

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



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

No. Admn.IV/Engagement of Retd. Officials/2026

Dated: 14-09-2026

सूचना/ NOTICE

Applications are invited from **retired Senior Accounts Officers** and **retired Assistant Accounts Officers** to work on short term contract basis against vacancies in Senior Accounts Officer and Assistant Accounts Officer cadres respectively, in the Office of the Principal Accountant General (A&E), Kerala, in accordance with the terms and conditions prescribed by Headquarters Circular No. 25-2025 issued vide letter No. 1180-Staff(App.)-I/22-2016 dated 08.07.2025.

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 10.09.2026.
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.III 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. 25-2025 issued vide letter No. 1180-Staff(App.)-I/22-2016 dated 08.07.2025.
11. **Only applicants willing to be posted at Main Office, Thiruvananthapuram shall apply.**
12. The retired officers 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 and Assistant 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 **10.10.2026**.

Encl: 1. Application Form

2. Annexure on Duties and Deliverables

Digitally signed by
Usha Shreenivas Pillai
Date: 14-09-2026
16:17:34

उप महालेखाकार (प्रशासन)
Deputy Accountant General (Admn)

Copy to:

1. Notice Boards- Main Office/Branch Offices
2. Office Website/ Intranet
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**DUTIES/DELIVERABLES TO BE ASSIGNED TO RETIRED OFFICIALS IN
SENIOR ACCOUNTS OFFICER 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 retired officers for supervision and monitoring of the following work:

I. PENSION WING

1. Overall supervision of Pension-RRD Section.
2. e-Authorization generation and transmission management: Monitoring and rectifying daily transmission failures of e-authorizations to treasuries. Resolving technical issues, including discrepancies in pay scales, authority types and errors in generation of XML required for transmission.
3. Middle Server Operations: Managing and troubleshooting errors occurring during the fetching of records from the P-SAI application to the middle server. Managing the issues in transmission of authorizations to various points including the PRISM end, state treasury end and to the pensioners.
4. Managing and monitoring disposal of specialized cases on the basis of various revision orders and court orders.
5. Database Querying, Reporting, and Analysis: Extraction of various data based on the requirements from the controlling sections and various sections essential for key reporting and ensuring the accuracy of the data extracted.
6. Management of various programme level modifications in P-SAI by coordinating with the programmer to implement required application upgrades.
7. Acting as Liaison with NIC team regarding updates and modifications in the middle server and also with the treasury and State PRISM technical team.
8. Any other work assigned by Group Officer/HoD.

II. GE WING

1. Overall supervision of GE-EDP Section.
2. Monitoring and liaising of GEMS software related matters with
 - a. SPARK (State Government HR application)
 - b. NIC Kerala
 - c. Headquarters Office
3. Troubleshooting of technical issues in GEMS and KSEMP portal in consultation with NIC, Kerala.
4. Supervision and coordination of training to new officials posted to GE wing in GEMS software.
5. Act as the nodal point for all RTI/Legal matters related to the GE section.
6. Monitor and track court deadlines and ensure timely and complete submission of all materials by GE sections to Legal Cell for further action.
7. Any other work assigned by Group Officer/HoD.

III. ACCOUNTS WING

1. Scrutiny of Lapsed Deposit Statements of Revenue Deposit, Security Deposit etc of District Treasuries and booking TE for transferring to Govt Revenue.
2. Review of work related to clearance of Adverse Balance in respect of Major Heads.
3. Review and scrutiny of work related to Preparation of NPS Statement and reconciliation of NPS figures.
4. Verification of work related to rectification of misclassification of Deposit Heads and proposing TE.
5. Review of BROADSHEETS of Deposit Heads.
6. Review and scrutiny of the work related to Preparation of Review Cards of 98 Deposit Heads.
7. Review of Budget Documents to be reported to Book I section.
8. Scrutiny of Lapsed Deposit Statements of Civil Court Deposit & Criminal Court Deposit and booking TE for transferring to Govt Revenue.
9. Review of Suspense Slips in respect of Market Loans, Treasury Bills, Ways and Means Advances and NSSF.
10. Review of MKI prepared after closing of Monthly Civil Accounts.
11. Review of Balance Suspense and Remittance Accounts before forwarding to Headquarters
12. Review of calculation of interest on external aided projects and checks can be made before proposing TEs for back to back loans (Central Loans).
13. Review of TEs booked by PF wing and by BK-02 Section.
14. Review of adverse balances under 8782-00-102 PW Remittances & BDS and follow-up action to clear the adverse balances.
15. Any other work assigned by Group Officer/HoD.

IV. ADMINISTRATION WING

1. Co-ordinating and monitoring of welfare activities in the office such as workshops, activities related to health and wellness of staff members, programs related to retirement of staff and organizing functions like Republic Day/Independence Day etc.with the coordination of General Section.
2. Assistance to employees, pensioners and family pensioners in relation to CGHS, Pension papers, Gratuity, Benevolent Fund etc.
3. Render necessary assistance in dealing with sports activities
4. Provide necessary assistance for coordinating meetings related to Benevolent fund, CGEWCC, etc. as and when required.
5. Render necessary assistance in Updation of Manuals
6. Any other work assigned by Group Officer/HoD.

**DUTIES/DELIVERABLES TO BE ASSIGNED TO RETIRED OFFICIALS
PROPOSED TO BE HIRED ON SHORT TERM CONTRACT BASIS IN THE
ASSISTANT ACCOUNTS OFFICER (AAO) CADRE**

Based on the assessment of work requirements and the current vacancy position in the Assistant Accounts Officer (AAO) Cadre, the broad duties and deliverables expected from the retired officials are outlined below, categorized by the respective wings of the office:

Wing	Detailed Duties/Deliverables
ADMINISTRATION	• Supervise, review and process files and correspondence related to administrative matters. • Coordination functions such as inter-office communications, vetting of draft orders, reporting mechanisms, compliance with instructions from higher authorities, and maintaining up-to-date administrative records. • Oversee the maintenance and regular updating of personal service records and Service Books (SBs) of employees. • Monitor activities of the General Section including dispatch, inward and outward correspondence, and inventory control. • Manage employee training programs, maintain training records, and support training-related logistics. • Supervise document archiving and record management systems ensuring compliance with record retention policies. • Carry out any other administrative or supervisory duties as assigned by the Senior Accounts Officer (Sr.AO), Group Officer, or Head of Department (HoD).
GE	• Supervise the end-to-end processing of pay slips. • Processing of other GE functions in GEMS. • Maintenance of e-GERs. • Provide verified pay particulars and supporting data necessary for the timely processing of pension cases. • Perform any additional responsibilities as entrusted by the Sr.AO, Group Officer, or HoD.
PENSION	• Supervise and review the process of authorisation of pension cases. • Oversee the revision of pension cases in accordance with Government orders and judicial pronouncements. • Ensure meticulous scrutiny of Service Books for correctness of qualifying service, last pay drawn, and pension entitlements. • Undertake any other pension-related assignments as directed by the Sr.AO, Group Officer, or HoD.
FUNDS	• Supervise the examination and processing of requests

	for Non-Refundable Advances (NRA), Closure applications, and settlement of Residual Balances under Provident Fund Rules. • Monitor the reconciliation and clearance of missing credits and debits in Provident Fund accounts maintained for Kerala State Government Employees and Part-Time Contingent Employees. • Verify documents, cross-check Treasury data, and resolution of discrepancies. • Carry out other fund-related tasks as assigned by the Sr.AO, Group Officer, or HoD.
ACCOUNTS & VLC	• Oversee the preparation and finalization of Accounts ensuring adherence to prescribed timelines and accuracy standards. • Validate and check vouchers; flag misclassified items for rectification. • Supervise the monthly porting of account data from the Treasury System to the VLC (Voucher Level Computerisation) System, generate Civil Accounts, and ensure uploading of data to the KSEMP Portal for reconciliation. • Maintenance of loan account records. • Undertake other accounting and VLC-related tasks as instructed by the Sr.AO, Group Officer, or HoD.

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

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)**