

कार्यालयप्रधानमहालेखाकार ( लेखापरीक्षा-। ) तमिलनाडु  
लेखापरीक्षाभवन, 361,अण्णासालै, तेनामपेट, चेन्नै- 600 018  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (Audit-I),  
TAMIL NADU, LEKHA PARIKSHA BHAVAN,  
361, ANNA SALAI, TEYNAMPET, CHENNAI - 600 018

Admn.I/Budget-I/18M-2/2020-21/03

दिनांक : 22.10.2020

**CIRCULAR**

Attention is invited to Headquarters Circular No. 43-Staff (App 1)/2020 No 1201-Staff (App 1)/13-2019 dated 15.10.2020 on creation of posts of **Assistant Supervisorin Level 7 of Pay Matrix.**

The post of Assistant Supervisor, the next level to the post of Senior Auditor in hierarchy has been created to entrust higher functional responsibilities involving field duties. The Job profile of Assistant Supervisor is placed as Annexure to this Circular.

Headquarters have intimated that the post would be filled up by Selection on promotion of Senior Auditors with a bench mark of Good and above, who are in Level-6 of Pay Matrix with 5 years of regular service in the grade and also having successfully completed the training as prescribed by the Training Wing of Hqrs. office and obtaining qualifying marks in the centralised examination conducted by the Examination Wing of Hqrs. office.

The details of training would be intimated in due course.

Enclosed: Annexure

S. Vellianin 22.10.2020  
Senior Deputy Accountant General/Admn.

To

As per mailing list

Notice Board.

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## Annexure

### **Job profile of Assistant Supervisor**

The Assistant Supervisor should be assigned with responsibilities that require more professional experience than what is required from a Senior Auditor.

(i) Field Audit:

- Audit of stores and stock,
- Examination of cash book,
- Audit of vouchers exceeding a threshold level,
- Checking of reconciliation with treasury / bank,
- Pay fixation of staff in the audited entity,
- Examination of contracts up to a threshold level,
- Verification of account balances in the Profit & Loss Account in financial attest audits etc.

(ii) Central Audit:

- Coordinating sections of functional audit wing, associated with the process of audit planning which would include collection and updating of data on the audit universe,
- Preparation of the initial versions of annual audit plan in headquarters,
- Checking of selected schedules of finance and appropriation accounts and cross checking of arithmetical accuracy,
- Sampling of Vouchers submitted by Accountant General (A&E) to audit office for detailed checking etc.

(iii) Administrative Duties:

- Compliance with statutes/rules like :
  - Preparation of replies under Right to Information Act,
  - Recruitment procedures,
  - Budget related matters including, operation of Public Finance Management System (PFMS), Budget and Expenditure Monitoring System (BEMS),
  - Procurement through Government E-Market Application etc.
  - Calculation of income tax of staff,
  - Legal Work

(iv) Any other work assigned by the Group Officer/Head of the Department.