

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 11/09/2023

To,

All Heads of Offices in IA&AD,

(As per mailing list except Overseas Audit Offices and Commercial Audit Offices).

Subject: Appointment to the post of Caretaker and Assistant Caretaker in Headquarters office- regarding.

Sir/Madam,

Applications are invited from the eligible and willing officials holding the posts in Pay Level-5 (Auditors) for the post of Assistant Caretaker and Pay Level-6 (Senior Auditors) for the post of Caretaker on regular basis from filed offices of Indian Audit and Accounts Department to fill up these posts in this office on deputation basis on the following terms and conditions:

- (a) Extra Work Allowance will be paid at a uniform rate of 2% (two percent) of the basic pay per month.
- (b) An employee shall receive this allowance for a maximum period of one year, and there should be minimum gap of one year before the same employee is deployed for similar duties again. However, period of one year may be extended till suitable employee is located.
- (c) This allowance shall not be combined i.e. if the same employee is performing two or more such duties and is eligible for 2% (two percent) allowance for each add-on, then the total Extra Work Allowance payable will remain capped at 2% (two percent) of basis pay.

2. It is requested that application of eligible and willing officials alongwith certified bio-data (in enclosed format), copies of Annual Performance Appraisal Reports for the preceding five years, disciplinary/ vigilance & major/minor penalty Clearance certificate may kindly be forwarded to the undersigned latest by 06/10/2023. Applications received after due dates shall be not entertained.

3. This issues with the approval of competent authority.

Encl.: As above

Yours faithfully,


(P. S. Rao)

Senior Administrative Officer-Consultant/Estt.

