

OFFICE OF THE PR. ACCOUNTANT GENERAL (AUDIT-I),
RAJASTHAN, JAIPUR

No.CC/Audit/K-12022/144/2001/TR- 213

Date:- 09/08/2024

To,

1. Sr. Audit Officer
EDP
O/o the Pr. A.G. (Audit-I),
Rajasthan, Jaipur
- ✓ 2. Sr. Audit Officer,
EDP
O/o the A.G. (Audit-II),
Rajasthan, Jaipur
3. Sr. Audit Officer,
EDP/ DGA (C), Ahmedabad,
Branch Office, Rajasthan, Jaipur

Subject- Standard Operating Procedure (SOP) for providing legal assistance and logistics support to retired officials of IA&AD for appearance in Court.

Sir/Madam,

A SOP on the above-mentioned subject and proforma are enclosed with request to make arrangement to publish the contents of SOP on the website alongwith the proforma, which is required by the retired official for intimation to Legal Wing of CAG office for legal assistance.

Encl: - As stated


Sr. Audit Officer/CC

The Standard Operating Procedure (SOP) for providing legal assistance and logistics support to retired officials of IA&AD for appearance in Court in respect of the functions discharged in their official capacity.

Sl. No.	SOP
1	Clause 1. Whenever a retired employee receives any Notice/Summons regarding cases arose out of/in connected to the work done by him/her in official duty/official position while serving IA&AD, he should intimate to Legal Wing of O/o the CAG of India for legal and logistical support.
2	Clause 2. Retired official appearing before the court will be provided legal and logistics support by the concerned field offices of Indian Audit and Account Department (IA&AD) in whose jurisdiction concerned court situated through empanelled Counsel.
3	Clause 3. The expenditure incurred by the retired official in respect of Travelling and stay etc. will be reimbursed as per his/her last drawn pay & entitlement as prescribed in Rule 6 of Section XVI of Fundamental Rules and Supplementary Rules (FRSR) Part-III T.A Rules.

Proforma

Intimation to Legal Wing of CAG Office for legal assistance

I (Name of the retired employee) have superannuated from the post of from the Office of (Name of the office).
 The court of (Name and address of the court) has issued a notice/summons to me (Copy enclosed) in the case No.(Details of the case). I have been asked to appear before the court on the date/...../.....to depose as a prosecution witness/witness/..... (Details of the court orders, if any).

I may be provided with legal assistance as per SOP issued in this regard.

Date:/...../.....

Signature-

Name-

Designation at the time of superannuation-

Present Address-

Mobile Number-

Email id-