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कार्यालय प्रधान निदेशक लेखा परीक्षा, केन्द्रीय व्यय (कृषि, खाद्य एवं जल संसाधन)
आठवाँ व नवाँ तल, संकाय भवन 10-बहादुर शाह जफर मार्ग
नई दिल्ली 110002

संख्या:556/पी.डी.सी.ए./एम.ए.बी.-IV/प्रशासन/ 4772
दिनांक:17/11/2025

To,

All Heads of Department in IA&AD.

Sub: Filling up of the post of Welfare Assistant (WA) on deputation basis.

Madam/ Sir,

Applications are invited for filling in one (01) post of Welfare Assistant in the Level -8 of Pay Matrix (Rs. 47,600-1,51,000/-) on deputation basis in this office on terms and conditions laid down in DoPT O.M. No. 2/6/2016-Estt. (Pay II) dated 17.02.2016 read with DoPT O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 as well as other guidelines issued in this regard from time to time.

The eligibility criteria for deputation are as under:

Officials of the Central Government; -

- i) Holding analogous posts on regular basis.
- ii) With combined regular service of 3 years in the grade of Assistant Supervisor (Accounts) / Assistant Supervisor (Audit) and Senior Auditor/ Senior Accountant in the Pay Matrix Level 7/ Level 6 or equivalent Pay Level in the parent cadre of Department.
- iii) Possessing three (03) years-experience in the field of Welfare or Community activities, House Keeping, Sports and Cultural Activities, Personal Administration including settlement of personal claims, etc.
- iv) The maximum age limit for appointments on deputation shall not be exceeding 56 years on the closing date of receipt of applications.
- v) The deputation (duty) allowance will be payable in accordance with DoPT O.M. No. 2/11/2017-Estt. (Pay-II) dated 24.11.2017.

Terms and Conditions:

1. Applications of candidates who are willing to be considered for deputation to this office for the above post may be forwarded to this office on or before 31.11.2025 along with Bio-Data (Annexure enclosed), certified copies of APAR for the last 05 years duly attested on each page. It shall be certified that no disciplinary/ court/ vigilance case & major/ minor penalty is either pending or contemplated against the applicants. The documents of the eligible candidates may be scanned and sent via email by the respective parent offices to avoid postal delays.

2. The term of deputation will be initially for 01 (one) year and may be extended subject to his/ her continued suitability and administrative convenience. While working in this office, the selected official will draw his/her basic pay plus Deputation Allowance as applicable on his/her basic pay as admissible under extent rules.
3. The applications of willing officials for transfer on deputation will be on normal terms and conditions and shall be forwarded through respective Parent office(s). The officials working on deputation basis shall not have right to absorption at any post in the Office of the Principal Director of Audit, Central Expenditure (Agriculture, Food & Water Resources) New Delhi.
4. Prospective candidates may please go through the service conditions and work requirements carefully before they apply. It may please note that once an application is sent to this office, it may not be withdrawn.
5. This office reserves the right to cancel this notice at any time without prior intimation.
6. The last date of application will be **30.11.2025**. **Application received thereafter will not be entertained.**

- हस्ताक्षर
(विवेक कुमार भास्कर)
निदेशक (प्रशासन)

संख्या: 556/पी.डी.सी.ए./एम.ए.बी.-IV/प्रशासन/
4778
4784

दिनांक: 17/11/2025

प्रति सूचना एवं आवश्यक कार्यवाही हेतु निम्न को प्रेषित है :-

1. Director, O/o the PDA, CE (AFWR) at Mumbai
2. Director, O/o the PDA, CE (AFWR) at Chennai
3. Director, O/o the PDA, CE (AFWR) at Kolkata
4. Dy. Director, O/o the PDA, CE (AFWR) at Chandigarh
5. Notice Board
6. CAG-ALL-OFFICES@lsmgr.nic.in
7. Website Administrator (for uploading the Notification on the official website)

व. लेखा परीक्षा अधिकारी (प्रशासन)

Annexure

Illustrative list of duties of Welfare Assistant

1. For settlement of dues of employees who die in harness he/she will liaise with the Drawing and Disbursing Officers/PAOs where necessary to ensure that payments of dues under Group Insurance Scheme, Provident Fund, Pension DCRG etc. be made quickly by various authorities.
2. He/she should render assistance to the families to get various applications forms filled in by them for these purposes including the forms prescribed for assistance from the compassionate fund of Government of India.
3. He/she should also assist the families of Govt. servants who die in harness for appointment of dependent family members where they are eligible and deserved.
4. He/she will also assist the Director (Admn.)/ Sr. Audit Officer (Admn.) in discharging the duties listed in the Annexure.
5. He /She will also complete the official work (Desk Job) in addition which is already assigned to him/her.

4. STAFF WELFARE:

- (k) Giving personal hearing to individual members of staff regarding their difficulties or grievances.
- (l) Assistance to staff suddenly taken ill or those chronically ill. Helping in securing admission in places of treatment.
- (m) Helping, in cases of need, in securing admission of children in schools, colleges and other education institutions.
- (n) Assisting, in cases of need, families of persons on protracted tours.
- (o) Supply of liveries, etc. to class IV employees.

5. HOUSE KEEPING:

- (o) Cleanliness of office buildings, premises and bathrooms including adequacy of water supply.
- (p) Cleanliness of office canteen and kitchen.
- (q) Cleanliness of premises of staff colony, if any, and security arrangements thereof.
- (r) Neatness of workplace, including proper maintenance of furniture, removal of unwanted records, elimination of congestion in Sections, adequacy of lighting and ventilation.
- (s) Adequacy of drinking water facilities.
- (t) Timely provision of hot and cold weather arrangements.
- (u) Parking lots for cycles and scooters and ensuring their safety and protection against sun and rain.

6. RECREATIONAL CULTURAL AND COMMUNITY ACTIVITIES.

- (i) Encouragement to players for participation in games, etc. arrangements for matches and tournaments.

- (j) Encouragement to persons possessing talent in music, dramatics, art, literary and other cultural activities, and participation in the arrangements for variety entertainments, dramatic performance, art exhibition, Kavi Sammellans, Mushairas, Debates and publication of office Magazine, etc.
- (k) Arrangements for get together, Picnic Party, etc.
- (l) Liaison with Recreation Clubs, Co-operative stores, Credit Societies, etc and House Building Society.

Sr. Audit Officer (Admn)

BIO-DATA

Application for the post of Welfare Assistant on Deputation Basis

1. Name of the Official :
2. Present Place of posting :
3. Designation :
4. Present Pay/Pay Level :
5. Date of Birth :
6. Date of Appointment in Service :
7. Date of Appointment/Promotion :
to present grade :
8. Educational Qualification :
9. Brief particulars of duties :

10. Experience :

11. Any other achievements :

Date:

(Signature of the candidate)

Certificate

Certified that the information furnished by _____ is correct as verified from the official records.

(Signature of the Competent Authority)