



कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी), तमिलनाडु
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENTS), TAMIL NADU
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No. PAG(A&E)/Estt.I/Rectt/2026-27/11

27.04.2026.

NOTICE

Applications are invited from Retired AAO(RT)/ AAO(Adhoc)/Supervisor/Assistant Supervisor/ Sr. Accountant/ Accountant of Office of the Principal Accountant General (A&E) Tamilnadu, Chennai, to work on short term contract basis against the vacancies of Accountant in the Office of the Principal Accountant General (A&E), Tamilnadu, Chennai in accordance with terms and conditions prescribed by Headquarters Office Circular No. 25-2025 issued under Ltr no 1180-Staff (App)-I/22-2016 dated 08.07.2025.

The following broad terms and conditions will be applicable to the contractual officials:

1. Age should not be beyond 65 years.
2. Retired person would be initially appointed for a period of **one year**, extendable upto a maximum of **five** terms subject to performance and requirement of service.
3. Remuneration and allowances payable will be governed by OM No. 3-25/2020-E.III A dated 09.12.2020, issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi, which is as under.
 - i. A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount so fixed shall remain unchanged for the term of the contract.
 - ii. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.
 - iii. No annual increment/ percentage increase, Dearness allowance and House Rent Allowance shall be allowed during the contract.
4. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service to the retired officials hired on short term contract basis. Accumulation of leave beyond a calendar year may not be allowed. However, absence during curfew, bandh strike, lockdown should be dealt with in a similar way as in the case of serving officials.

5. If the official hired on short term basis remain absent, beyond paid leave in a month for reasons other than those indicated above, his/her remuneration shall be deducted on pro-rata basis as under :

Fixed monthly remuneration X No. of days of absence on working days

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6. The appointment will be purely on temporary basis and is subject to termination at any time.
7. The retired officials selected to be hired on short term contract basis shall sign an agreement of confidentiality containing a clause of Ethics and Integrity.
8. The retired officials shall perform the duties / deliverables as stated in the Annexure.

Retired officials fulfilling the eligibility criteria and willing for the above assignments may submit their Bio-data along with copies of APAR (last 5 years), PPO, Last pay certificate and Adhaar Card. Applications duly filled in all respects must reach the undersigned either by post or through email at agaetamilnadu@cag.gov.in latest by **08.05.2026**.

(vide orders of Principal Accountant General dated 24.04.2026)


Sr. Deputy Accountant General (Admn.)

Enl: Application Form

Copy to :

1. Notice Board
2. SAO/ITSC – for uploading the Notification on the official website.

Entitlement Group:

Duties of Accountant (Pension):

1. Finalization of Pension cases(AR/RTD/FP/DAR/Revision/Spl.GO cases/Revision) and all related work in work flow module.
2. To ensure that cases are cleared with in the stipulated time and mails sent to treasuries.
3. Clearance of correspondence including RTI/Complaints received in this office at various levels.

Duties of Accountant (GPF):

- (a) Review of FW application with regard to the details for data sheet
- (b) Review of GPF-System Review Remarks and proposing necessary adjustments to rectify the discrepancies pointed out
- (c) Agreement of the FW cases in the system and arriving at the final withdrawal amount, capture Authorisation details
- (d) Capturing Authorisation details for all the Advance cases due for that month well in advance
- (e) Clearance of all correspondence including e-authorisations returned for Revalidation/Corrections, Court cases / representations received under RTI Act and complaint cases received from Headquarters / AG
- (f) To call for details of final payment authorisations for which corresponding debit vouchers have not been received and whose validity has expired
- (g) Clearance of previous year full want/part want/unposted items

Duties of Accountant (GPF):- Controlling Section:

- Clearance of current year full want, part want items left out to be imported and 3 column agreement of detailed book figure, voucher and schedule total after each monthly import. Proposing transfer entries and pairing off of the same in respect of misclassified items. Maintenance of monthly, consolidated broadsheet and ROB, material for finance accounts for 4 sub heads. Maintenance of valuables and reports to CTA and coordination with IAD and audit, belated receipt report of Final withdrawal applications sent monthly to Secretaries to Departments
- Preparation and submission of KRA to Hqrs and related correspondence, Monthly report on FW Cases and GPF Posting & other reports to AG/ other groups, Analysing of FW cases with variation above Rs. 50000/- as per Hqrs instructions, Furnishing replies to OR pads received from GPF sections seeking clarification on settlement of GPF, Coordinating with DDOs in getting required documents (viz) Death Certificate, Legalheirship certificate etc for clearance of FW cases / Court Cases and related

correspondence, Department wise retiree list sent 4 months prior to retirement to Secretaries to Departments as D.O at group officer level

- Maintenance of AISPF & High Court Judges accounts, including data entry of Credits / Debits not imported/TEs, Interacting with Treasuries / PAOs / DDOs for collecting wanting schedules and debit vouchers, Coordinating with AC section in relation to suspense slips relating to AIS officers on Foreign service / Government of India, Finalisation of FW cases of AIS Officers and High Court Judges including TOB, All Correspondence relating to AISPF, Coordinating with Treasury Officers / officers / PAs in getting the required details for effecting maintenance of AISPF accounts, Proposing TEs for suspense slips, Budget (BE, RE and FMA) in respect of AISPF.
- Annual posting programme of GPF accounts, Budget Estimate for Major Heads 8009 & 2049 and revised estimate for 2049 for both GPF and TPF, General work/ Correspondence relating to issue of A/C slips, Peer Review/Director of Inspection/Test Audit related work, Budget estimate for Honorarium & finalization of claims to staff, Review and approval of all admission related correspondence and intimation regarding allotment of GPF account number, Data entry for allotment of GPF/ TPF/AIS/HIGH COURT JUDGES numbers, generation and dispatch of intimation slips, CAG Complaints, RTI, Interaction with Treasury Officers / DDOs for rectification of GPF accounts misclassified under various heads in relation to RTI / Court / Complaint cases, Correspondence with State Government regarding clarification on GPF Rules, Correspondence relating to maintenance of TPF / Corporation school GPF accounts, Residuary work of CPS, Suspense slips, issue of TEs and quarterly intimation to Government Data Centre, All correspondence relating to CPS- TOB from CPS to GPF, Despatch of VI PCA authorization.

Duties of Accountant (GPF-EDP):-

Nature of work relating to monthly data import and year end process

➤ Description of work related to posting (import) of Credit Schedules and Debit Vouchers done by EDP personnel are mentioned below

- 9th Midnight scheduled extraction of data in IFHRMS server and data placed in SFTP server. Next working day copying the data from SFTP server and placing in production server and executing the package for import of abstract, voucher, credit, debit, e-challan, employee, ddo master data into IFHRMS stage tables
- Executing the quality check for all the data to exclude exceptions and moving the same into exception tables for review and necessary action
- Checking and updating of IFHRMS employee master corrections in AG employee master

- Executing the import procedures for creation of credit/debit abstracts, insert of voucher data, fixing of DDO for the vouchers, import of debit vouchers and sanction information, import of credit schedules and e-challan details for IFHRMS items|
- Generation of excel data for clearance of full want, part want items for voucher and e-challan data, IFHRMS DDO master
- Generation of full want, part want reports for data entry to be done by controlling section staff for the exception items which could not be imported and done
- Creation of new DDOs in AG DDO master in respect of newly formed/bifurcated/transferred DDOs from one Treasury to another|
- Collection of debit vouchers from sections and arrangement of the same and giving it for stitching and collection of the tube-bound vouchers and handing over to concerned sections by outsource personnel
- After DB is ready, generation of 3 column difference report (DB generated by Accounts group vis a vis amount imported/posted) for both credit and debit for doing the 3 column agreement by controlling section staff
- Generation of Full want/ Part want/ Unposted report in respect of misclassification items for which TE has to be proposed by HMs in EM II
- On completion of monthly accounting preparation of data for update in website/IVRS and preparation and sending of monthly current balance SMS data to the subscribers Registered Mobile Numbers
- On completion of the accounting process for all 13 months from April to March Supplementary account commencing the pre-year end and year end process

➤ **Specific work related to GPF Annual Accounts Statements done by EDP personnel are mentioned below**

- Periodic quality check run and exception reports taken and items reviewed by EDP staff and necessary corrections incorporated in the system throughout the year
- Year end quality check done after completion of February Account and exceptions generated and provided to sections for review of individual items and rectification of errors if any
- Review and generation of data for proposing TE transferring the 3 year dormant accounts to unclaimed deposits head
- Generating data for proposing TE transferring VI PCA amount to deposit head
- On completion of the accounting process for all 13 months from April to March Supplementary account including pairing off of the misclassified items by proposing necessary TEs and ensuring minimal wanting/unposted, data is handed over to EDP by FMII for commencement of year end process

