



कार्यालय महालेखाकार (लेखा व हकदारी),  
पंजाब एवं यू.टी., सेक्टर 17-ई, चंडीगढ़ - 160017.  
Office of The Accountant General (A&E),  
Punjab & U.T., Sector-17 E,  
Chandigarh - 160017.

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### Circular

**Subject: Engagement of Retired Supervisor/Asstt. Supervisor/Sr. Accountant/Accountant for the post of Accountant (Consultant) on short term contract basis.**

Applications are invited for the post of Accountant (Consultant) from retired officials from the cadre of Supervisor/Asstt. Supervisor/Sr. Accountants/Accountants for engagement as Consultant on short term contract basis in the O/o the Accountant General (A&E) Punjab & U.T, Chandigarh in accordance with the Guidelines issued by the Office of the Comptroller & Auditor General of India vide Circular No. 25/2025 No. 1180-Staff (App I)/22-2016 dated 08.07.2025 and as amended from time to time.

### Terms and Conditions:-

- Initially, term of engagement will be for one year or attaining the age of 65 years, whichever is earlier, subject to administrative requirement and work performance.
- Remuneration and allowances payable to retired officers/officials will be governed by OM No. 3-25/2020-E.III A dated 09.12.2020 issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi.
- A fixed monthly amount shall be paid, arrived at by deducting the basic pension from the pay drawn at the time of retirement. There will be no annual increment/percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract period. Further, an appropriate and fixed amounts 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. The amount so fixed shall remain unchanged for the term of the contract.
- Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service to the retired officer/official hired on short term contract basis. Accumulation of leave beyond a calendar year may not be allowed.

However, absence during curfew, bandh, strike, lockdown should be dealt with in a similar way as in the case of serving officers/officials.

5. If retired officer/official hired on short term contract basis remain 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 No. of days of absence on working days.

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6. Retired official hired on a short-term contract basis shall be responsible for performing the duties related to the post of Accountant as well as other duties and responsibilities assigned by the Head of Department. Work performance/assigned duties will be assessed on monthly basis. All rules and orders in existence or to be issued from time to time regarding attendance, duties and official discipline etc. shall automatically be applicable to the contractual official.

7. Statutory deductions levied by the Union/State Government shall be made as per rules.

8. The period of contract will be purely on temporary basis and is subject to termination at any time.

Retired Supervisor/Asstt. Supervisor/Sr. Accountants/Accountants for the post of Accountant (consultant) fulfilling the eligibility criteria and willing for the above assignment may submit their applications in the prescribed proforma (attached). Applications duly filled, in all respects, must reach to the undersigned by 17.10.2025 (through e-mail/Post).

Digitally signed by  
Sukhnandan Sabharwal  
Date: 18-09-2025  
15:57:50

**Deputy Accountant General (Admn)**

**Copy forwarded to the following:**

1. **Institute of Public Auditors of India, North west chapter, Chandigarh, Building of O/o the Pr. A.G. (A&E), Sector- 17E, Chandigarh.**
2. **Sr. Accounts Officer, IT Support Cell for uploading on website.**
3. **Notice Boards of this office.**

**Application Form**

1. Name of the retired Official: \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_
3. Qualifications (Educational/ Professional): \_\_\_\_\_
4. Date of entry in the Government Service : \_\_\_\_\_
5. Name of the Office from which retired: \_\_\_\_\_
6. Date of retirement/Length of service: \_\_\_\_\_
7. Post held at the time of retirement \_\_\_\_\_
8. In case of voluntary retirement, ground on which retired: \_\_\_\_\_
9. Experience: \_\_\_\_\_  
\_\_\_\_\_
10. Additional information, if any, on professional experience training, work experience of last 05 years of service (detail may be attached in separate sheet) :  
\_\_\_\_\_  
\_\_\_\_\_
11. APARS Grading for last 5 years (attach attested copies): \_\_\_\_\_

I hereby declare that above particulars given by me are true and correct to the best of my knowledge. I have read carefully the job description and terms and conditions etc., relating to above post and willing to be considered.

Signature of the Applicant  
Mobile No:  
PPO No:  
Address:

Dated: