

**OFFICE OF THE  
PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL**  
3<sup>rd</sup> MSO Building, CGO Complex, 5<sup>th</sup> Floor, DF Block,  
Sector- I, Salt Lake, Kolkata – 700 064  
E-mail: [agauwestbenqal2@cag.gov.in](mailto:agauwestbenqal2@cag.gov.in)

N.S. No. Admn.I/6-2/Deptn/XXVI (Part.2)/2025-26/ 416

Dated: 15.07.2025

Enclosed please find following letters:

Sl. No.	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No. DG/iCED/Admn./2025-26/F-161/Vol.XII/139 dated 14.07.2025 received from International Centre for Environment and Sustainable Development (iCED) regarding filling up the post of Senior Audit Officer in iCED, Jaipur on deputation basis.	23.07.2025
2.	Letter No. RCB&KI/J/A/Dep/2025-26/177 dated 14.07.2025 received from RCB&KI, Jammu regarding filling up the post of Sr. Accountant / Sr. Auditor in RCB&KI, Jammu on deputation basis.	31.07.2025
3.	Letter No. RCB&KI/J/A/2025-26/ Dep/180 dated 14.07.2025 received from RCB&KI, Jammu regarding filling up the post of Clerk in RCB&KI, Jammu on deputation basis.	01.08.2025

Branch officers concerned are requested to bring the contents of the above letters to the notice of willing and eligible official(s) and forward the application(s) of willing official(s) as per the date prescribed in the table above.

While recommending the name(s) of candidate(s), criteria/guidelines detailed in the aforesaid letters may be given due consideration.

Digitally signed by  
ASHUTOSH BISWAS  
Date: 16-07-2025  
Sr. Audit Officer (Admn.I)  
10:04:20

Copy to:

1. DAG /AMG-I (Admn. & AS)
2. DAG/AMG-II
3. DAG/AMG-III
4. DAG/AMG-IV
5. Secretary to the Pr. Accountant General (Audit-II), WB.
6. Sr. Audit Officer/Admn.I & DAC
7. System Administrator/ EDP SC
8. Sr. Audit Officer /Admn.II, III & CC
9. Sr. Audit Officer/AMG-I (AS)
10. Sr. Audit Officer/ Record & APCC
11. Sr. Audit Officer/AMG-II(HQ)
12. Sr. Audit Officer/AMG-III(C)
13. Sr. Audit Officer/ AMG-IV(HQ) & Technical Cell
14. Sr. Audit Officer/ECPA-Cum-Report(Civil)
15. Sr. Audit Officer/ECPA-Cum-Report(Com)
16. Assistant Director (Official Language)/Hindi Cell
17. Assistant Audit Officer/Admn.I (For NIC-mail)

Asstt. Audit Officer (Admn.I)

A-11/2025/ADMN-I/350

dt: 15/07/2025



भारतीय लेखापरीक्षा एवं लेखा विभाग  
 कार्यालय महानिदेशक, अन्तर्राष्ट्रीय पर्यावरणीय लेखापरीक्षा एवं सतत विकास केन्द्र  
 आर .टी .आई .कैम्पस, ए.जी.कालोनी, बजाज नगर, जयपुर - 302015  
 INDIAN AUDIT AND ACCOUNTS DEPARTMENT,  
 OFFICE OF THE DIRECTOR GENERAL INTERNATIONAL CENTRE FOR ENVIRONMENT AUDIT & SUSTAINABLE  
 DEVELOPMENT  
 RTI Campus, A.G.Colony, Bajaj Nagar, Jaipur-302015  
 टेलिफोन./Tel. 0141-2772000 फैक्स./Fax, 0141-2772011- 2772030 ईमेल/Email: [iced@caag.gov.in](mailto:iced@caag.gov.in)



No.DG/iCED/Admn./2025-26/F-161/Vol.XII/439

Dated:14 /07/2025

To

All HoDs of IA&amp;AD (as per mailing list.)

Sub: Filling up of vacancies at iCED, Jaipur on deputation basis.  
 Sir/Madam,

iCED, Jaipur requires the services of suitable officers of IA&AD for filling up the post of Senior Audit Officer on deputation basis:

2. The essential and desirable qualification is annexed (Annexure-I). The name of willing officer satisfying the essential qualifications may please be forwarded through cadre controlling authority along with the Bio-Data ((Annexure-III) and the abstracts of APARs for the previous three years i.e. 2023-24, 2022-23 & 2021-22 (Annexure-II), duly attested on each page and vigilance clearance certificate. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicants and that their integrity is beyond doubt. The required documents of the eligible candidates may be scanned and sent by email by their respective offices to this office latest by 31.07.2025. The required documents of the eligible candidates may be scanned and sent by email by their respective cadre controlling offices to avoid postal delay.
3. The initial term of deputation will be for **three years** and may be extended thereafter, subject to the performance of candidate and administrative convenience. However, the Training Institute, reserves the right to repatriate a deputationist at any time.
4. The applications of the Officers already working on deputation, should be forwarded through their Parent Office. The selected officials shall not have any right of absorption.
5. A reference is invited to Headquarters Office's Circular No 269/Trg.Div/42-A/2019 dated 18/09/2019, wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in Training Institute/Centre was issued for strict compliance. The instructions in the said circular are re-iterated below:
  - a. Field Offices shall display the deputation notifications issued by Training Institute/Centre on the Notice Boards and circulate among the staff giving reasonable time to the candidates for responding to the notification.
  - b. Field Offices shall forward all applications received from their officers/staff against the posts advertised by Training Institute/Centre without withholding any application.
  - c. The initial deputation period to Training Institute/Centre will be for 3 years and extendable on yearly basis thereafter. The Training Institute/Centre, however, reserves the right to repatriate a deputationist at any time.

Shri. P. Parag Mehta  
 15/7/25

6. While working at iCED, Jaipur, the selected official/officer will be entitled for Deputation Allowance as admissible under extant rules.
7. The age of the candidate should not be more than 56 years as on the closing date of application for the post.
8. For those making their own arrangements for accommodation in Jaipur, at present, iCED has a Bus service between its base office at AG Colony, Bajaj Nagar, Jaipur and iCED's campus at Kant Kalwar, Near Achrol, Jaipur.
9. Any of the terms and conditions mentioned above can be varied at the discretion of iCED, Jaipur.

This issues with the approval of Director General, iCED, Jaipur.

Yours faithfully,

Encl.: Ann.I,II&III

  
Dy. Director/Admn

**(Annexure-I)**  
**Essential and desirable experience and qualification for the deputation**

Post and (Pay Level)	Qualification
Senior Audit Officer (Level 10/11/12)	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Applicants should be holding analogous post.</li> <li>• Outstanding APAR for the last 3 years (i.e.2023-24, 2022-23, 2021-22).</li> <li>• The age of the candidate should not exceed 56 years on the closing date of application for the post.</li> </ul> <p><b>Desirable Qualification:</b></p> <ul style="list-style-type: none"> <li>• Administrative functions, including Notings-drafting, communication with Hqs and other offices etc.</li> <li>• Experience in Environment Audit.</li> <li>• Proficiency in Microsoft application (PowerPoint/Excel/Access/Word/Publisher etc.)</li> <li>• Experience in handling Tableau, Big data, AI etc.</li> </ul>

**(Annexure-II)**

**ABSTRACTS OF APARs/ACRs**

**in respect of Shri/Smt./Ms. .... (Name of the candidate)**

2023-24	2022-23	2021-22

It is certified that:

(i) I have verified the grading from the original APARs/ACRs and found correct.

Date: .....

Head of the Office/Sr. AO (Admn)

## (Annexure-III)

Proforma regarding the bio-data of the applicant for the Post of .....

1. Name and Address (in Block Letters)		
2. Designation		
3. Date of Birth (in Christian era)		
4. Contact No & Email ID (@cag.gov.in)		
5. Qualification)	Educational	
	Professional	
6. Date of entry into Govt. Service		
7. Date of entry into IA&AD		
8. Present Pay & Level		
9. Whether belong to SC/ST.		Yes/No
10. Detailed experience and post held		(Attach separate sheet giving detail under this column, duly signed.)
11. Proficiency in Computer: (Details may be given)		
12. Whether applied for deputation in iCED earlier? If yes, when and for which post?		
13. Any other information		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also 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.

(Dated signature of the candidate)

Permanent Address:

It is certified that the information furnished by above official is correct as verified from the records of this office. No vigilance or disciplinary case is either pending or contemplated against the above officials. No major/minor penalty has been imposed on the above officials in the past.

Date: .....

Head of the Office/Sr. AO (Admn)



dt: 15/07/2025

**O/o THE DIRECTOR GENERAL REGIONAL CAPACITY BUILDING &  
KNOWLEDGE INSTITUTE, JAMMU**

No: RCB & KI/J/A/ Dep/2025-26/177  
Dated: 14-07-2025

To

CAG-All Offices  
(As per mailing list)

Subject: Deputation for the one post of Sr. Accountant/Sr. Auditor in RCB & KI, Jammu -regarding.

Sir/Madam,

In continuation to this office notification issued under No: RCB&KI/J/A/Dep/2025-26/150 dated 19-06-2025, the applications from desirous officials of the rank of **Sr. Accountant/ Sr. Auditor** are invited for the deputation assignment as per the Job description/ Eligibility criteria given below:

S. No.	Post	No of vacancies
1.	Sr. Accountant/ Sr. Auditor	01

**Eligibility Criteria**

1. Holding the analogous post of Sr. Accountant/Sr. Auditor with minimum five years of service as Sr. Accountant/Sr. Auditor.
- 2.. Knowledge relating to overall working in IA &AD is necessary.
3. Possessing in-depth knowledge and experience in operating computer applications including e-office, eHRMS, PFMS GeM, iBEMS.
4. The applicant should have profound knowledge in administrative and establishment matters including Income Tax.

**Terms of deputation & selection process**

1. The deputation term shall initially be for a period three years and thereafter subject to the accord of extension by the Headquarters 'Office.
2. Maximum age limit for deputation should not exceed 56 years as on closing date of application for the post.
3. Selection of a suitable official will be made by adopting the appropriate selection procedure based on the requirement of knowledge and skills involved in the job. The selection of the applicant will be notified.
4. All officials who are willing should apply through their respective Parent Offices. In accordance with Headquarters' Office instructions, the Parent Offices are requested to forward the applications of all willing officials alongwith the Bio-data and APARs for the last five years to this Institute, so as to reach this Institute latest by **07-08-2025**. It may also be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant. The required documents of the eligible candidates forwarded by the respective Parent Offices may be scanned and sent by email to avoid postal delay. **The parent office is also required to forward NOC as provided under Headquarters 'Office letter No: 60-Staff (App)-1/14-2023 dated 27-01-2025**

*Smt. P. Parichay*  
15/8/23

**5. The revised guidelines for deputation of staff within IA&AD (circulated by Headquarters' Office) vide No: 60-Staff (App)-I/14-2023 dated 27-01-2025, stipulates that:**

Para 1(sub para b): "a request for deputation has to be accompanied by a NOC/Consent of the borrowing office.

Para 1(sub para g): Deputation of officials within IA & AD shall be permitted, if the vacancy is upto 25% of sanctioned post in cadre controlling office.

Para 2: In order to maintain transparency and ensure fair selection of the eligible officials for deputation, every HoD of IA &AD may obtain the recommendations of the transfer posting committee of the office/station, before approving the deputation.

**The parent office(s) must send a certificate in respect of para 1(sub para g) and Para 2, while forwarding application of any officer(s)/official(s) for deputation assignment.**

6. The RCB & KIs reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
7. The selected official will be entitled to deputation allowance as per instructions prevailing from time to time.

A reference is invited to Headquarters Circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RCB & KIs were issued for strict compliance. The instructions in the said circular are reiterated below:

- a. Field offices shall display the deputation notifications issued by RCB & KIs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;
- b. Field offices shall forward all applications received from their officials against the positions advertised by RCB & KIs to the concerned Institute/Centre, without withholding any application;
- c. On completion of the selection process, the field offices shall obligatorily relieve the selected official for administrative assignments at RCB & KIs at the earliest.

The Headquarter office has again issued a circular letter vide No:11/Trg. Div./42-A/2023 dated: 02/05/2023 to heads of Department of IA&AD offices requesting therein that:

- (i) Heads of field offices may assess the human resource requirements of respective offices and spare the services of Sr. Accountant/Sr. Auditor to RCB & KIs by permitting them to apply against the vacancies notified by RCB & KIs.

**Yours faithfully,  
Sd/-**

**Sr. Administrative Officer (Admn)**

A-2-17000/348  
dt: 15/07/2025**O/o THE DIRECTOR GENERAL REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE, JAMMU**

No: RCB &amp; KI/J/A/2025-26/Dep/180

Dated: 14-07-2025

To

CAG-All Offices (as per mailing list),

Subject: Deputation for the two posts of Clerk in RCB &amp; KI, Jammu -regarding.

Madam/Sir,

In continuation to this office notification issued under No: RCB&KI/J/A/2025-26/Dep/129 dated 19-06-2025, the applications are again invited from the desirous candidates for 02 posts of Clerk on deputation basis in this office on usual terms and conditions. The eligibility criteria for deputation are as under:

S. No	Name of the Post	No of vacancies
1.	Clerk	02

**Eligibility criteria:**

1. Holding Analogous Post on regular basis in the parent office.
2. The applicant should be proficient in diarizing of DAK, maintenance of sectional diaries, proficiency in English and Hindi typing work in MS Office and MS Excel. Handling of Administrative work, such as correspondence and preparation of administrative reports including any other administrative work assigned by officers. The applicants possessing knowledge of working in the e-office will be given preference.
3. Minimum 03 years' experience
4. The application of the eligible and willing officials who can be spared immediately in the event of their selection on deputation to this office, accompanied with the following documents/certificates may kindly be forwarded to the undersigned latest by **11-08-2025**
  - i) Bio-Data
  - ii) Copies of APAR for the previous 3 years.
  - iii) Integrity certificate/Disciplinary/Vigilance clearance certificate.

**Terms of deputation & selection process**

1. The required documents of the eligible candidates forwarded by the respective parent offices may be scanned and sent by email to avoid postal delay. **The parent office is also required to forward NOC as provided under Headquarters' Office letter No: 60-Staff (App)-1/14-2023 dated 27-01-2025**
2. The RCB & KI reserves the right to repatriate a deputationist at any time, if his/her performance is not found satisfactory.
3. Selection of a suitable official shall be made through the appropriate selection procedure for knowledge and skill based jobs and the selection of the applicant shall be notified.
4. Deputationist will be eligible for deputation (Duty) allowance as per extant rules.
5. **The revised guidelines for deputation of staff within IA&AD (circulated by Headquarters' Office) vide No: 60-Staff (App)-1/14-2023 dated 27-01-**

Sm: D. P. Singh  
15/7/25



**2025, stipulates that:**

Para 1(sub para b): "a request for deputation has to be accompanied by a NOC/Consent of the borrowing office.

Para 1(sub para g): Deputation of officials within IA & AD shall be permitted, if the vacancy is upto 25% of sanctioned post in cadre controlling office.

Para 2: In order to maintain transparency and ensure fair selection of the eligible officials for deputation, every HoD of IA & AD may obtain the recommendations of the transfer posting committee of the office/station, before approving the deputation.

**The parent office(s) must send a certificate in respect of para 1(sub para g) and Para 2, while forwarding application of any officer(s)/official(s) for deputation assignment.**

6. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.
7. The candidate once selected for the post will not be allowed to withdraw his/her candidature subsequently.
8. The initial period of deputation will be for a period of three years and is extendable subject to performance and approval of Competent Authority.

A reference is invited to Headquarters Circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTIs/RTCs were issued for strict compliance. The instructions in the said circular are re-iterated below:

- a. Field offices shall display the deputation notifications issued by RCB & KIs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;
- b. Field offices shall forward all applications received from their officers/staff against the positions advertised by RCB & KIs to the concerned Institute/Centre, without withholding any application;
- c. On completion of the selection process, the field offices shall obligatorily relieve the selected official for administrative assignments at RCB & KIs at the earliest.

The Headquarter office has again issued a circular letter vide No:11/Trg. Div./42-A/2023 dated: 02/05/2023 to heads of Department of IA&AD offices requesting therein that:

- (i) Heads of field offices may assess the human resource requirements of respective offices and spare the services of clerks to RCB & KIs by permitting them to apply against the vacancies notified by RCB & KIs.

**Yours faithfully,**  
**Sd/-**  
**Sr. Administrative Officer**  
**(Admn)**