

**OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL**
3rd MSO Building, CGO Complex, 5th Floor, DF Block,
Sector- I, Salt Lake, Kolkata – 700 064
E-mail: agauwestbengal2@cag.gov.in

N.S. No. Admn.I/6-2/Deptn/XXVI (Part.2)/2025-26/ 868

Dated: 17.11.2025

Enclosed please find following letters:

Sl. No	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No. 1980/OE & Bills/Staff/161-2020 dated 14.11.2025 received from Headquarters' office regarding filling up the posts of Sr. Administrative Officers / Assistant Administrative Officers of Commercial Cadre in Headquarters' office on deputation basis.	21.11.2025
2.	Letter No. Estt/A&E/62 dated 14.11.2025 received from O/o the AG (A&E), Tripura, Agartala regarding filling up the posts of Welfare Assistant in O/o the AG (A&E), Tripura, Agartala on deputation basis.	-do-
3.	Letter No. Admn-1/Audit/Cons/25-26/242 dated 13.11.2025 received from O/o the Accountant General, Jammu & Kashmir regarding filling up the posts of Legal Assistant in O/o the Accountant General, Jammu & Kashmir on deputation basis.	04.12.2025

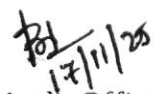
Branch officers concerned are requested to bring the contents of the above letters to the notice of willing and eligible official(s) and forward the application(s) of willing official(s) as per the date prescribed in the table above.

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: 17-11-2025
Sr. Audit Officer (Admn.I)
17:47:33

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-1/CAG/276
dt: 14/11/25

सं.: 1980/ओई एवं बिल्स/स्था/161-2020

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 14.11.2025

To

All Head of Offices in IA&AD
(Having Commercial Cadre)

Subject- Filling up of vacant posts of Senior Administrative Officers/Assistant Administrative Officers of Commercial Cadre in Headquarters' Office on deputation basis.

Madam/Sir,

Applications are invited for filling the anticipated/available vacancies in the Senior Administrative Officers/Assistant Administrative Officers of Commercial Cadre in Commercial Audit Wing and Other Wings at Headquarters' Office on deputation basis. The eligibility criteria for deputation is as follows:

a. For Senior Administrative Officers (Commercial)

- Senior Audit Officers (Commercial) having combined regular service of minimum 10 years including the service rendered in Assistant Audit Officer (Commercial) Cadre.
- The Officer should have outstanding APARs in last 10 years.
- The Officer should have completed minimum 03 years of service at a particular station.

b. For Assistant Administrative Officers (Commercial)

- Assistant Audit Officers (Commercial) having regular service of minimum 05 years in the Cadre.
- The Officer should be outstanding APARs in last 10 years. In case, where the service rendered by the Officer in Assistant Audit Officer (Commercial) Cadre is less than 10 years, then, all the available APARs in Assistant Audit Officer (Commercial) Cadre should be outstanding.
- The Officer should have completed minimum 03 years of service at a particular station.

c. General conditions (applicable to both Cadres)

- There is no disciplinary/Vigilance case is pending or contemplated and no major/minor penalty is imposed on the Officer.
- Applications of the Officers under probation period/currency of penalty may not be considered.

Sh. D. Pandey
12/11/25

- Applications of Officers who have recently been transferred/under posting (Office Order No.91 dated: 01.10.2025 and No.99 dated: 24.10.2025 may not be considered except for the Officers who have been transferred to Delhi Station.
- Applications of the Officers who have completed more than 15 years at Delhi Station may not be considered.

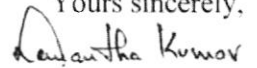
2. Further, the initial period of deputation will be for one year and may be extended thereafter subject to suitability and administrative convenience.

3. Therefore, it requested to recommend and forward the names of the willing Officers satisfying the eligibility criteria and can be relieved immediately upon their selection on deputation to this Office along with the Bio-Data (Annexure-I) and the abstracts of APARs/ACRs for the last 10 years (Annexure II) to **SAO/CA-I Section at Headquarters' Office latest by 28.11.2025 by SPEED POST only.**

This issues with the approval of Competent Authority.

Enclosed: Annexure I & II

Yours sincerely,



(M.P. Hemantha Kumar)

Sr. Administrative Officer (Estt.)

