

Filling up of vacancies in on deputation basis.

Applications invited from:

All interested and eligible officers/officials only.

Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section:

1. O/o PAG (A&E), Chhattisgarh, Raipur – 22.09.2025
2. NAAA Shimla – 12.10.2025
3. O/o PAG (Audit-I), UP, Prayagraj – 01.10.2025
4. RCB&KI, Shillong – 15.10.2025
5. O/o PAG (A&E), Gujarat, Rajkot – 22.09.2025

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) CHHATTISGARH
ZERO POINT, BALODA BAZAR ROAD, RAIPUR-492005**

No. Admn./Deputation/ Sr.PS/ O.O.- 146

Date: 08.09.2025

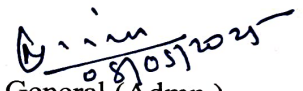
-:Notification:-

Sub:- Deputation notification for filling vacant post of Senior Private Secretary in the office of the Principal Accountant General (A&E) Chhattisgarh, Raipur –reg.

In continuation of this office Notification No. Admn./ Deputation/ Sr.PS/ O.O.-74, dated 20.06.2025 and Notification No. Admn./ Deputation/ Sr.PS/ O.O.-164, dated 04.08.2025, inviting applications for filling up one (01) post of Senior Private Secretary in this office on deputation basis, the last date for receipt of applications has been **extended up to 30.09.2025**.

All eligible candidates must ensure compliance with the eligibility criteria and other guidelines as outlined in the original notification dated 20.06.2025.

(Authority: Principal Accountant General's orders dated: 08.09.2025)


Sr. Dy. Accountant General (Admn.)

To,

All the Heads of Department of IA&AD (As per the mailing list)

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) CHHATTISGARH
ZERO POINT, BALODA BAZAR ROAD, RAIPUR-492005

No. Admn./Deputation/ Sr.PS/0-0 - 74

Date: 20.06.2025

-:Notification:-

Sub:- Deputation notification for filling vacant post in the office of the Principal Accountant General (A&E) Chhattisgarh, Raipur –reg.

The office of the Principal Accountant General (A&E) Chhattisgarh, Raipur invites applications from eligible officials working in Indian Audit and Accounts Department to fill up following vacant post on deputation basis:-

Sl. No.	Cadre	Vacancy	Eligibility	Work requirements
01	Senior Private Secretary	01	(i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With two years regular service in the post of Private Secretary grade rendered after appointment thereto on regular basis in Level-7 in the Pay Matrix (Rs 44900-142400) in the parent cadre or department.	Proficiency in computer work (like knowledge of MS Office, emailing etc.)

Note 1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationist shall not be eligible for appointment by promotion.

Note 2: The period of deputation including the period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note 3: Officials who were granted MACP/ NFU in their current designation are also eligible to apply for deputation.

Terms & Conditions:-

1. Place of posting: Raipur, Chhattisgarh
2. Tenure of deputation : The initial deputation period for the post of Senior Private Secretary would be one year which may be extended with mutual consent of lending and borrowing offices .
3. Other terms and conditions of deputation will be governed by the provisions contained in Headquarters office letter No. 60-Staff (App)-I/ 14-2023, dated 27.01.2025.

4. The deputation tenure is subject to performance evaluation. Officials may be repatriated before completion of tenure if their performance or conduct is found unsatisfactory by the borrowing authority, or for administrative reasons.
5. Deputation (Duty) Allowance:- Selected officials will be entitled to Deputation (Duty) Allowance as per existing rules.
6. Age limit: the maximum age for appointment on deputation shall not exceed 56 years as of the closing date of application.
7. Application submission:-
 - Application of interested and eligible officials must be forwarded in the prescribed proforma (enclosed) along with recommendations from the respective department.
 - Following documents should be enclosed with the application:-
 1. Bio-data and vigilance clearance
 2. Cadre clearance
 3. Integrity certificate
 4. Copies of APAR for the last five years (duly attested by an officer not below the rank of Sr. AO)
 - The last date of submission of application is : 31.07.2025


Dy. Accountant General (Admn.)

To,

All the Heads of Department of IA&AD (As per the mailing list)

Advertisement No:

Date:

Bio-Data for the Post of

1. Name	
2. Designation	
3. Date of Birth	
4. Permanent Address	
5. Qualification (i) Educational: (ii) Professional:	
6. Name of office to which the officer/official belongs (i) Parent office: (ii) Office in which working at present.	
7. Whether the officer belongs to SC/ST. If yes, please mention category.	
8. Date of entry Into Govt. Service	
9. Date of entry in IA&AD	
10. Date of promotion on post	
11. Whether probation period completed or not	
12. Mobile number and officials email Id	
13. Present Pay Level and Pay	

9c

14. Work Experience (a) General (b) RTIs/RTCs	
15. Proficiency in Computers, details may be given.	
16. Details of Exam Passed	
17. Any other relevant details	

Date:

Place:

(Signature of the Applicant)

It is certified that the above particulars furnished are correct as per our office records and no disciplinary/vigilance action is pending against him/her.

Signature of the Head of Department (with Stamp)

Annexure-1

ABSTRACT OF APARs FOR THE LAST FIVE YEARS UPTO 2023-24
(Year-wise APAR grading for the five years to be given)

S. No.	Name & Designation	2023-24	2022-23	2021-22	2020-21	2019-2020
1.						
2.						

It is certified that:

- (i) I have verified the grading from the Original APARs and found to be correct.

.....
DAG/DD/Sr. DAG/Director(Admn.)/Director(P)

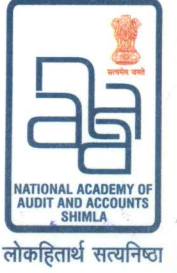
O/o

Date:

Place:



भारतीय लेखापरीक्षा तथा लेखा विभाग
राष्ट्रीय लेखापरीक्षा तथा लेखा अकादमी
शिमला - 171004
INDIAN AUDIT & ACCOUNTS DEPARTMENT
NATIONAL ACADEMY OF AUDIT & ACCOUNTS
SHIMLA - 171 004



NAAA/Admin/Hired on contract basis/2025-26/ 1776

Dated: 03.09.2025

To,

03 SEP 2025

All the Heads of Departments in IA & AD
(Except overseas Audit Offices)

Subject: Hiring of retired Sr. Audit Officer on Short Term Contract basis-reg.

Applications in the prescribed format are invited from retired / retiring Senior Audit Officers of IA&AD offices for hiring their services on short term contract basis in the office of the National Academy of Audit and Accounts, Shimla with effect from 01-10-2025 or from the date of their actual engagement in accordance with the terms and conditions prescribed in the Headquarters Office Circular No: 25 issued under No: 1180-Staff (App)-1/22-2016 dated 08.07.2025. The officers / officials retired / retiring upto 31-08-2025 can also apply.

The following terms and conditions will be applicable in this regard:

1. The retired officers / officials can be hired on a short-term contract basis initially up to a period of one year extendable up to a maximum of five terms or up to attaining the age of 65 years, whichever is earlier.
2. Remuneration and allowances are governed by OM No: 3-25/2020-E.III dated 09-12-2020 issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi, which is as under:

a. The retired officers shall be paid a fixed monthly amount, 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.

b. Transport allowance not exceeding the rate applicable to the appointee at the time of his / her retirement shall be allowed. No annual increment / percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract.

3. Paid leave of absence shall be allowed at the rate of 1.5 days for each completed month of service. In case of absence, beyond paid leave in a month for reasons other than due to curfew, band, strike, lock-down; remuneration shall be deducted on pro-rata basis by dividing fixed monthly remuneration by 22 and multiplying the result to the number of days of absence on working days.
4. Duties assignable and other conditions shall be as envisaged in the Headquarters Office Circular dated 08.07.2025.
5. Statutory deduction levied by the Union Government shall be made from the monthly remuneration as per applicable Rules.
6. The appointment will be purely on temporary basis and will be subject to termination at any time.

ई-मेल : naaa.cag@nic.in

e-mail : naaa.cag@nic.in

फैक्स : 0177-2657994

Fax : 0177-2657994

दूरभाष : 2803178, 2652458, 2658320

Phone : 2803178, 2652458, 2658320

Retired /retiring Senior Audit Officers of the IA&AD, fulfilling the eligibility criteria and willing for above assignments may submit their biodata, applications duly filed in all respects by post or through e-mail at naaa@cag.gov.in latest by 22-10-2025.

Yours faithfully

Encl: as above

A handwritten signature in blue ink, appearing to be 'A. S.', with a long horizontal stroke extending to the right.

Director (Administration)

APPLICATION FORM

Name of the Office:

S. No	Particulars	Remarks
1	Name of the retired / retiring Officer / official	
2	Date of Birth	
3	Qualification a) Education b) Professional	
4	Date of Entry in the Govt service	
5	Name of the Office from which retired	
6	Length of service	
7	Date of Retirement	
8	Post held at the time of Retirement.	
9	Post applied for	
10	In case of Voluntary Retirement ground on which retired	
11	Experience	
12	Additional information, if any, on professional experience training, and work relevant to the post	

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

Signature of Applicant

कार्यालय प्रधान महालेखाकार (ले0 प0 - I), उत्तर प्रदेश, प्रयागराज

No. PAG(Audit-I)/Admn/778/2025-26/ 1382

Dated: 10-09-2025

CIRCULAR

Sub-Filling up the post of Welfare Assistant on deputation basis in the Office of the Principal Accountant General (Audit-I), Uttar Pradesh, Prayagraj-reg:

Applications are invited from willing officials for appointment to the post of Welfare Assistant on deputation basis in the O/o the PAG (Audit-I), UP, Prayagraj in Level 08 of the Pay Matrix under CCS (Revised Pay) Rules, 2016:

The eligibility criteria are as follows:

- (1) (i) Holding analogous posts on regular basis in the present cadre or department.
or
ii) With three years of combined service in the grade of Senior Accountant/ Senior Auditor (Level 6) and Assistant Supervisor (Accounts/Audit) (Level 7) rendered after appointment thereto on a regular basis in the parent cadre or Department.
and
iii) Possessing three years' experience in the field of welfare or community activities, housekeeping, sports and cultural activities, personal administration including settlement of personal claims.
- (2) The maximum age limit shall not exceed 56 years on the closing date of receipt of applications.
- (3) The deputation is only temporary and does not give any right for confirmation or indefinite retention of the person in the office to which he or she is being deputed. The deputation shall be initially for a period of one year which may be extended on yearly basis subject to continued suitability and administrative convenience.
- (4) Deputation guidelines issued vide Headquarters' letter No. 60-Staff(App)-1/14-2023 dated 27.01.2025 shall strictly be adhered to.
- (5) The Deputationist will be entitled for Deputation Allowance as applicable in accordance with prevalent rules.

