

प्रधान महालेखाकार का कार्यालय
(लेखा एवं हकदारी)
तेलंगाणा, हैदराबाद - ५०० ००४.



OFFICE OF THE PRINCIPAL
ACCOUNTANT GENERAL (A&E)
TELANGANA, HYDERABAD – 500 004.

No. PAG (A&E)/TG/Admn.II/U-II/Intern/I/1604460/2026 11-09-2026

Engagement letter

To,

Ms. Kommareddy Shivani

kshivani29280@gmail.com

Sub: Engagement as Intern under the CAG Internship Scheme

Madam,

I am directed to convey that, based on your application and subsequent selection, you have been provisionally engaged as an Intern under the CAG Internship Scheme in the O/o the Principal Accountant General (A&E), Telangana, Hyderabad.

2. The internship is governed by the provisions of the CAG Internship Scheme/SOP dated 05.06.2026 and shall be subject to the following terms and conditions:

- (i) The internship is purely on an unpaid basis and shall not entitle you to any remuneration, stipend, honorarium, allowance, accommodation or any other financial benefit from the Office of the C&AG of India.
- (ii) Before joining, you shall submit a soft copy of the No Objection Certificate (NOC) from your College/University/Institution in the prescribed format through e-mail or a self-declaration in lieu of NOC in the attached format.
- (iii) At the time of joining, you must produce the original NOC, original educational certificates/mark sheets and any other documents required for verification. In case of any discrepancy, your candidature is liable to be cancelled.
- (iv) You shall maintain strict confidentiality regarding all information, records, documents and materials accessed during the internship and shall not disclose

or use the same without prior authorization.

(v) You shall abide by the office discipline, security instructions and all applicable rules, including the provisions relating to prevention of sexual harassment at the workplace.

(vi) You shall maintain a minimum attendance of 75% during the internship period. Failure to meet the attendance requirement may result in non-issuance of the Internship Completion Certificate.

(vii) At the conclusion of the internship, you shall submit a brief report/paper on your learning experience and return all records, documents, identity cards, access cards and any other property of this office.

(viii) The internship does not confer any right or claim for regular appointment, employment or continuation in this office.

3. Your engagement shall be deemed effective only upon verification of your eligibility and submission of the required documents.

4. If you are willing to accept the above terms and conditions, you may convey your acceptance by e-mail immediately along with the period of Internship (Minimum 4 weeks and Maximum 6 months) and submit the requisite documents at the earliest.

Yours faithfully,

Deputy Accountant General (Admn.)

Copy to:

1. Knowledge & Capacity Building Wing
kcbwing@cag.gov.in

Phone: 040-22331235

Fax: 040-23232441

E-mail: agaetelangana@cag.gov.in