

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), WEST BENGAL,
TREASURY BUILDINGS, 2, GOVT PLACE (WEST) KOLKATA-700 001.**

O.O. No. Admn.I/II-8(2)/48

Date: 24.06.2025

CIRCULAR

Applications are invited from officials posted to O/o the Pr. Accountant General (Audit-I), West Bengal and O/o the Pr. Accountant General (Audit-II), West Bengal holding substantive post up to level 7 of the Pay matrix to perform the duties of Cashier in O/o the Pr. Accountant General (Audit-II), West Bengal. The official selected as Cashier will be entitled to Cash handling and Treasury Allowance at the rates prescribed under Govt. of India, Ministry of personnel, Public Grievances & Pensions, Dept. of Personnel & Training O.M. No. 4/6/2017-Estt. (Pay-II) dated 18.01.2019.

Applications in the enclosed proforma and duly forwarded by the competent authority should reach Admn. I Section of this office by 04.07.2025.

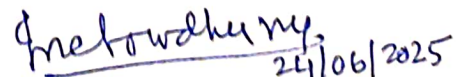
**//Authority: DAG's order dated 24.06.2025
kept in the file Admn.I/ II-8(2)//**



Sr. Audit Officer (Admn.1)

Copy forwarded through E-mail for information and necessary action to:-

1. Secretary to Principal Accountant General (Audit-I), West Bengal, Kolkata.
2. Secretary to Principal Accountant General (Audit-II), West Bengal, Kolkata.
3. Secretariat to DAG (AMG-I & Admn.)/ DAG (AMG-II)/ DAG(AMG-III/ Non LAD)/ DAG (AMG-IV).
4. Senior Audit Officer (Welfare).
5. Sr. AO (Admn.), Office of the Principal Accountant General (Audit-II), West Bengal, CGO Complex, 5th floor, Salt lake, Kolkata-700064. He is requested to forward the applications received from officials posted to their office along with their Disciplinary/ Vigilance/ Court case clearance and Major/ Minor penalty details, if any.
6. Sr. AO (Admn.2/ Admn.3/ Admn.4/ Admn.5/ AMG-I(HQ)/ AMG-II(HQ)/ AMG-III Non LAD (HQ)/ AMG-IV(HQ)/ ECPA/FAW/Report/DAS/ITA/Hindi).
7. EDP Section for publishing the matter in this official Website.
8. Hindi Section for translation into Hindi.
9. Secretary, Category-III Association, O/o the Principal Accountant General (Audit-I), WB and O/o the Principal Accountant General (Audit-II), WB.
10. All Sections.
11. Notice Board



Assistant Audit Officer (Admn.I)

PROFORMA

11.	Name (in Block letters)	
12.	Designation	
13.	Scale of Pay	
14.	Office to which attached	
15.	Date of joining in this cadre controlling office	
16.	Cadre in which joined	
17.	Cadre in which confirmed	
18.	Date of confirmation	
19.	Experience in Cash Section, if any	
20.	Serial No. and Page No. of the Gradation List as on 01.03.2024	

Date:

Signature of the Applicant

Place: