



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान
भारतीय लेखापरीक्षा तथा लेखा विभाग
**REGIONAL CAPACITY BUILDING AND
KNOWLEDGE INSTITUTE**
INDIAN AUDIT AND ACCOUNTS DEPARTMENT



RCBKI/Admn/Dept./Unit-I/2024-25/eoffice Comp no 54373/214

dated 24.12.2024

To,

All Offices of IA&AD.
(through email)

Subject- Extension of last date for receipt of application for deputation to the posts of Sr ADR/Sr Acct, ADR/Acct (including Asst Supervisor)

Sir/Madam,

Please refer to this office letter no RCBKI/Admn./Dept./Unit-I/2024-25/ dated 18.11.2024 vide which applications were invited from the willing and eligible officials from all the offices of IA&AD for filling up the vacant posts in the cadres of Sr ADR/Sr Acct, Acct /ADR (including Asst Supervisor) on deputation basis. The last date of receipt of applications was 20-12-2024.

In this regard, it is to intimate that the last date of receipt of applications from the willing and eligible officials is **hereby extended from 20.12.2024 to 10.01.2025.**

The description of duties and proforma for application is enclosed herewith.

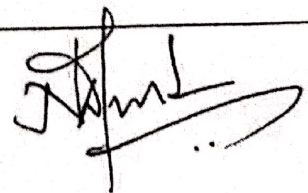
Yours faithfully,

Sr. Audit Officer/Admin
O/o RCB&KI Chennai

Encl-As above.

Description of Duties.

- Handling of IT assets and their inventory management and submission of periodical reporting to Hqrs.
 - Work relating to EHRMS
 - Maintenance of Service Books, leave accounts.
 - Preparation of Pay Bills, GPF Bills, CEA Bills, TA Bills/LTC Bills etc.
 - Calculation of Income Tax, Issue of Form-16.
 - Matters relating to NPS, Miscellaneous correspondence with PAO.
 - Maintenance of Claim Registers and monthly closing of the same.
 - Movable Immovable property returns, Return on Sexual harassment against women in work place.
 - Report on vigilance cases against Gazetted Group 'B' and non-Gazetted Gr. C
 - All work relating to Budget such as preparation of RE/BE, Surrender of funds, Preparation and forwarding of Review of Expenditure Statement, Reconciliation of expenditure with PAO (compact as well as iBEMS).
 - Correspondence with Headquarters in Budget relating matters, iBEMS related work, any return connected with Budget etc.
 - Quarterly Return to Ministry regarding the expenditure on pay and allowances.
 - Processing of any representation from staff/officers of this institute.
 - Audit of sanction and Men-in-position, Sanctioned Strength and Men-in Position.
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- Payment of honorarium/ Professional Services to Guest Faculties within IA & AD and outside IA & AD.
 - Payment of Telephone, EB Bills, and reimbursement of newspaper charges.
 - Intimation of Honorarium paid to Guest Faculties within IA & AD to their respective offices.
 - Preparation of Non salary bills and uploading the same in iBEMS.
 - Upkeep and maintenance of Gym and other facilities for the Trainees.
 - Library related works.
 - Bill transit register, Bill register, Cheque register, Issue, Maintenance and closing of all Stock Registers Viz. Stock Register consumables-stationery, Stock Register of Sport etc.
 - Closing/submission of (Monthly /Quarterly/half yearly) Register of duplicate keys of cash chest, Attendance Register, Register of Keys, Register of Cases, compliance Register.



Application Form/Bio-Data

Name of the Post: Sr. Accountant / Sr. Auditor

1	Name	
2	Date of Birth	
3	Date of entry into IA&AD with name of Post	
4	Educational Qualification	
5	Languages Known	
6	Date of Promotion as Sr.Accountant/Sr.Auditor	
7	Date of Superannuation	
8	Professional Qualification (other than Sl. No.4	
9	Details of Work experience	

Signature of applicant

It is certified that the above particulars provided by the official are correct as per this office records. It is also certified that no vigilance/ disciplinary case is either pending or contemplated against the official. No major/ minor penalty has been imposed on the official.

Countersigned by the Cadre Controlling Authority