



लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

सं/No. Estt. (Au.) – Dept./ Sr. PS/2020-21/B- 95
भारतीय लेखा तथा लेखा परीक्षा विभाग,
कार्यालय, महालेखाकार (लेखापरीक्षा), बिहार
वीरचंद पटेल मार्ग, पटना-800001
Indian Audit & Accounts Department,
Office of the Accountant General (Audit), Bihar
Birchand Patel Marg, Patna 800 001

दिनांक/Date: 16.03.2021

To

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

Subject: Filling up of one vacant post of Sr. Private Secretary in O/o the Accountant General (Audit), Bihar, Patna on deputation basis -regarding

Sir/Madam,

Applications are invited for the post of Sr. Private Secretary in the pay Level 8 of Central Civil (Revised Pay) rules, 2016 in the office of *the Accountant General (Audit), Bihar, Patna* on deputation basis.

2. You are requested to sponsor the names of eligible and willing officials of your office, who are holding analogous posts on regular basis and/or Private Secretary of your office who have rendered two years of continuous service in the grade and having excellent service record, who are clear from vigilance angle and can be relieved of their duties immediately upon their selection for deputation to this office.

3. The deputation terms of selected officials will be regulated in accordance with the extant rules. Selected official may opt for deputation (duty) allowance or pay fixation. Deputation (duty) allowance will be payable as under:

- (i) The Deputation (duty) allowance will be payable at the rate of 5% of the basic pay subject to maximum of Rs.4,500/-per month in case of deputation within the same station;
- (ii) In other cases, the Deputation (duty) allowance will be payable at the rate of 10% of the basic pay subject to maximum of Rs.9,000/-per month.

4. The term of deputation will be initially for a period of one year and may be extended thereafter, subject to his/her continued suitability and administrative convenience.

5. Maximum age limit for appointment by deputation shall not exceed 56 years as on date of application for the post. The applications of the Officers/Officials working in the

office on deputation basis on normal terms & conditions shall be forwarded through their respective Parent Office(s).

6. The service particulars, bio-data (in duplicate), copies of Annual Performance Appraisal Report for the last five years of willing and eligible officials along with Disciplinary/Vigilance clearance certificate may kindly be sent to the undersigned latest by 09.04.2021.

This issues with the approval of the Accountant General.

Encl: Bio-data (Annexure)

Yours faithfully,



Sr. Audit Officer (Admn.)

Bio Data (Annexure)

1.	Name	
2.	Post Held	
3.	Date of Birth	
4.	Qualifications (i) Educational (ii) Professional	
5.	Office to which the applicant belongs (i) Parent Office (ii) Present Office	
6.	Details of working experience in different branches of Audit/Accounts offices.	
7.	Date of Entry into IA&AD	
8.	Whether belonging to SC/ST	
9.	Proficiency in computers	
10.	Present Pay and Pay Level	
11.	Mobile No. and official Mail ID	
12.	Permanent Address	
13.	Present Address	
14.	Any other relevant details	

Date:

Place:

Signature of applicant

It is certified that the above particulars furnished are correct as per our office records.

Signature of Head of the Office (With Stamp)