



प्रधान महालेखाकार का कार्यालय (लेखा एवं हक), त्रिपुरा :: अगरतला

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
TRIPURA, AGARTALA - 799006

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Circular No. 129

Dated: 26 /09/2023

Office of the Pr. Accountant General (A&E), Tripura, Agartala requires the service of one Asstt. Supervisor/ Sr. Auditor/ Sr. Accountant/ Auditor/ Accountant/ P.A./ Stenographer for the post of Welfare Assistant in the Pay Band Rs. 9300-34800/- plus Grade Pay Rs. 4800/- pre-revised level 8 as per 7th CPC on deputation basis.

(a) Eligibility:-

- (i) Officials with combined regular service of 3 years in the grade of Asstt. Supervisor/ Sr. Auditor/ Sr. Accountant/in the department, or
- (ii) P.A. in department with five years regular service, or
- (iii) Auditor/ Accountant/Stenographer with nine years of regular service in the grade in the organization in which vacancies have arisen.
- (iv) Age on the closing date of application not exceeding 56 years.

(b) Desirable Qualification-

Participation in sports and cultural activities and aptitude for welfare activities.

(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years).

The willing officials are requested to submit their application to the Estt (A&E) Section on or before /10/2023 in the following format.

1. Name:-
2. Post held:-
3. Office to which belongs:-
4. Date of entry into Service:-
5. Date of promotion to the present grade:-
6. Experience in Welfare activities, if any:-
7. Participation in sports and cultural activities, if any:-

ANNEXURE

The Welfare Assistant is to perform/discharge of the following duties/ functions:-

1. Assistance to Staff suddenly fallen ill or those chronically ill. Helping in securing admission in the place of treatment.
2. Helping in case of need in securing admission of children in school, colleges and other educational institutions.
3. To arrange washing of towels, curtains, table clothes, sofa-covers and issue of soap and cloth.
4. Cleanliness of office building, premises and bathrooms including adequacy of water supply.
5. Neatness of working place including proper maintenance of furniture, removal of outward records, elimination of congestion in section, adequacy of lighting and ventilation.
6. Adequacy of drinking water facilities.
7. Parking plots for cycles and scooters and ensuring their safety and protection against sun and rain.
8. Encouragement to players for participation in games and sports, arrangement of matches and tournaments.
9. Arrangement for get-togethers and picnics.
10. Liaison with recreation club, co-operative credit societies, House building societies etc.
11. Benevolent Fund, special C.L, Lighting arrangement of office, fire-fighting equipment, security arrangements, declaration of holidays, casualties.
12. Administrative works relating to MTS and Casual labourers.
13. Cleanliness and proper upkeeking of the canteen, cleanliness of doors and windows, fans and other appliances and removal of cob-webs all over the building.
14. Assisting/ helping Sr. DAG/ DAG, Sr. AO/ AO (Admn.) regarding staff welfare.
15. Assisting the families of Govt. servant who die while in service regarding compassionate appointment.
16. Facilitating Sr DAG/AG and other senior officers visiting stations at airport during travel.
17. Maintain First-Aid kit and supply necessary First-Aid medicines to needy persons.
18. Work with AG Cell/Sr DAG Cell/Establishemnt section/Record Section at the time of visit of Senior officers from Hqrs' and other stations.
19. Closely interacting with the staff members and bringing to the knowledge of Sr. AO/Admn / Sr DAG /DAG regarding general grievances, if any, immediately.
20. Help to organize official functions/ programmes, cultural programmes in the office.
21. Any other work assigned by PAG/ Sr.DAG/DAG


27/9/23
Sr. Accounts Officer/ Admn