



लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

कार्यालय प्रधान महालेखाकार (लेखा व हकदारी), पंजाबचंडीगढ़,
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
PUNJAB, CHANDIGARH.

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क्रमांक : Admn-1/A/2022-23/4

दिनांक : 01.04.2022



Circular

Subject: *Engagement of Retired Officers/officials for the post of Consultant on short term contract basis.*

Applications are invited from retired Sr. Private Secretary/ Private Secretary/ Stenographer Gr. I & Gr. II for engagement as Consultant on short term contract basis in the O/o the Principal Accountant General (A&E) Punjab & U.T, Chandigarh in accordance with the Guidelines issued by the Office of the Comptroller & Auditor General of India vide Circular No. 27/2021 No. 967-Staff(App I)22-2016 dated 03.08.2021 and as amended from time to time.

The no. of retired officials proposed to be filled up on short term contract is as given below:

1.	Against the vacancies of Sr. Private Secretary/Private Secretary/Stenographer Gr. I & Gr. II	3
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Terms and Conditions:-

1. Initial term of engagement will be for a period of one year, extendable upto a maximum of five terms or attaining the age of 65 years, whichever is earlier, subject to administrative requirement.
2. 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.
3. A fixed monthly amount shall be paid, arrived at by deducting the basic pension from the pay drawn at the time of retirement. There will be no annual increment/percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract period. Further, an appropriate and fixed amounts 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. The amount so fixed shall remain unchanged for the term of 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 officer/official 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.

5. If retired officer/official 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

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6. All rules and orders in existence or to be issued from time to time regarding attendance,, duties and official discipline etc. shall automatically be applicable to the contractual officer/ official.

7. Statutory deductions levied by the Union/State Government shall be made as per rules.

8. The period of contract will be purely on temporary basis and is subject to termination at any time.

Retired Sr. Private Secretary/Private Secretary/Stenographer Gr. I & Gr. II fulfilling the eligibility criteria and willing for the above assignment may submit their applications in the prescribed proforma. Applications duly filled, in all respects, must reach the undersigned by post or through e-mail by 06.04.2022.

Sd/-

Deputy Accountant General (Admn)

No. Admn. I/Consultant/2022-23/19-21

Dated: 01.04.2022

Copy forwarded to the following:

1. *Notice Boards of this office.*
2. *Sr. Accounts Officer, IT Support Cell for uploading on website.*
3. *Institute of Public Auditors of India, North west chapter, Chandigarh, Building of O/o the Pr. A.G. (A&E), Sector- 17E, Chandigarh.*


Sr. Accounts Officer (Admn) 01/4/2022

Application for the Post of Consultant

1. Name (In block letters) & Address :
2. Date of birth :
3. Date of Retirement :
4. Post from which retired :
5. Office from which retired :
6. Belonged to which branch :
7. Age as on _____ :
8. Brief description of experience :

9. Any other information you wish to add :

I certify that above particulars given by me are true and correct to the best of my knowledge. I have read carefully the job description and terms and conditions etc., relating to above post and is willing to be considered.bg

Signature of the applicant
Mobile No.
Address: