



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, चेन्नै
भारतीय लेखापरीक्षा तथा लेखा विभाग

**REGIONAL CAPACITY BUILDING AND
KNOWLEDGE INSTITUTE, CHENNAI**
INDIAN AUDIT AND ACCOUNTS DEPARTMENT

RCBKI/Admn./Dept./Unit-I/2024-25/44

Dated: 29.05.2024

Sub: Filling up of vacancies in the cadre of Sr. Auditor/Sr. Accountant in RCBKI, Chennai on deputation basis – reg.

Sir/Madam,

Two vacancies are likely to arise in the cadre of Sr. Auditor/Sr. Accountant in the Regional Capacity Building and Knowledge Institute, Chennai shortly. The vacancies will be filled up on deputation basis. The names of Sr. Auditor(s)/Sr. Accountant(s) or Auditor(s)/Accountant(s), (including Assistant Supervisors) who are willing to be considered for deputation to RCBKI, Chennai may be forwarded along with their bio-data, experience and grading of APARs for the last five years on or before 20.06.2024.

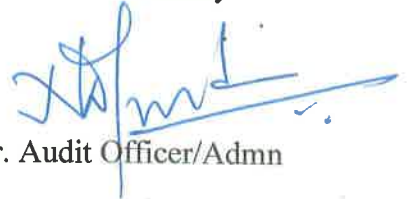
A copy of the duties attached to the post is enclosed herewith.

The term of deputation will be initially for a period of three years. They are eligible to draw deputation allowance as per the extant orders.

Attention to Headquarters circular 269/Trg.Div/42-A/2019 dated 18.09.2019 is invited which inter-alia stipulates that field offices should display/circulate deputation notifications issued by RCBKIs/RTCs among staff and forward all such application received to RCBKIs/RTCs, without withholding any application and relieve the selected official at the earliest.

This issues with the approval of Principal Director.

Yours faithfully


Sr. Audit Officer/Admn

Encl: As above

Duty List of Sr. Auditor/Sr. Accountant (UNIT I)	Duty List of Sr. Auditor/Sr. Accountant (UNIT IV)
<ol style="list-style-type: none"> 1. Maintenance of SBs, leave accounts including Special Casual Leave. Submission of report to Headquarters on special casual leave. 2. Preparation of Pay Bills, GPF Bills, CEA Bills, TA Bills/LTC Bills etc. 3. Assisting AAO/Admin in calculation of Income Tax, Issue of Form-16. 4. Substituting Unit II during his absence. 5. Matters relating to NPS, Miscellaneous correspondence with PAO. 6. Maintenance of LTC, TA, Medical Claim Registers and monthly closing of the same. 7. Movable Immovable property returns, Return on Sexual harassment against women in work place. 8. Report on vigilance cases against Gazetted Group 'B' and non-Gazetted Gr. C 9. Closing/submission of (Monthly /Quarterly/half yearly) Register of duplicate keys of cash chest, Attendance Register, Register of Keys, Register of Cases, compliance Register, 10. Work relating to eHRMS 11. Quarterly Return to Ministry regarding the expenditure on pay and allowances. 12. Processing of any representation from staff/officers of this institute. 13. Audit of sanction and Men-in-position, Sanctioned Strength and Men-in Position. 14. Any other work assigned by Director General/Principal Director/FMs/SAO(A)/AAO (A)/AAO (OM). 	<ol style="list-style-type: none"> 1 Purchase of all items required for day to day functioning of the office either through GèM or through local purchase. Maintenance of files and obtaining Expenditure sanction relating to miscellaneous routine purchases, Purchase of Assets, purchases pertaining to canteen, hostel, training etc. 2. All work pertaining to renewal of outsourced services (Security, House Keeping (Hostel), MTS, DEO, Car Driver, Canteen) and their pay bills. 3. Calling for quotation for outsourced activities (Security, House Keeping(Hostel), MTS, DEO, Car Driver, Canteen) 4. Submission of proposals for AMCs for all office equipment. 5. Closing (Annual/Half, yearly/ Quarterly/ Monthly) of AMC Register, Physical Asset Register etc. 6. Work relating to deputation matters including deputation of Faculty/Non-Faculty. 7. Annual/Half yearly / Quarterly/Monthly return on Engagement of retired officials on short term contract basis, 8. Substituting Unit II during his absence. 9. Any other work assigned by Director General/Principal Director/ SAO(A)/ FMs/AAO(A)/ AAO (OM).



Application Form/Bio-Data

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

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. Auditor/ Sr. Accountant	
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