

**OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL
3rd MSO Building, CGO Complex, 5th Floor, DF Block
Sector- I, Salt Lake, Kolkata – 700 064**

Phone: (033) 2358-6886, (033) 2337-4916; FAX: (033) 2337-6966, (033) 2334-7854
E-mail: agauwestbengal2@cag.gov.in

N.S. No. Admn.I/13-8/IV/429

Dated: 04.01.2022

Please find attached copy of the letter no. महानिदेशक/ आईसीईडी/प्रशासन/2021-22/ फा.
-240 /489 दिनांक: 21.12.2021 जो आइसीईडी, जयपुर में अल्पावधि संविदा के आधार पर सेवानिवृत्त वरिष्ठ
लेखा/ लेखा परीक्षा अधिकारी और निजी सहायक की सलाहकार से रुप में नियुक्ति हेतु आवेदन की अंतिम तिथि
में विस्तार के संबंध में।

Encl: As stated above.

30/1/22

व लेखा परीक्षा अधिकारी /प्रशासन-।

Copy to;

1. Secretary to the Pr. Accountant General (Audit-II), W.B
2. Sr. Audit Officers/ EDP (AMG-I) for uploading in official website
- ✓ 3. Notice Board



41/20157
28/12/21



भारतीय लेखापरीक्षा एवं लेखा विभाग

कार्यालय महानिदेशक, अन्तर्राष्ट्रीय पर्यावरणीय लेखापरीक्षा एवं सतत विकास केन्द्र

भार. टी. आई. कैम्पस, ए.जी. कोलोनी, बजाज नगर, जयपुर-302015

INDIAN AUDIT AND ACCOUNTS DEPARTMENT,

OFFICE OF THE DIRECTOR GENERAL INTERNATIONAL CENTRE FOR ENVIRONMENTAL AUDIT & SUSTAINABLE DEVELOPMENT

RTI Campus, A.G.Colony, Bajaj Nagar, Jaipur-302015

टेलिफोन./Tel. 0141-2772000 फैक्स./Fax,2772011-0141- 2772030 ईमेल/Email: icad@ca.gov.in

पत्र सं. महानिदेशक/आईसीईडी/प्रशासन/2021-22/फा.-240/487 दिनांक:21.12.2021

सेवा में,

सभी भारतीय लेखा एवं लेखापरीक्षा कार्यालयों के कार्यालयाध्यक्ष/All Heads of Offices in IA&AD

विषय/Sub: आईसीईडी, जयपुर में अल्पावधि संविदा के आधार पर सेवानिवृत्त वरिष्ठ लेखा/लेखापरीक्षा अधिकारी और निजी सहायक की सलाहकार के रूप में नियुक्ति हेतु आवेदन की अंतिम तिथि में विस्तार के संबंध में

महोदय/महोदया,

In continuation to this office notice with letter no. DG/iCED/Admn/21-22/F-240/398 Dated 26.10.2021(copy enclosed) vide which applications have been invited from the willing and eligible Retired Senior Audit/Accounts Officer and Retired Personal Assistant to fill up two posts of Senior Administrative Officer and One post of Personal Assistant respectively to work on short term contract basis, in the office of The Director General, iCED, Jaipur, it is to inform that last date of receipt of applications in respect of Senior Administrative Officer post and Personal Assistant post is extended till 15.01.2022.

Binod 28/12/2021

AND/A-3(A)
MP
27/12/21

भवदीय,

निदेशक/प्रशासन

Director/Admn

Sr. DAG/AMG.1 (Admn)

22/12

प्र.म.ले.(लेखापरीक्षा-II) सचिवालय
प्राप्ति की तारीख 22/12/2021
डी.एम. संख्या
एयरी संख्या 342

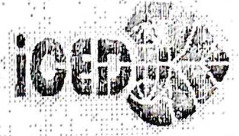
24/12

व. उप महालेखाकार (प्रशासन) का सचिवालय
जयपुर संख्या 1008
दिनांक 23/12/21

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भारतीय लेखापरीक्षा एवं लेखा विभाग
कार्यालय महानिदेशक, अन्तर्राष्ट्रीय पर्यावरणीय लेखापरीक्षा एवं सतत विकास केन्द्र
आर . टी . आर्ष . केम्पस, ए. जी. कालोनी, बजाज नगर, जयपुर- 302015
INDIAN AUDIT AND ACCOUNTS DEPARTMENT,
OFFICE OF THE DIRECTOR GENERAL INTERNATIONAL CENTRE FOR ENVIRONMENT AUDIT & SUSTAINABLE
DEVELOPMENT



RTI Campus, A.G.Colony, Bajaj Nagar, Jaipur-302015
टेलिफोन./Tel. 0141-2772000 फैक्स./Fax, 2772011-0141- 2772030 ईमेल/Email: icad@caag.gov.in

क्रं. म.ति./आईसीईडी/प्रशासन/2021-22/फा-240/ 397

दिनांक: 26.10.2021

सेवा में,

भारतीय लेखा एवं लेखापरीक्षा के सभी कार्यालयों के कार्यालयाध्यक्ष
All Heads of Offices in IA&AD

विषय: अल्पावधि संविदा के आधार पर सेवानिवृत्त वरिष्ठ लेखा/लेखापरीक्षा अधिकारी और निजी सहायक की सलाहकार के रूप में नियुक्ति।

महोदय/महोदया,

इस कार्यालय की सूचना (Notice) दिनांक 26.10.2021 के अनुसरण में कार्यालय महानिदेशक, अंतर्राष्ट्रीय पर्यावरणीय लेखापरीक्षा एवं सतत विकास केन्द्र (ICED), जयपुर में कार्यालय से वरिष्ठ प्रशासनिक अधिकारी और निजी सहायक के पदों को अल्पावधि संविदा के आधार सलाहकार (सेवानिवृत्त) द्वारा भरा जाना है। उक्त सूचना(Notice) को आपके कार्यालय के सूचना पट्ट (Notice Board) पर चस्पा एवं अधिक से अधिक प्रचार-प्रसार करवाने का श्रम करें।

यह महानिदेशक महोदया के अनुमोदन से जारी किया गया है।

भवदीय,

निदेशक/प्रशासन

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कार्यालय महानिदेशक, अंतर्राष्ट्रीय पर्यावरणीय लेखा परीक्षा एवं सतत विकास केंद्र (आईसीईडी)
आरटीआई कैंपस, एजी कॉलोनी, बजाज नगर, जयपुर-302015

सूचना/Notice

विषय: अल्पावधि संविदा के आधार पर सेवानिवृत्त वरिष्ठ लेखा/लेखापरीक्षा अधिकारी और निजी सहायक की सलाहकार के रूप में नियुक्ति।

Applications are invited from Retired Senior Audit/Accounts officer (SAO), Retired Personal Assistant (PA) to be posted as Consultants, Senior Administrative Officer and Personal Assistant respectively to work on short term contract basis, in the office of The Director General, iCED, Jaipur.

Vacancies proposed to be filled up are as under	
Post	Eligibility
SAO	Retired Senior Audit/Account Officer
Personal Assistant (PA)	Retired Senior Private Secretary/ Private Secretary/ PA (Stenographer)

Appointment of the applicants shall be governed by the terms and conditions as under: -

1. The initial tenure of appointment will be one year, from the date of joining the post or vacancy are filled through deputation whichever is earlier and cannot be extended for more than 5 tenure subject to the fulfilment of other conditions.
2. The age of the applicant should not be more than 65 years.
3. Self-attested copies of ACRs/APARs of last 3 years must be attached along with the application.
4. The other terms and conditions including remuneration payable shall be according to C&AG's office circular no. 27/2021 issued under letter no. 967-Staff (App J)/22-2016 dated 03.08.2021 (Copy enclosed).
5. Mere submission of application does not entitle the applicant for appointment. The appointment will be purely on temporary basis and is subject to termination at any time.
6. Any of the terms and conditions mentioned above can be varied at the discretion of iCED.

Interested applicants willing to serve in this office may send their complete application, as per the format attached through Email i.e. iced@cag.gov.in, latest by 26.11.2021.

हस्ता.

निदेशक (प्रशासन)

दिनांक: 26.10.2021

क्रं. म.नि./आईसीईडी/प्रशासन/2021-22/फा-240/ 398

प्रति सूचनार्थ एवम् आवश्यक कार्यवाही हेतु निम्न को प्रेषित है : (केवल ई-मेल द्वारा)

- (i) निजी सचिव, महानिदेशक महोदय/ विशेष कार्यकारी अधिकारी(OSD), आई.सी.ई.डी., जयपुर।
- (ii) निजी सहायक, निदेशक (प्रशिक्षण एवं अनुसंधान)/(प्रशासन), आई.सी.ई.डी., जयपुर।
- (iii) सभी भारतीय लेखा एवं लेखापरीक्षा कार्यालयों के कार्यलयाध्यक्ष /All Heads of Offices in IA&AD
- (iv) कार्यालय सूचना-पट्ट/ कार्यालय आदेश पत्रावली।

आदेश
24/12

वरिष्ठ प्रशासनिक अधिकारी(प्रशासन)

