

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

N.S. No. Admn. I/6-2/Deptn/Central/XX/457

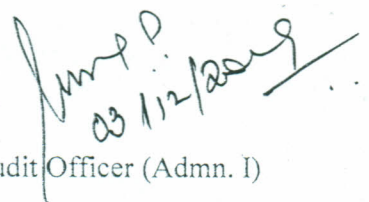
Dated: 03.12.2019

Enclosed please find the following circulars:-

- 1 Letter No. 1391-Staff (App)-I/05-2019/Vol.III dated 25.11.2019 received from Headquarters' office regarding "Filling up vacant post of Administrative Office in Level-11 (Rs. 67700-208700) on deputation basis in National Test House, Kolkata."
- 2 Letter No. 4036-GE-I/151-2012 dated 25.11.2019 received from Headquarters' office regarding "Filling up posts of Principal Private Secretary in Pay Level 11 in the Office of the Comptroller and Auditor General of India, New Delhi on deputation basis."
- 3 Letter No. RTI/Kolkata/Deputation/2019-20/1214 dated 26.11.2019 received from the RTI, Kolkata regarding 'Deputation Assignment at Regional Training Institute (RTI), Kolkata for filling up of vacancy in the cadre of Assistant Audit Officer (EDP Faculty)'
- 4 Letter No. Deptn/RTI Hydera/Admn/Deputation-2018/I-6/2019-20/112 dated 27.11.2019 received from RTI, Hyderabad regarding Deputation Assignment at Regional Training Institute (RTI), Hyderabad for filling up the post of IS Core Faculty by SAOs/AOs/AAOs in IA&AD.

The recommendations alongwith bio-data should reach the undersigned under confidential cover to Admn-I Section by 03.12.2019 for letter-1, by 20.01.2019 for letter-2, by 10.12.2019 for letter-3 and by 16.12.2019 for letter-4 respectively.

While recommending the name(s) of candidate(s), criteria/guidelines detailed in the aforesaid letters 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/Steeno Gr. I and Gr. II 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. Hindi Cell for Hindi translation
12. Notice Board
13. AAO/Admn-I for transmission through e-mail



Admin, I/In/983  
Date 29.11.2019

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भारतीय लेखा तथा लेखा परीक्षा विभाग  
INDIAN AUDIT & ACCOUNTS DEPARTMENT  
क्षेत्रीय प्रशिक्षण संस्थान, कोलकाता  
REGIONAL TRAINING INSTITUTE, KOLKATA

No. RTI/Kolkata/Deputation/2019-20/12/4

Dated: 26.11.2019

To

All Offices as per mailing list  
(CAG-IAAD@LSMGR.NIC.IN)

Sub: Deputation Assignment at Regional Training Institute (RTI), Kolkata for filling up of vacancy in the cadre of Assistant Audit Officer (EDP Faculty)

Sir/Madam,

With reference to this office Circular No. RTI/Kolkata/Deputation/2019-20/947 dated 15.10.2019 (copy enclosed) on the above subject for filling up one vacant post of Assistant Audit Officer (EDP Faculty) in Regional Training Institute, Kolkata, I am to state that the last date for forwarding of application is extended till 16.12.2019.

This issues with the approval of the Director General.

Yours faithfully,

M. Sharma  
26-Nov-2019  
Sr. Audit Officer/Administration

AM/A-2  
27/11/19

Chiranjit Das  
29/11/2019

Sr. DAS/Admn

27/11/19

प्र.म.ले. (आ.एवं.रा.क्षे.ले.प.) सचिवालय  
प्राप्ति की तारीख 26.11.19  
डायरी सं. 517

व. उप महालेखाकार (प्रशासन) का सचिवालय  
डाफ्टे संख्या 1027  
दिनांक 27/11/19

DMS- 8023

तिसरा एम.एस.ओ. बिल्डिंग, सी.जी.ओ. कॉम्प्लेक्स, पाँचवाँ तल, ए-विंग, डी.एफ. ब्लॉक, साल्ट लेक, सेक्टर-1, कोलकाता-700064  
3rd MSO Building, CGO Complex, 5th Floor, 'A' Wing, DF Block, Salt Lake, Sector - I, Kolkata - 700 064

Sr. AO (Admn.)



Admn-1/CAG/224  
Date: 25.11.2019  
OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA  
NEW DELHI - 110124

No. 4036-GE-I/151-2012  
Date: 25 November 2019

To  
All Head of Offices in IA&AD (as per mailing list)

Madam/Sir,

**Subject: Filling up of posts of Principal Private Secretary in Pay Level 11 in the Office of the Comptroller & Auditor General of India, New Delhi on deputation basis.**

Applications are invited to fill up eight posts of Principal Private Secretary in Pay Level 11 in the Office of the Comptroller & Auditor General of India, New Delhi, on deputation basis. Private Secretaries in Pay Level 7 with 8 years' regular service in the grade, in field offices of IA&AD as on 01.01.2020, may apply for the post.

2. Departmental Private Secretaries in the feeder category, who are in the direct line of promotion to the post of Principal Private Secretary shall not be eligible for consideration for appointment on deputation. Similarly, persons on deputation shall not be eligible for consideration for appointment by promotion.

3. Period of deputation, including the period of deputation in another ex-cadre post held immediately preceding the appointment, within IA&AD or some other organization / Department of the Central Government, shall ordinarily not exceed three (3) years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

4. The applications of willing Private Secretaries who satisfy the above conditions, may be sent in the enclosed proforma within 60 days from the date of issue of this circular. The application should be sent along with the documents/information as mentioned below: -

(i) Photocopies of the APAR dossiers for the last 5 years (2013-14 to 2017-18) duly attested by the Group Officer in-charge of Administration on each and every page along with gap-sheet and certificates stating that the Reporting and Reviewing Officer are the same, wherever applicable;

(ii) Integrity Certificate;

(iii) Vigilance Clearance Certificate;

(iv) Certificate to the effect that no disciplinary case is pending/contemplated against the officer;

(v) Statement showing the major/minor penalties, if any, imposed on the officer during the last ten years;

(vi) Certificate in compliance of DoP&T's OM No. 21011/1/2005-Estt (A) (Pt-II), dated 14.05.2009 (draft certificate attached);

(vii) Cadre Clearance Certificate.

5. The applications of willing Private Secretaries who are presently on deputation, may be submitted through their respective parent offices in the IA&AD.

6. Incomplete applications will be summarily rejected.

7. This may be brought to the notice of all concerned.

8. In case no names are to be recommended, a NIL report may be sent.

Encl: As above.

Yours faithfully,

Sd/-

(Vikram D. Murugaraj)  
Principal Director (Personnel)

प्र.म.ले. (आ.एवं.रा.क्षे.ले.प.) सचिवालय  
प्राप्ति की तारीख ..... 25.11.19  
डायरी सं. .... 565

व. उप महलेखाकार (प्रशासन) का सचिवालय  
डायरी संख्यां. .... 1026  
दिनांक. .... 25/11/19



OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,  
NEW DELHI.

No. 1391 -Staff (App)-I/05-2019/Vol.III

Dated:- 25-November, 2019

To

1. All the Heads of Department in IA&AD  
(Except Commercial Audit offices)
2. Director (P).

Subject: Filling up the vacant post of Administrative Officer in Level - 11  
(Rs.67700-208700) on deputation basis in National Test House, Kolkata.

Sir / Madam,

I am directed to intimate that the Ministry of Consumer Affairs, Food & Public Distribution, New Delhi has intimated to fill up filling up vacancy for Administrative Officer on deputation basis in National Test House, Kolkata a subordinate office under the Department of Consumer Affairs. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation shall not be exceeding 56. The details of the post are as under:-

S. No.	Name of the post & scale of Pay	Qualification & Experience
1.	Administrative Officer Level - 11 (Rs.67700-208700) of the pay matrix.	<p>I. Officers under the Central Government/State Government/Union Territories/ Autonomous Bodies/Statutory Bodies/PSUs/Research Institution/Universities:-</p> <p>(a) (i) holding analogous posts on regular basis; or (ii) with 5 years' regular service in posts in the pay level 10 in the pay matrix Rs.56100-177500; and</p> <p>(b) possessing the qualifications and experience prescribed as under:</p> <p>(i) degree of a recognized university or Institute; and (ii) five years' experience in accounts, administration and establishment work in a Govt. office or public sector undertakings or autonomous or statutory body.</p>

प्रमले (आ एवं रा क्षेत्र) सचिवालय

प्राप्ति की तारीख 28.11.19

डायरी सं 547

DMS - 8061

व. उप महालेखाकार (प्रशासन) का सचिवालय

डाक संख्या 1036

दिनांक 28/11/19

Kindly collect the Hindi Version of the letter from NEWSERVER →  
admin → PAG's server → Attachment of E-mails → Filling up the vacant post  
in A.O. in level-D on deputation basis in National Test House, Kolkata

02. In this regard, it is requested to kindly recommend the names of eligible officers who are willing and can be spared immediately in the event of their selection for the post of Administrative Officer on deputation basis. The recommendations accompanied with the following documents/certificates may kindly be sent to the Asstt. Comptroller and Auditor General (N) latest by 06/12/2019.

- i Bio-data (2 copies) in the enclosed prescribed proforma;
- ii Attested copies of ACR/APARs for the previous 5 years duly attested and
- iii Integrity Certificate / Vigilance & Cadre Clearance Certificate and statement of major/minor penalty during last 10 years.

04. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently.

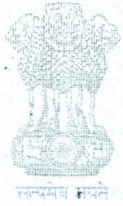
05. While forwarding the recommendations the Sanctioned Strength, Person-in-Position and vacancies in Sr. AO, AO and AAO cadres may specifically be indicated in the forwarding letter.

Yours faithfully,

Encls:-As above.

  
(R K Singh)  
Sr. Administrative Officer (App)-I





भारतीय लेखापरीक्षा और लेखा विभाग  
क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
REGIONAL TRAINING INSTITUTE  
HYDERABAD

सं.प्र.नि/क्षे.प्र.सं-हैदरा/प्रशासन/Deputation-2018/I-6/2019-20/ 109 दिनांक: 04.11.2019

To

All Offices of IA&AD as per mailing list (cag-all-offices@ismgr.nic.in)

विषय : Deputation Assignment at Regional Training Institute (RTI), Hyderabad for filling up of the post of IS Core Faculty by SAOs/AOs/AOs in IA&AD-Revised Notification

Sir/Madam,

In compliance to Headquarters Circular No.1-SS&R/2019 No.1718-Staff (S&R)/Misc./4A-2013 dated 01.11.2019, the earlier Notification dated 29.10.2019 calling for applications from AAOs in IA&AD for filling up of the post of AAO/IS Core Faculty in RTI, Hyderabad, which would fall vacant in February 2020, has been modified as under:

One post of IS Core Faculty in the pay level 8/9/10 will fall vacant in Regional Training Institute (RTI), Hyderabad in February 2020. The post would be filled up on deputation basis. *The Senior Audit Officers/Senior Accounts Officers/Audit Officers/Accounts Officers/Assistant Audit Officer/ Assistant Accounts Officer working in IA&AD should have-*

- ❖ In-depth knowledge and experience in operating Computer applications (including IDEA, Oracle, PL/SQL Programming, Microsoft Office, Website applications etc.) and aptitude to deliver lectures and experience in IT Audit.
- ❖ Knowledge in working with Data Analytics software like Tableau, Knime, Qlikview is desirable
- ❖ Ability in development and maintenance of IS systems, Website and e-office.
- ❖ Ability in preparation of Course material and Structured Training Modules (STMs) for IS Courses

2. Application(s) of *Senior Audit Officers/Senior Accounts Officers/Audit Officers/Accounts Officers/Assistant Audit Officer/ Assistant Accounts Officer* who are willing to be considered for deputation to RTI, Hyderabad for the post of IS Core Faculty may be forwarded to this office on or before 5<sup>th</sup> December 2019 along with their *Bio-Data (Annexure enclosed)*, certified copies of APAR for the last five years, duly attested on each page and vigilance clearance certificate. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant.

-Contd-(2)



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3. The term of deputation will be initially for a period of three years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RTI, Hyderabad, the selected official will draw his/her basic pay plus training allowance as applicable on his/her basic pay as admissible under extant rules.

4. Maximum age limit for appointment by deputation shall not exceed 56 years as on date of application. The applications of the Officers/Officials working in the office on deputation basis on normal terms & conditions shall be forwarded through their respective Parent Office(s). The officials working on deputation basis shall not have right for absorption in any post in the Institution.

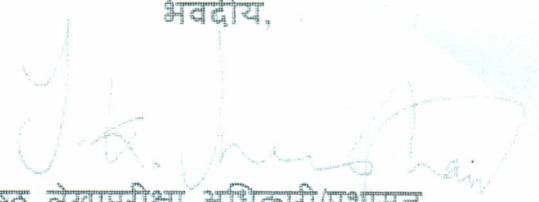
5. A reference is invited to Headquarters circular **No. 260/Trg. Div./42-A/2019 dated 18.09.2019** wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTIs/RTCs were issued for strict compliance. The instructions in the said circular are re-iterated below:

- a. Field offices shall display the deputation notifications issued by RTIs/ RTCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;
- b. Field offices shall forward all applications received from their officers/staff against the positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application;
- c. On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.
- d. The initial deputation period to RTIs/RTCs will be for 3 years and extendable on yearly basis thereafter. The RTI/RTC however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

यह प्रधान निदेशक, क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद के अनुमोदन से जारी होता है।

Encl: Bio-data (Annexure)

भवदीय,

  
वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन  
Senior Audit Officer (Admn)





**भारतीय लेखापरीक्षा और लेखा विभाग**  
**क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद**  
**INDIAN AUDIT AND ACCOUNTS DEPARTMENT**  
**REGIONAL TRAINING INSTITUTE**  
**HYDERABAD**

304

सं.प्र.नि/क्षे.प्र.सं-हैदरा/प्रशासन/Deputation-2018/I-6/2019-20/112

दिनांक: 27.11.2019

To

All Offices of IA&AD as per mailing list (cag-all-offices@ismgr.nic.in)

**विषय :** Deputation Assignment at Regional Training Institute (RTI), Hyderabad for filling up of the post of IS Core Faculty by SAOs/AOs/AAOs in IA&AD

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With reference to this office Circular No. सं.प्र.नि/क्षे.प्र.सं-हैदरा/प्रशासन/Deputation-2018/I-6/2019-20/109 dated 04.11.2019 (copy enclosed) on the above subject for filling up one vacant post of IS Core Faculty in Regional Training Institute, Hyderabad, It is to inform that the last date for forwarding of application is extended till 20.12.2019.

यह प्रधान निदेशक, क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद के अनुमोदन से जारी होता है।

भवदीय,

वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन  
Senior Audit Officer (Admn)

Encl: As above

प्र.म.ले. (आ एवं स.क्षे.ले.प्र.) सचिवालय  
प्राप्ति की तारीख 28.11.19  
जायरी सं 524

व. उय महलेखाकार (प्रशासन) का सचिवालय  
डापरी संख्या 1038  
दिनांक 28.11.19