Willing and eligible officials may submit their application giving full service particulars and bio-data in the enclosed proforma through the Head of Office which should reach this office within 30 days of issue of the circular.

Encl: Annexure

Sr. Deputy Accountant General (Admn)

Copy to:

All IA&AD Offices

As per mailing list (except Overseas Offices)



10.9.2015

Sr. Audit Officer/Admn.

BIO-DATA/CURRICULAM VITAE PROFORMA

1. Name of the post applied for _____
2. Name of applicant with designation and complete office address (in block letters), e-mail and telephone No. _____
3. Residential Address with phone number _____
4. Permanent Address _____
5. Date of Birth (in Christian era) _____
6. Whether belong to SC/ST/OBC _____
7. Date of entry into service _____
8. Date of retirement under Central/State Government Rules _____
9. Post held on regular (i.e. substantive) basis and the date from which held with grade pay/ pay level in pay matrix. _____
10. Present Pay _____

11. Details of Employment of last 10 years in Chronological order. Enclose a separate sheet, duly authenticated under your signature.

Name of Office/organization where employed	Post Held	From	To	Basic Pay	Grade Pay/Level in pay matrix	Major Duties
1.	2.	3.	4.	5.	6.	7.

12. Nature of present employment i.e.

Ad-hoc or temporary or permanent _____

13. In case the present employment is held on

Deputation/contract basis, please state _____

a) Date of initial appointment _____

b) Period of appointment on Deputation/contract _____

c) Name of parent office/organization to which you belong _____

14. Training/courses attended _____

15. Additional details about your present employment, please state whether working under _____

i) Central Government

ii) State Government

iii) Autonomous Organization

iv) Central Public Sector Undertaking

v) State Public Sector Undertaking

16. Additional information, if any, which applicant may like to mention in support of his/her suitability for the post viz-a-viz the "duties" mentioned in Annexure-II enclosed a separate sheet, if required

I have carefully gone through the vacancy circular/advertisement, and I am well aware that the information furnished in the bio-data duly supported by the documents in respect of essential qualification/work experience submitted by me. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature)

Date: -

Mobile No.: -

CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE/OFFICER NOT BELOW THE RANK OF UNDER SECRETARY IN GOI WHILE FORWARDING THE APPLICATION

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately
3. Attested copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
6. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.

Signature_____

Name_____

Designation_____

Tele._____

Date:_____

Place:_____

Official seal

Note: All Terms and Conditions of deputation will be followed as per Deputation guidelines issued vide Headquarters' letter No. 60-Staff(App)-1/14-2023 dated 27.01.2025 shall strictly be adhered to.

क्षेत्रीय क्षमता निर्माण और ज्ञान संस्थान
लाचाटेलेटे कॉम्प्लेक्स, लैतुमखराह,
शिलांग - 793003.



REGIONAL CAPACITY BUILDING AND
KNOWLEDGE INSTITUTE
LACHATELLETE COMPLEX, LAITUMKHRAH
SHILLONG - 793003.

Date.....12 SEP 2025

संख्या/No. 73-RCB&KI/SHG/Deptn./1-1/2025-26/Vol.XII/892

Date :12.09.2025

सेवा में/To

आईए एवं एडीके सभी विभागाध्यक्ष,
(मेलिंग सूची के अनुसार)।
All Heads of Departments of IA&AD,
(As per mailing list).

विषय: आरसीबी एवं केआई, शिलांग में रिक्त पदों को प्रतिनियुक्ति के आधार पर भरना।
Subject: Filling up of vacant posts on deputation basis in RCB&KI, Shillong.

महोदय/ महोदया,
Sir/Madam,

The Regional Capacity Building & Knowledge Institute, Shillong, invites applications from eligible candidates to fill up the vacant Regular Temporary posts on deputation basis as enclosed in **Annexure – I**.

1. Submission of Applications

Applications should be forwarded to this office **on or before 31.10.2025**, along with:

- Bio-Data (**Annexure – II**).
- Certified copies of APARs for the last five years, duly attested on each page(**Annexure – III**).
- Vigilance Clearance Certificate, certifying that no disciplinary, court, or vigilance case is pending or contemplated against the applicant.

The required documents of the eligible candidates may be scanned and sent by email by the respective parent offices to avoid postal delay.

2. Term & Remuneration

- The term of deputation for Sl. 1, 2,4 and 6 in Annexure – I will be initially for a period of 03 (three) years.
- The term for Sl. No. 3&5 in Annexure – I will be upto **28.02.2026**, which may be extended thereafter, subject to his/her continued suitability, administrative convenience and Headquarters' concurrence.
- While working at RCB&KI, Shillong, the selected official will draw his/her basic pay plus admissible Deputation allowance/ Training Allowance under extant rules and regulations.

3. Eligibility & Age Limit

- a) The maximum age for appointment by deputation shall not exceed 56 years as on date of application.
- b) The officials working on deputation shall not have the right for absorption in any post in the Institution.
- c) The applications of the officials working in the office on deputation basis on normal terms and conditions shall be forwarded through their respective Parent Office(s).

4. Compliance with Headquarters' Instructions

A reference is invited to Headquarters Circular *No. 269/Trg.Div./42-A/2019 dated 18.09.2019* (attached herewith), wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTIs/RTCs renamed as RCB&KIs/RCB&KCs were issued for strict compliance. The instructions in the said circular are reiterated below:

- a) Field offices shall **display the deputation notifications issued by RCB&KIs/RCB&KCs** 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 RCB&KIs/RCB&KCs to the concerned Institute/Centre, **without withholding any application**.
- c) On completion of selection process, the field offices shall obligatorily relieve the selected official(s) for administrative assignments at RCB&KIs/RCB&KCs at the earliest.
- d) The RCB&KI, Shillong reserve the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.

Further a reference is invited to Headquarters' letter No. 60-Staff(App-I)/14-2023 dated 27.01.2025 regarding "*Revised Deputation Guidelines – Deputation to RCB&KIs/NAAA/iCISA/iCED*", which emphasizes uniformity and transparency in the deputation process and adherence to stipulated procedures while filling such posts.

5. Restriction on Reapplications

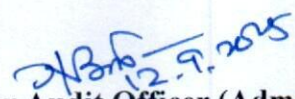
Clause 5(b) regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KIs/RCB&KCs will not apply in case of applicants who have been reverted/repatriated in the last six (06) months from RCB&KIs/RCB&KCs to their parent offices as per Hqrs' Circular No. 398/Trg.Div/42A/2019 dated 14.07.2020 (copy enclosed). This may please be noted before forwarding the applications.

This Circular is also available in the office website of RCB&KI, Shillong under *Public Interface < Circulars/orders*.

This issues with the approval of Director General.

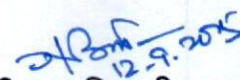
Yours faithfully,

Encl: As stated above.


Senior Audit Officer (Admn)

ANNEXURE - I

Sl. No	Post	No. of Posts	Purpose	Work requirement
1.	AAO (Admn)	01	To handle the Administration related work.	1. Holding analogous post on regular basis. 2. At least two years' experience in Administration/ Establishment. 3. Proficient in MS Office and e-office. 4. Ability to handle DDO charge, Procurement, Tendering, Bills, TDS, Returns, Hospitality and other Establishment matters.
2.	AAO (CKR)	01	To handle Central Knowledge Repository related work.	1. Holding analogous post on regular basis. 2. Proficient in working with computers. 3. Experience in at least one of the fields of Autonomous District Councils, Works Audit and Procurement. 4. Interest in Research, writing Research Papers and Knowledge building.
3.	AAO (OIOS) Post is interchangeable between Sr.AO/ AAO.	01	To function as OIOS helpdesk to field offices and support capacity building	1. Holding analogous post on regular basis. 2. AAO with wide exposure to audit and comfortable in using IT Audit systems. 3. Specialized technical qualification in computer is highly desirable.
4.	Private Secretary	01		1. Holding analogous post on regular basis in the parent cadre. 2. Having expertise in use of MS Office software as well as good knowledge of typing and shorthand. 3. Having good knowledge of computers and e-office.
5.	Junior Translator	01	Translation of all Admin and training related work	1. Holding analogous post on regular basis in the parent cadre. 2. Having expertise in use of MS Office as well as good knowledge of typing in both Hindi and English.
6.	Senior Accountant/ Senior Auditor/ Accountant/ Auditor	01		1. Holding analogous post on regular basis in the parent cadre. 2. Working Knowledge in Administrative related works. 3. Having good knowledge of computers and e-office.


 वरिष्ठ लेखा परीक्षा अधिकारी (प्रशासन)
 Senior Audit Officer (Admn)

**APPLICATION FOR THE POST OF ASSISTANT AUDIT/ACCOUNTS OFFICER/
PRIVATE SECRETARY/ JUNIOR TRANSLATOR/ SR. ACCOUNTANT/ SR.
AUDITOR/ACCOUNTANT/ AUDITOR**

1.	Name in full (Shri./Smt./Ms./Kum.)	
2.	Present Post held	
3.	Date of entry into Govt. Service	
4.	Date of entry into IA&AD	
5.	Office to which the applicant belong i. Parent Office ii. Present Office	
6.	Date of Birth	
7.	Qualifications: i. Educational ii. Professional	
8.	Permanent Address	
9.	Present Address	
10.	Date of Joining/ Promotion to the current cadre	
11.	Present Pay and Pay Level	
12.	Whether belonging to SC/ST	
13.	Experience Profile ¹	
14.	Proficiency in computer, details may be given ¹	
15.	Mobile Number & official email ID	
16.	Any other relevant details ¹	

तारीख/Date:

जगह/Place:

(आवेदक के हस्ताक्षर /Signature of Applicant)

यह प्रमाणित किया जाता है कि उपरोक्त दिए गए विवरण कार्यालय रिकॉर्ड के अनुसार सही हैं।

It is certified that the above particulars furnished are correct as per office records.

