

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-II), पश्चिमबंगाल
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/ 1018

Dated: 22.12.2025

Enclosed please find following letters:

Sl. No.	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No.: Admn/Deputation/2021-22/234 dated:19.12.2025 received from Office of the Senior Deputy Accountant General (A&E), Sikkim regarding filling up of vacant post of Senior Accounts Officer/Assistant Accounts Officer on deputation basis.	05.01.2026
2.	Letter No.: RCB & KI/J/A/Dep/2025-26- 463 dated 19.12.2025 received from RCB&KI, Jammu & Kashmir regarding filling up of vacant posts of various cadres on deputation basis.	07.01.2026

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: 22-12-2025
14:24:36
Sr. Audit Officer (Admn.I)


Copy to:

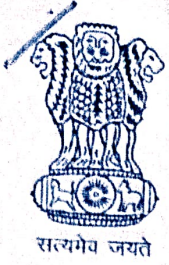
1. DAG /AMG-I (Admn. & AS)
2. DAG/AMG-II
3. DAG/AMG-III
4. DAG/AMG-IV
5. Secretary to the Pr. Accountant General (Audit-II), WB.
6. Sr. Audit Officer/Admn.I & DAC
7. System Administrator/ EDP SC
8. Sr. Audit Officer /Admn.II, III & CC
9. Sr. Audit Officer/AMG-I (AS)
10. Sr. Audit Officer/ Record & APCC
11. Sr. Audit Officer/AMG-II(HQ)
12. Sr. Audit Officer/AMG-III(C)
13. Sr. Audit Officer/ AMG-IV(HQ) & Technical Cell

15. Sr. Audit Officer/ECPA-Cum-Report (Com)

16. Assistant Director (Official Language)/Hindi Cell

17. Assistant Audit Officer/Admn.I (For NIC-mail)

 22/12/28
Assistant Audit Officer (Admn.I)



कार्यालय वरिष्ठ उप - महालेखाकार (ले० एवं हक०), सिक्किम
लेखापरीक्षा भवन, देवराली, पो० तादोङ, गान्तोक - 737102
OFFICE OF THE SR. DY. ACCOUNTANT GENERAL (A&E), SIKKIM
Lekhpariksha Bhawan, Deorali, Gangtok - 737102

No: Admn/Deputation/2021-22/234
Dated : 19.12.2025

To
All Heads of Offices in IA & AD
(As per mailing list except Overseas Audit Offices
and Commercial Audit Offices)

**Subject : Filling up of vacant posts of Senior Accounts officer/Assistant Accounts
Officer on deputation basis.**

Madam/Sir

This office requires the service of competent/willing Sr. AO/AAO from filed offices, who can be inducted in this office on deputation basis against the vacancies of Sr. AO/AAO. The terms and conditions of deputation and other terms will be as per extant Government rules/orders on the subject.

2. You are requested to recommend the names of eligible and willing officers of your office having requisite qualification/experience and having excellent service record (having at least 05 Very Good/Outstanding APAR out of last 07 years), who are clear from vigilance angle and can be spared and relieved of their duties immediately upon their selection on deputation to this office. Application of candidates under probation/currency of penalty should not be forwarded.
3. The initial period of deputation will be for one year and may be extended thereafter subject to suitability and administrative convenience.
4. The service particulars, copies of Annual Performance Appraisal Report for the preceding seven years of willing and eligible officials along with Abstract of APARS as Annexure – I and prescribed Bio-data as Annexure – II may kindly be sent to the undersigned latest by 13.01.2026

Yours faithfully,

(Vaibhav Shukla)

Sr.Dy.Accountant General (A&E)

