

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा) छत्तीसगढ़ रायपुर

No. Admn./Audit/Departmental Canteen/F-428/Cir-02

Date: -10.05.2024

परिपत्र/CIRCULAR

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

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

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-कैडर 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 **10.06.2024** 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:-

- (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 कैडर/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 कैडर/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:
- किसी मान्यता प्राप्त विश्वविद्यालय/संस्थान से वाणिज्य/व्यवसाय अध्ययन/अर्थशास्त्र/लोक प्रशासन में स्नातक की डिग्री।
 - 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 **10.06.2024**.

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.

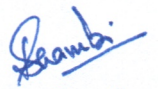
हस्ता/-
उपमहालेखाकार (प्रशासन)
Dy. Accountant General (Admn.)

No.Admn.I/Audit/Departmental Canteen/F-428/Cir-02

Date:-10.05.2024

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-I).
5. PA to Sr. DAG (AMG-II)
6. PA to Sr. 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

Bio Data 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	(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 in Level – 05 (29200-92300) of 7 th CPCor 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 7 th CPCor equivalent in the parent cadre /department.	
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8. Whether official possessing essential educational qualification and experience:

Essential Educational Qualification and Experience	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' experience in Accounts work in any Govt. Office or PSU or autonomous/ Statutory Organization.	
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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:

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.