

**OFFICE OF THE
ACCOUNTANT GENERAL (AUDIT-I), WEST BENGAL**
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O.O.No.Admn.I/13-20/IV/138

Dated 26.08.2022

CIRCULAR

Please find the attachment circular on the subject mentioned below:

<i>SL No.</i>	<i>Details of the letter</i>	<i>Content of the letter</i>
1	Letter no.AG/AP/ Admn/ Apptt/ Consultant/ 2021-22/ 316 dated 20.08.2022 issued by O/o the Principal Accountant General, Arunachal Pradesh.	Engagement of retired officer of IA&AD for engagement on short term contract basis for the post of <i>Sr.AO/AAO/Supervisor/Assistant Supervisor/Sr.Auditor/Sr.Accountant/Auditor/Accountant/Sr.PrivateSecretary/PrivateSecretary/Stenographer Grade I & II</i> in O/o the Principal Accountant General, Arunachal Pradesh. The application in prescribed duly filled in all aspects should reach by email at agarunachalpradesh@cag.gov.in latest by 05th September 2022.

Encl: As stated above.

*//Authority : Sr. Dy Accountant General (Admn.)'s order
Dated: 26/08/2022*


Sr. Audit Officer/Admn.I

Copy to:

1. Secretary to the Accountant General (Audit-II), W.B
2. Sr. Audit Officer/EDP (AMG-I) for disseminating at official website
3. Notice Board



No. AG/AP/Admn/Apptt/Consultant/2021-22/316
 Date: 20/08/2022

Circular No. - 49

To,

1. All Heads of Department in IA & AD
 (As per mailing list except overseas audit offices)
2. Website of this office

Applications are invited from eligible and interested retired officers of IA&AD for engagement on short term contract basis in the Office of the Principal Accountant General Arunachal Pradesh for the post Sr. AO/AAO/Supervisor/Assistant Supervisor/Sr. Auditor/Sr. Accountant/Auditor/Accountant/Sr. Private Secretary/ Private Secretary/ Stenographer Grade I & II. The terms and conditions of the engagement shall be governed according to the Office of the CAG of India Circular no. 27/2021 dated 03rd August 2021 (Copy enclosed).

The retired personnel of IA&AD interested in taking up short term assignments are required to submit their bio-data, Pension Payment Order, APAR of the last 05 years authenticated by their previous office, work experience authenticated by the HoD, Certificate from HoD stating no major/minor penalty has been contemplated/penalised during the last 10 years of service.

The applications duly filled in all aspects should reach this Office by 05th September 2022 on email at agarunachalpradesh@cag.gov.in.

Submits ph.
 24/8/22
 AAO/A-3(A)
 M. S.
 24/8/22

[Signature]
 Deputy Accountant General (Admin)

427
 24/8/22
 Sr. DAG/Admn

प्र. म. ले. (लेखापरीक्षा-II) सचिवालय
 प्राप्ति की तारीख ... 24.08.2022
 प्र. म. संख्या
 प्राप्ति संख्या 359

AUDITOR
9, DECEMBER

(21)

(For exclusive use in IA&AD and
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 PIP 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 PIP 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 notes:
Jha pl. put up with contract file
14/08/21
Adms - I
SM 2

Handwritten note:
AAO (Adms - I)

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

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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).

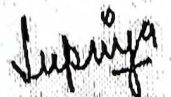
- (ii) For vacancies beyond the percentage mentioned against Audit and Accounts in para 2 above:

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 (Comm). 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 Singh)

Asstt. Comptroller & Auditor General (N) - 1