

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/XXII/576

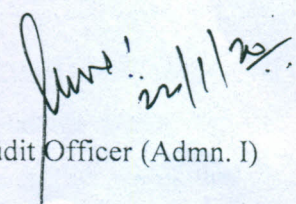
Dated: 22.01.2020

Enclosed please find the following circulars:

1. Letter No. RTI/Kolkata/Deputation/2019-20/1506 dated 15.01.2020 received from RTI, Kolkata regarding "Deputation Assignment at Regional Training Institute (RTI), Kolkata for filling up of vacancy in the cadre of Sr. Auditor/Auditor/DEO."
2. Letter No. PAG (A&E)/AP/Admn-I/2019-20 dated 08.01.2020 received from O/o the Pr. AG(A&E), Andhra Pradesh. regarding "Filing up vacancy in the post of Private Secretary, Stenographer Grade I & Stenographer Grade-II".

The recommendations alongwith bio-data should reach the undersigned under confidential cover to Admn-I Section by 24.01.2020 for letter-I and by 23.01.2020 for letter-2.

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/Steno 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



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

No. RTI/Kolkata/Deputation/2019-20/1506

Date: 15.01.2020

To
All IA & AD Offices located in Kolkata

Sub: Deputation Assignment at Regional Training Institute (RTI), Kolkata for filling up of vacancy in the cadre of Sr. Auditor/ Auditor/ Data Entry Operator.

Madam/ Sir,

One post of Sr. Auditor/ Auditor in the pay level 6/5 is vacant at Regional Training Institute (RTI), Kolkata. The post would be filled up on deputation basis. Earlier, deputation circular for filling up vacancy in the cadre of Sr. Auditor/ Auditor was circulated to all IA & AD Offices at Kolkata vide No. RTI/Kol/Deputation/2019-20/924 dated 11.10.2019 but no application received.

Headquarters office letter No. 34- Staff (App)-1/11-2019 dated 10.01.2020 stated that "the Heads of Department in IA & AD are authorised to send the official on deputation and extend the tenure of deputation of officials upto 4th year in IA & AD. It is further stated that Sr. Auditor/Auditor is in the level of 6/5 and DEO Gr. A is in the level 4 and DEO Gr. B is in the level 5. Therefore, your office may engage one DEO on deputation basis from sister offices to fill up the vacancy of Sr. Auditor/ Auditor/ Data Entry Operator Cadre".

The names of Data Entry Operator having experience/ knowledge in Computer may please be forwarded so that the person is able to work with SAI (System Automation Initiative) Training Project at RTI Kolkata.

Application of Data Entry Operator who are willing to be considered for deputation to RTI, Kolkata may please be forwarded to this office on or before 29th January 2020 along with their Bio-Data (Format enclosed), copies of APAR for the last three years and vigilance clearance certificate.

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

तीसरा ब्क एम.ओ. बिल्डिंग, सी.जी.ओ. कम्प्लेक्स, पाँचवाँ तल, एचिंग, 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

प्र.म.ले. (आ.एवं.रा.क्षे.ले.प.) सचिवालय

प्राप्ति की तारीख 15.01.2020

डायरी सं. 658

व. उप महासेवाकार (असाइन) का सचिवालय
डायरी संख्या. 15
दिनांक. 16.01.2020

working at RTI, Kolkata, the selected official will draw his/her basic pay plus 5% or 10% deputation allowance as applicable on his/her basic pay as admissible under extant rules.

A reference is invited to Headquarters circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019 wherein the detailed instructions to field offices on augmentation of staff in RTIs/RTCs were issued. The important instructions in the said circular are re-iterated below:

- 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;
- 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;
- 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.
- 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.

This issues with the approval of the Director General.

Encl: As above

Yours faithfully,

M. Sharma
15-JAN-2020
Sr. Audit Officer/Administration

Admin: 1/1/2020
Date: 17.01.2020



OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
ANDHRA PRADESH, HYDERABAD – 500 004

महालेखाकार (ले. एवं ह.) का कार्यालय, आंध्र प्रदेश, हैदराबाद – 500004

PAG (A&E)/AP/Admin-I/2019-20/

Date: 08.01.2020

CIRCULAR

Sub: Filling up vacancies in the post of Private Secretary, Stenographer Grade I & Stenographer Grade II

Applications are invited for the posts of Private Secretary (level -7), Stenographer Grade I (Level 6) & Stenographer Grade II (Pay level -04) of Central Civil Service (Revised Pay) rules, 2016 on deputation in the office of Prl. Accountant General (A&E), Andhra Pradesh, Amaravathi at Hyderabad.

2. The Eligibility criteria are as under:-

Sl. No.	Name of the Post	Level in the Pay Matrix	Eligibility/ Experience
1	Private Secretary	Level – 07 of Pay Matrix	i) Holding Analogous Post on regular basis in the parent cadre or ii) With 05 years regular service in the Stenographer – I in Level – 06 of Pay Matrix or equivalent in the parent cadre
2	Stenographer-I	Level – 06 of Pay Matrix	i) Holding Analogous Post on regular basis ii) With 10 years regular service rendered after appointment thereto on a regular basis in Level – 04 in the Pay Matrix or equivalent in the parent cadre
3	Stenographer-II	Level – 04 of Pay Matrix	i) Holding Analogous Post on regular basis ii) Minimum 02 years of experience iii) Dictation: 10 minutes @ 80 words per minute (Hindi/English) Transcription: 50 minutes (English), 65 minutes (Hindi) on Computer

3. The deputation shall initially be for a period of one year only, which may be subsequently extended, subject to suitability and requirement of this office.

प्रम ले (आ एवं रा के ले प) सचिवालय
प्राप्ति 16-01-2020

डायरा 609
8939

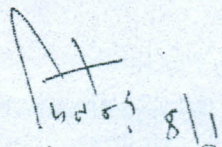
व. जय महालेखाकार (प्रशासन) का सचिवालय
डायरी संख्या 16
दिनांक 16/01/2020

4. Deputationist will be eligible for deputation (Duty) allowance as per extant rules.
5. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.
6. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently.

It is requested to kindly forward the application of eligible and willing officials who can be spared immediately in the event of their selection on deputation to this office. The recommendations accompanied with the following documents/certificates may kindly be sent to the undersigned latest by 24.01.2020

- i) Bio-Data (3 copies) in the enclosed prescribed proforma.
- ii) Attested copies of APAR for the previous 5 years.
- iii) Integrity certificate/ Disciplinary/Vigilance clearance certificate.

Encl: As Above.


Deputy Accountant General
(Administration)

To,
All the Heads of Department in IA&AD