

No. Admn./A/2023-24/ 47

**OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)  
HIMACHAL PRADESH, SHIMLA-171003**

Dated :- 02-05-2023

**CIRCULAR**

**Subject :-** Deputation Assignment at Regional Training Institute (RTI), Kolkata for filling up of vacancy in the cadre of Asstt. Audit Officer /Admn.

Regional Training Institute, **Kolkata** has proposed to fill up the post of Asstt. Audit Officer/ Administration on deputation basis in their office.

The willing officers who fulfill the terms & conditions (copy enclosed) can apply for the above post to Administration section **by or before 12.05.2023.**

**Authority:-** Dy. Accountant General (A) s' order in file No. Admn./~~E~~-15/RTI/ Deput./2020-21 onwards.

Encls: As above

**DINESH KUMAR SHARMA  
SENIOR ACCOUNTS OFFICER**

**Ends:-Admn./G-15/RTI/Deput./2020-21 onwards/311-12**      **Dated:-02-05-2023**  
Copy forwarded to the following for information and necessary action:-

1. Notice Board/Official website
2. 'A' series file/Admn.

**DINESH KUMAR SHARMA  
SENIOR ACCOUNTS OFFICER**

भारतीय लेखापरीक्षा और लेखा, विभाग  
क्षेत्रीय प्रशिक्षण संस्थान, कोलकाता

संख्या : RTI/KAR/Deputation/2022-23/  
23-24/AAO/145  
दिनांक: 24/04/2023

सेवा में,

All Heads of Offices  
in Indian Audit & Accounts Department,  
(As per mailing list)  
For circulation in this mailing group  
cag-all-offices@lemynia.in

24.4.23

महोदय/महोदया,

RTI/KAR/Deputation/2022-23/23-24/AAO/  
145

इस कार्यालय का पत्र संख्या: .....

दिनांक: 24/04/2023 आपके कार्यालय को सूचना/ आवश्यक  
कार्यवाही हेतु प्रेषित किया जा रहा है।

भवदीय,

संलग्न: यथोपरि

~~SAG Admn~~  
~~AO Admn~~

इन्द्र कुमार

वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन

वरिष्ठ लेखा परीक्षा अधिकारी (प्रशिक्षक प्रशासन)  
Senior Audit Officer (Faculty / Admn.)  
क्षेत्रीय प्रशिक्षण संस्थान, कोलकाता  
Regional Training Institute Kolkata

प्र० महालेखाकार (ले० व ड०) सचिवालय  
साधारण डायरी नं: 74  
दिनांक: 24/04/23  
हस्ताक्षर: @

46  
25/4/23

ord  
CAG Secy (P&F)  
Copy No. 52  
Signature with Date  
25/4/23

सी.जी.ओ. सचिवालय  
25.4.23



भारतीय लेखापरीक्षा और लेखा विभाग  
INDIAN AUDIT & ACCOUNTS DEPARTMENT  
क्षेत्रीय प्रशिक्षण संस्थान, कोलकाता  
REGIONAL TRAINING INSTITUTE, KOLKATA



Page 1

No. RTI/Kol/Deputation/2022-23/23-24/AAO/145

Date: 24.04.2023

To

All Offices as per mailing list

(CAG-IAAD@LSMGR.NIC.IN)

Sub: Deputation Assignment at Regional Training Institute (RTI), Kolkata for filling up of vacancy in the cadre of Asst. Audit Officer/ Administration.

Madam/Sir,

One post of Asst. Audit Officer/ Administration in the Pay level 8/9 is likely to be vacant at Regional Training Institute (RTI), Kolkata and the post would be filled up on deputation basis:

The work of the Ass. Audit Officer/ Administration involves taking care of Administration and Establishment matters, including inter-alia protocol, personnel management, providing administrative support to training programmes and hostel management, co-ordination with CPWD for matters associated with the RTI-Building and handling contracts, procurement including through GeM, online returns including those related to Hindi, Director of Inspection, Hindi inspection etc. The Institute functions with a skeletal staff, hence, the post requires dynamic, outstanding and diligent person who can handle the responsibilities involved with the post as well execute the work allotted to the officer by the Principal Director.

Applications from desirous and willing officers of the rank of Assistant Audit Officer/ Assistant Accounts Officer are invited for the deputation assignment at the Regional Training Institute (RTI), Kolkata. The eligibility criteria for the post is detailed below:-

1. Experience in the area of Administration, Establishment and Office management and/or in the supervisory capacity.
2. Working knowledge of computers including PFMS & iBEMS, GST Portal, e-HRMS, SAI Portal, Budget, Pay and other bills and familiarity with DDO functions and filing Income Tax etc. returns are required.
3. Maximum age limit for appointment by deputation should not exceed 56 years as on the closing date of application for the post.

तीसरा एम.एस.ओ. बिल्डिंग, सी.जी.ओ. कॉम्प्लेक्स, पी.ओ. ब्लाक, ए-विंग, डी.एफ. ब्लॉक, साल्ट लेक, सेक्टर-1, कोलकाता-700064

3rd MSO Building, CGO Complex, 5th Floor, 'A' Wing, DF Block, Salt Lake, Sector - 1, Kolkata - 700 064

Tel. : (033) 2321 3907/ 6703

फ़ोन : (033) 2321 6709

ई-मेल : rtiKolkata@cag.gov.in

The terms of deputation & selection process are a detailed below.

1. All officers who are willing should apply for the deputation through their respective Parent Offices. The Parent Offices are requested to forward such applications along with the Bio-data and APARs for the last three years duly attested on each page to this Institute, so as to reach this Institute latest by 19.05.2023. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant. The required documents of the eligible candidates may be scanned and forwarded by the respective Parent offices and sent by email to avoid postal delay.
2. The term of deputation will be for a period of three years initially and extendable on yearly basis thereafter. This institute however, reserves the right to repatriate him/her at any time, if his/her performance is found unsatisfactory.
3. The selected officer will be entitled to deputation allowance as per instructions prevailing from time to time.
4. Selection of a suitable officer shall be made through the appropriate selection procedure for knowledge and skill based jobs and the selection of the applicant shall be notified.

A reference is invited to Headquarters Circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 and Circular.No.398/Trg.Div./42-A/2019 dated 14.07.2020 wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTIs/RTCs were issued for strict compliance. The instructions in the said circulars are re-iterated below:

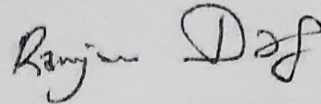
- (a) Field offices shall display the deputation notifications issued by RTIs/ RTCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification
- (b) Field offices shall forward all applications received from their officers/staff against the positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application
- (c) On completion of the selection process, the field offices shall obligatorily relieve the selected officer for administrative assignment at RTIs/RTCs at the earliest.
- (d) The initial deputation period to RTIs/RTCs will be for 3 years and extendable on yearly basis thereafter. The RTI/RTC however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
- (e) However, clause at (b) above regarding instruction to field offices not to withhold any applications received from their offices/staff against positions advertised by RTIs/RTCs will not apply in case of applicants who have been reverted/repatriated in the last six months from RTIs/RTCs to their parent offices as per of Circular No.- 269/Trg. Div./42-A/2019 dated

18.09.2019 will not apply in case of applicants who have been reverted/repatriated in the last six (6) months from RTIs/RTCs to their parent offices as per Headquarters Circular.No.398/Trg.Div./42-A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.

This issues with the approval of the Principal Director.

Yours faithfully,

Encl: As above

A handwritten signature in black ink, appearing to read "Ranjan Das". The signature is fluid and cursive, with the first name "Ranjan" and the last name "Das" clearly distinguishable.

Sr. Audit Officer/Administration