

**OFFICE OF THE  
ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL**

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O.O.No. Admn.I/13-20/ Vol- IV/164

Date: 26.09.2023

**CIRCULAR**

Pleased find enclosed the copy of the following circular regarding the Engagement of Consultant on short term contract basis:

Sl. No.	Details of the letter	Content of the letter
01	Circular letter no. NA/Admin/Hiring of Retired Officers/2023-24/I/390541/2023 dated 19.09.2023 issued by National Academy of Audit & Accounts, Shimla - 171004	Engagement of retired Sr. Audit Officer/Sr. Accounts Officer/Audit Officer/Accounts Officer to work as consultant on short term contract basis against vacancy in the cadre of Sr. Audit Officer in <b>National Academy of Audit &amp; Accounts, Shimla.</b>  Retired officers may submit their application alongwith Bio-Data in prescribed format must reach the undersigned by post and through email at <a href="mailto:naaa.cag@nic.in">naaa.cag@nic.in</a> latest by <b>16.10.2023.</b>

*Encl: As stated above*

*//Authority: Sr. Dy Accountant General (Admn)'s order*

*Dated: 25.09.2023//*

  
26/9/23  
Sr. Audit Officer/Admn.I

Copy to:

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



SUPREME AUDIT INSTITUTION OF INDIA  
सर्वोच्च लेखापरिक्षा  
Dedicated to Truth in Public Interest

भारतीय लेखापरिक्षा तथा लेखा विभाग  
राष्ट्रीय लेखापरिक्षा तथा लेखा अकादमी  
शिमला - 171004  
INDIAN AUDIT & ACCOUNTS DEPARTMENT  
NATIONAL ACADEMY OF AUDIT & ACCOUNTS  
SHIMLA - 171 004



राष्ट्रीय लेखापरिक्षा

No. NA/Admin/Hiring of Retired Officers/2023-24/1/390541/2023

Dated: 19-09-2023

### NOTICE

Applications are invited for hiring retired Sr. Audit Officer/Sr. Accounts Officer/Audit Officer/Accounts Officer as consultant against vacancies in the cadre of Sr. Audit Officer on short term contract basis in the National Academy of Audit & Accounts, Shimla in accordance with terms and conditions prescribed by Headquarters' Office vide circular No. 27/2021 issued under letter No. 967-Staff (App I)/22-2016 dated 03.08.2021.

#### Eligibility:

Retired Sr. Audit Officer/Sr. Accounts Officer/Audit Officer/ Accounts Officer shall be eligible for hiring against the vacancies of Sr. AO.

The following terms and conditions will be applicable to the officers hired on short term contract basis: -

- The engagement of the retired officer will be governed by Headquarters' Office circular No. 27/2021 issued under letter No. 967-Staff (App I)/22-2016 dated 03.08.2021.
- The retired officers would initially be appointed for a period of one year and the maximum number of terms shall be restricted to five or till he attains the age of 65 years, whichever is earlier, subject to performance and requirement of service.
- Remuneration and allowances payable will be governed by OM No.3-25/2020-E.III dated 09.12.2020, issued by the Departmental of Expenditure, Ministry of Finance, Government of India, New Delhi.
- A fixed monthly amount shall be admissible, arrived at by deducting the basis 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, Dearness Allowance and House Rent Allowance shall be allowed during the contract.
- 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.

ई-मेल : naaa\_cag@nic.in

फ़ोन : 0177-2657994

दूरभाष : 2803178, 2652458, 2658320

e-mail : naaa\_cag@nic.in

Phone : 0177 2657994

Phone : 2803178, 2652458, 2658320



- vii. The retired officer engaged may be allowed TA/DA on official tour, if any as per their entitlement at the time of retirement.
- viii. Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service to the retired officer 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 as these are events beyond the control of any individual. If the engaged retired officer remains 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 number of days

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- ix. The appointment will be purely on temporary basis and is subject to termination at any time as per the administrative convenience.
- x. The retired officers selected to be hired on short term contract basis shall sign an agreement of confidentiality containing a clause on Ethics and Integrity.

Retired officers of the IA&AD, fulfilling the eligibility criteria and willing for above assignment may submit their Bio-data, applications duly filled in all respects must reach the undersigned by post and through e-mail at [naaa.cag@nic.in](mailto:naaa.cag@nic.in) latest by **16.10.2023**.

Sd/-  
Director (Admn.)

**Copy forwarded to the following for information and necessary action: -**

1. All field offices under IA&AD with a request to kindly give wide circulation of this notification among the retirees of your offices.
2. Sr. Audit Officer (IS) with the request to upload the notice on the Academy's website.
3. Notice Board (Office/Hostel)
4. Guard File

19/9/2023  
Sr. Audit Officer (Admn.)

### BIO-DATA

1.	NAME (IN BLOCK LETTERS)	
2.	DATE OF BIRTH	
3.	DATE OF RETIREMENT	
4.	QUALIFICATION • EDUCATIONAL • PROFESSIONAL	
5.	POST FROM WHICH RETIRED	
6.	OFFICE FROM WHERE RETIRED	
7.	BELONG TO WHICH BRANCH	
8.	AGE AS ON 01.10.2023	
9.	MOBILE NUMBER	
10.	EMAIL-ID	
11.	ADDRESS	
12.	ATTACHED COPIES OF APARs OF LAST 5 YEARS	
13.	LAST PAY DRAWN (COPY OF PPO TO BE ENCLOSED)	
14.	BRIEF DESCRIPTION OF EXPERIENCE (Enclose a separate sheet if space provided is not enough)	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement.

**Date:**

**Place:**

(Signature of the applicant)