

महालेखाकार (लेखा एवं हकदारी) केरल का कार्यालय, तिरुवनंतपुरम
Office of the Accountant General (A&E), Kerala, Thiruvananthapuram

No.DAG(A)/C.Cell/Legal/General

27.08.2024

Notice

Comptroller & Auditor General of India vide Orders dated 31.07.2024 has approved the following Standard Operating Procedure (SOP) for providing legal assistance and logistic support to retired officials of IA&AD for appearance in Court regarding cases arose out of /in connected to the functions discharged in their official capacity while serving in IA&AD.

- 1) Whenever a retired employee receives any Notice/Summons regarding cases that arise out of/connected to the work done by him/her in official duty/official position while serving IA&AD, he/she shall intimate the Legal Wing of O/o the C&AG of India about the details of Notice/Summons received from the Court through the proforma given in the Annexure for legal and logistical support.
- 2) The Legal wing of O/o the C&AG of India will intimate the concerned field office regarding action to be taken in respect of said intimation in pursuance with the SOP.
- 3) The concerned field office will contact the concerned retired official/officer to provide legal assistance through the empanelled counsel. The field office will also provide logistic support including coordination with court registry, documentation etc., if required
- 4) The retired official/officer may submit the claim in respect of travelling and stay etc for attending the court as per his/her last drawn pay & entitlement as prescribed in Rule 6 of Section XVI of Fundamental Rules and Supplementary Rules (FRSR) Part-II TA Rules to the office from which she/he had superannuated for the reimbursement as per applicable rules.

The SOP is brought to the notice of the all retired officials/officers of this office for information and guidance.



उप महालेखाकार (प्रशासन)
Deputy Accountant General (Admn.)

Proforma

Intimation to Legal Wing of CAG Office for legal assistance

I (Name of the retired employee) have superannuated from the post of from the Office of (Name of the office). The court of (Name and address of the court) has issued a notice/summons to me (Copy enclosed) in the case No. (Details of the case). I have been asked to appear before the court on the date .../.../.....to depose as a prosecution witness/witness/..... (Details of the court orders, if any)

I may be provided with legal assistance as per SOP issued in this regard.

Date: ../../....

Signature-

Name-

Designation at the time of superannuation-

Present Address-

Mobile Number-

Email id-