

**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)

O.O. No. Admn.I/13-8/IV/238

Dated: 18.11.2022


**CIRCULAR**

Please find attached circulars on the subject mentioned below:

Sl. No.	Details of letters	Content of the letter
1.	Circular letter no. No.DGCA/ ADMN.IV/4-13/ 2022-23/403 dated 14.11.2022 issued by O/o the Director General of Commercial Audit, Chennai.	Engagement of retired Stenographer/ Personal Assistant/ Private Secretary/ Sr. PS to work as Stenographer on short term contact basis against two (02) vacancies in the office of Director General of Commercial Audit, Chennai. The application in prescribed format duly filled in all respects must reach <del>the</del> to the Deputy Director (Admn), O/o the Director General of Commercial Audit, Chennai on or before 20.11.2022.
2.	Circular no. Admn.I/A&E/S-I/2022-23/1588-91 dated 09.11.2022 issued by O/o the Pr. Accountant General (A&E) Jammu & Kashmir, Srinagar	Engagement of retired Sr.AOs to work as consultant on short term contact basis against two (02) vacancy in the cadre of Sr. Accounts Officer in the office of Pr. Accountant General (A&E) Jammu & Kashmir. The application in prescribed format duly filled in all respects must reach the undersigned either by post or through email at <a href="mailto:agaejammukashmir@cag.gov.in">agaejammukashmir@cag.gov.in</a> latest by 21.11.2022.
3.	Circular no. Admn.I/A&E/S-I/2022-23/1571 dated 10.11.2022 issued by O/o the Pr. Accountant General (A&E) Jammu & Kashmir, Srinagar	Engagement of retired Sr.Accounts Officers/ Accounts Officers/ Asstt. Accounts Officer and Sr. Audit Officer/ Audit Officers/ Asstt. Audit Officers to work as consultant on short term contact basis against nine (09) vacancy in the cadre of Asstt. Accounts Officer in the office of Pr. Accountant General (A&E) Jammu & Kashmir. The application in prescribed format duly filled in all respects must reach the undersigned either by post or through email at <a href="mailto:agaejammukashmir@cag.gov.in">agaejammukashmir@cag.gov.in</a> in latest by 30.11.2022.

Encl: As stated above.

//Authority: Sr. Dy Accountant General (Admn)'s  
Order dated 18.11.2022//

  
व लेखा परीक्षा अधिकारी / प्रशासन-1.

Copy to;

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

Path: New Server → AMG Admn I → PANKAJ → engagement consultant circulars -  
dt. 18-11-2022

316  
15/11

कार्यालय महानिदेशक वाणिज्यिक लेखापरीक्षा, चेन्नै  
Office of Director General of Commercial Audit, Chennai  
इंडियन ऑइल भवन, स्तर - २, १३९, महात्मा गाँधी मार्ग, चेन्नै - ६०००३४  
Indian Oil Bhavan, Level- 2, 139, Mahatma Gandhi Road, Chennai - 600034  
Tel: 044-28330147 Fax: 044-28330142/145, e-mail: [pdcachennai@cag.gov.in](mailto:pdcachennai@cag.gov.in)

No.DGCA/ADMN.IV/4-13/2022-23/403

Date: 14.11.2022

**NOTIFICATION**

Applications are invited from retired Stenographer/ Personal Assistant/ Private Secretary/ Senior Private Secretary to work as consultant in the post of Stenographer on short term contract basis in the Office of the Director General of Commercial Audit, Chennai.

**The vacancy position is two.**

The work is assigned on short term contract basis initially for a period of one year. The period of such contract can be further extended up to a maximum of 5 terms which is subject to performance and requirement of service of or till they attain the age of 65 years whichever is earlier.

**Eligibility criteria:-**

1. For Stenographer - Retired Senior Private Secretary/ Private Secretary/ Stenographer Grade-I are eligible for hiring.

The retired person engaged on short term contract basis is entitled for a fixed remuneration as prescribed by Headquarters Office. The following terms and conditions are applicable to the contractual officers.

Bind ph.  
14/11/22  
ADG/A-2P  
14/11/22

1. Age should not be beyond 65 years as on 01.11.2022.
2. 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 of remuneration so fixed shall remain unchanged for the term of contract. No annual increment/percentage increase, Dearance Allowance and House Rent Allowance shall be allowed during the contract period. Further, 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. The amount so fixed shall remain unchanged during the term of appointment.
3. Paid leave of absence may be allowed at the rate of 1.5 days for each completed months 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 shall be dealt with in a similar way as in the case of serving officers/officials.
4. 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

22

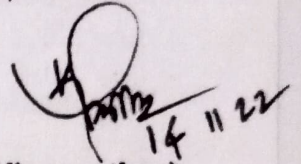
व. उप महानिदेशक (प्रशासन) का सचिवालय  
द्वारा संख्या. 1225  
दिनांक 16/11/22  
Sr. DAG/Admn.

प्र.म.ले.(लेखापरीक्षा-II) सचिवालय  
प्राप्ति की तारीख 15-11-2022  
डी.एम. संख्या  
पावरी संख्या 583 470

5. 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 officers.
6. Statutory deductions levied by the Union/State Government shall be made as per rules.
7. The period of contract may be terminated at any time at the discretion of the Director General, Office of the Director General of Commercial Audit, Chennai.

Retired Senior Private Secretary/ Private Secretary/ Stenographer Grade-I fulfilling the eligibility criteria and willing for the above assignment may submit their applications in the prescribed proforma to the **Deputy Director (Admn.), Office of the Director General of Commercial Audit, Chennai** on or before **20.11.2022**.

**This issues with the approval of Director General of Commercial Audit, Chennai.**



**(K. Viswanathan)**  
**Deputy Director (Admn)**

To

1. **All Heads of Departments in IA&AD**
2. All Sections/RAPs/LAPs - With a request to give wide publicity among all the employees.
3. Notice Board.

**APPLICATION FORM FOR RETIRED SENIOR PRIVATE SECRETARY/PRIVATE  
SECRETARY/STENOGRAPHER TO BE ENGAGED AS CONSULTANTS ON  
SHORT TERM CONTRACT BASIS**

**PROFORMA**

Affix recent  
Passport size  
photo

1.	Name of the officer	
2.	Date of Birth	
3.	Age as on 01.11.2022	
4.	Qualification  (a) Educational (b) Professional	
5.	Date of entry in the Government Service	
6.	Name of the office from which retired	
7.	Length of service in various grades (Steno/PA/PS/Sr. PS)	
8.	Date of Retirement	
9.	Post held at the time of Retirement	
10.	In case of Voluntary retirement, grounds on which retired	
11.	Experience	Attach separate sheet alongwith copies of APARs for 5 years.
12.	Additional information, if any, on professional training, work experience relevant to post	

Signature of the Applicant



भारतीय लेखापरीक्षा एवं लेखा विभाग  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी)  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),  
जम्मू व कश्मीर, श्रीनगर  
JAMMU & KASHMIR, SRINAGAR



No. Admn-1/A&E/S-1/2022-23/1588-91

Dated: 09.11.2022

NOTICE

Applications are invited from retired Sr. Accounts Officers/Sr. Audit Officers to work as consultant on short term contract basis against the two (02) vacancies in the cadre of Sr. Accounts Officer in the office of the Principal Accountant General (A&E) J&K in accordance with terms and conditions prescribed by Headquarter's office vide Circular No.27/2021 issued under No.967-Staff (App-1)/22-2016 dated: 03.08.2021. The following broad terms and conditions are applicable to the contractual Officers: -

1. Age should not be beyond **65 years** as on **21.11.2022**.
2. Retired person would be initially appointed for a period of 12 months, extendable up to a maximum of five terms of 12 months each which is subject to performance and requirement of service.
3. 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 of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/ percentage increase during the contract period. Further, 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. The amount so fixed shall remain unchanged during the term of appointment.
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 shall be dealt with in a similar way as in the case of serving officers/officials.
5. If retired Officer 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**  
22

Statutory deductions levied by the Union/ Government shall be made as per rules. The appointment will be purely on temporary basis subject to termination at any time. Interested retired Officers/officials of the IA&AD, fulfilling the eligibility criteria and willing for above assignments may submit their Bio-data. Applications duly filled in all respects must reach the undersigned either by post or through e-mail at [agaejammukashmir@cag.gov.in](mailto:agaejammukashmir@cag.gov.in) latest by **21.11.2022**.

