

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(ECONOMIC & REVENUE SECTOR AUDIT) WEST BENGAL
CGO COMPLEX, 5TH FLOOR, 3RD M.S.O. BUILDING
DF BLOCK, SECTOR -I, SALT LAKE, KOLKATA - 700064

N.S. No. Admn. I/6-2/Deptn/Central/XIX/221

Dated: 26.07.2019

Enclosed please find the following circulars:-

- 1 Letter No. R/P/S/M/Admn/Deptn/2019-20/Circular **No.5** dated 18.07.2019 received from Regional Training Institute, Mumbai regarding "Filling up the vacancy in the Regional Training Institute Mumbai."
- 2 Letter No. Admn/Aud/Recrui of Stenos/Vol. I/Circular No. 13 dated 18.07.2019 received from Office of the Principal Accountant General (G&SSA), Gujarat. regarding "Filling up one post of Stenographer Grade-I on deputation basis at Office of the Principal Accountant General (G&SSA), Gujarat."

Names of willing and eligible employees of this office, if any, may be recommended by Group Officers of the concerned wings, for such assignment, who can be released consequent upon selection.

The recommendation along with bio-data should reach the undersigned under confidential cover to Admn-I Section by 08.08.2019 for letter 1 & 2.

While recommending the name(s) of candidate(s), criteria/guidelines detailed in the aforesaid letter may be given due consideration.


Sr. Audit Officer (Admn. I)

Copy to:

1. Secretary to the Pr. Accountant General (E&RSA), WB
2. Sr. PS/PAs to all Group Officers
3. Sr. Audit Officer / ESA-I (C)
4. Sr. Audit Officer / RSA (HQ)
5. Sr. Audit Officer / ESA - II (C)
6. Sr. Audit Officer /Admn. I & EDP SC
7. Sr. Audit Officer /Admn. II , III , CC & ITA
8. Sr. Audit Officer / Record & Hindi Cell
9. Assistant Audit Officer/Admn-I (For transmission through e-mail)
10. Assistant Audit Officer/EDP (For website/OPTIMA updation)
11. Notice Board

Admn. I/In/121
Date: 23.07.2019

By E-mail & Speed Post

No. Admn/Aud/Recrui of Stenos/Vol.I/



लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

कार्यालय प्रधान महालेखाकार
(सामान्य एवं सामाजिक क्षेत्र लेखापरीक्षा),
गुजरात,
एनेक्सी बिल्डिंग, रेस कोर्स,
राजकोट-360 001.

दिनांक:- 19.07.2019

परिपत्र संख्या:-13 दिनांक:-18-07-2019

The posts of Stenographer Grade-I is vacant in this office. It is proposed to fill up One post by deputation from among the officials:

1. Holding analogous post {Level-6 (Rs. 35,400-1,12,400)} on regular basis in
IA&AD

Or

2. With ten years regular service rendered after appointment thereto on a regular
basis in Level 4 (Rs. 25,500-81,100) in the pay matrix or equivalent in IA&AD

The names of the willing officials, if any, fulfilling the above eligibility criteria may
please be arranged to be sent to this office on or before 16.08.2019 along with the copies
of their APAR's for the last five years. The term of deputation will be initially for a
period of one year. The selected person shall be eligible for deputation allowance as
admissible under the rules in force.

(प्राधिकार:- प्रधान महालेखाकार का आदेश दिनांक 18-07-2019)

Admn/Aud/Recrui
23/7/19
Chiranjeev

प्रति:-

All Heads of IA&AD

(Except overseas offices)

Admn/Aud/Recrui

व. लेखा परीक्षा अधिकारी/प्रशासन

Admn/Aud/Recrui
22/7/19

438
22-07-19

प्रम ले (आ एवं रा क्षेत्र ले प) सचिवालय
प्राप्ति की तारीख 22-07-19
डायरी सं 264
DMS - 5507

Admn/Aud/Recrui
23/7/19

Admn. Q7 In/124
Date: 23, 07, 2019

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क्षेत्रीय प्रशिक्षण संस्थान, मुंबई

संख्या: क्षे/प्र/सं/मुं/प्रशासन/प्रतिनियुक्ति/2019-20/परिपत्र 5

दिनांक : 18/07/2019

सेवा मे,

All office of IA & AD/All user offices of RTI

विषय : आर टी आई, मुंबई में रिक्त पदों को प्रतिनियुक्ति का आधार भरना

महोदय/महोदया,

RTI, Mumbai has vacancies or the same may arise in future. Also we intend to empanel AAO for the calendar year 2019. For this I am directed to invite applications on deputation basis for the following posts. The requirement is stated below :

Sr No	Name of the post	No. of Post	Work	Work Experience
1	Asst Audit/Accounts Officer	01*	Admn EDP	Experience in Administration/ Establishment, Tendering, etc. Experience in delivering lectures on computer based training courses like Oracle, IDEA, Data Analytics, MS Access. Knowledge of basis Network/ hardware/software Management is desirable
2	Sr.Ar./Ar./Sr.Acctt./Acctt	01*	Training	Holding similar post in any office. The official will report to Sr AO, General Experience in compiling information, data entry of participants database is desirable
3	Personal Secretary	01	Secretary to Director General	Holding similar post in any office. Having expertise in use of MS Office and good speed in typing and shorthand. The official will directly report to Director General
4	Data Entry Operator/ Clerk/Typist	01	1 each	Should have experience in discharging the duties of clerk such as diarizing , data entry. Basic knowledge of computer is essential

*arising in future

The eligibility criteria is :

- The deputation is initially for a period of one year and likely to be extended at the discretion of the competent authority.
- Age of the candidate should not be more than 56 years as on 31.07.2019

प्रम ले (आ एवं रा क्षे ले प) सचिवालय
प्रति की तारीख 22-07-19
डायरी सं 265
DMS - 5506

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22/07/19

AAO/A2
22/07/19

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Training allowance and deputation allowance as prescribed rates would be admissible as per instructions prevailing from time to time. However, deputation allowance will not be admissible for those who are drawing higher scale of pay due to financial upgradation under ACP/MACP or those who belong to a lower post and opt for drawing pay of higher post.

The requirement may kindly be circulated and names of interested officers and staff may be forwarded alongwith the following documents latest by 18 August 2019.

- 1 Biodata of the applicant
- 2 Vigilance clearance certificate : certificate that no disciplinary/court/viilance case is either pending or contemplated against the applicant
- 3 Certified copies of ACRs/APARs dossiers for the last 5 years

This issues with the approval of Director General, RTI.

डा. वि. 18/8
वरिष्ठ लेखा परीक्षा अधिकारी/ प्रशासन