025, had invited applications from willing and eligible SAO/AAO for filling up the posts of Senior Audit Officers (SAO) and Assistant Audit Officers (AAO) on deputation basis in this office and its Branch Offices. The last date for receiving applications was **25.02.2025.**

2. The last date for receipt of applications from willing and eligible applicants is hereby extended to **31.03.2025.**

3. In modification of Para 3(vii) of the previous circular, it is hereby informed that eligible applicants wishing to be considered for deputation to the post of SAO/AAO against the vacancy in the Branch Office may forward their application to the O/o the DGACE (E&SD), New Delhi via email at **pdaesd@cag.gov.in** or by other means.

4. The revised vacancies in the Cadre of SAO and AAO are as follows: -

| SL. No. | Office Name | Name of the Post | Vacancy |
|---------|--|------------------|---------|
| 1. | O/o the DGACE (E&SD), New Delhi, Head Office | SAO (Civil) | 03 |
| 2. | O/o the DGACE (E&SD), Kolkata Branch | SAO (Civil) | 01 |
| 3. | O/o the DGACE (E&SD), Mumbai Branch | SAO (Civil) | 02 |
| 4. | O/o the DGACE (E&SD), Bengaluru Branch | SAO (Civil) | 02 |
| 5. | O/o the DGACE (E&SD), Kolkata Branch | AAO (Civil) | 04 |
| 6. | O/o the DGACE (E&SD), Mumbai Branch | AAO (Civil) | 01 |
| 7. | O/o the DGACE (E&SD), Bengaluru Branch | AAO (Civil) | 02 |
| 8. | O/o the DGACE (E&SD), Chennai Branch | AAO (Civil) | 01 |

5. All other terms and conditions of the Deputation Circular dated 14.02.2024 (enclosed herewith) remain the same.

भवदीय,

Digitally signed by

LALIT KUMAR VIMAL

Date: 04-03-2025

17-16-24
उप-निदेशक (प्रशासन)

To,

All Civil Audit Offices of IA&AD

(As per mailing list)

**कार्यालय महानिदेशक लेखापरीक्षा, केन्द्रीय व्यय
पर्यावरण एवं वैज्ञानिक विभाग
नई दिल्ली - 1100 002**

परिपत्र

विषय : Filling up the vacancies in the post of SAO/AAO in the O/o the DGACE (E&SD) New Delhi and its Branch Offices-reg.

Applications are invited through proper channel for filling up vacancies in the cadre of Senior Audit Officer (Pay Level 10/11) and Assistant Audit Officer (Pay Level 8/9) on deputation basis in the following offices: -

| SL. No. | Office Name & Email ID | Name of Post | Vacancies |
|---------|--|------------------------------------|-----------|
| (1) | (2) | (3) | (4) |
| 1. | O/o the DGACE (E&SD), New Delhi Head Office (email: - pdaesd@cag.gov.in) | Sr. Audit Officer (Civil) | 02 |
| 2. | O/o the DGACE (E&SD), Mumbai Branch (email: - bresdmumbai@cag.gov.in) | Sr. Audit Officer (Civil) | 02 |
| 3. | O/o the DGACE (E&SD), Bangalore Branch (email: - bresdbangalore@cag.gov.in) | Sr. Audit Officer (Civil) | 02 |
| 4. | O/o the DGACE (E&SD), Mumbai Branch (email: - bresdmumbai@cag.gov.in) | Assistant Audit Officer (Civil) | 01 |
| 5. | O/o the DGACE (E&SD), Bengaluru Branch (email: - bresdbangalore@cag.gov.in) | Assistant Audit Officer (Civil) | 02 |
| 6. | O/o the DGACE (E&SD), Chennai Branch (email: - sosd@cag.gov.in) | Assistant Audit Officer (Civil) | 01 |

2. Eligibility Criteria for the Post of **Senior Audit Officer**; Officers working in the Civil Audit Offices under IA&AD: -

- Holding post of Senior Audit Officer in Pay Level 10/11 in pay matrix **and**
- Having minimum 4 years of experience as Sr. Audit Officer

- iii. Having "Outstanding" APARs for the last 5 Years.
- iv. Age of the applicant should not exceed 56 years of age on the closing date of the receipt of the applications.
- v.

3. Eligibility Criteria for the Post of **Assistant Audit Officer**; officers working in the Civil Audit Offices under IA&AD: -

- i. Holding post of Assistant Audit Officer in Pay Level 8/9 in pay matrix **and**
- ii. Having minimum 4 years of experience as Assistant Audit Officer
- iii. Having "Outstanding" APARs for the last 5 Years.
- iv. Age of the applicant should not exceed 56 years of age on the closing date of the receipt of the applications.

3. The other terms and conditions are given below: -

- i. The deputation will be initially for a period of one year extendable on annual basis subject to administrative convenience
 - ii. The maximum age limit for appointment of deputation shall not exceed **56** years as on closing date of application
 - iii. The deputation will be subject to the extant Recruitment Rules, DoPT instructions and the Extant Deputation Policy of Headquarters' Office as amended from time to time
 - iv. Deputationists will be entitled for deputation allowance as applicable in accordance with the relevant instructions of DOPT as amended from time to time
 - v. The place of posting shall be the office for which the candidate applies for deputation
 - vi. While forwarding the application, the Competent Authority at Lending Organisation would clearly mention the names of Office and Post for which the Candidate applies
 - vii. If the candidate applies for the post of SAO/AAO in the Branch office, the applications along with required documents should be forwarded to the Director/Deputy Director of that Branch under intimation to Head Office (New Delhi) through emails as mentioned in the table
 - viii. Selection of the candidates for deputation will be decided by the Administration of this office.
4. The candidates who fulfil the criteria may submit their applications giving full-service particulars, bio- data in the proforma enclosed (Annexure-1) through Proper Channel which should reach this office on or before **25.02.2025**. While forwarding the application by the lending offices, the following

documents/certificates should be furnished

a. Certificate to the effect that

1. The particulars given by the applicant in the biodata are correct.
2. No vigilance/disciplinary case is pending against the applicant.
3. In case of selection, the applicant will be relieved for taking up his/her assignment
4. Attested copies of APAR of the applicant for the last 04 years

Encs: Annexure

भवदीय,

Digitally signed by
LALIT KUMAR VIMAL
Date: 14-02-2025
उप निदेशक (प्रशासन.)
16:50:17

To,

All Civil Audit Offices of IA&AD

(As per mailing list)

ANNEXURE-I

BIO-DATA/CURRICULUM VITAE PROFORMA

| | |
|--|--|
| 1. Name and Address (in Block Letters) | |
| 2. Date of Birth (in Christian era) | |
| 3. i) Date of entry into service | |
| ii) Date of Retirement under Central/State Government Rules | |
| 4. Educational Qualifications | |

5. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

| Office/Institution | Post held on regular basis | From | To | • Pay Band and Grade Pay/Pay Scale of the post held on regular basis | Nature of duties (in detail) highlighting experience required for the post applied for |
|--------------------|----------------------------|------|----|--|--|
| | | | | | |

• **Important :** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below :

| Office/Institution | Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme | From | To |
|--------------------|--|------|----|
| | | | |

| | | | |
|--|---|---|---|
| 6. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent | | | |
| 7. In case the present employment is held on deputation/contract basis, please state - | | | |
| a) The date of initial appointment | b) Period of appointment on deputation/ | c) Name of the parent office/ organization to which the | d) Name of the post and Pay of the post held in substantive |

| | | | |
|---|-----------|-------------------|-------------------------------------|
| | contract | applicant belongs | capacity in the parent organisation |
| <p>7.1 Note : In case of Officers already on deputation, the applications of such Officers should be forwarded by the parent cadre/ department along with Cadre Clearance, Vigilance Clearance & Integrity Certificate.</p> <p>7.2 Note : Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/organisation</p> | | | |
| 8. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details | | | |
| 9. Additional details about present employment : Please indicate the name of your employer | | | |
| 10. Please state whether you are working in the same Department | | | |
| 11. Are you in Revised Scale of Pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale | | | |
| 12. Total emoluments per month now drawn | | | |
| Basic Pay in the PB | Grade Pay | Total Emoluments | |
| | | | |
| 13. Whether belongs to SC/ST | | | |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address :

Date : ____/____/____

1/c

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that :

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.

ii) His/Her integrity is certified.

iii) His/Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or
A list of major/minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

PROFORMA

| | | |
|-----|---|--|
| 1. | Name of the applicant | |
| 2. | Designation | |
| 3. | Residential Address | |
| 4. | Name of the parent office | |
| 5. | Pay Band with Grade Pay | |
| 6. | Present Basic Pay | |
| 7. | Date of Appointment | |
| 8. | Date/Year of passing SAS | |
| 9. | Date of Promotion in the present cadre | |
| 10. | Educational Qualification (attested copies to be furnished) | |
| 11. | Any other qualification | |
| 12. | Detail of experience | |
| 13. | Details of deputation assignments held during last 05 years | |

Signature of Applicant**Place:****Date:**