

भारतीय लेखापरीक्षा और लेखा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, कोलकाता

संख्या : RTI/Kee/Deputation/2021-22/1369

दिनांक: 09/12/2022

सेवा में,

All offices in IA&AB,

(CAG-ALL-OFFICES@lsmgr.nic.in), (CAG-IAAB@LSMGR.NIC.IN)

महोदय/महोदया,

इस कार्यालय का पत्र संख्या: RTI/Kee/Deputation/2021-22/1369
दिनांक: 09/12/2022 आपके कार्यालय को सूचना/ आवश्यक
कार्यवाही हेतु प्रेषित किया जा रहा है।

भवदीय,

संलग्न: यथोपरि



वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन



भारतीय लेखापरीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
क्षेत्रीय प्रशिक्षण संस्थान, कोलकाता
REGIONAL TRAINING INSTITUTE, KOLKATA



No. RTI/Kolkata/Deputation/2021-22/1369

Dated: 09.12.2022

To

All Offices in IA&AD

(CAG-ALL-OFFICES@lsmgr.nic.in),(CAG-IAAD@LSMGR.NIC.IN)

Subject: Deputation for two posts of Assistant Audit Officer interchangeably between SR.AO and AAO for eHRMS functional help desk in RTI, Kolkata.

Sir/Madam,

A reference is invited to Headquarter's Office letter No. 761/Staff-S&R/CC/26-2021 dated 11-11-2022 regarding creation of posts of AAOs for implementation of eHRMS. In view of this, application from willing candidates are invited with regard to this deputation assignment as per instructions given below:

S. No.	Post	No of vacancies
1.	Assistant Audit Officer/ Assistant Accounts Officer interchangeable with Sr. AO for the eHRMS functional help desk	02

Eligibility Criteria

1. Holding analogous post of AAO/SAO.
2. Knowledge relating to overall functions in IA &AD is necessary.
3. Proficiency in working on IT applications and computer.
4. Weightage will be given to the applicant having experience of Administrative works.

Application of Assistant Audit Officer/ Assistant Accounts Officer interchangeable with Sr. AO who are willing to be considered for deputation to RTI, Kolkata may be forwarded to this office on or before 31st December 2022 along with their Bio-Data (Format enclosed), copies of APAR for the last three years and vigilance clearance certificate.

The term of deputation will be initially for a period of one year and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RTI, Kolkata, the selected official will draw his/her basic pay plus other allowances as applicable on his/her basic pay as admissible under extant rules.

तीसरा एम.एस.ओ. बिल्डिंग, सी.जी.ओ. कॉम्प्लेक्स, पाँचवाँ तल, ए-विंग, डी.एफ. ब्लॉक, साल्ट लेक, सेक्टर-1, कोलकाता-700064

3rd MSO Building, CGO Complex, 5th Floor, 'A' Wing, DF Block, Salt Lake, Sector - I, Kolkata - 700 064

Tel. : (033) 2321 3907/ 6708

FAX : (033) 2321 6709

E_mail : rtiKolkata@cag.gov.in

A reference is invited to Headquarters circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 wherein the detailed instructions to field offices on augmentation of staff in RTIs/RTCs were issued. The important instructions in the said circular are re-iterated below:

- Field offices shall display the deputation notifications issued by RTIs/ RTCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;
- Field offices shall forward all applications received from their officers/staff against the positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application;
- On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.
- The initial deputation period to RTIs/RTCs will be for one years and extendable on yearly basis thereafter. The RTI/RTC however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

This issues with the approval of the Principal Director.

Yours faithfully,



Sr. Audit Officer/Administration

BIO-DATA

Name in full	
Permanent address	
Present address	
Date of Birth	
Educational qualification	
Date of appointment in IA & AD	
Parent office	
Post held at present	
Office in which working at present	
Present place of posting	
Whether belongs to SC/ST	
Knowledge of Computer	
Details of working experience	
Mobile No.	
Official Email id.	
Any other relevant details	