



भारतीय लेखापरीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT

प्रधान महालेखाकार का कार्यालय (लेखा व हकदारी) - I, महाराष्ट्र
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENT)-I, MAHARASHTRA

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No. Admn-I/WO Apptt/Nagpur/337

Date:-12-09-2022

CIRCULAR

Subject: Appointment for the post of Welfare Officer in the O/o The Accountant General (A&E)-II, Maharashtra, Nagpur.

The post of Welfare Officer is vacant in the Office of the Accountant General (A&E)-II, Maharashtra, Nagpur. This office being the Cadre Controlling Authority carries out the process of filling up the ex-cadre post of Welfare Officer in that Office.

The following is the eligibility criteria under Recruitment Rules notified by Government of India, Ministry of Finance for appointment to the post of Welfare Officer.

The officers of IA&AD as on 12-09-2022

- (a) (i) with 5 years regular service in the grade of Sr.AO; or
(ii) with 7 years combined regular service in the grade of Sr.AO/AO; or
(iii) with 7 years regular service in the grade of AO and
(b) belonging to the cadre of respective Cadre Controlling Authority are eligible for the post.
(The period of deputation would not ordinarily exceed 4 years.)

The eligible and willing officers who desire to apply for appointment to the post of Welfare Officer in the O/o the Accountant General (A&E)-II, Maharashtra, Nagpur should submit their application and bio data in the prescribed proforma enclosed in triplicate latest by 10-11-2022.

Sd/-

Deputy Accountant General /Admn

Encl: proforma of application.

No. Admn-I/WO Apptt./Nagpur/ 337 A

Date:-12-09-2022

Copy forwarded for information and necessary action to:

1. The Dy. Accountant General/Admn, Office of the Accountant General (A&E)-II, Maharashtra, Nagpur 440 001
2. Secretary to the Principal Accountant General.
3. Stenographer-I to all Group Officers
4. All Branch Officers
5. Sr. AO/Record-I for displaying on Notice Board
6. Sr.AO/EDP (SG) for uploading on office website
7. Spare Copy.

Uthainabadi

Sr. Accounts Officer/Admn-I

197-GDP

BIO-DATA/ CURRICULUM VITAE PROFORMA

| | |
|---|---|
| 1.Name and Address (in Block Letters) | |
| 2.Date of Birth (in Christian era) | |
| 3.i) Date of entry into service | |
| ii) Date of retirement under Central/State Government Rules | |
| 4.Educational Qualifications | |
| 5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) | |
| Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular | Qualifications/ experience possessed by the officer |
| Essential | Essential |
| A) Qualification | A) Qualification |
| B) Experience | B) Experience |
| Desirable | Desirable |
| A) Qualification | A) Qualification |
| B) Experience | B) Experience |
| 5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News. | |
| 5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate. | |
| 6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post. | |
| 6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied. | |

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

| Office/Institution | Post held on regular basis | From | To | *Pay Band and Grade Pay/Pay Scale of the post held on regular basis | Nature of Duties (in detail) highlighting experience required for the post applied for |
|--------------------|----------------------------|------|----|---|--|
| | | | | | |

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

| Office/Institution | Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme | From | To |
|--------------------|--|------|----|
| | | | |

| | | | |
|--|---|---|---|
| 8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent | | | |
| 9. In case the present employment is held on deputation/contract basis, please state- | | | |
| a) The date of initial appointment | b) Period of appointment on deputation/contract | c) Name of the parent office/organization to which the applicant belongs. | d) Name of the post and Pay of the post held in substantive capacity in the parent organisation |
| <p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p> | | | |

any post held on Deputation in the
by the applicant, date of return
from the last deputation and other
details.

11. Additional details about present employment:

Please state whether working under
(indicate the name of your employer
against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

12. Please state whether you are
working in the same Department and
are in the feeder grade or feeder to
feeder grade.

13. Are you in Revised Scale of Pay? If
yes, give the date from which the
revision took place and also indicate the
pre-revised scale

14. Total emoluments per month now drawn

| Basis Pay in the PB | Grade Pay | Total Emoluments |
|---------------------|-----------|------------------|
| | | |

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

| Basic Pay with Scale of Pay and rate of increment | Dearness Pay/interim relief /other Allowances etc., (with break-up details) | Total Emoluments |
|---|---|------------------|
| | | |

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.

(This among other things may provide information with regard to (i) additional academic qualifications (ii)

| | |
|--|--|
| professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient) | |
| 16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient) | |
| 17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract) | |
| # (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment"). | |
| 18. Whether belongs to SC/ST | |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

SENIORITY LIST OF ALL ELIGIBLE SR.ACCOUNTS OFFICERS FOR THE POST OF WELFARE OFFICER AS ON 12-09-2022

| S No | Name & Designation (S./Shri./Ms.) | Date of Birth | Date of appointment | Date of confirmation and post in which confirmed | Date of promotion as AO | Date of promotion as Sr.AO | Date of Retirement | Remarks (Currency of penalties, reprimands etc.) |
|------|--|---------------|------------------------|--|----------------------------|----------------------------------|-----------------------|---|
| 1 | SMT. SUDHA SUDHAKARAN, Sr. Accounts Officer | 24-07-1963 | 29-07-1983 | 06-02-1989 CLERK | 06-10-2008 | 03-01-2011 | 31-07-2023 | NIL |
| 2 | SH. L S FABYANI, Sr. Accounts Officer | 10-08-1963 | 02-07-1984 | 02-03-1989 CLERK | 06-10-2008 | 03-01-2011 | 31-08-2023 | NIL |
| 3 | SH. I M BHARMAL, Sr. Accounts Officer | 04-07-1963 | 29-11-1984 | 06-03-1989 CLERK | 01-01-2009 | 03-01-2011 | 31-07-2023 | NIL |
| 4 | SMT. ASMITA KULKARNI, Sr. Accounts Officer | 16-08-1963 | 27-06-1983 | 21-08-1991 STENOGRAPHER | 01-01-2009 | 03-01-2011 | 31-08-2023 | NIL |
| 5 | SMT. K M KHAIRABADI, Sr. Accounts Officer | 24-03-1964 | 21-10-1985 | 06-03-1989 CLERK | 02-07-2010 | 01-01-2014 | 31-03-2024 | NIL |
| 6 | SMT. M H KUNDNANI, Sr. Accounts Officer | 10-08-1963 | 05-12-1984 | 06-03-1989 CLERK | 30-01-2012 | 23-01-2015 | 31-08-2023 | NIL |
| 7 | SH. D K DADLANI, Sr. Accounts Officer | 26-08-1964 | 13-05-1985 | 06-03-1989 CLERK | 15-02-2012 | 23-01-2015 | 31-08-2024 | NIL |
| 8 | SH. R RAVI, Sr. Accounts Officer | 30-12-1962 | 16-08-1985 | 01-04-1988 CLERK | 15-10-2012 | 23-03-2015 | 31-12-2022 | NIL |
| 9 | SH. MENON MURALIDHARAN K Sr. Accounts Officer | 28-05-1964 | 24-10-1985 | 06-03-1989 CLERK | 11-11-2013 | 01-04-2016 | 31-05-2024 | NIL |
| 10 | SMT. SUBHALAKSHMI SUBRAMANIAN, Sr. Accounts Officer | 28-10-1964 | 04-11-1985 | 06-03-1989 CLERK | 20-12-2013 | 01-04-2016 | 31-10-2024 | NIL |
| 11 | SH. RAVIPRAKASH N. BODDU, Sr. Accounts Officer | 30-09-1964 | 30-04-1986 | 30-12-1991 CLERK | 09-06-2014 | 03-04-2017 | 30-09-2024 | NIL |
| 12 | SMT. NAINA RAJA, Sr. Accounts Officer | 08-04-1967 | 02-06-1986 | 30-12-1991 CLERK | 10-09-2014 | 03-04-2017 | 30-04-2027 | NIL |
| 13 | SH. P. M. MOHITE, Sr. Accounts Officer | 14-12-1963 | 15-10-1985 | 02-03-1989 CLERK | 19-09-2014 | 03-04-2017 | 31-12-2023 | NIL |
| 14 | SH. R.S. RAMNANI, Sr. Accounts Officer | 31-08-1965 | 01-11-1985 | 06-03-1989 CLERK | 31-12-2014 | 03-04-2017 | 31-08-2025 | NIL |
| 15 | SH. D.K. VERMA, Sr. Accounts Officer | 26-09-1963 | 15-10-1985 | 02-03-1989 CLERK | 29-12-2014 | 01-05-2017 | 30-09-2023 | NIL |

Khairabadi
Sr. Accounts Officer/Admn-I