Annexure II

ABSTRACT OF APARs/ACRs FOR THE LAST 10 YEARS UPTO 2022-23

(Year-wise APAR grading for the 10 years to be given in respect of each Officer)

Sl. No.	Name & Designation	2024-25	2023-24	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16

Indicate numerical grading's only

It is certified that No vigilance or disciplinary case is either pending or contemplated against the above Officers. No major/minor penalty has been imposed on the above Officers in the past.

.....

(DAG/DD/Sr. DAG/Director (Admn)

Office of the

Place:

Date:.....

Annexure I**Proforma showing the bio-data of Senior Audit Officer/Assistant Audit Officer of
Commercial Cadre recommended for induction in Headquarters**

1. Name of the Officer	
2. Designation	
3. Employee ID	
4. Gender (Male/Female)	
5. (i) Date of Birth and (ii) Age as on 01.10.2025	
6. Qualification (i) Educational (ii) Professional	
7. Office and station where presently posted	
8. Date since posted at present station	
9. Base Station	
10. Date of entry into Government Service	
11. Date of entry into IA&AD	
12. Year of passing SOGE/SAS	
13. Year of passing RAE/CPD/Incentive Examination	
14. Date of promotion/appointment as (i) AAO (including SO) (ii) SAO (including AO)	
15. Experience and post held	Attach separate sheet giving details under this column, duly signed.
16. Proficiency in computer	
17. Any other information	

The information furnished above are correct to the best of my knowledge.

Dated Signature of the Officer

(Countersigned by the Group Officer in charge of Admn of the concerned Office)

Fwd: [Cag-all-offices] Deputation requisition on Welfare Assistant in respect of Accountant General (A&E), Tripura, Agartala.

PAG Audit II West Bengal <agauwestbengal2@cag.gov.in>

Mon, 17 Nov 2025 10:54:24 AM +0530

To "ASHUTOSH BISWAS" <biswasa.wbl.sca@cag.gov.in>, "Chiranjit Ghosh" <chiranjitg.wbl.au@cag.gov.in>, "Tanishtha Pal" <tanishthap.wbl.au@cag.gov.in>, "Admn I Audit II West Bengal" <admn1gen.wbl2.au@cag.gov.in>, "Suprajit Gain" <suprajitg.wbl.au@cag.gov.in>

===== Forwarded message =====

From: A.G (A&E) Tripura <agaetripura@cag.gov.in>

To: "cag-all-offices" <cag-all-offices@ismgr.nic.in>

Cc: "Palash Banerjee" <palashb.tri.ae@cag.gov.in>

Date: Fri, 14 Nov 2025 19:48:58 +0530

Subject: [Cag-all-offices] Deputation requisition on Welfare Assistant in respect of Accountant General (A&E), Tripura, Agartala.

===== Forwarded message =====

Madam/Sir,

Kindly see the attachment on the subject cited above.

Yours faithfully,

AG Secretariat

O/o the Accountant General (A&E)

Tripura, Agartala

CAG-ALL-OFFICES mailing list -- cag-all-offices@ismgr.nic.in

To unsubscribe send an email to cag-all-offices-leave@ismgr.nic.in



कार्यालय प्रधानमहालेखाका
र (लेखापरीक्षा II)

पश्चिम बंगाल
OFFICE OF THE
PRINCIPAL
ACCOUNTANT
GENERAL

(Audit-II), West Bengal

महोदया/ महोदय,

इस ई-मेल के साथ ऊपर उल्लिखित विषय पर जानकारी संलग्न की गई है। कृपया आवश्यक कार्रवाई हेतु इस ई-मेल के संलग्नक से डाउनलोड कर लें।

The information on the subject as cited above has been attached with this E - mail. Kindly download the attachment for further necessary action at your end.

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Tuhin ph
BJ
17/11/25

1 Attachment(s)

11/17/25, 12:30 PM Fwd: [Cag-all-offices] Deputation requisition on Welfare Assistant in respect of Accountant General (A&E), Tripura, Agartala.
Deputation requisition .pdf
911.2 KB



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

OFFICE OF THE ACCOUNTANT GENERAL (A&E)

TRIPURA::AGARTALA - 799006

दूरभाष/Phone-0381-2353905, फैक्स/Fax- 0381-2350103, ई-मेल/E-mail- agactripura@cag.gov.in

Circular No. Estt/A&E/62

Dated: 14.11.2025

CIRCULAR

Office of the Accountant General (A&E), Tripura, Agartala requires the service of one Asstt. Supervisor/ Sr. Accountant/ 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 three years in the grade of Asstt. Supervisor/ Sr. Accountant in the department, or
- (ii) P.A. in department with five years regular service, or
- (iii) 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.

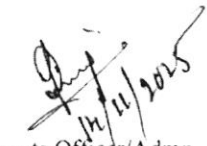
(b) Desirable Qualification-

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

The willing officials of O/o the Accountant General (A&E), Tripura, Agartala are requested to submit their application to the Estt (A&E) Section on or before 28.11.2025 in the following format :

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

The post of Welfare Assistant is ex-cadre post. Person appointed for the post will be eligible to draw pay plus deputation (duty) allowance or the pay in the Pay Level of the post as he may opt. The initial period of deputation will be for 01(one) year which may be extended thereafter subject to suitability and administrative convenience. The functions of Welfare Assistant are shown in enclosed Annexure.

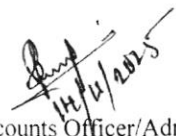

Sr. Accounts Officer/Admn

No. Estt A&E./Rectt W.A/ACT/2019-20/43550-43556

Dated: 14.11.2025

Copy forwarded to: -

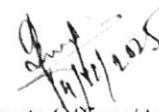
1. Secretary to AG (A&E) for kind appraisal of AG.
2. PA to Sr.DAG (A&E) for kind appraisal of Sr. DAG.
3. All Sr. AOs
4. All AAOs/Supervisors - They are requested to bring the content of the circular to the notice of all officials working under their control.
5. Sr. DP/IT Cell for uploading the Circular in office website and for bulk SMS
6. Notice Board.
7. Hindi Cell.
8. All AGs/PAGs – as per mailing list (except overseas offices).


Sr. Accounts Officer/Admin

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 place of treatment.
2. Helping in case of need in securing admission of children in school, college and other educational institution.
3. To arrange washing of towels, curtains, table cloths, 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, removability 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 up keeping of the canteen, cleanliness of doors and windows, fans and other appliances and removability of cob-webs all over the building.
14. Assisting/helping Sr.DAG/DAG, Sr.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/Estt. Section/Record Section at the time of visit of senior officers from Hqs. Office 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 AG/Sr.DAG/DAG.


Sr. Accounts Officer/Admn

Fwd: [Cag-all-users] Inviting Applications for the Post of Legal Assistant in the Office of the Accountant General, J&K

PAG Audit II West Bengal <agauwestbengal2@cag.gov.in>

Mon, 17 Nov 2025 10:54:20 AM +0530

To "Sathish M"<msatish@cag.gov.in>

Cc "Admn I Audit II West Bengal"<admn1gen.wbl.au@cag.gov.in>,"ASHUTOSH BISWAS"<biswasa.wbl.sca@cag.gov.in>,"Tanishtha Pal"<tanishthap.wbl.au@cag.gov.in>,"Chiranjit Ghosh"<chiranjitg.wbl.au@cag.gov.in>

===== Forwarded message =====

From: PAG Audit And Ladakh via Cag-all-users <cag-all-users@ismgr.nic.in>

To: "cag-all-users"<cag-all-users@ismgr.nic.in>,"Email Admin"<emailadmin@cag.gov.in>

Date: Fri, 14 Nov 2025 22:20:34 +0530

Subject: [Cag-all-users] Inviting Applications for the Post of Legal Assistant in the Office of the Accountant General, J&K

===== Forwarded message =====

Sir,

Kindly find attachment.