- Menus de-activated from users preventing access to the current year data entry and calculation of final payment cases and the process of running quality checks to ensure error free year-end process
- Month wise posting process is done to transfer the credit/debit data from transaction tables to year-end tables
- Procedures to populate missing credit for the current year and updating the missing credits of previous years for which data entry is done in the current year are executed
- Suffix wise interest calculation is done for live accounts and interest transfer from final payment balance details table to year-end balance table and arriving at closing balance in respect of closed accounts is done
- Carry forward of full want, part want and unposted items to year end tables
- Preparation of data for upload of Annual Account statement and other menus (OB-CB, credit/debit details menu etc.) in website
- Preparation of data for Taxable statements and check by EDP staff and generation of Taxable statements for dispatch
- Various queries/procedures run at each of the above stages to ensure accuracy of data transfer
- Generation of Ledger cards suffix wise
- Procedures for closing of current year and enabling next year are executed
- All the above processes are done individually for GPF, TPF and AIS databases
- Generation of year-end reports like minus balance, dormant, etc.
- Generation of credit/debit after agreement (posted after finalizing FP cases) items and providing section wise list for necessary action like authorizing Residual Balance etc.
- Updating data in IVRS/Website and executing the procedures in website database in co-ordination with NIC for enabling Annual Accounts statement to the subscribers
- Import of April monthly data of the ensuing year is done and next year enabled to users
- Providing data to IAD for Annual review of GPF accounts
- Providing reports to Funds Library for collecting the Death/RB cases of the completed year for preservation and reports for weeding out of NIL RB cases after completion of issue of RB authorisations for credit after agreement items by sections

Accounts Group:-

Duties of Accountant:

- Checking of Sub Account (with CD Details available in the system)
- Generation of DB & CA
- Clearance of Provisionally booked heads of account
- Calling for RCs (Receipts & payments)

- Calling for Utilisation Certificates
- Obtaining GOs for Reserve Fund etc& proposing Fund TEs
- Proposing Supplemental TEs
- Action taken on Purport Papers / RTI etc.
- Action taken on Audit Memos
- Issue of Warning Slips
- Closing of connected Registers

After the receipt of Transaction summary from EDP-VLC, E-Voucher have to check the E-Vouchers as per norms fixed by Headquarters A report of the same has to be submitted to TM every month.

Administration:

Duties of Accountant

I. Accountant I:-

- i. Liaison work relating to F&C Audit, IAD Audit and Director of Inspection.
- ii. Disposal of general reference circulars and consolidated work.
- iii. Compilation of outstanding paras relating to Test Audit Notes.
- iv. Preparation of honorarium claims of PAO Group.
- v. RTI related matters.
- vi. Consolidation and forwarding of monthly and half-yearly returns to Pr. PAO.
- vii. Preparation of official letters and notes pertaining to PAO Group.
- viii. Liaison work for half-yearly physical verification of cheques.
- ix. Preparation and forwarding of March (Pre) and March (Supply) reports.
- x. Monthly filing and uploading of 24G related Income Tax reports in NSDL and forwarding of BIN numbers to DDOs.

II. Accountant II:-

- i. After compilation of Accounts relating to **AF&WR** the vouchers to be kept for voucher stitching by **10th of every month**.
- ii. Schedules of GPF, Loan and Advances is to submitted to PAO Funds on or before **10th of every month** for DDOs mentioned above.
- iii. Review of Expenditure of Statement to be handed over to DDO by **3rd working day of every month** and certificate of reconciliation Expenditure by **10th of every month** for DDOs mentioned above.
- iv. iBEMS to be viewed periodically and all ibems entry to be cleared by end of the month for DDOS mentioned above.

III. Accountant III& IV :-

To deal with Assistant Supervisors, Assistant Supervisors 2004, Stenographers, Assistant Supervisors – UPS, totaling 87. The dealing unit has to account for leave of the officials and other related work, i.e., giving increment on completion of one year, D.A. and Bonus. Every month the Pay Bill has to be prepared and sent to PAO as per the date prescribed by PAO. Other than regular pay bills, supplementary bills and leave encashment for availing LTC, has to be prepared.

To deal with the reimbursement of medical expenditure incurred and payment of advance for the medical expenditure likely to be incurred on both In-patient and out-patient cases under CGHS/AMA. Preparing BE-RE and forecast estimates in respect of budget for medical expenditure. Grants permissions for unlisted treatment/ procedure/ investigation and Annual medical examination. Seeking clarifications from HQs/AD CGHS/others on medical rules and Interpretation of rules. Forwarding the application for new /renewal of CGHS cards and addition /deletion of Beneficiaries in CGHS scheme.

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27/04/2025
Sr. Accounts Officer (Admn.)

**HIRING OF RETIRED OFFICIALS ON SHORT TERM CONTRACT BASIS IN THE
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
TAMIL NADU CHENNAI-18 - APPLICATION FORM**

AFFIX RECENT
PASSPORT SIZE
PHOTO

1	Name of the Retired official	:	
2	Office ID No. (at the time of retirement)	:	
2	Date of Birth	:	
3	Date of entry in the Government service	:	
4	Date of retirement	:	
5	Name of the Office from which retired	:	
6	Post held at the time of retirement	:	
7	Last pay Drawn at the time of retirement	:	
8	Basic Pension	:	
8	Length of service	:	
9	In case of Voluntary retirement, grounds on which retired	:	
10	Qualification	:	
	a) Educational	:	
	b) Professional	:	

