

For the use of Indian Audit & Accounts Department only



OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL
(GENERAL & SOCIAL SECTOR AUDIT)
RAJASTHAN, JAIPUR

**MANUAL OF ADMINISTRATION
&
OFFICE ESTABLISHMENT**

(THIRD EDITION)

ISSUED BY
THE PRINCIPAL ACCOUNTANT GENERAL (GENERAL & SOCIAL SECTOR AUDIT)
RAJASTHAN, JAIPUR

PREFACE

This is the third edition of the Manual of Administration and Office Establishment, revised and updated under the provision of paragraph 2.1 & 2.2 of the Comptroller and Auditor General's Manual of Standing Orders (Administration) Vol.-I and guidelines issued by the INTOSAI and ASOSAI for manual updating. This manual replaces the old manual for the erstwhile office of the Pr. Accountant General (General & Social Sector Audit) and Accountant General (Economic & Revenue Sector Audit), the organizational pattern, changes in the duties and responsibilities of certain categories of staff from time to time.

Administration-I section will be responsible for keeping this manual up to date and for seeing that all orders requiring incorporation in the manual are included therein with due care and promptitude.

JAIPUR

PRINCIPAL ACCOUNTANT GENERAL

DATE:

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INTRODUCTORY

1.1 General

1.1.1 This Manual contains only the standing instructions of local nature issued by the Pr. Accountant General and non manulised orders of Headquarters relating to matters of Administration and Office Establishment branches of this office.

Broadly, the Administration branch comprising of Administration-I, Administration-II, Pensioners Grievances Redressal Cell, Central Co-ordination Section, Library and Training, Confidential Cell deals mainly with Recruitment, Posting, Transfers, Deputations, Promotions, Confirmations, Departmental Examinations, Welfare measures of IA&AD Pensioners, Disciplinary Matters, Court Cases, Service Records, Sanctioning of various advances, Staff strength, Service Associations etc. The Office Establishment branch consists O.E.-I, O.E.-II and Cash Branch is concerned with drawal and disbursement of pay and allowances of officers and staff, matters relating to provident fund, CGEGIS. The detailed distribution of work amongst the various sections falling under these branches has been given in paragraph 1.2 below.

1.1.2 The Administration and Office Establishment Branches are headed by the Sr. Audit Officer/Audit Officers and comes under the supervisory control of the Deputy Accountant General (Administration) who is the head of Office. The Senior Audit Officer/Audit Officer in-charge of Office Establishment has been declared the Drawing and Disbursing Officer of the office.

Note : Confidential matters relating to promotion, confirmation, probation in the cadre of Group 'B' and 'C', Modified Assured Career Progression Scheme (M.A.C.P.), Review under FR 56 (J) in the cadre of Group 'B' and 'C', recruitment under compassionate appointments, Departmental Examinations, Annual Performance Assessment Report (APAR), Service Associations etc. are handled by the Dy. Accountant General (Admn.) with the assistance of Confidential Cell.

1.2 Distribution of work

1.2.1 The distribution of the work among the various sections of Administration and office establishment is as follows:-

1. Administration-I Section

- (i) Transfers & Postings of Group A, B & C staff
- (ii) Index Card
- (iii) Recruitments & appointments
- (iv) Promotions/Maintenance of Communal Post based rosters.
- (v) Departmental Examinations
- (vi) Deputation/Foreign Service (GO & NGO)
- (vii) Gradation List, confirmation & Regularization of probation
- (viii) Fixing of seniority of staff
- (ix) Determination of Permanent Index Number.
- (x) House Building Advance
- (xi) Computer Advance
- (xii) Maintenance of office men in position strength and sanctioned strength
- (xiii) Engagement of retired personnel as consultants

2. Confidential Cell

- (i) Maintenance of Annual Performance Appraisal reports
- (ii) Providing assistance in preparation of promotion panels & confidential matters, departmental examinations.
- (iii) Review of cases pertaining to service matters
- (iv) Confidential matters relation to promotions, confirmations, probation in the cadre of Group 'B', and 'C'
- (v) Review of MACP Scheme cases
- (vi) Recruitment under compassionate appointments
- (vii) Review under FR 56 (J) in the cadre of Group 'B' & 'C'
- (viii) Matter related to Service Associations
- (ix) Disciplinary cases
- (x) Vigilance cases
- (xi) Complaint cases
- (xii) Court cases filed by staff members of this office and also arising at the instance of audit
- (xiii) Withholding of petitions
- (xiv) UN Audit/ Embassy Audit

- (xv) Work regarding constitution of complaint Committee for redressal for the grievances regarding sexual harassment of working women
- (xvi) Selection of Welfare Officer

3. Administration-II Section

- (i) Maintenance of Service Books, Personal Files and preparations of service books on first appointment and inviting staff members to attest the entries in the first page of service books after every five years and inner entries annually
- (ii) Receiving Service Sheets from commercial persons and forwarding to Head Quarter's Office.
- (iii) Review of service books who have completed 18 years of services and issue certificates thereof
- (iv) Maintenance of nominations record in respect of GPF, Group Insurance Scheme, DCRG and details of family members.
- (v) Fixation of pay on promotion/ reversion
- (vi) Maintenance of Periodical increment register and issue certificate thereof
- (vii) Maintenance of leave account of Group A, B and C cadre employees and issue title of leave and recasting of leave account in case any period declared dies-non/Suspension.
- (viii) Maintenance of register of leave to check the drawal of pay and sending of copy thereof to O.E. section every month
- (ix) Processing of cases of all regular leaves and all types of Special Leaves due under Central Civil Services Rules-1972.
- (x) Orders regarding Dies-non/ Suspension decisions regarding Penalty and Appeal are noted in service book.
- (xi) Processing cases of leave salary and insurance money to retired person
- (xii) The work relating to stepping up/ antedating
- (xiii) Forwarding of applications in response to advertisements, Cases of mutual transfer, absorption, relieving of permanent employee on lien, resignation and permission for further study to staff.
- (xiv) Processing and finalization of pension cases of Group A to C and revision thereof
- (xv) Dealing of summon cases
- (xvi) Grant of lump sum amount on passing CA/ICWA/MCA Exams, advance increment to AAO/AO/Sr. AO for passing Revenue Audit Examination, advance increment to staff due to passing Hindi Exams, Special allowance to cashier and Asstt. Cashier, qualifying pay to Auditors on passing DCT, Transport allowance to blind and physically handicapped employees, special allowance to Sr. Auditors/Auditors/Clerks for passing SAS Exam. (Part-II).

Grant of advance increment to AAO/AO/ Sr. AO on passing CPD exam., advance increment to Sr. Auditors on passing Incentive Exam., advance increment due to Sportsmen.

- (xvii) Cases of special casual leave due to bandh/ curfew and family planning operation.
- (xviii) Preparation of Penal under MACPS and forwarding to Confidential Cell.
- (xix) Grant of permission under conduct rules.
- (xx) Permission to attend courts/ tribunals etc.
- (xxi) Maintenance of Annual Property Returns.
- (xxii) Grant of NOC to staff members applying for obtaining private passport and permission to staff members for leaving country.

4. Pensioners' Grievances Redressal Cell

Pensioners' Grievances Redress Cell is working for welfare measures of IA&AD Pensioners from 03.11.2010.

(Authority: HQrs' Office letter No. 353/ Welfare/ 01-2004 dated 23.09.2010 No. Admn.II CA/GRC/ 2010-11 dated 03.11.2010.)

- (i). Disposal of Grievances received from retired personnel in respect of salary and pension etc.
- (ii). Submission of Monthly Return on position of cases regarding grievances of pensioners' to PAG.

(Authority: (Para No. 1 (e) of HQrs' Office letter No. .353/ Welfare/01-2004 dated 23.09.2010.)

- (iii). Grievance of retired officers/ officials regarding stepping up of pay, their pay anomaly cases got examined and proposals send to HQrs' Office for necessary action.

(Authority: HQrs' Office letter No. 418-Staff Entt.-I/ Pay/ 53-201.3 dated 01.04.2013)

- (iv). Maintaining and timely submission of CAG diary and General/Hindi diary to concerning officers.