Annexure-I

**Proforma showing the bio-data of Sr. AOs/AAOs recommended for
induction in Sr. DAG(A&E), Sikkim.**

1. Name	
2. Designation (Please also mention Civil/Commercial etc., wherever applicable)	
3. Gender (Male/ Female)	
4. i) Date of birth and ii) Age as on 01.01.2025	
5. Qualification i) Educational ii) Professional	
6. Office to which belongs i) Parent Office ii) Office and station in which working at present	
7. Whether belongs to SC/ST. If yes, please mention category.	Yes/ No
8. Date of entry into Govt. Service	
9. Date of entry in IA&AD	
10. Year of passing SOG Examination	
11. Year of passing RAE/CPD/Incentive Examination	
12. Date of promotion/ appointment as AAO (including erstwhile SO)/ Sr. AO (including AO)	AAO (including erstwhile SO): Sr. AO (including AO):
13. Number of years completed in the grade as on 01.01.2025 a) Sr. AO (AO) b) AAO	
14. Present pay & Level	Rs.
15. Experience and posts held	Attach separate sheet giving details under this column, duly signed
16. Proficiency in Computer: (Details may be given)	
17. Contact details (Phone No and email address)	
18. Any other information.	

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

Dated signature of the candidate

AI/936 dt. 19.12.25

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान शक्ति नगर, जम्मू एवं कश्मीर जम्मू - 180001		Regional Capacity Building and Knowledge Institute Shakti Nagar, Jammu & Kashmir Jammu - 180001
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No: RCB & KI/J/A/Dep/2025-26- 463
Dated: 19.12.2025

सेवा में / To

आईए एवं एडी के सभी विभागाध्यक्ष (मेलिंग सूची के अनुसार)।

All Heads of Departments of IA&AD (as per mailing list).

विषय: आर.सी.बी एवं के.आई, जम्मू में प्रतिनियुक्ति के आधार पर रिक्त पदों को भरना।

Subject: Filling up vacant posts on deputation basis in RCB&KI, Jammu.

Sir/Madam,

The Regional Capacity Building & Knowledge Institute, Jammu invites applications from eligible candidates for the posts mentioned in **Annexure – I** on deputation basis.

1. Submission of Applications:

Applications should be forwarded to this Institute on or before **15.01.2026** along with:

- Biodata (**Annexure – II**).
- Certified copies of APARs for the last five years, (**Annexure – III**).
- Vigilance clearance Certificate, certifying that no disciplinary/court/vigilance case is either pending or contemplated against the applicant.

The required documents of the eligible candidates may be scanned and sent through email (rtijammu@cag.gov.in) by the respective parent offices to avoid postal delay.

2. Term & Remuneration:

- The deputation term shall be initially for a period of three years and further extension on yearly basis subject to sanction of continuity of above stated posts by Headquarters Office.
- The selection of suitable officers/officials shall be made through the appropriate selection procedure for knowledge and skill-based jobs, and the selection of the applicants shall be notified.
- RCB&KIs reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

3. Eligibility and age limit

- The maximum age limit for deputation should not exceed **56 years** as on the closing date of application.
- The officers / officials working on deputation shall not have the right for absorption in any post in RCB&KI, Jammu.
- The applications of the officers / officials working in the office on deputation basis on normal terms and conditions shall be forwarded through their respective Parent Office(s).

4. Compliance with Headquarters Circular

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

[Handwritten signature]
22/12/25

(Administration and Faculty) in RTIs/RTCs were issued for strict compliance. The instructions in the said circular are re-iterated below:

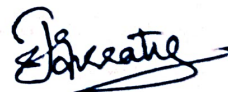
- a) Field offices shall display the deputation notifications issued by RCB&KIs/RCB&KCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification.
- b) Field offices shall forward all applications received from their officers/staff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

5. Restriction on Repatriations

Clause 5 (b) regarding instructions to field offices not to withhold any applications received from their officers/staff against positions advertised by RCB&KIs/RCB&KCs will not apply in case of applicants who have been reverted / repatriated in the last six (06) months from RCB&KIs/RCB&KCs to their parent offices as per Headquarters circular No.398/Trg.Div/42A/2019 dated 14.07.2020. This may please be noted before forwarding the applications:

Encl: As stated above.

Yours faithfully,



वरिष्ठ प्रशासनिक अधिकारी (प्रशासन)
Senior Administrative Officer (Admn.)

ANNEXURE – I

I	Name of the post	Sr. Administrative Officer (Core Faculty - IT)
	i. Number of Posts	01 (One)
	ii. Purpose	To handle work related to Core Faculty - IT and any other work assigned by PD, RCB&KI, Jammu.
	iii. Requirements	<ul style="list-style-type: none"> a) Holding analogous posts on regular basis in the parent cadre. b) Possessing in-depth knowledge and experience in operating Computer applications (including IDEA, Oracle, Microsoft Office, Website applications etc.) and the aptitude to deliver lectures. c) Experience in IT Audit and knowledge in working with Data Analytics software such as Tableau, Knime, Qlik view is desirable. d) Possessing ability in the maintenance of IT Systems, Website and familiarity with e-office. e) Possessing ability in the preparation of course materials, Structured Training Modules (STMs) and case studies for IT courses.
II	Name of the post	Sr. Administrative Officer (Training)
	i. Number of Posts	01 (One)
	ii. Purpose	To handle Trainings related work and any other work assigned by PD, RCB&KI, Jammu.
	iii. Requirements	<ul style="list-style-type: none"> a) Holding analogous posts on regular basis in the parent cadre. b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office. c) Possessing knowledge of: <ul style="list-style-type: none"> i. Preparation of course, schedule, coordinating & conducting courses, preparation of course material, handouts, audio-visual aids. ii. Preparation of Structured Training Modules (STMs) and Case Studies on allotted subjects/courses. iii. Correspondence work relating to Administrative Sanction of Director General regarding payment of Honorarium to Resource Persons/Guest Faculties in respect of courses coordinated. iv. Correspondence/consolidation work relating to submission of Performance Monitoring Framework (PMF) on RCB&KI, Jammu to CAG's office. v. Handling sessions in General Courses as per approved course schedules. vi. Developing courseware on the allotted Knowledge Centre Topics. d) Good interpersonal and communication skills for administrative correspondence.
III	Name of the post	Sr. Administrative Officer (Core Faculty-General)
	Number of Posts	01 (One)
	Purpose	To handle work related to Core Faculty - IT and any other work assigned by PD, RCB&KI, Jammu.
	Requirements	<ul style="list-style-type: none"> a) Holding analogous posts on regular basis in the parent

		cadre. b) Possessing knowledge of: i. Preparation of course, schedule, coordinating & conducting courses, preparation of course material, handouts, audio-visual aids. ii. Preparation of Structured Training Modules (STMs) and Case Studies on allotted subjects/courses. iii. Correspondence/consolidation work relating to submission of Performance Monitoring Framework (PMF) on RCB&KI, Jammu to CAG's office. iv. Handling sessions in General Courses as per approved course schedules.
IV	Name of the post	Sr. Administrative Officer (Administration)
	Number of Posts	01 (One)
	Purpose	To handle work related to Administration and any other work assigned by PD, RCB&KI, Jammu.
	Requirements	a) Holding analogous posts on regular basis in the parent cadre. b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office. c) Knowledge of: i. Strong administrative and personnel management skills. ii. Knowledge of GFR, procurement rules, budgeting, and financial compliance. iii. Proficiency in e-Office, PFMS, e-HRMS, and MS Office tools. iv. Excellent communication, coordination, and report drafting abilities. v. Leadership and team management experience. vi. Familiarity with policy implementation, audit standards, and record management. d) Good interpersonal and communication skills for administrative correspondence.
V	Name of the post	Sr. Administrative Officer (Defence Audit-KC)
	Number of Posts	01 (One)
	Purpose	To handle work related to Defence Audit (KC) and any other work assigned by PD, RCB&KI, Jammu.
	Requirements	a) Holding analogous posts on regular basis in the parent cadre. b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office. c) Knowledge of: i. Defence Audit procedures and practices. ii. Design and prepare course schedules, coordinate and conduct training programs, and develop course materials, handouts, and audio-visual aids. iii. Develop Structured Training Modules (STMs) and Case Studies for assigned subjects and courses. iv. Handle correspondence and consolidation work related to submission of the Performance Monitoring Framework (PMF) of RCB&KI, Jammu to the CAG's