विभागाध्यक्ष के हस्ताक्षर (मोहर के साथ)

Signature of the Head of the Department (with stamp)

¹Separate annexure may be attached

ABSTRACTS OF APARs/ ACRs FOR THE LAST FIVE YEARS UPTO 2024-25

(Year-wise APAR grading for the last five years to be given in respect of each official)

Sl. No.	Name&Designation	2024-25	2023-24	2022-23	2021-22	2020-21
1						
2						
3						
4						
5						

**If any of the APARs of the recommended Officer are not available for any of the above period, the grading for the previous period may be given in the above Annexure.*

Indicate numerical grading's only

It is certified that:

- (i) I have verified the grading from the original APARs and found to be correct.
- (ii) No vigilance or disciplinary case is either pending or contemplated against the above Officer/ Officials. No major/ minor penalty has been imposed on the above Officers/ Officials in the past.

Sr. DAG/ DAG/DD//Director (Admn)

O/o-----

Place-----

Date:.....

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAY MARG, NEW DELHI – 110 124

No. 269/Trg. Div./42-A/2019
Dated 18.09.2019

TRAINING DIVISION
CIRCULAR

To

Heads of Department of IA&AD offices
(As per e-mail list)

Subject: Deputation of staff to RTIs/RTCs

Madam/Sir,

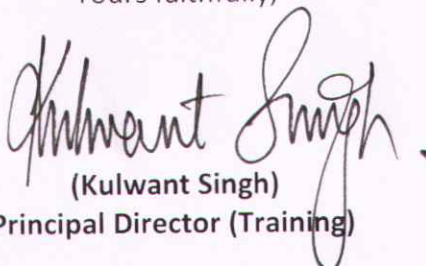
Regional Training Institutes (RTIs)/Regional Training Centres (RTCs) are the centres for capacity building of Indian Audit & Accounts Department and enrich the human capital of its user offices across India.

2. The staff working at RTIs/RTCs are appointed on deputation basis from field offices of the department across India. To augment the staff (Administration and Faculty) in RTIs/RTCs, the competent authority has decided that while deputing staff to RTIs/RTCs, all the field offices shall strictly adhere to the following instructions:

- (i) 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;
- (ii) Field offices shall forward all the applications received from their officers/staff against the positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application;
- (iii) On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.
- (iv) 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.

3. Receipt of this circular may please be acknowledged by email to trgwing@cag.gov.in

Yours faithfully,


(Kulwant Singh)
Principal Director (Training)

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAY MARG, NEW DELHI – 110 124**

**No. 398 /Trg. Div./42-A/2019
Dated 14.07.2020**

**TRAINING DIVISION
CIRCULAR**

To

**Heads of Department of IA&AD offices
(As per e-mail list)**

Subject: Deputation of staff to RTIs/RTCs

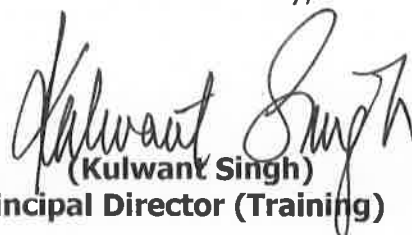
Madam/Sir,

2. Kindly refer to Training Division's Circular No. **No. 269/Trg. Div./42-A/2019 Dated 18.09.2019** on the subject. (Copy attached). In continuation of the said circular, the competent authority has decided that field offices, while forwarding the applications to RTIs/RTCs should adhere to the following instruction.

Clause 2 (ii) of Circular No.269/Trg. Div./File.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. During this period RTIs/RTCs may make appropriate efforts to fill in their vacancy with wide dissemination of their advertisement and it's follow-up.

3. Receipt of this circular may please be acknowledged by email to trqwing@caq.gov.in

Yours faithfully,


(Kulwant Singh)
Principal Director (Training)

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



No. 60 –Staff (App)-I/14-2023

OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 27.01.2025

To

All Heads of Department in IA&AD
Director General (Training)
Director General (Commercial)
Director (P)

Subject: Deputation of staff within Indian Audit & Accounts Department

Madam/Sir,

As per the existing guidelines, Heads of the Department in IA&AD have been vested with the powers to recommend their staff for deputation and extend their tenure of deputation within IA&AD up to 07 years. The extension in deputation term of officials beyond 7th year is being granted by the Headquarters office on yearly basis. There is no limit on the tenure of deputation of officers within the IA&AD. This policy was reviewed by the Competent Authority as it led to skewed distribution at the field as well as its limited utility. In supersession of HQrs. letter no. 1468-Staff (App)-I/08-2016 dated 09.11.2023, the revised guidelines on the subject cited above are enclosed as annexure for your information and further necessary action at your end.

2. Staff members who are currently on deputation beyond 07 years shall be allowed to continue their present approved term of deputation for another 06 months from the date of issue of these guidelines, to give them and their parent office the time for preparation of repatriation.
3. These guidelines will come into force with immediate effect.
4. Please acknowledge receipt of this letter.

Yours faithfully,

Encl: As above


(Sumeet Kumar)
Assistant Comptroller & Auditor General (N)-1

Deputation of Staff within Indian Audit & Accounts Department

As per the existing guidelines, Heads of the Department in IA&AD have been vested with the powers to recommend their staff for deputation and extend their tenure of deputation within IA&AD upto 07 years. The extension in deputation term of officials beyond 7th year is being granted by the Headquarters office without any limit resulting in many staff remaining on deputation within the IA&AD for decades defeating the meaning of deputation. This decade old policy was reviewed as it led to skewed distribution at the field as well as its limited utility. The revised guidelines are as follows. These guidelines will also cover deputation from field offices to CAG office (HQrs).

- a. The officers can avail of deputation within IA&AD for a maximum period of 12 years during their career, with the duration of each deputation tenure limited to maximum of 05 years. It can be extended to a maximum of 7 years on (5+2 basis) in exceptional cases. There will be mandatory cooling off period of 03 years after a deputation, including deputation outside the department.
- b. A request for deputation will be entertained by the Cadre Controlling Authority or the CAG Headquarters office only if it is received along with NOC/consent of the borrowing office.
- c. Deputation beyond 05 years upto 07 years on (+2 years) basis will be considered by DG (Staff) for approval on case to case basis. A request for extension of deputation beyond 05 years will be entertained by the Competent Authority only if it is forwarded along with NOC of the borrowing office, with cogent reasons and at least three months prior to the expiry of the period of deputation.
- d. Deputation is valid only for the period for which it is approved and any extension is neither automatic nor should be presumed merely on the ground that the Cadre Controlling Authority or the employee have made a request for extension. The employee concerned shall be entitled to draw salary in the borrowing office to which he/she has been deputed only for the approved period of deputation. The employee shall not be entitled to draw salary etc. after expiry of the period of deputation.
- e. An employee on such deputation shall relinquish charge and get himself/herself relieved on the last day of his/her deputation, if no orders extending his/her deputation by the concerned Cadre Controlling Authority are received. An employee who does not hand over charge at the end of the approved period of deputation will be immediately liable to disciplinary action and break-in-service for the period beyond the approved date. All orders of deputation will carry endorsement to this effect. Further, an endorsement will also be made to the Pay & Accounts office to stop payment of salary to the employee beyond the approved period of deputation.
- f. Ordinarily directly recruited officials shall be eligible to apply for deputation only after successful completion of probation period and after completing 5 (five) years of service.

- g. Deputation of officials within IA&AD shall be permitted if the vacancy is up to 25 percent of sanctioned post in the Cadre Controlling Office. The vacancy position for this purpose would be calculated on a half yearly basis, as on 01st January and 01st July of the year.
- h. While calculating vacancy for the cadre of Sr. AO, number of Sr. AO (ad-hoc) shall be counted along with PIP of regular Sr. AO against sanctioned strength of Sr. AO. Similarly, while calculating vacancy for the cadre of AAO, number of AAO (ad-hoc), AAO (RT) and SAS passed officials waiting for promotion to the post of AAO shall be counted along with PIP of regular AAO against sanctioned strength of AAO.
- i. Any deputation shall require the approval/ consent of both the borrowing and lending (cadre controlling) authorities. Therefore under normal circumstances cases of deputation shall not be sent to HQrs (Staff Wing) for approval.
2. In order to maintain transparency and ensure fair selection of the eligible officials for deputation, every Head of the Departments of IA&AD may obtain the recommendation of the transfer posting committee of the office/station, before approving the deputation.
3. For deputation to CAG office (HQrs), DG (HQ) is the competent authority to call for deputation and selection, posting and repatriation of offices. Committee has been constituted for this purpose vide order dated Oct, 2024.
4. The tenure of deputation once approved shall not be taken for granted and the deputationist is liable to be repatriated back if his/her performance and conduct is not up to the mark, to the satisfaction of the borrowing authority, or for other administrative reasons.
5. The aforesaid revised guidelines shall however, not be applicable in respect of the following deputation cases:
- i. J&K Migrant officials who are on deputation to different field offices as per the orders of the Hon'ble High Court of J&K.
 - ii. Physically handicapped officials.
 - iii. Deputation to RCB&KIs/NAAA/iCISA/iCED may be allowed for a period of 09 years at a time and for a total period of 15 years during service.
6. Presently, deputation of staff of a Field Office to the Welfare Wing of the same Field Office (Welfare Asst, Assistant Welfare Officer, etc) are sent to HQrs for approval. Head of Departments may approve these cases at their end and not submit it to HQrs.
7. Any deviation from the revised deputation policy shall be forwarded for approval of the Headquarters (Staff Wing) with due justification.
8. In case of administrative exigencies, the above guidelines may be relaxed by DAI (HR) as a Competent Authority.