(Authority: For CAG diary TM 3569 dated 06.03.1995 and Para 2.65 of GD Manual, Part-I (March, 2017)

(Authority: For General/ Hindi diary Para 2.65 of GD Manual, Part-I (March, 2017)

5. Central Coordinating Section

- (i) Monthly/ quarterly/ Half-yearly/ annually reports and returns to be sent to headquarters office and state govt. of both offices
- (ii) Circulation of circulars/ orders received from Govt. of India/ CAG of India and other authorities of both offices.
- (iii) Compliance of Director of Inspection Reports of Administration Group and related correspondence with the sections and ITAP.
- (iv) Coordination work at the time of inspection by the Director (Inspection) of both offices.
- (v) The processing of application under Right to Information Act, 2005 and first and second appeal of both the offices.
- (vi) Report on revision/ updating of audit manuals to be sent to Headquarters Office and correspondence with Headquarters Office as well as all groups/ sections of both offices.
- (vii) List of outstanding OB items of the office to be sent to state Govt. half yearly.
- (viii) Action/ follow-up action on recommendations of AG's conference of both offices.
- (ix) Consolidation/ Preparation of information desired by headquarters office from time to time of both offices.
- (x) Any work in which more than one group involved of both offices.
- (xi) Coordination work of Administration Group.
- (xii) Quarterly report on achievement of audit as a result of supervision of local audit parties by Group Officers and report to be sent to CAG' office.

(Authority: CAG's letter No. 682- Professional Practices Group (PPG)/30-2013 dated 25. 09. 2013 and CCS/GSSA/ R-11011/ K-18/ 55/ 2013-14/TR-11/ 250-253 dated 15.10.2013)

- (xiii) Performance Report required by Hqrs office of both the offices

(Authority 1074-1209/Per.Rep/ SMU/2012-13/38-2013 dated 12.07.2013)

- (xiv) Information/ material required by headquarters office in connection with Annual Activity Report of IA&AD
- (xv) Annual report on the permanent reliable statistics volume of work done in this office during the year to be sent to Headquarters Office.
- (xvi) Consolidation and review of MAR of Administration Group.

(xvii) Quarterly Progress Report to be sent to Hqrs. Office.

(Authority CAG's letter No. 254/WRICo-ord/162-2012/ dated 13 July 2012 and CCS/GSSA/2012-13/400-409 dated 27-09-2012.)

(xviii) Revised System of assessment of performance of audit offices is to be sent to Hqrs. Office.

(*Authority: CAG's letter No. V/Z/19/170-PPG/II/17-2012 dated 06.06.2012*)

Note : In addition to above, a SC/ ST Cell is functioning in this section under the Liaison Officer (DAG/Admn.)

6. Library & Training

- (i) Training for departmental examinations and newly promoted Assistant Audit officers.
- (ii) Nomination in the courses run by Regional Training Institutes.
- (iii) Training to the candidates of SAS Examination Part I & II.
- (iv) Nomination of officials for general and special courses of EDP run by RTI Jaipur and related correspondence thereof.
- (v) Sending of information for preparing annual calendar for training in EDP courses
- (vi) To conduct in house training for various Groups.

Other work

- (a) Permission of officers for delivering lecturers in RTI, state and central Govt. organizations
- (b) Nominating the officers for training in iCISA
- (c) To prepare the data base of the office's who had been trained by RTI
- (d) To send information to hqrs. relating to annual administrative reports, execution of activity of In-house training and others.

7. Office Establishment-I (including Cash) section

- (i) Budget Estimates under Head 2016 Audit
 - Review of Expenditure
 - Control of Expenditure
 - Preparation of Revised Estimates & Budget Estimates

- (ii) Preparation of following bills of Gr. A, B and C
- Pay and Allowance
 - Calculation of Income Tax and preparation of Form 16 & 24
 - Loans and advances, GPF, MCA, HBA,
 - Honorarium, Tuition Fees, Arrear Bills
 - Preparation of retirement bills i.e. DCRG, GPF, Leave Encashment, CGEGIS & Commutation of Pension
- (iii) **Cash Branch**
- a) Handling and disbursement of cash and remittances of money into bank.
 - b) Maintenance of Cash Book and subsidiary registers
 - c) To make Demand Drafts, Dispatch of Demand Drafts and watching of receipts.

8. Office Establishment- II Section

- (i) Scrutiny, passing and preparation of Group A, B and C - T.A., Medical and L.T.C. claims
- (ii) Maintenance of ledgers/ Adjustment Registers/ control registers.

Note:- Office Establishment III (including cash), Central Coordination Section, Library & Training and Raj Bhasa Anubhag are functioning separately under the control of the office of the Accountant General (Economic and Revenue Sector Audit). The distribution of work among the above sections is the same as that of Office Establishment (including Cash), CCS, L&T and Rajbhasa Anubhag of the Office of Pr. Accountant General (GSSA).

CHAPTER-2 RECRUITMENT AND TRAINING

2.1 Miscellaneous instructions regarding recruitment:

2.1.1 Recruitment is to be made by the cadre controlling authority.

(Authority: CAG's letter No. 505-O&M/ 15-89 dt. 22.6.89)

2.1.2 Notification of vacancies:

(i) All vacancies in central government establishment other than those filled through the UPSC or agencies like the Staff Selection Commission should be notified to the nearest Employment Exchange and no department or office should fill any vacancies by direct recruitment, unless the Employment Exchange issue a Non Availability Certificate.

(ii) While notifying Group 'C' vacancies to the Employment Exchange concerned, it should be clearly indicated in the requisition whether or not the vacancies are reserved for Scheduled castes/Scheduled Tribes/ Other Backward Classes/Ex-Servicemen. The result of selection of candidates sponsored by the Employment Exchange should be intimated to the Exchange within a period of one month and if any of the vacancies reserved for Scheduled castes/Scheduled Tribes/ Other Backward Classes/Ex-Servicemen is not filled by a candidate of the respective category sponsored by the Employment Exchange, specific reasons there for should be communicated to the exchange.

(iii) For proper implementation of the orders for reservations of jobs for handicapped, it should be ensured that while notifying vacancies to the Employment Exchange, it should be clearly indicated in the requisition whether or not the vacancies are reserved for physically handicapped persons or other reserved categories. Even if a vacancy is unreserved, it should be specifically stated in the requisition(s).

(iv) The Ministry of Labour has decided to fix a target of 50 placements per month for both the special Employment Exchange for the physically handicapped persons and Vocational Rehabilitations Centers for the physically handicapped. All the appointing authorities are, therefore, required to endorse a copy of their requisitions sent to the Employment Exchange/Special Employment Exchange to the nearest Vocational Rehabilitations Centers for physically handicapped for nominating suitable handicapped persons.

(v) Recruitment notice should be published in Employment News also for wider publicity. It should be mandatory for the requisitioned authority / establishment to intimate the employment exchange and employment exchange should sponsor the names of the candidates to the requisitioned departments for selection, strictly according to seniority and reservation as per requisition. In addition, the appropriate Department or undertaking or Establishment, should call for the names by publications in the newspapers having wider circulation and also display on their office notice boards or announce on radio, television and employment news bulletins and then consider the cases of all the candidates who have applied. Accordingly, it is clarified that in addition to notifying the vacancies for the relevant categories to the Employment Exchange, the requisitioned Authority/ Establishment may, keeping in view administrative/ budgetary convenience, arrange for the publication of the Recruitment notice for such categories in the "Employment news" and then considers the cases of all the candidates who have applied. In addition to the above, such recruitment notices should be displayed on the office notice boards also for wider publicity.

(vi) All the erstwhile Group "D" posts viz Safaiwala, Water Man, Chowkidar, Mali, Farash, Peon, Senior Peon, Daftri, Junior Gestener Operator, etc. have been upgraded and merged in Pay Band-1 with Grade Pay of Rs. 1800. The post of Record Keeper (Group C post), which was a promotional post of Group "D" posts, has also been merged in the same Grade pay of Rs. 1800. These posts have been classified as Group "C" Non Gazetted.

(Authority: CAG Circular No. 18-NGE/2010, 717-NGE(App)/25-2010 dated 28-06-2010)

(vii) The recruitment in the MTS cadre, if required has to be made through Staff Selection Commission.

(Authority: CAG Circular No.42 -Staff/App-1)/2012, No. 991 Staff/App-1)/25-2010 dated 23-11-2012)

2.2 Instructions regarding offers of appointment.-

2.2.1 The dossiers of the nominated candidates received from the Staff Selection Commission (SSC) should be scrutinized thoroughly and the remarks/advice of the Staff Selection Commission, If any, placed in the respective dossiers may also be

taken care of. In case of any doubt, the matter may be referred to the concerned Regional Directorate of SSC directly. Provisional offer of appointment may not be issued in such cases to the candidates.

2.2.2 The Identity of the candidates recommended by the Staff Selection Commission should be verified at the time of appointment by comparing of the original applications and other records. The original certificates regarding Date of Birth, Educational Qualifications, SC/ST/OBC should also be checked before appointment and any discrepancy, if found, should be intimated to the commission immediately.

2.2.3 The offers of appointment will be issued by the office to the candidates recommended by the Staff Selection Commission (and to the candidates from our panels where recruitment is made locally) in the prescribed form given in the Annexure-I "A" to I "F" to this chapter.

2.2.4 Scrutiny of Educational Certificates/ Degrees/ Diplomas.

The Government of India, Ministry of Home Affairs have emphasised that the academic certificates should be scrutinised before admitting any person to Govt. service. The appointing authority should ordinarily make himself responsible for this task and in case of doubt the official Gazette of publications of results should be referred to immediately.

(Authority: GIHA OM No. F 2/ 11/ 62-Estt (D) dt. 19 7 62 received 28th CAG's No. 1825-NGE 11/ 259-62 dt .3 8 62)

2.2.5 A separate record is maintained in Admn. -I section showing the Certificates/ Diplomas/ Degrees of the various institutions declared as equivalent to Matriculation/Intermediate/Graduate etc. by the Govt. of India from time to time. For purpose of employment in the service/ posts under the Central Govt., which may be referred to as and when needed.

2.2.6 Whenever SC/ST candidate are called for interview/written test for appointment, traveling allowance will be granted in accordance with Govt. of India's order under SR-132. No traveling expenses to unemployed persons other than SC/ST Candidates are to be paid for appearing for interview/test for appointment to Group

'C' posts but every effort should be made to arrange tests/ interviews for these posts in such a way that no candidate has to travel for more than 250 Kms. to reach the place of test/interview.

(Authority CAG's letter No. 202/Audit/5-76/6 dated 16-02-1976)

2.2.7 It should be ensured that appointments against direct recruitment in any cadre in Indian Audit & Accounts Department of persons already in employment are made only after verifying that such persons have actually resigned from the posts previously held by them.

(Authority: CAG's letter No. 98 6-NGE-I/ 126-71 dt 17.04.72)

2.2.8 Before sending provisional offer of appointment to the candidates they may be contacted over phone/e-mail to ascertain whether there is any change in their address as furnished to this office or given in the dossiers. In such cases, where the candidates cannot be contacted over phone correspondence may be made at their permanent address as given in their dossiers.

2.2.9 At the time of verification of various documents with the originals, the remarks/advice of the SSC, if any, placed in the respective dossiers may also be taken care of. If there is any doubt in the matter of caste certificates/ educational certificates etc. produced by the candidates or in any other matter, the case may be referred to the certificate issuing authority/ Headquarters for further clarification before appointment.

2.2.10 In cases relating to the second time benefit of reservation to Ex-servicemen may be dealt with in accordance with the provisions contained in DOPT OM no. 36034/1/2014-Estt(Res)dated 14.08.2014 .

2.2.11 Before provisional appointment wherever required, the candidates may be asked to produce the medical fitness certificates issued by the CiviSurgeon / District Medical Officer or a Medical Officer of the equivalent status of a Govt. Hospital. However , in such cases where the candidates cannot make their own arrangement for obtaining the requisite medical fitness certificates from the Civil Surgeon/District Medical Officer or a Medical Officer of the equivalent/status of a

Govt. Hospital, necessary arrangements for their medical examination may be made by office.

2.2.12 The process of ascertaining the authenticity of the caste certificates (SC/ST/OBC certificates)/ educational certificates may be initiated immediately after issue of the provisional offer of appointment with the concerned certificate issuing authorities.

2.2.13 The offers of appointment may be issued to the candidates only after obtaining the verification reports of character and antecedents. The appointing authorities have to ensure that terms & conditions mentioned in the model proforma for issuing the offer of appointment are incorporated in the offer of appointment issued to the candidates.

The verification of character and antecedents of the nominated candidates and issuance of conditional offer of the appointment letter may be done as per provisions under Circular No. 39/Staff wing-2016 dated 21-10-2016.

2.2.14 If any candidate declines the provisional offer of appointment or fails to report for duty or there is no response from him/her, even after a reminder (through registered post), the provisional offer of appointment should formally be cancelled and the candidate informed accordingly. The dossier of such a candidate may thereafter be returned to the concerned regional directorate of the Staff Selection Commission after placing therein a copy of the conditional offer of appointment. Subsequent reminder and the memorandum of cancellation of provisional offer of appointment.

2.2.15 The requests of the nominated candidates for extension of time to join the post may be entertained only in the deserving cases where the circumstances seem to be beyond the control of the concerned candidates. Extension of time for joining in the deserving cases may be considered by **Pr.AG/AG initially for a period not exceeding 03 months from the date, following the last date of joining as mentioned in the offer of appointment.** Only such cases, where the candidates fail to join within 03 months of extension given by Pr.AG/AG and seek further extension beyond three months on genuine grounds may be referred to Headquarters office mentioning the Name, Roll number and date of issue of the provisional offer of appointment in the respective cases along with recommendations. Regarding seniority of direct recruits, other than AAO's, the candidates who join within the above period of six months will have their seniority fixed under the seniority rules applicable to the service/post concerned to which they are appointed without any depression of seniority.

(Authority: Circular No. 18 staff wing/2017 No. 591-Staff (Appt.)/107-2016 dated 17 April 2017)

2.2.16 In terms of Hqrs circular No. 20/AC(N) Sectt/Misc/12-2009(vol.II)circulated vide letter No. 515/AC(N) Sectt/Misc/12-2009 (vol.II)dated 06.06.2012. Assistant Accountant General /Sr. Accounts/Audit officer/Accounts/Audit officer is the Appointing Authority for the Multi-Tasking Staff.

2.2.17 Appropriate action on the dossiers of the nominated candidates received from the concerned Regional Directorate of Staff Selection Commission may be taken accordingly.

2.2.18 A consolidated report showing the status of candidates joining may please be sent in the prescribed proforma enclosed as **Annexure .**

(Authority:- Circular No.-30-Staff Wing/2018 No. 1505 Staff (App-II)72-2017/vol. III dated 03.09.2018)& letter No. 1435-Staff wing(App-II)71-2016/vol. I dated 14.10.2016

2.2.19 PENDING DOSSIERS OF THE NOMINATED CANDIDATES FOR APPOINTMENT REGARDING.

In respect of all pending dossiers of the nominated candidates for appointment to various Group 'B' and 'C' posts due to non submission of Attestation forms/non issuance of offer of appointment has to be followed as per instruction laid down in Headquarters **Circular No. 35/Staff wing-2017 dated 25-07-2017**

2.2.20 In case of lady candidate, if she is found to be pregnant of 12 weeks standing or over, she should be declared temporarily unfit until the confinement is over and re-examined for a fitness certificate six weeks after the date of labour, the Pr. Accountant General may grant extension of time limit for joining duty in such cases.

(Authority:970-NGE.III/ 17-73 Dated 27.5.74)

2.3. Engagement of Retired Personnel on Short Term Contract Basis:-

2.3.1 The Pr. AG/AG may hire retired IA&AD personnel upto 10% of vacancies as on March and 1 September each year in the cadres of Sr.AO/AO and AAO/Supervisor on short term contract basis upto a maximum of 10 retired officials in each cadre at any given point of time.

2.3.2 The retired employee shall be appointed on a short term contract basis initially for a period of 11 months and the number of 11 months term should be restricted to a maximum of three.

2.3.3 Having regard to the age of retirement on superannuation at 60 years, it has been decided that no retired employees should be engaged on short term contract beyond the age of 64 year.

2.3.4 Fee/remuneration for hired retired personnel should be ensured that the Fee/remuneration plus pension should not exceed the last pay drawn by the retired employees.

2.3.5 Retired Officers hired on short term contract basis in field offices of IA&AD are eligible 10 days leave (08 CL & 02 RH) in a calendar year on prorata basis. Unavailed CL/RH in a calendar year cannot be carried forward to next year.

2.3.6 The field offices shall forward a quarterly return to the Head-quarters (Staff Wing) by 10th of subsequent month as prescribed in the format.

