



भारतीय लेखा परीक्षा और लेखा विभाग  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
कार्यालय प्रधान महालेखाकार (लेखा परीक्षा)  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT),  
जम्मू - कश्मीर, श्रीनगर - 190001  
JAMMU & KASHMIR, SRINAGAR - 190001



सं.: प्रशा.-/ले.प./एस/क.अधि. / 22-23/ 337

दिनांक:- 09 -02-2023

### रिक्ति परिपत्र

**विषय:** कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), जम्मू एवं कश्मीर, श्रीनगर में कल्याण अधिकारी के पद पर नियुक्ति के संबंध में।

कल्याण अधिकारी के रिक्त पद को इस कार्यालय में वेतन मैट्रिक्स के स्तर 11 (रु. 67,700 - 2,08,700) में पात्र वरिष्ठ लेखापरीक्षा अधिकारियों में से प्रतिनियुक्ति के आधार पर भरने का प्रस्ताव है। भारतीय लेखापरीक्षा तथा लेखा विभाग (कल्याण अधिकारी) भर्ती नियम, 2000 निम्नलिखित मानदंडों वाले संबंधित संवर्ग नियंत्रण प्राधिकरण के अधिकारियों से प्रतिनियुक्ति के माध्यम से भरे जाने वाले पद के लिए उपबंध करते हैं।

i. 31-01-2023 तक पदक्रम में पांच वर्ष की नियमित सेवा वाले वरिष्ठ लेखा परीक्षा अधिकारी।

या

ii. 31-01-2023 तक पदक्रम में सात वर्ष की संयुक्त नियमित सेवा वाले वरिष्ठ लेखा परीक्षा अधिकारी लेखा परीक्षा अधिकारी।

पद को सामान्य केंद्रीय सेवा के रूप में वर्गीकृत किया गया है (ग्रुप "ए") राजपत्रित, गैर-अनुसचिवीय तथा प्रतिनियुक्ति की अवधि सामान्यतः चार वर्ष से अधिक नहीं होगी।

अधिकारियों की स्वेच्छा और जीवनवृत्तांत तीन प्रतियों में निर्धारित प्रारूप (प्रतिलिपि संलग्न) में 10-04-2023 तक इस कार्यालय में प्रस्तुत किया जाना चाहिए।

इच्छुक अधिकारी आवेदन पत्र के समर्थन में शिक्षा योग्यता प्रमाण पत्र भी प्रस्तुत कर सकते हैं।

प्रत्याशियों की पात्रता को निर्धारित करने के लिए अपूर्ण आवेदन पत्र या उपरोक्त किसी भी प्रकार के दस्तावेजों में से किसी के बिना आवेदन पर कोई कार्रवाई नहीं की जाएगी।

यदि प्रधान महालेखाकार (लेखापरीक्षा), जम्मू एवं कश्मीर के कार्यालय के पात्र अधिकारी पद के लिए आवेदन करने के इच्छुक नहीं हैं, तो उन्हें अपनी अनिच्छा वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन), प्रधान महालेखाकार (लेखापरीक्षा), जम्मू एवं कश्मीर, श्रीनगर कार्यालय को निर्धारित तिथि के अंतर्गत भेजनी होगी।

व.उपमहालेखाकार (प्रशासन)

सं.: प्रशा.-I/ले.प./एस/क.अधि. / 22-23/2847-2852

दिनांक:- 09-02-2023

प्रति प्रेषित:-

1. प्रधान महालेखाकार (ले.प.) के व.निजी सचिव, जम्मू एवं कश्मीर, श्रीनगर
2. वरिष्ठ उपमहालेखाकार (प्रशा./एएमजी-II), श्रीनगर/ जम्मू
3. उपमहालेखाकार (एएमजी -I), श्रीनगर
4. वरिष्ठ लेखापरीक्षा अधिकारी, प्रशासन, जम्मू, जम्मू कार्यालय में परिचालन हेतु
5. सूचना पट्ट I/II.
6. कार्यालय आदेश पुस्तिका

#ApprovedByPost#



भारतीय लेखा परीक्षा और लेखा विभाग  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
कार्यालय प्रधान महालेखाकार (लेखा परीक्षा)  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT).  
जम्मू - कश्मीर, श्रीनगर - 190001  
JAMMU & KASHMIR, SRINAGAR-190001



No: Admn-I/Audit/S/WO/22-23/ 337  
Date: 10/02/2023

VACANCY CIRCULAR

**Subject: Appointment to the post of Welfare Officer in the Office of the Pr. Accountant General (Audit), Jammu & Kashmir, Srinagar-regarding.**

It is proposed to fill up the post of Welfare Officer in this office in Level 11 (Rs. 67,700 – 2,08,700) of the Pay Matrix, on deputation basis from amongst eligible Senior Audit Officers of this office. The Indian Audit & Accounts Department (Welfare Officers) Recruitment Rules, 2000 provide for the post to be filled up through deputation from officers of respective Cadre Controlling Authority having the following criteria.

(a) Sr. Audit Officers with five years' regular service in the grade as on 31-01-2023

Or

(b) Sr. Audit Officers / Audit Officers with seven years combined regular service in the grades as on 31-01-2023.

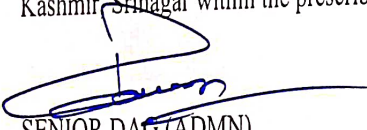
The post is classified as General Central Service. (Group "A") Gazetted, Non-ministerial and the period of deputation shall ordinarily not to exceed four years.

The willingness and bio data of the officers should be submitted in triplicate to this office latest by 10-04-2023 in prescribed format (copy enclosed).

The willing officers may also submit education qualification certificate in support of the application.

Incomplete applications or applications without any of the above documents would not be processed for determining the eligibility of the candidates.

In case eligible officers from the office of Principal Accountant General (Audit), Jammu and Kashmir are not willing to apply for the post, they must send their unwillingness to Senior Audit Officer (Admn), Office of Principal Accountant General (Audit), Jammu and Kashmir, Srinagar within the prescribed date.

  
SENIOR DAG (ADMN)

No: Admn-I/Audit/S/WO/22-23/2847-2852

Date: 10/02/2023

Copy to:-

1. Sr. PS to Pr. Accountant General (Audit), J&K, Srinagar.
2. Sr. Deputy Accountant General (Admn/AMG-II), Srinagar/ Jammu.
3. Deputy Accountant General (AMG-I), Srinagar.
4. Sr. Audit Officer, Admn, Jammu for circulation in Jammu Office.'
5. Notice Board I/II.
6. Office Order Book.

7/6/17

**Formats of documents for the proposal to the appointment of the post of Welfare Officer**

The formats of certificates required from the parent office(s) for the selection to the post of Welfare Officer are enclosed as under:

- (a) Format of Vacancy Circular
- (b) List of willing candidates
- (c) Seniority List
- (d) Bio-data of willing candidates
- (e) Vigilance certificate
- (f) Integrity certificate
- (g) Major/Minor penalty certificate
- (h) Court cases certificate
- (i) Cadre Clearance certificate
- (j) Composite statement
- (k) Eligibility of willing certificate
- (l) List of unwilling candidates
- (m) Abstract of APARs.
- (n) Non-technical post.
- (o) Additional charge of the post of Welfare Officer.

8977

LIST OF WILLING CANDIDATE(S)

Sl. No.	Name(S./Shri./Ms.)	Designation

Sd./-

Group Officer (Admn)

Seal, containing details of Name, Designation and Office

698/✓

**SENIORITY LIST OF ALL ELIGIBLE SR. ACCOUNTS OFFICERS/SR. AUDIT OFFICERS FOR THE POST OF WELFARE OFFICER AS ON  
(latest date)**

Sl. 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.								
2.								
3.								

Sd./-

Group Officer (Admn)

Seal, containing details of Name, Designation and Office

NB: The list should contain names of both willing and unwilling candidates.