23/11/24
(Sumeet Kumar)

Assistant Comptroller and Auditor General (N)-I

**APPLICATION FOR THE POST OF ASSISTANT AUDIT/ACCOUNTS OFFICER/
PRIVATE SECRETARY/ JUNIOR TRANSLATOR/ SR. ACCOUNTANT/ SR.
AUDITOR/ACCOUNTANT/ AUDITOR**

1.	Name in full (Shri./Smt./Ms./Kum.)	
2.	Present Post held	
3.	Date of entry into Govt. Service	
4.	Date of entry into IA&AD	
5.	Office to which the applicant belong i. Parent Office ii. Present Office	
6.	Date of Birth	
7.	Qualifications: i. Educational ii. Professional	
8.	Permanent Address	
9.	Present Address	
10.	Date of Joining/ Promotion to the current cadre	
11.	Present Pay and Pay Level	
12.	Whether belonging to SC/ST	
13.	Experience Profile ¹	
14.	Proficiency in computer, details may be given ¹	
15.	Mobile Number and official email ID	
16.	Any other relevant details ¹	

तारीख/Date:

जगह/Place:

(आवेदक के हस्ताक्षर/Signature of Applicant)

यह प्रमाणित किया जाता है कि उपरोक्त दिए गए विवरण कार्यालय रिकॉर्ड के अनुसार सही हैं।

It is certified that the above particulars furnished are correct as per office records.

विभागाध्यक्ष के हस्ताक्षर (मोहर के साथ)

Signature of the Head of the Department (with stamp)

¹ Separate annexure may be attached

Annexure III

ABSTRACTS OF APARs/ ACRs FOR THE LAST FIVE YEARS UPTO 2024-25

(Year-wise APAR grading for the five years to be given in respect of each official)

Sl. No.	Name&Designation	2024-25	2023-24	2022-23	2021-22	2020-21
1						
2						
3						
4						
5						

**If any of the APARs of the recommended Officer are not available for any of the above period, the grading for the previous period may be given in the above Annexure.*

Indicate numerical grading's only.

It is certified that:

- (i) I have verified the grading from the original APARs and found to be correct.
- (ii) No vigilance or disciplinary case is either pending or contemplated against the above Officer/ Officials. No major/ minor penalty has been imposed on the above Officers/ Officials in the past.

Sr. DAG/ DAG/DD//Director (Admn)

O/o-----

Place-----

Date:.....

कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी) गुजरात, राजकोट
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) GUJARAT, RAJKOT

सं.प्रशा./ले. व ह./सेवानिवृत्त कार्मिक/व.ले.अ./खंड-1/
No: Admn /A&E/Retd. Personnel/Sr. AOs/Vol-I/

परिपत्र सं/CIRCULAR NO. 44 दिनांक/DATED 09/09/2025

निम्नलिखित रिक्तियों के सामने अल्पकालिक अनुबंध के आधार पर नियुक्ति के लिए भारतीय लेखापरीक्षा और लेखा विभाग के सेवानिवृत्त वरिष्ठ लेखा अधिकारियों से निर्धारित प्रोफार्मा (संलग्न) में आवेदन आमंत्रित किए जाते हैं।

Applications in the prescribed proforma (enclosed) are invited from retired Sr. AOs of Indian Audit and Accounts Department for engagement on short term contract basis, against the following vacancies.

क्र.सं. Sr. No	पद / Post	कार्यालय / Office
1	वरिष्ठ लेखा अधिकारी Sr. Accounts Officer	राजकोट एवं अहमदाबाद Rajkot and Ahmedabad

1. पात्रता/Eligibility:

- (i) सेवानिवृत्त वरिष्ठ लेखा अधिकारी, वरिष्ठ लेखा अधिकारी के संवर्गों में रिक्तियों की भर्ती के लिए पात्र होंगे।

Retired Sr. AOs shall be eligible for hiring against the vacancies in the cadre of Sr. AO.

2. नियम व शर्तें/ Terms and Conditions:-

(i) कार्यकाल और आयु सीमा / Tenure and age Limit:

सेवानिवृत्त अधिकारियों को शुरू में एक वर्ष की अवधि के लिए अल्पकालिक अनुबंध के आधार पर नियुक्त किया जाएगा। कार्यकाल की अधिकतम संख्या पाँच तक सीमित रहेगी। इसके अलावा, किसी भी सेवानिवृत्त अधिकारी को 65 वर्ष की आयु से अधिक अल्पकालिक अनुबंध के आधार पर नियुक्त नहीं किया जाएगा।

The retired officers shall be hired on a short term contract basis initially up to a period of one year. The maximum number of terms shall be restricted to five. Further, no retired officer shall be hired on short term contract basis beyond the age of 65 years.

(ii) पारिश्रमिक और भत्ते / Remuneration and Allowances:

सेवानिवृत्त अधिकारियों/कर्मचारियों को देय पारिश्रमिक एवं भत्ते व्यय विभाग, वित्त मंत्रालय, भारत सरकार, नई दिल्ली द्वारा जारी OM No.3-25/2020-E.III A, दिनांक 09.12.2020 द्वारा शासित होंगे, जो कि निम्नानुसार हैं:

Remuneration and allowances payable to retired officers/ officials 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:

- (ए) सेवानिवृत्त अधिकारियों/कर्मचारियों को एक निश्चित मासिक राशि का भुगतान किया जाएगा, जो सेवानिवृत्ति के समय प्राप्त वेतन से मूल पेंशन काटकर प्राप्त की गई। निर्धारित राशि अनुबंध की अवधि के लिए अपरिवर्तित रहेगी।

- (a) The retired officers/ officials shall be paid a fixed monthly amount, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amounts fixed shall remain unchanged for the term of the contract.
- (बी) निवास और कार्यस्थल के बीच आवागमन के प्रयोजन के लिए परिवहन भत्ते के रूप में एक उचित और निश्चित राशि की अनुमति दी जाएगी, जो सेवानिवृत्ति के समय नियुक्त व्यक्ति पर लागू दर से अधिक नहीं होगी।
- (b) 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.
- (सी) अनुबंध के दौरान कोई वार्षिक वेतन वृद्धि/प्रतिशत वृद्धि, महंगाई भत्ता और मकान किराया भत्ता की अनुमति नहीं दी जाएगी।
- (c) No annual increment/ percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract.
- (iii) छुट्टी / Leave: अल्पकालिक अनुबंध के आधार पर नियुक्त सेवानिवृत्त अधिकारियों को सेवा के प्रत्येक पूर्ण माह के लिए 1.5 दिन की सवैतनिक अनुपस्थिति छुट्टी की अनुमति दी जाएगी। एक कैलेंडर वर्ष से अधिक छुट्टी जमा करने की अनुमति नहीं दी जा सकती। हालाँकि, कर्फ्यू, बंद, हड़ताल, लॉकडाउन के दौरान अनुपस्थिति से उसी तरह निपटान जाएगा जैसे कि सेवारत अधिकारियों/कर्मचारियों के मामले में, क्योंकि ये किसी भी व्यक्ति के नियंत्रण से परे की घटनाएँ हैं।

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, lockdown should be dealt with in a similar way as in the case of serving officers/ officials as these are events beyond the control of any individual.

यदि अल्पकालिक अनुबंध के आधार पर नियुक्त सेवानिवृत्त अधिकारी ऊपर बताए गए कारणों के अलावा किसी अन्य कारण से एक महीने में सवैतनिक छुट्टी के पश्चात भी अनुपस्थित रहते हैं, तो उनका पारिश्रमिक निम्नानुसार आनुपातिक आधार पर काटा जाएगा:

$$\frac{\text{निश्चित मासिक पारिश्रमिक} + \text{परिवहन भत्ता}}{22} \times \text{कार्य दिवसों पर अनुपस्थिति के दिनों की संख्या}$$

22

If retired officers hired on short term contract 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:

$$\frac{\text{Fixed monthly remuneration} + \text{Transport Allowance}}{22} \times \text{No. of days of absence on working days}$$

22

- (iv) अल्पावधि अनुबंध के आधार पर नियुक्त होने के लिए चुने गए सेवानिवृत्त अधिकारियों/कर्मचारियों को गोपनीयता के एक समझौते पर हस्ताक्षर करना होगा जिसमें नैतिकता और सत्यनिष्ठा पर एक खंड शामिल होगा।

The retired officers/ officials selected to be hired on short term contract basis shall sign an agreement of confidentiality containing a clause on Ethics and Integrity.

आई.ए. एंड ए.डी. के सेवानिवृत्त अधिकारी, जो पात्रता मानदंडों को पूरा करते हैं और उपरोक्त कार्यों के लिए इच्छुक हैं, वे संलग्न प्रारूप में **30.09.2025** तक आवेदन कर सकते हैं।

Retired officers of the IA&AD, fulfilling the eligibility criteria and willing for above assignments may apply in the enclosed format by **30.09.2025**.

संलग्न/Encl.: आवेदन प्रपत्र / Application Form

हस्ता/-

उप महालेखाकार/प्रशासन

Dy. Accountant General / Admin

प्रति/Copy to:

1. व. उप महालेखाकार/ले. व ह., कार्यालय प्रधान महालेखाकार (ले. व ह.), ऑडिट भवन, ईश्वर भुवन के पास, कॉमर्स सिक्स रोड, नवरंगपुरा, अहमदाबाद - सेवानिवृत्त व.ले.अ. के बीच प्रचारित करने के अनुरोध के साथ सूचनार्थ।
Sr. Dy. Accountant General /A&E, Office of the Principal Accountant General (A&E), Audit Bhavan, Near Ishwar Bhuvan, Commerce Six Road, Navrangpura, Ahmedabad- for information with request to circulate among retired Sr. AOs. (by FAX/EMAIL)
2. सूचना पट्ट - राजकोट/Notice Board –Rajkot
3. आईटीएस अनुभाग - कार्यालय वेबसाइट पर अपलोड करने के लिए/ITS Section – to upload on Office Website
4. परिपत्र फ़ाइल/Circular file

वरिष्ठ लेखा अधिकारी/प्रशासन
Sr. Accounts Officer/Admin

APPLICATION FOR ENGAGEMENT OF RETIRED PERSONNEL AS
SR. ACCOUNTS OFFICER

1	Name, Address, Contact No. & Email ID	
2	Educational Qualification	
3	Date of Birth	
4	Year of passing of SAS/ SOGE Examination	
5	Date of Appointment and Post Date of Promotion as:	
	i. Clerk	
	ii. Accountant	
	iii. Sr. Accountant	
	iv. Assistant Supervisor	
	v. Supervisor	
	vi. Asstt. Accounts Officer	
	vii. Accounts Officer	
	viii. Sr. Accounts Officer	
6	Date of retirement	
7	In case of Voluntary Retirement, ground on which retired	
8	Basic Pay at the time of Retirement	
9	Name of office from which retired, and post held	
10	Working Experience	

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

Date:

Signature of Applicant