		office. v. Deliver sessions in Defence Courses as per the approved training schedule. Good interpersonal and communication skills for administrative correspondence.
VI	Name of the post	Assistant Audit / Account Officer (Administration)
	iv. Number of Posts	01 (One)
	v. Purpose	To handle Administration related work and any other work assigned by DG, RCB&KI, Jammu.
	vi. Requirements	a) Holding analogous posts on regular basis in the parent cadre. b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office. c) Knowledge of: i. BEMS (Integrated Budget & Expenditure Monitoring System). ii. PFMS (Public Financial Management System). iii. TA/DA and bill processing. iv. Tendering and Procurement Rules (GFR 2017). v. Hospitality and other Establishment matters. d) Good interpersonal and communication skills for administrative correspondence. e) Candidates with qualifications in IT-related subjects will be preferred.
VII	Name of the post	Sr. Auditor / Sr. Accountant / Auditor / Accountant
	i. Number of Posts	03 (Three)
	ii. Purpose	To support the administrative and training operations of the Institute
	iii. Requirements	a) Holding analogous posts on regular basis in the parent cadre. b) Working knowledge of MS Office (Word, Excel, PowerPoint), e-office. c) Knowledge of: i. iBEMS (Integrated Budget & Expenditure Monitoring System). ii. PFMS (Public Financial Management System). iii. TA/DA and bill processing. iv. Tendering and Procurement Rules (GFR 2017). v. Hospitality and other Establishment matters. d) Good interpersonal and communication skills for administrative correspondence.



वरिष्ठ प्रशासनिक अधिकारी
Senior Administrative Officer

ANNEXURE - II

Application for the post –

1.	Name in full (Sh./Smt./Ms./Kum.)	
2.	Present Post held	
3.	Date of entry into Government Service	
4.	Date of entry into IA&AD	
5.	Office to which the applicant belongs: i. Parent Office ii. Present Office	
6.	Date of Birth	
7.	Qualifications: i. Educational ii. Professional	
8.	Present Address	
9.	Permanent Address	
10.	Date of Joining/ Promotion to the current cadre	
11.	Present Pay and Pay Level	
12.	Whether belonging to SC/ST	
13.	Experience Profile*	
14.	Proficiency in computers, details may be given*	
15.	Mobile Number & official email ID	
16.	Any other relevant details	

तारीख/Date: _____

स्थान/Place: _____

(आवेदक के हस्ताक्षर/Signature of Applicant)

यह प्रमाणित किया जाता है कि उपरोक्त दिए गए विवरण कार्यालय रिकॉर्ड के अनुसार सही हैं।
It is certified that the above particulars furnished are correct as per office records.

विभागाध्यक्ष के हस्ताक्षर (मोहर के साथ)
Signature of the Head of the Department (with stamp)

ANNEXURE III

ABSTRACTS OF APARs/ACRs FOR THE LAST FIVE YEARS

(Year-wise APAR grading for the FIVE* years to be given in respect of each official)

S. No.	Name & Designation	2024-25 ¹	2023-24	2022-23	2021-22	2020-21	2019-20
1							
2							
3							
4							
5							

* *If any of the APARs of the recommended Officer are not available for any of the above period, the grading for the previous period may be given in the above Annexure.*

** *Indicate numerical grading's only.*

It is certified that:

- i. I have verified the grading from the original APARs and found it to be correct.
- ii. No vigilance or disciplinary case is either pending or contemplated against the above Officer/Officials. No major/minor penalty has been imposed on the above Officers/Officials in the past.

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

O/o-----

Place: _____

Date: _____

¹ *If APAR for 2024-25 is available, the same may be provided and 2019-20 may be ignored.*