095/

### VIGILANCE CLEARANCE CERTIFICATE

It is certified that no vigilance or disciplinary proceedings or criminal proceedings are either pending or contemplated and no charge sheet have been issued against the following officers:

Sl. No.	Name(S./Shri./Ms.)	Designation

Sd./-

Group Officer (Admn)

Seal, containing details of Name, Designation and Office

NB.: The list should exactly match the 'List of Willing Candidates', in case there are no cases.



6991

**INTEGRITY CERTIFICATE**

The integrity of the following officers are certified:

Sl. No.	Name(S./Shri./Ms.)	Designation

Sd./-

Group Officer (Admn)

Seal, containing details of Name, Designation and Office

NB.: The list should exactly match the 'List of Willing Candidates', and the table under 'Vigilance Clearance Certificate', in case there are no cases.

693/1

**MAJOR MINOR PENALTY CERTIFICATE**

It is certified that no Major/Minor penalties have been imposed during the last ten years, on the following officers.

SI. No.	Name(S./Shri./Ms.)	Designation

Sd./-

Group Officer (Admn)

Seal, containing details of Name, Designation and Office

NB.: The list should exactly match the 'List of Willing Candidates', and the tables under 'Vigilance Clearance Certificate', and 'Integrity Certificate' in case there are no cases.

68/21

**NO COURT CASES CERTIFICATE**

It is certified that no Court Case is pending in respect of the following officers:

Sl. No.	Name(S./Shri./Ms.)	Designation

Sd./-

Group Officer (Admn)

Seal, containing details of Name, Designation and Office

NB.: The list should exactly match the 'List of Willing Candidates', and the tables under 'Vigilance Clearance Certificate', and 'Integrity Certificate' and 'Major/Minor Penalty', in case there are no cases.

6911

### CADRE CLEARANCE CERTIFICATE

This office has no objection to the following officer(s) applying for the post of Welfare Officer on deputation basis. It is certified that the following officer(s) will be relieved from the office, in case they are selected for the said post of Welfare Officer.

Sl. No.	Name(S./Shri./Ms.)	Designation

Sd./-

Group Officer (Admn)

Seal, containing details of Name, Designation and Office

NB.: The list should exactly match the 'List of Willing Candidates', and the tables under 'Vigilance Clearance Certificate', and 'Integrity Certificate' and 'Major/Minor Penalty' and 'Court cases Certificate, in case there are no cases.

69/1

### COMPOSITE STATEMENT

(With reference to r/o Vigilance Clearance, Integrity certificate, Major/Minor penalty, and Cadre Clearance)

Sl. No.	Name(S./Shri./Ms.)	Cadre Clearance	Integrity Certificate	Vigilance Clearance Certificate	Major Minor Penalty Certificate
1.		The officer will be relieved from the office, in case of selection for the post of Welfare Officer.	The integrity is certified.	No vigilance or disciplinary proceedings or criminal proceedings are either pending or contemplated and no charge sheet have been issued against the officer.	No Major/Minor penalties have been imposed during the last ten years against the officer.

Sd./-

Group Officer (Admn)

Seal, containing details of Name, Designation and Office

NB.: The list should contain all the names exactly as in the 'List of Willing Candidates', and the tables under 'Vigilance Clearance Certificate', and 'Integrity Certificate' and 'Major/Minor Penalty' and 'Court cases Certificate', in case there are no cases.

609/-

COMPARATIVE STATEMENT OF ELIGIBILITY ANALYSIS

Sl No.	Name of the officer and date of birth	Present post held with date & scale of pay and pay therein	Essential Qualification		Eligibility service in terms of scale of pay required as per RRs	Service possessed as AO and Sr. AO	Have all relevant APARs been received and complete	Has the bio-data been enclosed	Eligible/ Not Eligible
			Required as per RRs	Possessed by officer					
			Not Applicable		5 yrs as SAO OR 7 years combined service in the grade of SAO/AO OR 7 years as AO				

Sd./-

Group Officer (Admn)

Seal, containing details of Name, Designation and Office

NB: The statement should contain only the names of willing and eligible candidates only.

1809/-  
**LIST OF UNWILLING CANDIDATE(S)**

<b>Sl. No.</b>	<b>Name(S/Shri/Ms)</b>	<b>Designation</b>

Sd./-

Group Officer (Admn)

Seal, containing details of Name, Designation and Office

NB: The Group Officer (Admn.) will ensure that the numbers in the lists of Willing and Unwilling, add up to the number in the Seniority List, containing the names of both Willing and Unwilling candidates, and all the names in the Seniority List figure in one of the two lists. It will also ensured that the names appear in the order they appear in the Seniority List.

682/

STATEMENT OF APARS OF WILLING CANDIDATES

Sl No	Name of the officer (S/Shri/Smt.)	2014-15	2015-16	2016-17	2017-18	2018-19
1		<u>Gap Sheet</u> 1.4.2014 to 24.7.2014  25.7.2014 to 31.3.2015 <b>OS</b>	<u>Gap Sheet</u> 1.4.2015 to 8.5.2015  9.5.2015 to 31.3.2016 <b>VG</b>	<u>Gap Sheet</u> 1.4.2016 to 15.10.2016  16.10.2016 to 31.3.2017 <b>OS</b>	1.4.2017 to 31.3.2018 <b>OS</b>	<u>Gap Sheet</u> 1.4.2018 to 11.4.2018  12.4.2018 to 16.7.2018 <b>VG</b>  17.7.2018 to 19.11.2018 <b>OS</b>  20.11.2018 to 31.3.2019 <b>OS</b>

Sd./-  
Group Officer (Admn)

Seal, containing details of Name, Designation and Office

NB: All pages in all APAR copies are to be attested by the Group Officer (Admn.).



106/

**NON-TECHNICAL POST CERTIFICATE**

It is certified that the post of Welfare Officer in the O/o of the ..... is a non-technical post.

Sd./-

Group Officer (Admn)

Seal, containing details of Name, Designation and Office

6857

GAP SHEET

The APAR for the period ..... to ..... in respect of Ms./Shri....., Sr. AO, could not be written, being less than 3 months/more than 3 months under any Officer.

Serial No.	Period	Remarks (Name of the Reporting Officer)
1.		
2.		

Sd./-  
Group Officer (Admn)  
Seal, containing details of Name, Designation and Office

684 -

**Additional charge of the post of Welfare Officer**

Ms./Shri....., Welfare officer of this office, retired on superannuation/completed her/his tenure on .....  
Thereafter, the additional charge of the post is entrusted to (i) Ms./Shri.....Sr. AO from..... to.....  
(ii)Ms./Shri.....Sr.AO from.....to....., vide  
this office order No.....dated.....(copies enclosed).

Sd/-

Group Officer (Admn.)  
Seal, containing details of Name, Designation and Office

03/

**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)	<b>Not Applicable</b>
	Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
	<b>Essential</b>	<b>Essential</b>
	A) Qualification	A) Qualification
	B) Experience	B) Experience

682/1  


Desirable		Desirable
(A) Qualification		(A) Qualification
(B) Experience		(B) Experience
<p>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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>		
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.	
<p>6.1 Note Borrowing Department 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.</p>		

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	From	To	Scale of pay and Basic pay	Nature of duties (In detail)	

78/1  
68/1

<p><b>Important:</b> Pay band and Grade Pay 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:</p>							
	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 post and Pay of the post held in substantive capacity in the parent organization			

889/-

	<p><b>9.1 Note</b> 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><b>9.2 Note:-</b> Information under column 9(c) &amp; (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/organization</p>			

10	If any post held on Deputation in the past 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	

6891

6791-

SI

	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	
	Pay Level	Basic 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 detail's)
		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.	



6701

16.B	Achievements:- (The candidate are requested to indicate information with regard to ; (i) Research publications and reports and special projects (ii) Awards/ Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (iv) 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	

6771/1

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 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: \_\_\_\_\_

**Certification by the Employer/Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

- i) There is no vigilance or disciplinary case pending/contemplated against Shri Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.

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- iii) His/ Her APAR Dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or a list of major minor penalties imposed on him/ her during the last 10 years is enclosed (as the case may be)

Countersigned  
(Cadre Controlling Authority with Seal)