

क्षेत्रीय क्षमता निर्माण एवं  
ज्ञान संस्थान, चेन्नै

भारतीय लेखा परीक्षा तथा लेखा विभाग



Regional Capacity Building and  
Knowledge Institute, Chennai

Indian Audit and Accounts Department

RCBKI/Admn./Dept./Unit-I/2024-25/

Dated: 18.11.2024

To,

All offices under IA&AD.

Sub: Filling up of vacancies in the cadre of Sr. Auditor/Sr. Accountant in  
RCBKI, Chennai on deputation basis – reg.

Sir/Madam,

There are two (02) vacancies in the cadre of Sr. Auditor/Sr. Accountant in the Regional Capacity Building and Knowledge Institute, Chennai. The vacancies will be filled up on deputation basis. The names of Sr. Auditor(s)/Sr. Accountant(s) or Auditor(s)/Accountant(s), (including Assistant Supervisors) who are willing to be considered for deputation to RCBKI, Chennai may be forwarded along with their bio-data, experience and grading of APARs for the last five years on or before 10.12.2024.

The candidates should possess adequate experience in handling of IT assets and their inventory management and all other administrative matters like preparation of Salary and Non Salary bills in iBEMS/PFMS, Maintenance of Service Books etc. The copy of the duties attached to the post is enclosed herewith as Annexure A.

The term of deputation will be initially for a period of three years. They are eligible to draw deputation allowance as per the extant orders. Attention to Headquarters circular 269/Trg.Div/42-A/2019 dated 18.09.2019 is invited which inter-alia stipulates that field offices should display/circulate deputation notifications issued by RCBKIs/RTCs among staff and forward all such application received to RCBKIs/RTCs, without withholding any application and relieve the selected official at the earliest.

This issues with the approval of Principal Director.

Yours faithfully

Sr. Audit Officer/Admn

Encl - Annexure A

Description of Duties.

- Handling of IT assets and their inventory management and submission of periodical reporting to Hqrs.
  - Work relating to EHRMS
  - Maintenance of Service Books, leave accounts.
  - Preparation of Pay Bills, GPF Bills, CEA Bills, TA Bills/LTC Bills etc.
  - Calculation of Income Tax, Issue of Form-16.
  - Matters relating to NPS, Miscellaneous correspondence with PAO.
  - Maintenance of Claim Registers and monthly closing of the same.
  - Movable Immovable property returns, Return on Sexual harassment against women in work place.
  - Report on vigilance cases against Gazetted Group 'B' and non-Gazetted Gr. C
  - All work relating to Budget such as preparation of RE/BE, Surrender of funds, Preparation and forwarding of Review of Expenditure Statement, Reconciliation of expenditure with PAO (compact as well as iBEMS).
  - Correspondence with Headquarters in Budget relating matters, iBEMS related work, any return connected with Budget etc.
  - Quarterly Return to Ministry regarding the expenditure on pay and allowances.
  - Processing of any representation from staff/officers of this institute.
  - Audit of sanction and Men-in-position, Sanctioned Strength and Men-in Position.
- 
- Payment of honorarium/ Professional Services to Guest Faculties within IA & AD and outside IA & AD.
  - Payment of Telephone, EB Bills, and reimbursement of newspaper charges.
  - Intimation of Honorarium paid to Guest Faculties within IA & AD to their respective offices.
  - Preparation of Non salary bills and uploading the same in iBEMS.
  - Upkeep and maintenance of Gym and other facilities for the Trainees.
  - Library related works.
  - Bill transit register, Bill register, Cheque register, Issue, Maintenance and closing of all Stock Registers Viz. Stock Register consumables-stationery, Stock Register of Sport etc.
  - Closing/submission of (Monthly /Quarterly/half yearly) Register of duplicate keys of cash chest, Attendance Register, Register of Keys, Register of Cases, compliance Register.



### Application Form/Bio-Data

Name of the Post: Sr. Accountant / Sr. Auditor

1	Name	
2	Date of Birth	
3	Date of entry into IA&AD with name of Post	
4	Educational Qualification	
5	Languages Known	
6	Date of Promotion as Sr.Accountant/Sr.Auditor	
7	Date of Superannuation	
8	Professional Qualification (other than Sl. No.4	
9	Details of Work experience	

Signature of applicant

It is certified that the above particulars provided by the official are correct as per this office records. It is also certified that no vigilance/ disciplinary case is either pending or contemplated against the official. No major/ minor penalty has been imposed on the official.

Countersigned by the Cadre Controlling Authority