



कार्यालय - प्रधान महालेखाकार (लेखा एवं हकदारी), ओडिशा, भुवनेश्वर-751001
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
ODISHA, BHUBANESWAR-751001.

No.Admn.I-IAD/Gr/N/344(Vol.IV)/941

Dated: 26.03.2026

CIRCULAR

Applications are invited from the retired Senior Accounts Officers against one (01) vacancy as detailed below to work on short term contract basis in the office of the Principal Accountant General (A&E), Odisha, Bhubaneswar in accordance with terms and conditions prescribed in Headquarters' Circular No. 25-2025 issued with letter No.1180-Staff (App.)-I/22-2016 dated 08.07.2025.

Name of the Cadre	Eligibility criteria
Senior Accounts Officer (Consultant)	Retired Senior Accounts Officers

Desirable Work Experience:

1. 5 to 10 years' experience in Accounts & VLC Group
2. Domain knowledge in working with the VLC System
3. Experience in Annual Accounts closing

Tenure and age limit:

The retired officer shall be hired on a short term contract basis initially up to a period of one year. The maximum number of terms shall be restricted to five. Further, no retired officer shall be hired on short term contract basis beyond the age of 65 years.

Remuneration and Allowances:

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, which is as under:

- a) The retired officers/officials shall be paid a fixed monthly amount, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount so fixed shall remain unchanged for the term of the contract.
- b) An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.
- c) No annual increment / percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during contract.

Leave:

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service to the retired officials/CAs/CMAs 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 as these are events beyond the control of any individual. If retired officers/CAs/CMAs 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

Duties assignable and other conditions:

- a) 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, as well as any other duties or responsibilities assigned by the Heads of Departments (HODs), unless otherwise specified in this circular.
- b) In A&E offices, the retired officers hired on short term contract basis shall not sign the PPOs, GPF statements, monthly accounts, and correspondence etc. These documents shall be signed by a regular officer only.
- c) The retired officers shall, as far as possible, not be deputed on field audit duties/inspection. In case of exigencies, with the approval of the HOD, they may be deputed on field audit duties and TA/DA shall be paid as per their entitlement at the time of retirement. Even in such cases, they shall not issue any audit/inspection memo which will be issued by a regular officer only.
- d) The retired officers hired on a short term contract basis are not authorized to either write or review the APARs of regular staff. In such cases, the officer just above the regular employee in the hierarchy will act as the Reporting Officer/Reviewing Officer.
- e) Where considered necessary, the Heads of Department may issue suitable Identity Cards to the retired officers hired on short term contract basis.

The retired Officers hired on short term contract basis shall sign an agreement of confidentiality containing a clause on Ethics and Integrity.

Retired officers of the IA&AD fulfilling the eligibility criteria may submit their biodata in the attached proforma. Applications duly filled in all respect must reach Sr. Accounts Officer (Admn.) by post or hand latest by 15.05.2026.

Encl: Proforma for Application.



(Manoj Ekka)

Sr. Dy. Accountant General (Admn.)

Copy to:

1. Notice Board.
2. Office Website

PROFORMA

Application for hiring of retired officers against vacancies in the cadre of Senior Accounts Officer.

1.	Name (BLOCK letters)	
2.	Residential address for communication, e-mail ID and mobile phone number	
3.	Date of Birth	
4.	Educational Qualification	
5.	Date of Joining Govt. Service	
6.	Date of Retirement	
7.	Length of Service	
8.	Post held at the time of retirement	
9.	In case of Voluntary Retirement ground on which retired	
10.	Experience	
11.	Additional information, if any, relevant to the post	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Full Signature of the Applicant

Place :

Date :