The email may kindly be relayed to all IA&AD offices

With regards

Sr AO (Admn)

Cag-all-users mailing list -- cag-all-users@ismgr.nic.in



कार्यालय प्रधानमहालेखाकार
(लेखापरीक्षा II)

पश्चिम बंगाल
OFFICE OF THE
PRINCIPAL
ACCOUNTANT
GENERAL

(Audit-II), West Bengal

महोदया/ महोदय,

इस ई-मेल के साथ ऊपर उल्लिखित विषय पर जानकारी संलग्न की गई है। कृपया आवश्यक कार्रवाई हेतु इस ई - मेल के संलग्नक से डाउनलोड कर लें।

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1 Attachment(s)

LegAsstt.pdf
224.6 KB

Tuhin ph.
by
12/11/25

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा),

एम. वाई. राथर एवेन्यू,

जम्मू एवं कश्मीर, श्रीनगर - 190001



OFFICE OF THE PRINCIPAL ACCOUNTANT

GENERAL (AUDIT),

M Y RATHER AVENUE,

JAMMU & KASHMIR, SRINAGAR - 190001

सांख्या7: Admn-1/Audit/Cons/25-26/242

दना7N: 13-11-2025

NOTICE**Subject: Inviting Applications for the Post of Legal Assistant in the Office of the Accountant General, J&K**

In accordance with the newly created post of Legal Assistant in this office, applications are invited from eligible and willing officials for selection / nomination to the post of Legal Assistant. from in-house strength or on deputation within IA&AD. A financial incentive in the form of deputation allowance shall be paid to the willing official. The selected posted can be posted in the Office of the Accountant General (Audit), J&K Head Office, Srinagar or Branch Office, Jammu. The maximum age of the applicant shall not exceed 56 years as on closing date of receipt of application i.e. 12-12-2025.

2) Eligibility Criteria for the post of Legal Assistant: -

Post	Feeder Cadre	Eligibility
Legal Assistant	AAO / Supervisor	Work experience of 03 years in Legal Section. Law degree is preferable.
	Assistant Supervisor / Senior Auditor / Auditor	Law degree is mandatory. Work experience of 03 years in Legal Section is preferable.

3) Manner of Appointment

- Applications are invited from eligible officials (Auditor / Sr. Auditor / Assistant Supervisor / Supervisor / Assistant Audit Officer) for appointment on deputation basis from offices within the Indian Audit & Accounts Department (IA&AD) / in-house staff.
- The period of deputation will initially be for a period of one (01) year, subject to extension based on the performance and requirements of service.
- A financial incentive in the form of deputation allowance will be allowed to the selected official.
- Head of department of the field offices are requested to recommend name of eligible officers / officials who are willing to apply for the post. The recommendations accompanied by the following documents / certificates, may kindly be forwarded to this office on or before 13th December 2025:
 - a) Biodata of the applicant duly filled in and attested by the Head of Office.
 - b) Photocopies of complete and up-to-date ACR/APARs for the last 5 Years, duly attested on each page and
 - c) Integrity Certificate/Vigilance Clearance Certificate
 - d) Deputation guidelines issued vide Headquarters Office letter No. 60-Staff (App)-I/14-2023 dated 27.01.2025 shall strictly be adhered to.

4) Job Description

1. Prepare case briefs and para-wise comments and liaise with counsel in preparing draft Plaints.
2. Ascertain from concerned government counsel the details of the cases against the department listed for hearing on the following dates and attend the Court/CAT with the government counsel on the dates fixed for such hearing.

3. Monitor the progress of each case personally, record the outcome of the hearings, and update the status in LIMBS portal.
4. Maintain Registers of court cases, cases allotted to empanelled counsel, fees paid to counsellors and their performance and submit monthly/quarterly reports regularly.
5. Procure the certified copy/obtain a copy of the judgment as soon as the judgment is pronounced and obtain the opinion of the government counsel to defend the case in writing with regard to the feasibility or otherwise of filing CWP/SLP or Review Petition, and forward the same to the Headquarters office and watch acknowledgment.
6. Meet the requirements of counsels in respect of discussions and production of documents.
7. Scrutinise legal fee bills and monitor payments are made timely.
8. Assist the Sr. AOs / Group Officers in timely conduct of periodical review of empanelled advocates.



Deputy Accountant General (Admn)

(Enclosure: Proforma for Biodata.)

No. Admn-I/Audit/Circ./2025-26/1716-20

Dated: #ApprovedDate#

Copy for information and necessary action to:-

1. All Heads of the Department of IA&AD
2. Sr. Private Secretary to Accountant General (Audit), J&K
3. CA to Dy. Accountant General (Admin), J&K
4. Hindi Cell for translation
5. Notice Board