Application Form

Affix recent
passport
size photo

Sr. No.	Particular	
1.	Name of Retired officer/Official	
2.	Residential Address	Permanent
		Present
3.	Communication Email Address	
4.	Date of Birth	
5.	Mobile No.	
6.	Qualification	Educational
		Professional
7.	Date of entry in Govt. Service	
8.	Name of the office from which retire	
9.	Date of Retirement	
10.	Emoluments	Basic pay on retirement
		Pension fixed on retirement
11.	Length of Service	
12.	Post held at the time of retirement	
13.	In case of voluntary retirement, ground on which retire	
14.	Experience	Attach separate sheet along with copies of APARs of Last 3 Years
15.	Additional information, if any, on professional experience training, Research, work related to the post	

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

Date:

Signature of Applicant

(For exclusive use in IA&AD and not
to be quoted or published elsewhere)

Circular No.27/2021
No.967-Staff (App I)/22-2016
Date: 03rd August 2021

To

1. All the Heads of Department in IA&AD
(as per mailing list except overseas audit offices)
2. Director General (Commercial)
3. Director General (Headquarters)

Subject: Hiring of retired officers/CAs/CMAs on short term contract basis.

Sir/Madam,

The scheme for hiring retired officers/CAs/CMAs on short term contract basis circulated vide various Headquarters orders from time to time has been reviewed. Keeping in view the Constitutional and statutory obligations of the Comptroller and Auditor General of India and the necessity to adequately man the Headquarters and the field offices, it has been decided to engage retired officers/CAs/CMAs on short term contract basis against vacancies to a certain extent. The following guidelines are issued in this regard:

2. Extent of vacancies that can be filled up:

Office	Persons eligible for hiring on short term contract basis	Extent of vacancies that can be filled up
Audit and A&E offices	Retired Sr. AO and AAO. For Commercial Audit Offices: Retired Sr. AO and AAO failing which by CAs and then CMAs.	25 % of vacancies in Sr. AO and AAO cadre subject to condition that regular officials plus retired officials hired on short term contract basis shall not exceed 90 % of Sanctioned Strength in the cadre.
	Supervisor, Asst. Supervisor, Sr. Auditor/Sr. Accountant and Auditor/Accountant	10 % of vacancies subject to condition that regular officials plus retired officials hired on short term contract basis shall not exceed 80 % of Sanctioned Strength in the cadre.
	Sr. Private Secretary, Private Secretary, Stenographer, Gr. I & Gr. II	To the extent of vacancies subject to condition that regular officials plus retired officials hired on short term contract basis shall not exceed total number of IA&AS officers and Welfare Officer.
Training Institutes (NAAA, iCISA, iCED and RTIs/RTCs)	Retired Sr. AO, AAO, Sr. Private Secretary, Private Secretary, Stenographer, Gr. I & Gr. II, Supervisor, Asst. Supervisor, Sr. Auditor & Sr. Accountant.	100%

[Handwritten signature]

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3. **Eligibility:**

- (i) Retired Sr. AOs/AOs shall be eligible for hiring against the vacancies in the cadres of Sr. AO and AAO.
- (ii) Retired AAOs shall be eligible for hiring against the vacancies in the cadre of AAO and Supervisor.
- (iii) Retired Supervisor shall be eligible for hiring against the vacancies in the cadre of Supervisor.
- (iv) Retired Supervisor, Asst. Supervisor shall be eligible for hiring against the vacancies in the cadre of Asst. Supervisor.
- (v) Retired Supervisor, Asst. Supervisor, Sr. Auditor/Sr. Accountant shall be eligible for hiring against the vacancies in the cadre of Sr. Auditor/Sr. Accountant and Auditor/Accountant.
- (vi) Retired Sr. Private Secretary shall be eligible for hiring against the vacancies in the cadre of Sr. Private Secretary.
- (vii) Retired Sr. Private Secretary/Private Secretary shall be eligible for hiring against the vacancies in the cadre of Private Secretary.
- (viii) Retired Sr. Private Secretary/Private Secretary/Stenographer Gr. I shall be eligible for hiring against the vacancies in the cadre of Stenographer Gr. I & II.

4. **Tenure and age limit:** The retired officers/CAs/CMAs can 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/CAs/ICWAs shall be hired on short term contract basis beyond the age of 65 years.

5. **Remuneration and Allowances:**

- (i) 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:
 - (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 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.
- (ii) CAs/CMAs hired against the vacancies in Sr. AO and AAO cadre in Commercial Audit Offices will be paid fixed monthly remuneration of Rs. 51,750/- as intimated by this office vide letter No. 763-Staff (App)/22-2016 dated 27.05.2019.

6. **Leave:** Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service to the retired officials/CAs/CMAs 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.

If retired officers/CAs/CMAs 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:

Fixed monthly remuneration X No. of days of absence on working days

7. **Duties assignable and other conditions:**

- (a) In A&E offices, the retired officers hired on short term contract basis shall not sign the PPOs, GPF statements, monthly accounts, and correspondence etc. These documents shall be signed by a regular officer only.
- (b) Retired officers shall, as far as possible, not be deputed on field audit duties/inspection. In case of exigencies, if the situation so demands, they may be deputed on field audit duties and TA/DA shall be paid as per their entitlement at the time of retirement. Even in such cases, they shall not issue any audit/inspection memo which will be issued by a regular officer only.
- (c) The CAs and CMAs can be engaged only for very specific research oriented tasks and in areas of non-sensitive audit. The hired CAs and CMAs shall be kept away from the auditee offices and shall not have direct interface with them. Moreover, in all such cases, it needs to be ensured that confidentiality of audit process/audit information is not compromised and there is no possibility of conflict of interest.
- (d) Retired officers/CAs/CMAs hired on short term contract basis are not authorised to either write or review the APARs of regular staff. In such cases, the officer just above the regular employee in the hierarchy will act as the Reporting Officer/Reviewing Officer.
- (e) Where considered necessary, the Heads of Department may issue suitable Identity Cards to the retired officers/CAs/CMAs hired on short term contract basis.

8. **Procedure for hiring:**

A. **Retired officers**

- (a) The concerned offices shall invite applications from the retired personnel interested in taking up short term assignments by notifying their requirements through the local office notice boards and office website.
- (b) A committee comprising of three Group Officers, nominated by the concerned Head of the Department, would go through the applications received and draw up panels for each cadre based on the grading in the APARs, work experience in required field etc. The recommendations of the Committee shall be submitted to the Head of the Department.
- (c) (i) For vacancies to the extent mentioned against Audit and A&E Offices in para 2 above:

The Head of the Department, after satisfying himself/herself about the justification of the proposal, compliance with the selection process and other conditions and the suitability of the individual(s) recommended by the Committee, shall forward the proposal to Staff Wing for approval of DAI (HR).

- (ii) For vacancies beyond the percentage mentioned against Audit and A&E Offices in para 2 above:

The Head of the Department, after satisfying himself/herself about the justification of the proposal, compliance with the selection process and other conditions and the suitability of the individual(s) recommended by the Committee, shall forward the proposal to his/her controlling DAI/ADAI for approval. After the approval of the DAI/ADAI, the concerned functional wing shall forward the proposal to Staff Wing for approval of DAI (HR).

B. CAs/CMAs

- (a) First preference for hiring would be given to retired Sr. AOs/AOs/AAOs. Only in case the retired Sr. AOs/AOs/AAOs are not available, CAs and thereafter CMAs shall be considered.
 - (b) The Commercial Audit Offices desirous of hiring CAs/CMAs on short term contract basis shall define the scope of work, time frame and number of CAs/CMAs to be hired.
 - (c) The Commercial Audit Offices shall invite applications for hiring of CAs/CMAs after obtaining approval of the DAI (Comml). The applications may be invited by placing a notice on the office notice board and the office website with a copy to the local chapter of the ICAI and ICAI.
 - (d) The applications received would be scrutinised by a Committee of three Group Officers. If more CAs apply than the number of vacancies, the marks scored by them in their CA exam and their experience would be the basis for their selection. The selection of CMAs shall also be done on the similar lines.
 - (e) The recommendations of the Committee to hire CAs/CMAs shall be submitted to the Head of the Department.
 - (f) The Head of the Department, after satisfying himself/herself about the justification of the proposal, compliance with the selection process and other conditions and the suitability of the individual(s) recommended by the Committee, shall forward the proposal to the DAI (HR.) for approval.
9. The retired officials/CAs/CMAs hired on short term contract basis shall sign an agreement of confidentiality containing a clause on Ethics and Integrity.
10. All the concerned offices shall submit a half-yearly return to the Headquarters (Staff Wing) latest by 10th October for the period from April to September and 10th April for the period from October to March each year in the prescribed format as per Annexure.
11. These guidelines supersede all the existing guidelines on the subject.

Yours faithfully,

Supriya

(Supriya Singh)

Asstt. Comptroller & Auditor General (N) - I



Statement of hiring of retired officers/CAs/CMA's on short term contract basis

1. Name of the office:
2. Period for which the report concerns:
3. Detailed position:

Sl. No.	Name of the retired officer/ CA/CMA	Designation and date of retirement in respect of retired officer	Initial date of hiring on short term contract basis	Current term and period of hiring	Post against which hired	Budget allocation under the head 'Professional Services' for the financial year	Actual expenditure during the half-year		
							Remuneration paid	TA/DA, if any	Total
	Total								

Signature