

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL**  
**(A&E)-I, MAHARASHTRA, MUMBAI-400 020.**

**CIRCULAR**

As per Headquarters circular No.27/2021 issued under letter No. 967-Staff (App I) /22-2016 dated 03-08-2021, applications are invited from retired personnel interested in taking up short term assignments in the cadre of Asstt. Accounts Officer/PS/Stenographer cadre on the terms and conditions mentioned below:

**Eligibility:**

AAO : Retired Sr. AOs/AOs/AAOs below the age of 65 years.

PS / Steno : Retired Sr. PS / PS / Stenographer Grade. I below the age of 65 years.

**Tenure:** Initially upto a period of one year. The maximum number of terms shall be restricted to five.

**Remuneration and Allowances:**

- (a) The retired 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 amount so fixed shall remain unchanged for the term of the contract.
- (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.
- (c) No annual increment/percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract.

**Leave:** Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. 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. If retired officer 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:

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

Willing retired officials may submit their applications with their bio-data and service particulars in the enclosed proforma to this office on or before 31-01-2022.

**(Authority: Principal Accountant General's order dated 14-12-2021)**

Sd/-

Sr. Accounts Officer/Admn-I

Date: 30-12-2021

No. Admn.I/Engagement of retired personnel/ 505

Copy to:

1. Sr.AO/EDP (SG) with a request to upload in office website.
2. Notice board.
3. Spare copies.



Sr. Accounts Officer/Admn-I

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**ANNEXURE**

**SHORT TERM ASSIGNMENTS IN THE CADRE OF ASSTT. ACCOUNTS OFFICER/  
SR. PS / PS / STENOGRAPHER GRADE-I CADRE**

1. Name of the official:
2. Date of Birth:
3. Qualification:
  - (a) Educational:
  - (b) Professional:
  - (c) Computer knowledge:
4. Date of entry in the Government Service:
5. Name of the Office from which retired:
6. Date of retirement:
7. Post held at the time of retirement:
8. In case of voluntary retirement, ground on which retired:
9. Experience
10. Additional information, if any, on professional training, work experience relevant to the post:

**(Signature of applicant)**

**CERTIFICATE**

It is certified that the information furnished by \_\_\_\_\_ is correct as verified from the records of this office.

• **Signature of the Head of Office**