

कार्यालय महा निदेशक लेखा परीक्षा, केन्द्रीय व्यय (कृषि, खाद्य एवं जल संसाधन)
आठवाँ व नववाँ तल, संकाय भवन 10-बहादुर शाह जफर मार्ग
नई दिल्ली 110002

संख्या:556/पी.डी.सी.ए./एम.ए.बी.-IV/प्रशासन/

दिनांक: 03/09/2024

कार्यालय ज्ञापन-355

Applications are invited from Volunteers for the post of Welfare Assistant in the Level -8 of Pay Matrix (Pre-revised Rs. 9300-34800 with G. Pay 4800/-). The post is for Delhi Head Office and Welfare Assistant will be attached to Director (Admn.)/ Sr.Audit Officer (Admn.). The post is an ex-cadre post and will be filled in by deputation from the eligible staff belonging to the cadres of this office viz. Director General of Audit, Central Expenditure (Agriculture, Food & Water Resources). The person selected will be holding the post for a period not ordinarily exceeding three years subject to his/her continued suitability.

The minimum service for consideration for the post of Welfare Assistant as on **01.08.2024** is as mentioned below:-

1. (a) Senior Auditor/ Stenos (Grade I)/ Jr. Hindi Translator with 3 years regular service in the grade or
(b) Possessing three years' experience in the field of welfare or community activities, House Keeping, Sports and Cultural activities, Personnel Administration including settlement of personal claims etc.

The main duties of the Welfare Assistant will be as follows: -

2. For settlement of dues of employees, who die in harness he/she will liaise with the Drawing and Disbursing Officers/PAOs where necessary to ensure that payments of dues under Group Insurance Scheme, Provident Fund, Pension DCRG etc. be made quickly by various authorities.
3. He/she should render assistance to the families to get various applications forms filled in by them for these purposes including the forms prescribed for assistance from the compassionate fund of Government of India.
4. He/she should also assist the families of Govt. servants who die in harness for appointment of dependent family members where they are eligible and deserving.

5. He/she will also assist the Director (Admn.)/ Sr. Audit Officer (Admn.) in discharging the duties listed in the **Annexure**.
6. He /She will also complete the official work (Desk Job) in addition which is already assigned to him/her.

Grant of Deputation (Duty) Allowance

The person on this appointment as Welfare Assistant will be Eligible to draw grade pay plus deputation (Duty allowance) or the scale of the post in terms of HQrs. Office circular letter No. 1283-NGE(APPT)50-98 dated 3.12.98 & Ministry of Personnel Public Grievances & Pension DOPT O.M. No 2/8/97 Esstt. (Pay-II) dated 11/3/98 as amended appointment.

Eligible candidates who are willing to be considered for appointment as Welfare Assistant may submit their willingness duly recommended by Sr. Audit Officer Admn. Section by **20.09.2024** positively. **Application received thereafter, will not be entertained.**

Vivek
02.09.24

(विवेक कुमार भास्कर)

निदेशक (प्रशासन)

संख्या: 556/पी.डी.सी.ए./एम.ए.बी.-IV/प्रशासन/ ²⁸²⁰ ~~ख~~ ₂₈₂₆

दिनांक: 03/09/2024

प्रति सूचना एवं आवश्यक कार्यवाही हेतु निम्न को प्रेषित है :-

1. Director, O/o the DGA (AFWR) at Mumbai
2. Director, O/o the DGA (AFWR) at Chennai
3. Director, O/o the DGA (AFWR) at Kolkata
4. Dy. Director, O/o the DGA (AFWR) at Chandigarh
5. Notice Board
6. CAG-ALL-OFFICES@lsmgr.nic.in
7. Website Administrator (for uploading the Notification on the official website)

व. लेखा
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व. लेखा परीक्षा अधिकारी (प्रशासन)