

महालेखाकार ( ले व ह ) ,केरल का कार्यालय,  
तिरुवनंतपुरम -695001



OFFICE OF THE ACCOUNTANT GENERAL (A&E)  
KERALA, THIRUVANANTHAPURAM-695001

No. Admn.IV/Engagement of Retd. Officials/Sr.AO/2025 Dated: 03-07-2025

### सूचना/ NOTICE

Applications are invited from retired Senior Accounts Officers to work on short term contract basis against vacancies in Senior Accounts Officer cadre, in the Office of the Accountant General (A&E), Kerala, Thiruvananthapuram, in accordance with the terms and conditions prescribed by Headquarters Circular No.30 issued vide letter No. 1346-Staff (App-1)/ 22-2016 dated 26.09.2023.

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

1. The applicant should not have attained the age beyond 64 years as on **30.06.2025**.
2. Selected person would initially be appointed for a term of one year, extendable up to a maximum of five terms or 65 years whichever is earlier, subject to his/her performance and requirement of service.
3. Remuneration and allowances payable will be governed by OM No. 3-25/2020- E.II A dated 09.12.2020, issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi.
4. 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 of remuneration so fixed shall remain unchanged for the term of contract.
5. No annual increment/percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract period.
6. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment.
7. Paid Leave of absence will be allowed at the rate of 1.5 days for each completed month of service to the retired Official hired on short term contract basis. Accumulation of leave beyond a calendar year will not be allowed. However, absence during curfew, bandh, strike, lockdown shall be dealt with in a similar way as in the case of serving officers/officials.
8. If the retired official hired on short term contract basis remains 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

9. Statutory deductions levied by the Union Government shall be made as per

rules.

10. The **engagement/hiring will be purely on temporary basis and is subject to termination at any time** in accordance with Headquarters Circular No.30 issued vide letter No. 1346-Staff (App-1)/ 22-2016 dated 26.09.2023.
11. Only applicants willing to be posted at Main Office, Thiruvananthapuram need to apply.
12. The retired officials selected to be hired on short term contract basis shall sign an agreement of confidentiality containing a clause on Ethics and Integrity.
13. If the retired officers are sent on official tour, the TA/DA shall be paid as per their entitlement at the time of retirement.

Senior Accounts Officers who retired from service from any of the A&E Offices of IA&AD, fulfilling the eligibility criteria and willing for the above assignments may submit their application in the enclosed proforma. Applications duly filled in all respects must reach the undersigned by post or through e-mail **agaekerala@cag.gov.in** latest by **08.07.2025**.

***Encl: 1. Application Form***

***2. Annexure on Duties and Deliverables***

Digitally signed by  
Basha Mohammed B  
Date: 03-07-2025  
14:54:31

उप महालेखाकार (प्रशासन)  
**Deputy Accountant General (Admn)**

Copy to:

1. Notice Boards- Main Office/Branch Offices
2. Office Website/ Intranet
3. PA to AG / PA to DAG (A)/ C-Cell

**APPLICATION FORM**Affix recent  
photograph here

Sl. No.	Particulars	
1.	Name of the Retired Official	
2.	Residential address for communication	
3.	E-mail ID	
4.	Mobile Phone No.	
5.	Date of Birth	
6.	Date of Retirement	
7.	Qualification:	
	a) Educational	
	b) Professional	
7.	Date of Entry in the Government Service	
8.	Name of the Office from which retired	
9.	Post held at the time of Retirement	
10.	Length of Service	
12.	In case of Voluntary Retirement, ground on which retired	
13.	Experience in wings of A&E offices	
14.	Additional information, if any, on Professional Experience training, work relevant to the post	
15.	General health condition of the applicant	
16.	Whether willing for posting in Main Office	

**I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.**

**Place:**

**Date:**

**(Signature of Applicant)**

**DUTIES/DELIVERABLES TO BE ASSIGNED TO RETIRED OFFICIALS IN SR.AO**  
**CADRE PROPOSED TO BE HIRED ON SHORT TERM CONTRACT BASIS**

Based on the assessment of work requirements and vacancy position in the Senior Accounts Officers Cadre in the Office at present, there is an immediate requirement of engaging services of two retired officers for supervision and monitoring of the following work:

<b>Proposed Wing/Section</b>	<b>Duties/Deliverables</b>
1. Administration	<ul style="list-style-type: none"><li>i. <b>Addressing of Queries/Grievances:</b> Receive queries/grievances submitted by stakeholders and promptly address/forward them to the concerned functional wings or sections for necessary action.</li><li>ii. <b>Monitoring and Follow-up:</b> Track and monitor the progress of action taken by the respective sections/wings to ensure timely redressal of complaints. Maintain a grievance tracking register or database for regular review.</li><li>iii. <b>Reporting:</b> Compile and submit periodic reports on the status and finalization of grievance cases to DAG (Admin) and AG for review and administrative decision-making.</li><li>iv. <b>Communication with Stakeholders:</b> Attend/Issue formal intimation to the stakeholders upon closure or final resolution of the grievance, ensuring that the response is clear, courteous, and in accordance with the facts of the case.</li><li>v. Any other work assigned by Group Officer/HoD</li></ul>

<p>2. Gazetted Entitlements</p>	<p><b><u>Retirement Cases Management and Pension Workflow</u></b></p> <p><b><u>Coordination</u></b></p> <ol style="list-style-type: none"> <li>Liaise with GE 01 and GE (EDP) and gather details of officers due to retire from various State Government departments at least 18 months before their retirement date, to facilitate timely pension processing.</li> <li>Ensure timely issue of formal communication to concerned departments to invite pension applications, Service Books, and all other requisite documents related to the retiring officers.</li> <li>On receipt of the documents, coordinate with the Loans section (LA) to collect liability statements, and forward the complete set of papers to the Pension Wing for further processing.</li> <li>Monitor the progress of pension cases to ensure timely movement through all stages of verification and approval, avoiding undue delays. Maintain close coordination with the Pension Wing to address any issues.</li> <li>Any other work assigned by Group Officer/HoD</li> </ol> <p><b><u>Legal Cases Coordination in GE Wing</u></b></p> <ol style="list-style-type: none"> <li>Act as the nodal point for all legal matters related to the GE section.</li> <li>Coordinate between the GE sections and the Legal Cell for furnishing of Statements of Facts, replies or other information, as and when requested for.</li> <li>Maintenance of up-to-date legal case register for tracking all ongoing matters and regular appraisal to GO.</li> <li>Monitor and track court deadlines and ensure timely and complete submission of all materials by GE sections to the Legal Cell for further action.</li> <li>Any other work assigned by Group Officer/HoD</li> </ol>
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