(Authority:- CAG's Circular No. 316 GE-II/64-2009 dated 03rd March 2010, Circular No. 06-2015, 150-Staff (App) 22-2012 dated 10th March 2015, Circular No.01-2012, 7-Staff (App)22-2012 dated 9th January 2012, & letter no. 763-Staff (App) 22-2016 dated 27-05-2019 , 978-Staff (App) 22-2016 dated 22nd July 2019 , 604-Staff (App)22-2013 dated 20th May 2013

2.4 In- House Training

Each field office will conduct In- house training (Annexure III) to train their own staff to meet their specific training needs. The duration of these In House courses would be determined by the concerned Head of office as per actual requirement. Besides this, such training should not be arranged for less than 15 participants. However if the training is of very specialized nature and is to be given to few persons, Head of Department may decide accordingly. For proper phasing of the In-house training programme, Annual training calendar will be prepared with the help of departmental Training Committee of Group Officers under the chairmanship of the Pr. Accountant General. The main task of the committee will be:-

- (i) Determine the specific training needs of the office with reference to the annual work plan and the various jobs to be performed by the target.
- (ii) Drawing up the calendar of In-house training programme.
- (iii) Monitoring the implementations of In-House training programmes.
- (iv) Systematic selection of trainees for In-House programme and Regional Training Institute training programme.
- (v) Evaluating the In-House training programmes as well as outcome of Regional Training Institute training programme and providing feedback to concerned Regional Training Institutes in this regard.

Preparation of the calendar of In-house training programme

The training committee may draw up a calendar with reference to the annual work plan of the office. The In-house training programme should cater to training needs which are specific to the office and while deciding upon the objectives, scope and contents of In-house training programme the following aspect may be kept in mind.

- (i) Formulation of clearly defined learning objectives for each training programme.
- (ii) Relevance of the contents of the training programmes to the work performance of the office.
- (iii) Availability of the suitable faculty/ trainers
- (iv) Adoption of participative methods of training as far as possible
- (v) Development of training materials/ case studies as required.

Identify the trainers:

The concerned Group Officer would be overall In-charge of In-house training on the subjects relating to the work of his/ her group.

The departmental training committee should identify the officers at the level of Audit Officer and Asstt. Audit Officer, who would be associated with training

and may be sent for training for trainers courses in Regional Training Institute, in order to develop expertise in:

- _ Designing training programmes
- _ Instructional skills
- _ Preparation of training material

Introduction of participative methods of training:

For the In-house training courses, efforts should be made to introduce participative methods of training to the extent possible and there should be greater emphasis on practical exercises and case studies in order to ensure greater involvement of trainees.

(Authority CAG's letter No. 36-50 Trg. Div. HOD/ 95 dt. 7.03.1996)

C H A P T E R - 3

PROMOTIONS, SENIORITY AND CONFIRMATIONS

3.1 GENERAL

3.1.1 All proposals for promotions, other than those relating to Senior Audit Officers/Audit Officers and Assistant Audit Officers should be submitted to Deputy Accountant General (Administration) by the Branch Officer (Administration-I). The proposals for promotions in respect of Senior Audit Officers/Audit Officers/Assistant Audit Officers will, however, be submitted to the Pr. Accountant General by the Branch Officer (Administration-I) through the Deputy Accountant General (Administration).

The crucial date for determination of eligibility for promotions in all cadres will be **1st of January each year.**

(Authority: - Circular No. 08/2018 letter No. 630-Staff (Appt)/195-2014 dated 03 April 2018).

The Panels for promotions pertaining to all cadres will be approved by the Pr. Accountant General except the panel for promotion to the posts of Senior Audit Officers/Audit Officers/Asstt. Audit Officers, which are approved by the Head Office.

3.1.2 Employees who do not get regular promotions during the entire career of Govt. service shall be eligible for three financial upgradations after 10, 20 and 30 years (including in situ promotion and fast track promotion availed through limited departmental competitive examination) as per the recommendation made in the Sixth Central Pay Commission relating to the Modified Assured Career Progression Scheme (MACPS) for the Group A, B and C Central Govt. Civilian Employees in all Ministries/ Departments except officers of the Organised Group A Service. The status of Group D employees would cease on their completion of prescribed training, as recommended by the Sixth Central Pay Commission and would be treated as Group C employees. Financial upgradation under the Scheme will be admissible whenever a person has spent 10 years continuously in the same Grade-Pay. If he continues in the same Grade Pay after completion of 20 years without any

promotion then he would be eligible for 2nd financial upgradation under the MACPS and he would be eligible for 1st financial upgradation after completion of 30 years i.e. 10 years after the 2nd MACP.

In case three prior promotions on regular basis have already been received by an employee, no benefit under the M.A.C.P. Scheme shall accrue to him.

The case related to financial upgradation under the M.A.C.P. Scheme are examined by Administration and submitted to the Screening Committee through Branch Officer. The Committee meets twice in a financial year for advance processing of the cases.

3.2 Determination of Confirmation:

According to OM No.18011/1/86-Estt (D) dated 28.03.88 issued by Govt. of India, Ministry of Finance, Pensioner Grievance & Pensions Department, New Delhi confirmation will be made only once in the service of an official which will be in the entry grade. The date from which confirmation shall be given effect to, is the date following the date of satisfactorily completion of probation or the extended period of probation, as the case may be.

The cases of confirmation in the entry grade are submitted to the DPC through Branch officer of Administration for consideration.

3.3 Determination of Seniority:

The seniority of the various categories of the staff of the IA&AD (Sr.AOs/AOs/AAOs/ Sr. Auditors/Auditors etc.) is regulated in accordance with the provisions in para 10.2.1(i) & (ii) of the Comptroller and Auditor General's Manual of Standing Orders (Administration), Vol. I and the orders issued by the Comptroller & Auditor General of India from time to time.

CHAPTER - 4

Office Discipline, Conduct and Related Matters & Miscellaneous

4.1 Office Hours.

4.1.1 Attendance hours on all working days are from 9.30 a.m. to 6.00 p.m. including lunch interval of half an hour between 1.00 p.m. to 1.30 p.m.

(Authority:- Office Order no. 49 issued vide G.D-I/ Audit/ M-13012/ 85-86/ Dt.13.11.1986).

NOTE :- It is the responsibility of the Assistant Audit Officers to ensure that the absence of the members from the Sections for lunch does not exceed timing.

4.1.2 Punctuality in Government Offices-Action to be taken for late attendance:

The members of the staff should attend office punctually at 9.30 a.m. and sign the Attendance Register (Form S-37) in the section. Those who come late after 9.30 a.m. are liable to be marked late by the Assistant Audit Officer or by the Supervisory Officer. The Branch Officer and the Assistant Audit Officer should also ensure that whenever a member of the staff is absent or on leave, the relevant column should be filled in properly by making a cross against the person concerned or by writing Casual Leave(C.L.) or Earned Leave (E.L.) etc. The register should be closed by the Assistant Audit Officer promptly at 10 minutes past the prescribed time i.e. (at 9.40 a.m.) and submitted to the Branch Officer after making a circle in red ink against the names of those who had not come by that time. Habitual non-observance of scheduled hours for attending office and not adhering strictly to the prescribed lunch hours is highly objectionable and will amount to lack of devotion to duty, thus attracting Rule 3(1)(ii) of CCS (Conduct) Rules, 1965

(a) Arrival :-

Every member of the staff will on arrival, record his initials in ink/ball pen together with the time of arrival in the relevant date column against the letter 'A' (arrival). The Register will be initialed by the Assistant Audit Officer (or in his absence by the next senior person present) at the bottom of the date column in token of

scrutiny and will be sent to the Officer-in-charge at 9.40 a.m. Any person arriving thereafter will mark his attendance in the register in the room of Officer-in-charge.

(b) Departure :-

While leaving office every member of the staff will record his initials with the time of departure in the space against the letter 'D'.

(c) It has been observed that where as initials are recorded by officials against 'A' (Arrival) though without noting the time, no initials and time are given against 'D' (departure). All members of the staff are directed to adhere to the instructions noted above strictly and record their initials in ink/ball pen together with the time of their arrival and departure in the relevant columns provided in the Attendance Register.

4.1.3 The compliance of these instructions will be ensured by the Assistant Audit Officers and it will be their personal responsibility to watch that the Attendance Registers are maintained properly. The Asstt. Audit Officer of each Section will take the register personally to the Branch Officer concerned every day at 6.05 p.m. to obtain his initials.

4.1.4 The Branch Officers should ensure that all the attendance registers reach them from the respective section well in time.

4.1.5 The Group Officers should carry out surprise checks of one or two sections daily to see that the procedure of closing the attendance register is being followed scrupulously.

4.1.6 The Pr. Accountant General will also ensure that not only the subordinate staff; but also the Supervisory Officers come to office in time and that lunch hour/ time is also scrupulously observed by one and all.

It is further impressed that any member of the staff coming to office after 9.40 a.m. but before 1.00 p.m. or leaving office before 6.00 p.m. will normally forfeit half a day's casual leave. They should, therefore, observe the office timings scrupulously.

4.1.7 Late attendance due to occasional and unavoidable reasons may be condoned. It has been decided that half a day's casual leave should be debited to the casual leave account of a Government servant for each late attendance but late attendance up to an hour and not more than two occasion in a month, may be condoned by the AAO in respect of the staff working under him, if he is satisfied that it is due to unavoidable reasons. In case this course does not ensure punctual attendance of the Government servant, suitable disciplinary action will be taken against him, in addition to debiting half a day's casual leave to his casual leave account on each occasion of such late attendance.

4.1.8 In the case of a Government servant who having exhausted his casual leave, attends office late up to one hour at a time for unavoidable reasons, such late attendance may be condoned on not more than two occasions in a month. If however, he attends office late on subsequent occasion in a month disciplinary action may be taken against him/ her.

4.1.9 If an official who has no Casual Leave to his/her credit, comes late without sufficient justification and the administration authority concerned is not prepared to condone the late-coming but does not, at the same time, propose to take disciplinary action, he may inform the official concerned that he will be treated as onunauthorized absence for the day on which he has come late, and leave it to the officials himself either to face the consequence of such unauthorized absence or to apply for earned leave or any other kind of leave due & admissible for that day, as he may choose. If he applies for earned leave or any other kind of leave due & admissible for the entire day, the same may be sanctioned by the competent authority.

(Authorit :- G.I.MH.A. Deptt. of P&A.R.O.M No. 28043/ 3/ 82Ests (A) dated 5.3.1982, received vide GAG's circular No. NGE/ 27/1982 dated 30.03.1982).

4.1.10 Absence during office hours:-

No official should leave office during office hours without the permission of his Assistant Audit Officer nor a Assistant Audit Officer without that of the Branch Officer.

4.1.11 **Surprise Visit.**

Surprise visits by the Head of organization and other senior officers to the various sections of an office are very helpful in ensuring that the attendance is regular and that there are no arrears of work and that efficiency neatness and tidiness are generally maintained.

(Authority: - Notes on office procedure Chapters as reproduced in Swamy's Manual on Establishment & Administration).

4.1.12 **When a day can be marked 'Dies-non' and its effect.**

Absence of officials from duty without proper permission or when duty in office, leaving office without proper permission, or while in office, refusal to perform the duties assigned to them is subversive of discipline. In case of such absence from work the leave sanctioning authority may order that days on which work is not performed be treated as 'Dies-non' i.e. they will neither count as service and be construed as break in service. This will be without prejudice to any other action that the competent authority might take against the persons resorting to such practices.

(Authority:- Govt. of India Instruction (6) below Rule 11 of C.C.S. (C.C.A.) Rules, 1965).

4.2 **General conduct of Government servants.**

4.2.1 All the members of the office are expected to be conversant and comply with the provisions of Central Civil Services (Conduct) Rules 1964, as amended from time to time and instructions/ clarifications issued by the Government of India/ Comptroller & Auditor General of India.

4.2.2 Misconduct of Members:-

Assistant Audit Officer of the Section shall bring immediately to the notice of the Pr. Accountant General/Accountant General through their Branch Officers and the Senior/ Deputy Accountant General (Admn.) for necessary action, any disorderly conduct, irregular habit or insubordination on the part of any member of their sections. Members of this office are also prohibited from loitering during office hours and from indulging in idle talk detrimental to work.

4.2.3 Besides the penalties prescribed in the C.C.S. (C.C.A.) Rules, 1965 a Branch Officer who is not satisfied with the work of his official subordinate may also issue for sufficient and just reasons:-

- (a) A Verbal warning, and
- (b) A warning in writing, a copy of which should be placed in personal file. However, a copy of the warning can be placed in the Character Roll by the reporting officer at the time of writing of ACR when the officer has not improved despite such warning.

(Authority: GI, DP&AR OM No. 21011/ 1/ 81-Estt(A) dated 5.6.81)

NOTE:- For keeping a record of such warning instructions issued vide General Circular No. F. 166/ A. G. / Admn. / Instruction/ CRs/ 62-81 dated 28/8/1981 may be adhered.

4.3 Representation from Government Servants on service matters Advance copies:-

4.3.1 Whenever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of the Office or such other authority at the lowest level, as is competent to deal with the matter. An appeal or representation to a higher authority must not be made unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case. Representations to still higher authorities (e.g. those addressed to the President, the Government or to Honorable Ministers) must not be made unless all means of securing attention or redress from lower authorities have been exhausted. Even in such case the representation must be submitted through the proper channel (i.e. the Head of the Office, etc. concerned). As such submission of representation directly to higher authorities by passing the prescribed channel of communication has to be viewed seriously and appropriate disciplinary action should be taken against those who violate these instructions as it can rightly be treated as an unbecoming conduct attracting the provision of Rule 3(1)(iii) of the CCS (Conduct) Rules, 1964. Some Government Servants are in the habit of sending copies of their representations

about to outside authorities i.e. authorities who are not directly concerned with the consideration thereof (eg. other Honorable Ministries, Secretary, Members of Parliament etc.) This is most objectionable practice entry to official propriety and subversive of good discipline & all Govt. Servants are expected scrupulously to eschew it.

(Authority: No. 11013/7/99-Estt (A) GOI, Ministry of Personnel NewDelhi dated 1. 11. 1999)

4.3.2 Representations on service matter made by relatives of Government

servants:

Relatives of Government servants sometimes make representations concerning service matters affecting Government servants. No notice will be taken of a representation in service matters submitted by a relative of a Government servant. The only exception may be a case in which because of the death or physical disability etc. of the Government servant, it is impossible for the Government servant himself to submit a representation.

(Authority:- G.I.M.H.A. O.M. No. F.25/21/63-Ests(A) dated 19th September 1963 received vide CAG's endorsement No. 1135-NGE.I1/232-63, dated 30th September 1963).

4.3.3 Bringing political or other outside influences in service matters.

It has been noted that a number of references are received in the central office/ this office from Member of Parliament.(MP's), Member of Legislative Assembly (M.L.A's) and Ministries requesting for transfer, promotion, review of pay fixation, allotment of residential accommodation etc. of the individual officials. Representations are also sometimes received from the relatives of the officials requesting for intervention in service matters. Such references/representations are obviously made at the instance of the official concerned. For a Government servant to adopt such tactics is most undesirable and it contravenes the provisions of rule 20 of C.C.S. (Conduct) Rules which lays down that no Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior

authority to further his interests in respect of matters pertaining to his service under Government.

All the members of this office should therefore, refrain from doing anything of this sort which violates the provisions of Rules 20 of the C.C.S. (Conduct) Rules.

It should also be noted that a direct representation or petition sent to the Comptroller & Auditor General of India/Accountant General except in accordance with the above orders, or through politicians will automatically attract disciplinary action.

(Authority:- No. Admn.I/ CCS/ Guard File/ Vol.11 dated February 9' 1982 CAG's letter No. 308-Audit-I/ 28-90(58) dated 25.05.90).

4.3.4 Seeking Redress in Courts of Law.

Government servants sometimes threaten approach the Court of Law for the redress of their grievance and ask for permission of the head of the office for such an action. The following questions arise in this connection, namely:-

- (i) Whether a Government servant while in service can take his case to the Court of Law with or without the permission and
- (ii) Whether the permission sought for by a Government servant can be refused. The Government of India, Ministry of Law, who had been consulted in the matter have advised as under:-

There is nothing to prevent a Government Servant from agitating his service grievances in a Court of Law. No permission of Government is required for a Government servant to take his case to the court. If anyone applies for permission through ignorance and permission is refused it might amount to contempt of court. However, if a Government servant loses his case in court, and, if Government consider that the case was frivolous departmental action can be taken against him after the case is decided by the court.

(Authority :- CAG's O.M. NO. 1266-NGE.111/ 82-57, dated 01.06.1957).

4.4 Farewell parties

The comptroller and Auditor General has laid down that as a general rule farewell parties should in no case be given by non-gazetted staff to officers.

(Authority:-Endst. NO. 435 G.B.E./81-38, dated the 19th Feb.1938, from Auditor General Communicating copy of his letter no, 434-G.B.E./81 dated Feb. 1938 to the Accountant General, Punjab).

4.5 Removal of papers in the custody of another Auditor.

The removal of papers in the custody of another Auditor without his knowledge or tampering with them during his absence is absolutely prohibited. If, however, any such papers are wanted they may be taken with the permission of the Assistant Audit Officer of the Section.

4.6 Speedy follow-up action in Disciplinary cases.

4.6.1 In order to watch the speedy follow-up action in respect of pending disciplinary cases, it has been laid down by the central Office that half yearly returns in the prescribed proforma showing the position of all disciplinary cases for the half year ending March and September may be sent so as to reach that office positively by 30th April and 31st October respectively and these should include disciplinary cases initiated upto the end of preceding financial year.

(Authority:CAG's Confdl. Letter No. 6667-N.2/ 11-82 dated 28.12.1982).

4.6.2 Disciplinary Proceedings-Expeditious disposal of Appointment of retired Government Servants etc. as Enquiry Officers.

The following measures have been suggested for expediting the disposal of disciplinary cases :-

Where a large number of oral enquiries are pending the department should earmark some officers on a full time basis to complete these enquiries within a specified time-limit to be indicated by the disciplinary authority.

Wherever it is not possible to have full time enquiry officer and there is no suitable officer among the existing staff to conduct the disciplinary enquiry,

Ministries/Departments should engaged retired goverment servant of proven integrity or retire judges as enquiry officer in individual cases on a fixed honorarium. The honorarium in such cases may be regulated under the financial powers delegated tothe Ministries/ Departments and taking into account the quantum ofwork involved in individual disciplinary cases.Time limit for completion of inquiry may be stipulated.

(Authority:- CAG's letter No. 3981-GEV 161/ VIG./ 87 dated 4.8.87).

4.7 Permission for proceeding higher studies.

4.7.1 Normally permission for prosecuting higher studies is not givenas it is bound to affect the efficiency of the Government Servant. However, if in special cases, it is decided to grant such permission it should be granted subject to the following conditions:-

1. The office work should not suffer on any account.
2. Permission to attend late or to leave office early will not be given in any case.
3. No leave will be allowed during the course of study, except leave required for the days of examination.
4. If, at any time, it is found that there is a tendency on the part of the official to be indifferent or slack towards office work, the permission will be withdrawn without assigning any reason and without prejudice to any other departmental action being taken where mere withdrawal of the permission is not considered adequate.
5. The grant of permission for studies cannot be offered as an excuse for not being posted to GSSA or Public Works Inspection parties.

4.7.2 The name of the institution and the timings during which the official will attend should be intimated in order to ensure that they do not coincide with the working hours of the office.

Permission will not, however, be given to those Auditor whohave not passed Departmental Examination for Auditors.

The application for further studies is given in form (given in Annexure-I) unless the applicant is informed in writing that he has been so permitted, it should be deemed that necessary permission was not granted to him. Disciplinary action will be taken against those who continue to prosecute further studies even though the permission has been refused to them.

(Authority:-Govt. of India Ministry of Home Affairs Office Memorandum No. 130/54-Ests(A)-11 dated 28th February, 1955)

4.8 Calendar of Returns

4.8.1 A Calendar of Returns shall be maintained by each of the Administration/Office Establishment(O.E.) Sections in the prescribed form for the observance of the due dates fixed for the various items of work. The Calendar of Return should be submitted by the Assistant Audit Officer to the Branch Officer on every Tuesday and to the Sr.Dy. Accountant General/ Dy. Accountant General (Administration) on Tuesday of the 3rd week of every month. The returns pertaining to the respective sections have been indicated in Annexure-II to this Chapter, but it will be responsibility of the concerned Assistant Audit Officer to ensure that the Calendar of Returns maintained by it contains all the returns required of it and is up-to-date.

NOTE :- For returns of Confidential nature the Calendar of Returns of Confidential Cell may be referred. The returns pertaining to Training and Refresher courses appear in the Calendar of Returns(C.O.R.) of Training & Library Section.

(Authority:-G.D. Manual Part- I Para No. 8.2)

4.9 Participation by Central Government Servants in sporting events and tournaments of national/ International importance Grant of advance increments.

4.9.1 Central Government Servants who achieve excellence in National/International events of sports are granted advance increments in terms of provisions of Government of India, Department of Personnel & Training O.M. No. 6/1/85-Estt (Pay-I) dated 16.7.1985 and amended from time to time. The

sanction for advance increments is issued from time to time. The sanction for advance increments is issued under F.R.-27 from this office at present.

The matter regarding delegation of financial powers to all Heads of Departments in Indian Audit and Accounts Department (IA&AD) for sanctioning advance increments to sport persons has been under consideration of this office. It has now been decided to delegate full financial powers to all Heads of Departments in Indian Audit and Accounts Department (IA&AD) for sanctioning increments to sports persons. The powers shall be exercised by the Heads of Department subject to the conditions laid down in Departments of Personnel & Training's O.M. dated 16.7.85 referred to above as amended from time to time and subject to the condition that before sanctioning advance increment (s), a certificate shall be obtained from sports section of this office to the effect that the event excellence, for which advance increment is proposed to be sanctioned, is recognized by Govt. for grant of advance increment(s).

(Authority :- CAG's Circular No. 31 N/Entt/94 Letter No. 913 N-Entt/30-94- II dtd. 23.8.1994).

Office of the Principal Accountant General (G&SSA) Rajasthan, Jaipur

No. Admn.-I/G&SSA./AUDITOR/G-11015/

Dated:

OFFER OF APPOINTMENT TO THE POST OF AUDITOR

Shri/Smt./Kumari

son/wife/daughter of Shri is hereby offered an appointment to the post of **Auditor** in the office of the **Principal Accountant General (G&SSA) Rajasthan, Jaipur** on the terms and conditions as mentioned below:-

1. The period of probation will be two years. This may, however, be increased at the discretion of the appointing authority / authority higher than the appointing authority. During the period of probation, his / her appointment will be purely temporary and governed by the CCS (Temporary Service) Rules 1965.
2. During the period of probation, he / she may have to undergo training, if required, for such a period at such place and in such manner as may be decided in due course. He / she may also be assigned regular duties during the period of training.
3. On conclusion of the training referred to in para 2 above and after rendering a continuous service of one year, he/she will have to qualify the Departmental Examination for confirmation in the prescribed number of chances i.e. 06. On account of failure to pass the said Departmental Examination, he/she will be liable to be discharged from the service.
4. During probation he / she shall have to pass a test in the Regional Language of the State to which he / she is initially posted as Auditor (in case he / she has not already passed an examination of matriculation standard in that language).
5. While in service, he / she shall also have to pass a test in Hindi (in case he / she has not already studied Hindi as a subject upto Matriculation Standard) in terms of the Govt. of India orders for In-Service Training etc. under the Hindi Teaching Scheme.

6. He / She will be allowed to draw his / her pay and allowances as admissible under the CCS (Revised Pay) Rules-2016 in the Level-..... () in the Pay Matrix.....
7. In case he / she had not entered into Govt. service (Central Govt.) before 01.01.2004, he/she will be entitled to the 'New Restructured Defined Contribution Pension System' introduced vide Govt. of India ministry of finance notification No. 5/7/2003-ECB&PR dated 22-12-2003 and subsequent orders / clarification issued in this regard from time to time.
8. On satisfactory completion of the probation he / she will be eligible for confirmation in the Auditor cadre. The confirmation is also subject to his / her being considered fit in all respects for permanent retention in the service. The seniority of direct recruits in the cadre vis-à-vis the departmental candidates getting promotion as Auditor will be fixed in accordance with the seniority rules prevailing in the Department as at present.
9. He / She will be liable to be transferred to the office of the Comptroller & Auditor General of India or to any other offices within the IA&AD (existing or to be created in future) on such terms and conditions as the Comptroller & Auditor General of India may decide. Requests for transfer to any ex-cadre post or to any other organization within or outside Govt. of India on deputation or on permanent absorption basis will be regulated by the instructions issued by the Govt. of India / Comptroller & Auditor General of India / cadre controlling authority from time to time. However, during the period of probation, requests for deputation etc. will not be entertained.
10. On successful completion of the probation period and after rendering requisite length of service with satisfactory service records, he/she will be eligible for promotion to the higher post of Sr.Auditor as admissible under the CCS (Revised Pay) Rules-2016 in the Level-..... () in the Pay Matrix

(He/She may also get promotion in the supervisory cadre consisting of Asstt. Audit Officer/Audit Officer/ Sr. Audit Officer after passing the SAS examination)

11. During the period of probation, he/she may be allowed, on written request, to apply for the posts under the Central Govt./State Govt. to be filled only through the open competitive examinations and carrying higher Grade Pay than that of Auditor.

12. He/she shall not be eligible for appointment to the post of Auditor, if

(i) He/she has entered into or contracted a marriage with a person having a spouse living, or

(ii) He/she, having a spouse living, has entered into or contracted a marriage with any other person.

(He/she will have to give a declaration in this regard as shown in Annexure 'B')

13. His/Her appointment to the post of Auditor will be subject to his/her being found medically fit for Government Service as per rules. He/She should therefore appear before the Superintendent for the Medical Examination as early as possible and record his/her own statement and declaration in the specimen form attached in the presence of the authority. A letter to the address of Superintendentin this connection has been sent to him separately or he/she should produce medical fitness certificate from the Appropriate Medical Authority (Civil Surgeon / District Medical Officer or a Medical Officer of the equivalent status), is also acceptable. **(Format Enclosed)**

14. He/she will have to produce a character certificate issued by the Head of the Educational Institution last attended by him / her or any other appropriate authority and attested / countersigned by the D.M / S.D.M or even by the First Class Executive Magistrates. **(FORMAT ENCLOSED)**

15. If he/she is a subject of (a) Nepal or (b) Bhutan or (c) Tibetan refugee who came over to India before the 1st January 1962 with the intention of permanently settling in India or (d) a person of Indian origin migrated from, East Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the Republic of Tanzania, Zambia and Vietnam with the intention of permanently settling in India, a certificate of eligibility from the Govt. of India is required to be submitted at the time of joining.

16. In case he/she belongs to Scheduled Caste/Scheduled Tribe, he/she shall have to produce a certificate (in original) issued by the District Magistrate or Sub-Divisional Officer of the area, in which his/her parents were ordinarily residing on the date of his/her application, or if both of his/her parents are dead, of the place in which he/she, himself/herself ordinarily resides otherwise than for the purpose of his/her own education, that he/she belongs to one of the Scheduled Castes / Scheduled Tribes. In case he/she belongs to OBCs, he/she also have to produce a certificate in original from the District Magistrate/Dy. Commissioner or any other competent authority specified in this regard. **(FORMAT ENCLOSED)**
17. The appointing authority would satisfy himself/ herself about the authenticity of the certificates, produced by the candidate, from the certificate issuing authorities. If the verification reveals that the claim of the candidate to belong to SC/ST/OBC/ not to belong to the creamy layer of the OBC is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the India Penal Code for production of false certificates. The appointing authority should be kept informed of change of religion, if any, after the appointment.
18. If he/she is presently working under Central Govt./State Govt./ Public Sector Undertaking, he/she is required to bring a certificate from the present employer to the effect that he/she has obtained a proper relief and there is no objection to his/her appointment as Auditor in the Indian Audit & Accounts Department.
19. No travelling allowance will be allowed for the journey to be taken up for the initial appointment.
20. He/She will have to comply with the requirements of CCS (Conduct) Rules, 1964 and the plural marriage Act, all rules or orders already in existence or issued from time to time regarding attendance, duties, discipline, condition of services etc. will automatically be applied to him/her.
21. He/She should give a declaration of his/her home town for the purpose of Leave Travel Concession within six months from the date of entry into service.

22. He/She will also be required to take an oath of allegiance to the constitution of India

(FORMAT ENCLOSED)

23. If he/she is willing to accept the offer of appointment on the above-mentioned terms and conditions, he/she should communicate his/her acceptance in the enclosed form in Annexure 'A' at once to the undersigned immediately. In case acceptance is not received by **(within 30 days from the date of issuing offer of appointment) the offer will be treated as withdrawn on expiry of this period.**

24. Under the normal circumstances, no request for extension to join the post of Auditor will be entertained. It is, therefore, advisable not to enter into any unnecessary correspondence in this regard.

If he/she is willing to accept this offer of appointment, he/she should immediately contact with the undersigned who will arrange for his/her medical examination. If he/she is found medically fit, he/she shall have to produce all original certificates in support of educational qualification, SC/ST/OBC, age etc., for verification. If he/she had already undergone medical examination and his/her character and antecedents were got verified at the time of his/her initial appointment under the Central/State Government and intends to join the post of Auditor after giving technical resignation, need not undergo such formalities again for his/her appointment as Auditor. However, he/she will be required to furnish a certificate to this effect from his/her employer.

Sr. Dy. Accountant General/ Accountant General

(Appointing Authority)

Office Phone No.

**Office of the Principal Accountant General (G&SSA) Rajasthan,
Jaipur**

No. Admn.-I/G&SSA./

Dated

OFFER OF APPOINTMENT TO THE POST OF AUDITOR

With reference to his application for appointment under Sports Quota Shri/ Smt/ Ms. son/wife/daughter of Shri..... is hereby offered an appointment to the post of **Auditor** in the office of the **Principal Accountant General (G&SSA) Rajasthan, Jaipur** on the terms and conditions as mentioned below:-

1. The period of probation will be two years. This may, however, be increased at the discretion of the appointing authority / authority higher than the appointing authority. During the period of probation, his / her appointment will be purely temporary and governed by the CCS (Temporary Service) Rules 1965.
2. During the period of probation, he / she may have to undergo training, if required, for such a period at such place and in such manner as may be decided in due course. He / she may also be assigned regular duties during the period of training.
3. On conclusion of the training referred to in para 2 above and after rendering a continuous service of one year, he/she will have to qualify the Departmental Examination for confirmation in the prescribed number of chances i.e. 06. On account of failure to pass the said Departmental Examination, he/she will be liable to be discharged from the service.
4. During probation he / she shall have to pass a test in the Regional Language of the State to which he / she is initially posted as Auditor (in case he / she has not already passed an examination of matriculation standard in that language).
5. While in service, he / she shall also have to pass a test in Hindi (in case he / she has not already studied Hindi as a subject upto Matriculation Standard) in terms of the Govt. of India orders for In-Service Training etc. under the Hindi Teaching Scheme .

6. He / She will be allowed to draw his / her pay and allowances as admissible under the CCS (Revised Pay) Rules-2016 in the Level-..... () in the Pay Matrix.
7. In case he / she had not entered into Govt. service (Central Govt.) before 01.01.2004, he/she will be entitled to the 'New Restructured Defined Contribution Pension System' introduced vide Govt. of India ministry of finance notification No. 5/7/2003-ECB&PR dated 22-12-2003 and subsequent orders / clarification issued in this regard from time to time.
8. On satisfactory completion of the probation he / she will be eligible for confirmation in the Auditor cadre. The confirmation is also subject to his / her being considered fit in all respects for permanent retention in the service. The seniority of direct recruits in the cadre vis-à-vis the departmental candidates getting promotion as Auditor will be fixed in accordance with the seniority rules prevailing in the Department as at present.
9. He / She will be liable to be transferred to the office of the Comptroller & Auditor General of India or to any other offices within the IA&AD (existing or to be created in future) on such terms and conditions as the Comptroller & Auditor General of India may decide. Requests for transfer to any ex-cadre post or to any other organization within or outside Govt. of India on deputation or on permanent absorption basis will be regulated by the instructions issued by the Govt. of India / Comptroller & Auditor General of India / cadre controlling authority from time to time. However, during the period of probation, requests for deputation etc. will not be entertained.
10. On successful completion of the probation period and after rendering requisite length of service with satisfactory service records, he/she will be eligible for promotion to the higher post of Sr. Auditor as admissible under the CCS (Revised Pay) Rules-2016 in the Level-..... () in the Pay Matrix.

(He/She may also get promotion in the supervisory cadre consisting of Asstt. Audit Officer/Audit Officer/ Sr. Audit Officer after passing the SAS examination)

11. During the period of probation, he/she may be allowed, on written request, to apply for the posts under the Central Govt./State Govt. to be filled only through the open competitive examinations and carrying higher Grade Pay than that of Auditor.
12. He/she shall not be eligible for appointment to the post of Auditor, if

(i) He/she has entered into or contracted a marriage with a person having a spouse living, or

(ii) He/she, having a spouse living, has entered into or contracted a marriage with any other person.

(He/she will have to give a declaration in this regard as shown in Annexure 'B')

13. His/Her appointment to the post of Auditor will be subject to his/her being found medically fit for Government Service as per rules. He/She should therefore appear before the Superintendent, for the Medical Examination as early as possible and record his/her own statement and declaration in the specimen form attached in the presence of the authority. A letter to the address of Superintendentin this connection has been sent to him separately or he/she should produce medical fitness certificate from the Appropriate Medical Authority (Civil Surgeon / District Medical Officer or a Medical Officer of the equivalent status), is also acceptable. **(Format Enclosed)**

14. He/she will have to produce a character certificate issued by the Head of the Educational Institution last attended by him / her or any other appropriate authority and attested / countersigned by the D.M / S.D.M or even by the First Class Executive Magistrates. **(FORMAT ENCLOSED)**

15. If he/she is a subject of (a) Nepal or (b) Bhutan or (c) Tibetan refugee who came over to India before the 1st January 1962 with the intention of permanently settling in India or (d) a person of Indian origin migrated from, East Pakistan, Burma, Sri Lanka, East Africa countries of Kenya, Uganda, the Republic of Tanzania, Zambia and Vietnam with the intention of permanently settling in India, a certificate of eligibility from the Govt. of India is required to be submitted at the time of joining.

