

कार्यालय महालेखाकार (लेखापरीक्षा-II), पश्चिम बंगाल

सी.जी.ओ. कॉम्प्लेक्स, डी एफ ब्लॉक, पाँचवा तल, साल्ट लेक, कोलकाता- 700064

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का.आ.सं.प्रशा.1/13-20/ Vol- IV/51

दिनांक: 15.05.2023

CIRCULARS

Please find the attached circulars on the subject mentioned below:

Sl. No.	Details of letters	Content of the letter
1	Circular letter No. RTI/Admn./Deptn./Unit-II/2023-24/24 dated 08.05.2023 issued by Regional Training Institute, Chennai.	Engagement of retired Senior Audit Officers/Senior Accounts Officers to be posted as Faculty Members (IS) to work on short term contract basis, in the Regional Training Institute, Chennai. The willing applicants may submit their application as per the format attached through email i.e. rtichennai@cag.gov.in latest by 09.06.2023 .
2	Circular letter No. Admn-I/Short term cont/Accountant/264 dated 08.05.2023 issued by the O/o the Pr. Accountant General (A&E)-I, Madhya Pradesh, Gwalior.	Engagement of retired Supervisors, Asstt. Supervisor, Sr. Accountant/Accountant on short term contract basis against the vacancy in the cadre of Accountant. The willing applicants may submit their application in the enclosed format within 15 days from the date of issue of this Circular.

Encl: As stated above.

// Authority: Sr. Dy. Accountant General (Admn)'s
Order dated: 15.05.2023//

वरिष्ठ. लेखा परीक्षा अधिकारी /प्रशा.।

Copy to;

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



भारतीय लेखापरीक्षा तथा लेखा विभाग
क्षेत्रीय प्रशिक्षण संस्थान, चेन्नई
INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, CHENNAI

No. RTI/Admn./Deptn./Unit-II/2023-24/24

DL08.05.2023

To

All the Head of the Department in IA&AD

(As per mailing list)

Sub: Hiring of retired Officers as Faculty Member on short term contract basis-reg.

Sir/Madam,

Applications are invited from Retired Senior Audit Officer /Senior Accounts Officer (SAO) to be posted as Faculty Member (IS) to work on short term contract basis, in Regional Training Institute, Chennai.

Essential Qualification: Retired SAO

Desirable Qualification:

Should have knowledge and experience in handling classes on MS Office, Oracle, SQL, IDEA IT Audit, Data Analytics and Knime etc.

CISA, CIA Qualified and conversant with using SAI Training portal is preferred.

Experience in IT audit is an added qualification

Duties of Faculty Member (IS)

1. Handling classes and its related work
2. Preparation of Annual Calendar of Training Programme for IS Courses.
3. Preparing the course schedule, coordinating and conducting all advances IS Courses
4. Selection of guest faculty.
5. Preparation of course materials/handouts/AV aids, handling sessions.
6. Assessment and evaluation of the effectiveness of training.
7. Developing and standardizing course ware
8. Liaison with outside Institutes for faculty support.
9. Overall supervision of working of Labs I and II.
10. All other issues connected with EDP training.

Any other work assigned by Director General/Principal Director from time to time.

Appointment of the applicants shall be governed by the terms and conditions as under: -

- (1) The initial tenure of appointment will be one year, from the date of joining the post or vacancy filled through deputation whichever is earlier and cannot be extended for more than 5 tenures subject to the fulfilment of other conditions.
- (2) The age of the applicant should not be more than 65 years.
- (3) Self-attested copies of ACRs/APARs of last 3 years must be attached along with the application.
- (4) The other terms and conditions including remuneration payable will be governed by OM NO.3-25/2020-E III A dated 09.12.2020 issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi.

Details of remuneration: -

- (1) The retired officer will be paid a fixed amount, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount so fixed shall remain unchanged during the term of the contract.
- (2) Rs.7000/- per month will be paid as Transport Allowance.
- (3) No annual increment/percentage increase, Dearness Allowance, DA on TA and House Rent Allowance shall be allowed during the contract.

Mere submission of application does not entail the applicant for appointment.

The appointment will be purely on temporary basis and is subject to termination at any time.

1.5 days of paid leave for each completed month of service is permissible.

Terms and conditions mentioned above can be modified at the discretion of RTI, Chennai. Interested officers (retired) willing to serve in this office may send their complete application, as per the format attached through email i.e., rtichennai@cag.gov.in latest by 09-06-2023

Encl: As above.

Yours faithfully,



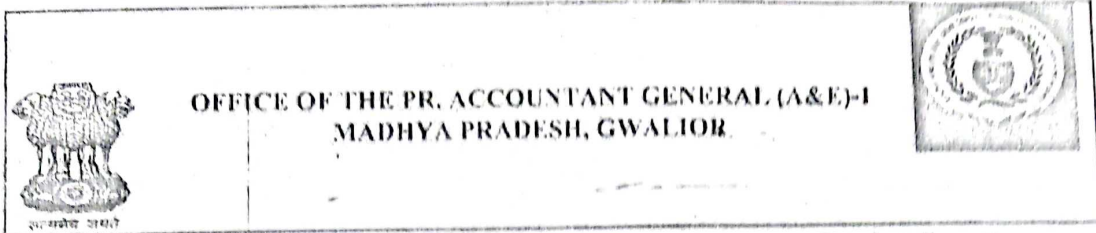
Senior Audit Officer (Admn)

PROFORMA

Affix recent passport size photo

Sl. No	PARTICULARS	
1	Name of the retired Officer	
2	Residential Address	Permanent
		Present
3	Mail ID	
4	Date of Birth	
5	Mobile No	
6	Qualification	Educational
		Professional
7	Date of entry into Govt. service	
8	Name of the Office from where retired	
9	Date of retirement	
10	Emoluments	Basic Pay on retirement
		Pension fixed on retirement
		Please attach copy of PPO
11	Net Qualifying Service	
12	Post held at the time of retirement	
13	In case of voluntary retirement, ground on which retired	
14	Experience	Attach separate sheet along with copies of APAR for the last 3 years
15	Additional information, if any, on professional experience, training, research work related to the post	
16	Details of prior experience in handling of classes in-house/other training institutions/other offices	

I/272767/2023



No. Admn-I.Short term cont./Accountant 264

Dated: 08.05.2023

CIRCULAR

Applications in the prescribed proforma enclosed are invited for hiring the services of retired Supervisors, Assit. Supervisors, Sr. Accountants/Accountants of Indian Audit and Accounts Department on contract basis against the vacancies of Accountant cadre in this office as per following terms and conditions envisaged in Headquarters circular No. 27/2021 issued under letter No.967-Staff (App-I)/22-2016 dated 03.08.2021 and as amended from time to time:-

(1) **Eligibility:-** Retired Supervisor, Assit. Supervisor, Sr. Accountant/ Accountant shall be eligible for hiring against the vacancy in the cadre of Accountant.

(2) **Tenure and age limit:-** The retired official will be hired on a short term contract basis initially up to a period of one year. The maximum number of terms shall be restricted to five years. Further, no retired official shall be hired on short term contract basis beyond the age of 65 years.

(3) **Remuneration and Allowance payable**

(i) Remuneration and allowance payable to retired officials will be governed by O.M. No. 3-25/2020-E.III A dated 09.12.2020 issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi, which is as under:

(a) 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 the contract.

(b) An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed, not exceeding the rate applicable to the appointee at the time of his/her retirement.

(c) No Annual increment/percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract.

(4) **Leave:**

(a) Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service to the retired officials hired on short term contract basis. Accumulation of leave beyond a calendar year may not be allowed. However, absence during bandh, strike, lockdown should be dealt with in a similar way as in the case of serving officers as these events are beyond the control of any individual.

(b) If retired 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

1/272767/2023

(5) Duties assignable and other conditions:

(a) The retired official hired on short term contract basis shall not sign the PPOs, GPF statements, monthly accounts or any official documents or correspondence etc. These documents shall be signed by a regular officer only.

(b) Retired officials shall, as far as possible, not be deputed on field duties inspection. In case of exigencies, if the situation so demands, they may be deputed on field inspections 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) Where considered necessary, the Head of Department may issue suitable identity card to the retired official hired on short term contract basis.

(d) The retired official hired on short term contract basis shall sign an agreement of confidentiality containing a clause on Ethics and Integrity.

Retired Supervisors, Asstt. Supervisors, Sr. Accountants, Accountants who are less than 65 years of age and interested in being hired on short-term contract basis may apply in the enclosed format within 15 days from the date of issue of this Circular.

sd
Dy. Accountant General (Admn.)

Admn-1 Short term cont. Accountant *A-49*

Dated: *08-05-2023*

Copy to:

1. Sr. Accounts Officer/VLC, with the request to publish the enclosed Circular on the official website of this office.
2. Notice Board of this Office.
3. *CAG ALL offices (as per mailing list)*

NO
8/5/2023
- Sr. Accounts Officer Admn-1



OFFICE OF THE ACCOUNTANT GENERAL (A&F) I
MADHYA PRADESH, GWALIOR



BIO DATA

Application for Hiring of retired officers on short term contract basis.

1.	Name & Address (in block letters) Contact No.					
2.	Date of Birth					
3.	Date of Retirement					
4.	Educational Qualification					
5.	Post, Pay Band, Basic Pay, Grade Pay at the time of Retirement					
6.	Permanent post held with scale of pay and date of confirmation					
7.	Detail of employment in chronological order as below					
Sl. No.	Office	Post held	from	to	Scale of pay and basic pay	Nature of duties

8. Additional information, if any

9. Whether belongs to SC/ST

Date

Signature of Applicant