



Circular No. 09 –Estt (Au)/Hiring/Consultants/2024-25  
Dated:- 04.08.2025

**Subject:- Hiring of retired officers/officials on short term contract basis.**

Applications are invited from retired Senior Audit Officers who are less than 65 years of age as on 01-08-2025 against vacancies of Sr.AO, interested to work as Consultant on short term contract basis in the Office of the Principal Accountant General (Audit), Tripura, Agartala initially upto a period of one year on the terms and conditions mentioned below:

**Terms and Conditions:**

1. The retired officers/officials will be hired initially upto a period of one year restricted to maximum of five terms based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation i.e. upto the age of 65 years, subject to availability of vacancies.
2. The retired officers hired on a short-term contract basis shall be responsible for performing the duties related to the post against which they are hired (list of deliverables enclosed in Annexure-A), as well as any other duties or responsibilities assigned by the Head of the Department.
3. The office will have the right to curtail the tenure of hiring before completion of the period of engagement without assigning any reason.
4. The retired officers/officials will be paid monthly remuneration in terms of GoI, DoE, OM No. 3-25/2020-E.III A dated 09-12-2020, which shall be the pay drawn at the time of retirement minus basic pension irrespective of commutation which shall remain unchanged during the period of contract.
5. No annual increment, dearness allowance, house rent allowance, or any other compensatory allowances will be paid.
6. Transport allowance at the rate as applicable at the time of retirement of the appointee will be paid for the purpose of commuting between residence and the place of work.
7. Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service to the retired officers. Accumulation of leave beyond a calendar year will not be allowed.
8. In case of absence beyond paid leave in a month, the remuneration will be deducted pro-rata as under

Fixed monthly remuneration X No. of days of absence on working days

However, absence during curfew, bandh, strike, lockdown will be dealt in a similar way as in the case of serving officers as these are events beyond the control of the retired officer/official.

9. The retired officers/officials shall not sign any correspondence, statements etc. outside IA&AD and is not authorized to write or review APAR. The retired officers if deputed to field audit, in case of exigencies shall be entitled to TA/DA as per entitlement at the time of retirement.
10. The retired officers/official shall not issue any audit/inspection memo which shall be issued by a regular officer of the audit team.
11. The retired officers/officials hired on short term contract basis shall sign an agreement of confidentiality containing a clause on Ethics and Integrity.
12. The office reserves the right to cancel the circular and to extend the due date or issue a fresh circular.

Interested retired officers/officials below the age of 65 years as on 01-08-2025 and willing to be hired on the terms and conditions mentioned above may submit their Bio-data in the enclosed proforma and enclose copies of APARs of last five years.

Applications duly filled in must reach the Sr. Deputy Accountant General (AMG-I & Admn), O/o-the Principal Accountant General (Audit), Tripura either by post in O/o-the Principal Accountant General (Audit), P.O: Kunjaban, Agartala, Tripura, 799006 or through email in [agautripura@cag.gov.in](mailto:agautripura@cag.gov.in) on or before 11-08-2025.

(Authority:- PAG's (Au) orders at P/8<sup>N</sup> dated 01.08.2025 in File No. Estt (Au)/Hiring/Consultants/2024-25)

Encl: As stated.

Sr. Deputy Accountant General (AMG-I & Admn)

To

1. Website Administrator of the office for uploading in the office website.
2. Notice Board of the office
3. Hindi cell of the office for translation of the circular.

**List of deliverables to be assigned to Sr.AO to be hired as Consultant**

Details of list of works to be entrusted are as follows:-

**1. For Establishment Section-**

Shall supervise works in matters relating to DPC, Departmental Promotion, maintenance of Reservation Roster, supervision of preparation of draft affidavits/para wise reply for Legal cases, handling disciplinary cases, processing of pension cases, etc.

**2. For Record & Estate Management-**

Shall supervise works in matters relating to Record Section, Estate matters involving allotment of quarters, correspondences with CPWD (Local) for submission of preliminary estimates of works etc.

**3. For APAR cell-**

Shall be responsible for supervision of maintenance of APARs maintaining confidentiality, timely distribution of blank APARs for all cadres except Sr. AO (Gr A) cadre.

**4. For Audit Section-**

Shall supervise works related to issue of IR, DP. Works related to Finance and Appropriation Accounts. Works related to different Audit Report.

  
Senior Audit Officer (Admn)/C



**BIO-DATA**

Please affix a  
recent passport  
size photo

Sl. No.	Particulars	
1.	Name (in BLOCK letters)	
2.	Date of retirement	
3.	Post from which retired	
4.	Office from which retired	
5.	Belonged to which Branch: (Civil, Commercial, Railway, Defence)	
6.	Age as on 01-08-2025	
7.	Brief description of experience	
8.	Any other information	

I certify that the above particulars given by me are true and correct to the best of my knowledge, I have read carefully the job descriptions and terms and conditions etc., and I am willing to be considered for working as Consultant.

Date:

Place:

(Signature of the Applicant)  
Designation at retirement