

**OFFICE OF THE  
PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL  
3<sup>rd</sup> MSO Building, CGO Complex, 5<sup>th</sup> 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](mailto:agauwestbengal2@cag.gov.in)**

Office order no. Admn.I/13-20/IV/262

Date: 16.02.2022

**CIRCULAR**

Please find attached copies of the following letters regarding the subject mentioned each for information:

Sl. No.	Details of letters	Subject of the letter
1.	Circular letter no. Admn/Aud-II/Apptt. Of Consultant/ F.955/Vol.II/990 dated 10.02.2022 received from Office of the Accountant General (Audit-II), Maharashtra, Branch office, Mumbai-400020 (Last date 28.02.2022)	Engagement of retired Sr. Audit Officer on short term contract basis against one vacancy in the cadre of Sr. AO.
2.	Circular letter no. AG (A&E) /Estt.I/ Rectt/ 2021-22/274 dated 11.02.2022 received from Office of the Accountant General (Accounts & Entitlements), Tamilnadu, Chennai- 600018 (Last date 21.02.2022)	Engagement of retired Sr. Private Secretary/ Private Secretary/ Stenographer Gr.I to work as Stenographers on short term contract basis in office of the Accountant General (A&E), Tamilnadu, Chennai

Willing applicants who retired from this office may submit their applications along with Bio-Data as per attached proforma to Admn.I section (AMG-I) directly latest by 24.02.2022 for letter -I and 17.02.2022 for letter- II thorough by email id: [agauwestbengal2@cag.gov.in](mailto:agauwestbengal2@cag.gov.in) /Speed post to this office.

This issues with the approval of Sr. Dy Accountant General (Admn.)

Encl: As stated above.

  
Sr. Audit Officer/ Admn.I

Copy to

1. Secretary to the Pr. Accountant General (Audit-II), W.B
2. Sr. PS/ PAs to all Group Officers
3. All Branch officers (thorough email)
4. Asstt. Audit Officer/ EDP for disseminating in the official website.
5. Notice Board.

AAO/A-1  
15/02/22

कार्यालय महालेखाकार (लेखा एवं हकदारी), तमिलनाडु  
 OFFICE OF THE ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENTS), TAMIL NADU  
 361, Anna Salai, Chennai 600 018.  
 Website : www.agae.tn.nic.in, E-mail : agae@dataone.in  
 IVRS Phone : 044 - 24314477, Phone : 044 - 24324500, Fax : 2432 0562

AG(A&E)/Estt.I/Rectt/2021-22/274

11.02.2022

NOTICE

Applications are invited from Retired Senior Private Secretary/ Private Secretary/ Stenographer Gr. I to work as Stenographers on short term contract basis in the Office of the Accountant General (A&E), Tamilnadu, Chennai in accordance with terms and conditions prescribed by Headquarters Office Circular No. 27/2021 issued under No. 967-Staff(App-I)/22-2016 dated 03.08.2021.

The following broad terms and conditions will be applicable to the contractual officials:

1. Age should not be beyond 65 years.
2. Retired person would be initially appointed for a period of **one year**, extendable upto a maximum of **five** terms subject to performance and requirement of service.
3. Remuneration and allowances payable 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.

- i. A fixed monthly amount shall be admissible, 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.
- ii. 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.

iii. No annual increment/ percentage increase, Dearness allowance and House Rent Allowance shall be allowed during the contract.

4. 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

व. उप महालेखाकार (आयुक्त) का सचिवालय  
184  
15/02/22

by: OAG (AMG-I)  
14/2/22

15/2

प्र.म.ले.(लेखापरीक्षा-II) सचिवालय  
14-02-2022  
डी.एम. संख्या 481



during curfew, bandh strike , lockdown should be dealt with in a similar way as in the case of serving officials.

5. If the official hired on short term 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 :

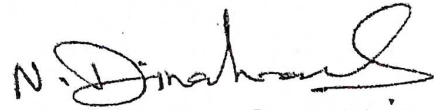
Fixed monthly remuneration X No. of days of absence on working days

22

6. The appointment will be purely on temporary basis and is subject to termination at any time.
7. The retired officials selected to be hired on short term contract basis shall sign an agreement of confidentiality containing a clause of Ethics and integrity.

Retired officials of the IA&AD, fulfilling the eligibility criteria and willing for the above assignments may submit their Bio-data along with copies of APAR (last 5 years), PPO, Last pay certificate and Adhaar Card. Applications duly filled in all respects must reach the undersigned either by post or through email at [agaetamilnadu@cag.gov.in](mailto:agaetamilnadu@cag.gov.in) latest by **21.02.2022**.

(vide orders of Accountant General dated 10.02.2022)



Sr. Deputy Accountant General (Admn.)

Enl: Application Form

Copy to :

1. Notice Board
2. SAO/ITSC – for uploading the Notification on the official website.
3. All the Heads of Department in IA&AD as per mailing list

## APPLICATION FORM

AFFIX RECENT  
PASSPORT SIZE  
PHOTO

1	Name of the Retired official	:	
2	Date of Birth	:	
3	Date of entry in the Government service	:	
4	Date of retirement	:	
5	Name of the Office from which retired		
6	Post held at the time of retirement		
7	Length of service		
8	In case of Voluntary retirement, grounds on which retired		
9	Qualification		
	a) Educational		
	b) Professional		
10	Experience	:	Attach separate sheet along with copies of APAR for 5 years
11	Additional information, if any, on professional Experience training, work experience relevant to the post	:	
12	Mobile Number & Email ID	:	
13	Residential Address for communication	:	

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

Date:

(Signature of applicant)

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT)-II, MAHARASHTRA,  
BRANCH OFFICE, MUMBAI - 400 020.

49  
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ms  
14/1/22

CIRCULAR

Applications are invited from retired Sr. Audit Officers who are to work as Consultants in this office on short term contract basis against one vacancy in the cadre of Sr. Audit Officer. Job description, remuneration payable and other terms and conditions are as below:-

Job Description: -

The Consultant shall be required to perform the duties of Sr. Audit Officer and shall be assigned pre and post Audit work. He/ She must have knowledge of Audit and Audit process. Knowledge of computers is essential and the selected Consultant may be required to perform any duties assigned by the office.

Terms and Conditions

- i) The retired officers shall be hired on a short terms contract basis initially upto a period of one year. The maximum number of terms will be restricted to five No retired officer beyond the age of 65 years as on 28/02/2022 shall be hired on short term contract basis
- ii) Remuneration and allowance payable to retired officer will be governed by OM No.3-25/2020-E-III A dated 09/12/2020 issued by Department of Expenditure, Ministry of Finance, Government of India, New Delhi.
- iii) A fixed monthly amount shall be admissible 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 contract.
- iv) An appropriate and fixed amount as Transport Allowance for the purpose of commuting between residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.
- v) No annual increment/percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract.
- vi) Paid leave of absence shall be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed. However, absence during curfew, bandh, strike, lockdown shall be dealt with in a similar way as in the case of serving officials
- vii) If the hired officer remains absent for reasons other than those mentioned at (vi), his/her remuneration shall be deducted on pro-rata basis as under :-

Fixed monthly remuneration/22 x No. of days of absence on working days. प्र.म.ले.(लेखापरीक्षा-11) सचिवालय

व. उप महालेखाकार (प्रशासन) का सचिवालय प्राप्ति की तारीख 10.02.2022  
दस्तावेज संख्या 1175 सी.एन. संख्या  
दिनांक 11/02/2022 प्राप्ति संख्या 471

Sr. DA G (AMG-1) (Admin.)  
10/02/22  
11/2



46  
viii) The retired officer will not be normally deputed on field audit duties/inspection. However, he/she can be deputed on field audit duties in case of any justifying circumstances and TA/DA shall be paid as per their entitlement at the time of retirement. Even in such cases, he/she shall not issue any audit/inspection memo which will be issued by a regular officer in the Audit Team, only.

ix) The Consultant is not authorized to write or review APAR of regular staff.

Retired Sr. Audit Officers/Audit Officers/Assistant Audit Officers who are willing to be considered for the above assignment are to submit their bio-data in the enclosed proforma and enclose copies of their APARs for the last 5 years, if available with them. Application duly completed in all respect must reach the undersigned latest by 28th February 2022 either by post or through mail at [agcommmauMaharashtra@cag.gov.in](mailto:agcommmauMaharashtra@cag.gov.in).

(Accountant General's approval dated 09/02/2022)

Sd/-

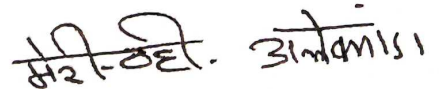
(Madhusoodanan K. Nair)  
Sr. Dy. Accountant General/AMG-V

10 FEB 2022

No. Admn/Aud-II/Apptt. of Consultant/ F.955/Vol.II/ 490

To,

1. Secretary to Accountant General
2. Sr. Dy. Accountant General/AMG-V
2. Office order file
3. Notice Board
4. All offices in IA&AD



(Mary V. Alexander)  
Sr. Audit Officer/Admn.

45

ANNEXURE

1.	Name of the Official	
2.	Date of Birth	
3.	Age as on 28/02/2022	
4.	Qualification:- (a) Educational: (b) Professional:	
5.	Date of entry in the Government Service	
6.	Belonged to which branch : Civil, Commercial etc.	
7.	Length of service in Sr.AO's cadre	
8.	Date of retirement:	
9.	In case of voluntary retirement, ground on which retired:	
10.	Brief description of experience:	
11.	Additional information, if any, on professional training, work experience relevant to the post	

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

Signature of applicant :

Mobile No.:

Email ID :

Address for communication: