



कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी), तमिलनाडु  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENTS), TAMIL NADU  
361, Anna Salai, Teyrnampet, Chennai – 600018  
Website: <https://cag.gov.in/ae/tamil-nadu/en> e-mail: [agaetamilnadu@cag.gov.in](mailto:agaetamilnadu@cag.gov.in)  
IVRS Phone: 044-24325050, Phone: 044-24324500, Fax: 044-24320562



No. PAG(A&E)/Estt.I/Rectt/2026-27/10

27-04-2026

### NOTICE

Applications are invited from Retired Senior Accounts Officers/ Assistant Accounts Officers of Office of the Principal Accountant General (A&E) Tamilnadu, Chennai, against the vacancy of Senior Accounts Officer/Assistant Accounts Officer on short term contract basis 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, and lockdown would 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 officers 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](mailto: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.

## Annexure

### Entitlement Group:

#### Duties of Sr. Accounts officer (Pension):

1. Verification and finalization of Pension cases(AR/RTD/FP/DAR/Revision/Spl.GO cases) 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.
4. Attending to RTI/Legalcases/Complaints received by CAG, PAG, DAG/IAD objections.

#### Duties of Asst. Accounts officer (Pension):

1. Verification and finalization of Pension cases(AR/RTD/FP/DAR/Revision/Spl.GO cases/Revsion) 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.
4. Attending to RTI/Legalcases/Complaints received by CAG, PAG, DAG/IAD objections.

#### Duties of Sr. Accounts officer (GPF):

- Review all year status from the date of joining GPF scheme till the cessation of service of the subscribers and review of discrepancies if any, given in the GPF-System Review Remarks relating to all FW cases received every month.
- Check the Data output sheet for ensuring the correctness of amount before approving the final withdrawal amount and E-release.
- Checking of RB cases and manually sign two copies of the authorisations
- Monitoring
  - (a) clearance of Minus balance / Dormant cases furnished during year end
  - (b) prompt disposal of all correspondence including e-authorisations returned for Revalidation/Corrections, Court cases / representations received under RTI Act and complaint cases received from Headquarters / AG

#### Duties of Asst. Accounts officer (GPF):

- Review all year status from the date of joining GPF scheme till the cessation of service of the subscribers and review of discrepancies if any, given in the GPF-System Review Remarks relating to all FW cases received every month.
- Check the data sheet for ensuring the correctness of the name, date of event, nature of event, 90% part final withdrawal, designation of the subscriber, treasury for payment,

address of the subscriber furnished in the application, missing credits and adjustments to be made if any

- Check the Data output sheet whether the details as noted in the data sheet are brought out correctly and the final withdrawal amount is arrived at before approval by Sr. AO.
  - Check the authorisation details for release of final withdrawal amount before approval and E-release by Sr. AO.
  - Checking of RB cases and authorisations due to clearance of correspondence and credit/debit posted after authorising final payment.
- Monitoring
- (a) Authorising all the Advance cases due for that month before the last working day of the month
  - (b) clearance of Minus balance / Dormant cases furnished during year end
  - (c) prompt disposal of all correspondence including e-authorisations returned for Revalidation/Corrections, Court cases / representations received under RTI Act and complaint cases received from Headquarters / AG
  - (d) Pending IAD paras

#### **Duties of AAO (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**

- 9<sup>th</sup> 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 Sr. Accounts officer:**

#### **AAD:**

- Monthly ROE to State Govt, Audit I and Audit II
- Review of Loans and Public Debt Repayment (Grant 56 and Grant 57)
- Receiving Original Budget data from State Government and uploaded by VLC Section, Checking of Original Budget and communicated to Finance Department &HQrs.
- Communication to State and GA Wing,Hqrs
- Supplementary I and II
- Check of SI and SII
- Check of R 1 and R II
- Details of Investments and guarantees from State Govt

- Intimation to CCOS
- Check of DAA – forwarding to IAD
- Summary of Grants – submission to AG
- Forwarding summary to FINAT
- Contingency Fund Advances
- Contingency Fund Expenditure Review
- Correspondence with IAD, FINAT, HQrs on Appropriation and Finance Accounts
- Preparation of Annual Publication “Accounts at a Glance” (English and Tamil version) and furnishing of Draft copy for clearance and forwarded to IAD & FINAT. After vetting printed and handed over to Finance Secretary for circulation
- Co-ordination with Govt Press for printing of Annual Accounts
- 5 Nos. of copies of Annual Accounts to be forwarded to headquarters for signing by CAG and Signing of Audit certificate by the CAG of India (in all the 5 copies)
- Transmission of C&AG approved and signed copies of Annual Appropriation Accounts and Finance Accounts to Finance Secretary to Government of Tamil Nadu and the Secretary to the Governor.
- Intimation to HQ regarding transmission of CAG signed copies to Governor and Finance Secretary immediately.
- Handing over of Annual Accounts to Finance Secretary for placement in State Assembly.
- Transmission of Annual Accounts and Accounts at a Glance - soft copy to Other Officers of IA & AD
- Transmission of materials for CFRA, Finance Commission, etc.
- Pensioners details called for in Statement 15 and explanatory notes to Statement 15

## TM

- Ensuring that the Annual Treasury Inspection Program is conducted as per approved plans.
- Overall supervision of Treasury Inspection done by the Parties, processing of Inspection Paras and their disposal.
- Overall supervision of Accounts Group and TM section in particular
- Overall supervision of Booking of Monthly accounts done by DC sections.
- Compilation in respect of any information requested by Headquarters for the entire office and furnishing of reply to the Headquarters after approval of PAG
- Submission of KRA, and other monthly reports to Headquarters in respect of the Office.
- Preparation and submission of ARWOT every year to Hqrs & State Government and sending soft copies to all PAsG/AsG in India.
- Coordination with Officials of State Government as and when necessary
- Arranging meetings, nomination of officials for training, posting of officials within Accounts Group
- Conducting In-house workshops for the entire Accounts Group on regular basis
- Conducting workshops for collection of RCs and UCs

- Monitoring Test Audit Paras and their disposals for Accounts Group
  - Overall supervision of DOI/Peer review paras
  - Monitoring the import of monthly accounts data from IFHRMS
  - Monitoring and submission of Report to HQrs on migration of VLC into cloud.
  - Monitoring the functioning of all systems in all sections relating to the implementation of VLC cloud.
  - Coordination/conducting meetings with State officials/IFHRMS team.
- Overall supervision of VLC/EDP

**DC:**

- Allotment of Unit wise duties and responsibility to all the units/sections
  - Quality check and assurance of work performed.
  - Identifying Systemic bottleneck in the work flow.
  - Check of E-vouchers as per Headquarters circular dt 5/2020
  - Approval of TEs, AMs,RCs,UC,s Suspense Slips, Note of error, Journal, IAD, Audit Memo.
  - Timely Reporting of Returns
  - Inspect key areas of the work assigned to AAOs and Units.
  - Any Reports generation.
  - Processing of Leave applications received from the officials.
- Any other work assigned by superiors

**Duties of Assistant Accounts Officer:**

**TM:**

- Overall Monitoring and coordination with DC sections
- Submission of reports on due dates
- Effective coordination with Audit and Sections

Effective coordination with Government and Headquarters

**AC:**

- Overall Supervision of all duties assigned to the staff of the Section consisting five units.
- Receiving of valuables/purport papers/transit papers, marking/diarising in system, their distribution to staff and watching the action taken by the units and authorising.
- Authorising the sub accounts and TEs, generation of Suspense Slips of AC 1 Section, Intimation Slips and outward claims.
- Attending to IAD Paras.
- Watching of clearances of the outstanading balances/pending items for all the outward claims.

Consolidated Monthly Report of the state of work of AC Sections in Suspense Balances, KRA report ( Quarterly ) , KRA Compliance report, Appreciation report to Book section, Review of Balances, Debit dump of BROADSHEET to Book section, CM abstract every month,

OLIC report to Hindi cell(Quarterly), Inputs for ARWOT in respect of AC section and any other reports as and when required by TM/Book section

**DC:**

- Preparation/submission of Monthly report of the section
- Preparation/submission of Events for the section
- Replying to IAD regarding Test Audit paras
- Receiving of valuables/purport papers/transit papers, marking/diarising in system, their distribution to staff and watching the action taken by the units and authorising.
- Effective monitoring and Coordination Checking of e-Vouchers and submission of monthly report to BO

**Treasury Inspection:**

❖ **For Officials working on Hybrid Mode**

- Maintaining proper communication with the field audit parties
- Analysis of the Data received from the Inspection Units for taking Draft para regarding Accounts Section related to ECS, Strong Room Fitness & Fire Safety and regarding Pension Section related to Medical Allowance, NHIS subscription, Mustering of pensioners, DOB Discrepancies of Pensioners & Inadmissible Payment of Pongal Prize, etc.
- A Proper storage & analysis of the data received from the parties
- Any other assistance required by the Field Audit Parties

*W/amt*  
*27/04/2026*  
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	:	