(Encl: Application form)

Sr. Dy. Accountant General (Admn)

Copy to:

1. All Heads of Department of IA&AD.
2. Sr. Accounts Officer (Admn), O/o Pr. Accountant General (A&E) J&K, Jammu
3. Notice Board I&II

Sr. DAG (Admn)

व. उप महालेखाकार (प्रशासन) का सचिवालय  
1226

प्र.म.ले.(लेखापरीक्षा-II) सचिवालय  
प्राप्ति की तारीख 15-11

## APPLICATION FORM

Sl. No.	Particulars	
1.	Name of the retired Officer	
2.	Date of Birth	
3.	Qualifications:- a. Educational b. Professional	
4.	Date of entry in the Government Service	
5.	Name of the Office from which retired	
6.	Length of service	
7.	Date of retirement	
8.	Post held at the time of retirement	
9.	Post applied for	
10.	In case of voluntary retirement, ground on which retired	
11.	Experience	
12.	Additional information, if any, on professional experience training, work relevant	

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

(Signature of applicant)



भारतीय लेखापरीक्षा एवं लेखा विभाग  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
कार्यालय प्रधान महालेखाकार(लेखा एवं हकदारी)  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),  
जम्मू व कश्मीर, श्रीनगर  
JAMMU & KASHMIR, SRINAGAR



No. Admn-1/A&E/S-1/2022-23/1571

Dated: 10.11.2022

NOTICE

Applications are invited from retired Sr. Accounts Officers/ Accounts Officers/Asstt. Accounts Officers and Sr. Audit Officers/Audit Officers/Asstt. Audit Officers to work as consultants on short term contract basis against the nine (09) vacancies in the cadre of Assistant Accounts Officer in the office of the Principal Accountant General (A&E) J&K in accordance with terms and conditions prescribed by Headquarter's office vide Circular No.27/2021 issued under No.967-Staff (App-1)/22-2016 dated: 03.08.2021. The following broad terms and conditions are applicable to the contractual Officers/officials: -

Age should not be beyond 65 years as on 30.11.2022.

1. Retired person would be initially appointed for a period of 12 months, extendable up to a maximum of five terms of 12 months each which is subject to performance and requirement of service.
2. Retired person would be initially appointed for a period of 12 months, extendable up to a maximum of five terms of 12 months each which is subject to performance and requirement of service.
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Statutory deductions levied by the Union/ Government shall be made as per rules. The appointment will be purely on temporary basis subject to termination at any time. Interested retired Officers of the IA&AD, fulfilling the eligibility criteria and willing for above assignments may submit their Bio-data. Applications duly filled in all respects must reach the undersigned either by post or through e-mail at [agaejammukashmir@cag.gov.in](mailto:agaejammukashmir@cag.gov.in) latest by 30.11.2022.

(Encl: Application form)

Sr. Dy. Accountant General (Admn)

Copy to:

1. All Heads of Department of IA&AD.
2. Sr. Accounts Officer (Admn), O/o Pr. Accountant General (A&E) J&K, Jammu
3. Notice Board I&II

### APPLICATION FORM

Sl. No.	Particulars	
1.	Name of the retired Officer	
2.	Date of Birth	
3.	Qualifications:- a. Educational b. Professional	
4.	Date of entry in the Government Service	
5.	Name of the Office from which retired	
6.	Length of service	
7.	Date of retirement	
8.	Post held at the time of retirement	
9.	Post applied for	
10.	In case of voluntary retirement, ground on which retired	
11.	Experience	
12.	Additional information, if any, on professional experience training, work relevant	

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

(Signature of applicant)