16. In case he/she belongs to Scheduled Caste/Scheduled Tribe, he/she shall have to produce a certificate (in original) issued by the District Magistrate or Sub-Divisional Officer of the area, in which his/her parents were ordinarily residing on the date of his/her application, or if both of his/her parents are dead, of the place in which he/she, himself/herself ordinarily resides otherwise than for the purpose of his/her own education, that he/she belongs to one of the Scheduled Castes / Scheduled Tribes. In case he/she belongs to OBCs, he/she also have to produce a certificate in original from the District Magistrate/Dy. Commissioner or any other competent authority specified in this regard. **(FORMAT ENCLOSED)**

17. The appointing authority would satisfy himself/ herself about the authenticity of the certificates, produced by the candidate, from the certificate issuing authorities. If the verification reveals that the claim of the candidate to belong to SC/ST/OBC/ not to belong to the creamy layer of the OBC is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the India Penal Code for production of false certificates. The appointing authority should be kept informed of change of religion, if any, after the appointment.
18. If he/she is presently working under Central Govt./State Govt./ Public Sector Undertaking, he/she is required to bring a certificate from the present employer to the effect that he/she has obtained a proper relief and there is no objection to his/her appointment as Auditor in the Indian Audit & Accounts Department.
19. No travelling allowance will be allowed for the journey to be taken up for the initial appointment.
20. He/She will have to comply with the requirements of CCS (Conduct) Rules,1964 and the plural marriage Act, all rules or orders already in existence or issued from time to time regarding attendance, duties, discipline, condition of services etc. will automatically be applied to him/her.
21. He/She should give a declaration of his/her home town for the purpose of Leave Travel Concession with in six months from the date of entry into service.
22. He/She will also be required to take an oath of allegiance to the constitution of India
(FORMAT ENCLOSED)
23. If he/she is willing to accept the offer of appointment on the above-mentioned terms and conditions, he/she should communicate his/her acceptance in the enclosed form in Annexure 'A' at once to the undersigned immediately. In case acceptance is not received by **(within 30 days from the date of issuing offer of appointment)**
the offer will be treated as withdrawn on expiry of this period.
24. Under the normal circumstances, no request for extension to join the post of Auditor will be entertained. It is, therefore, advisable not to enter into any unnecessary correspondence in this regard.

If he/she is willing to accept this offer of appointment, he/she should immediately contact with the undersigned who will arrange for his/her medical examination. If he/she is found medically fit, he/she shall have to produce all original certificates in support of educational qualification, SC/ST/OBC, age etc., for verification. If he/she had already undergone medical examination and his/her character and antecedents were got verified at the time of his/her initial appointment under the Central/State Government and intends to join the post of Auditor after giving technical resignation, need not undergo such formalities again for his/her appointment as Auditor. However, he/she will be required to furnish a certificate to this effect from his/her employer.

Sr. Dy. Accountant General

(Appointing Authority)

Office Phone-

ANNEXURE I "C" (Vide Para 2.2.3)

REGISTERED

OFFICE OF THE PR. ACCOUNTANT GENERAL (G&SSA)

RAJASTHAN, JAIPUR.

No.: Admn. I/ G&SSA/

Date

d : OFFER OF APPOINTMENT TO THE POST OF CLERK

Shri/ Smt/ Kumari son/ wife/ daughter of
Shri is offered a temporary post of
Clerk/Typist. He / She will be allowed to draw his / her pay and allowances as
admissible under the CCS (Revised Pay) Rules-2016 in the Level-..... ()
in the Pay Matrix..... His/Her appointment will be subject to the following
terms and conditions:

1. The appointment is purely temporary and will be governed by the CCS (TS) Rules 1965 and is liable to termination without assigning any reason under Rule 5 ibid.
2. He/She is liable to be transferred to any Branch/Zonal office of the Pr. Accountant General (GSSA), office of the Accountant General (E&RSA), Rajasthan, Jaipur & Branch office O/o Pr. Director of Audit (Central) Ahmedabad at Rajasthan Jaipur either already in existence or likely to be formed in future.
3. He/ She is expected to possess a working knowledge of matriculation level in Hindi and will be required to give declaration in the form enclosed. Otherwise he /she shall have to pass a test of Hindi of Matriculation level. Failure to pass the test during period of probation as extended where relevant would make his/her services liable to termination.

4. He/She will have to comply with the requirements of CCS (Conduct) Rules, 1964 and the plural Marriages Act, all rules or orders already in existence or issued from time to time regarding attendance, duties, discipline, conditions of services etc. will automatically be applied to him/her.
5. He/She should give a declaration of his/her home town for the purpose of 'Leave Travel Concession' within six months from the date of entry into service.
6. If he/she belongs to a Scheduled Caste and professes the Hindu/ Sikh religion, he / she should report any change of religion taken to the appointing authority immediately after such a change take place.
7. The appointment is provisional and is subject to the caste/ tribe and community certificate being verified through proper channels and if the verifications reveal that the claim belongs to Sc/ ST/ OBC (without creamy layer) as the case may be is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian panel Code for production of false certificate.
8. If the offer is accepted by him/her, he/she should sign the acceptance of the offer in the form enclosed and report personally to this office immediately but in any case not later than 30 days from the date of issue of this letter. This offer is liable to lapse if he/she does not join on or before the stipulated date.
9. His/Her appointment to the post of Clerk will be subject to his/her being found medically fit for Government Service as per rules. He/She should therefore appear before the Superintendent for the Medical Examination as early as possible and record his/her own statement and declaration in the specimen form attached in the presence of the authority. A letter to the address of Superintendent in this connection has been sent to him separately or he/she should produce medical fitness certificate from the Appropriate Medical Authority (Civil Surgeon / District Medical Officer or a Medical Officer of the equivalent status), is also acceptable. **(Format Enclosed)**

10. He/ She should bring with him/ her the ORIGINAL MATRICULATION CERTIFICATE and/or other certificates in support of age, educational qualifications, etc. and other certificates showing domicile. He /She should also submit the following documents with his/ her letter of acceptance.

(i) Certificate of character in the form enclosed from the head of the educational institution last attended or in case such certificate can not be obtained a certificate in the same from a Gazetted Officer in both cases duly attested by a District Magistrate, Sub-Divisional Magistrate or Stipendiary First Class Magistrate. This Certificate should have reference to the 2 years immediately preceding.

(ii) A Certificate of SC/ ST/ OBC in the form enclosed from a District Magistrate, Additional District Magistrate, Collector, Dy. Commissioner, Additional Dy. Commissioner, Dy. Collector, First Class Stipendiary Magistrate, City Magistrate, Extra Assistant Commissioner, Chief Presidency Magistrate, Additional Chief Presidency Magistrate, Revenue Officer not below the rank of Tehsildar, Sub-Divisional Officer of the area where he/she or his/her family normally resides.

(iii) A declaration in the form enclosed regarding plural marriage.

(iv) NO OBJECTION CERTIFICATE' from his/her previous accepts his/ her resignation from that service.

(v) Declarations as required in other forms enclosed.

(vi) Displaced person certificate from a Gazetted Officer of ligibility certificate issued by the Government of India or Citizenship certificate as a proof of registration as an Indian Citizen.

11. He/She will also be required to take an oath of allegiance to the Constitution of India .

12. He/She will not be paid any TA/ DA for appearing before the Medical Officer or joining his /her appointment in this office.

13. He/She should give an undertaking in writing that he /she will maintain properly the other family members who were dependent on the government servant. In case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/ her appointment may be terminated forthwith.
14. He/She will be on probation for a period of two years. After satisfactory completion of probation period, his /her appointment will be made regular.
15. He/She will have to pass the Type Test with prescribed speed which is 30 words in Hindi and 35 words in English in prescribed number of chances failing which he/ she will not be considered for regulation of probation, promotion and release of increment etc.
16. He/She will be governed by the new restructured defined "**CONTRIBUTION PENSION SYSTEM**" which is effective from **01.01.2004** in place of existing PENSION/ FAMILY PENSION Scheme.

Sr. D A G/ D A G

Appointing Authority

**Office Phone Numbers for
contact-**

NAME & ADDRESS OF THE CANDIDATE

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (G&SSA)
RAJASTHAN, JAIPUR**

No. Admn.-I/G&SSA/DEO/

Dated:

Subject: Provisional offer of appointment to the post of Data Entry Operator Grade

Shri/Smt/Kumari.....son/wife/daughter of Shri

..... is hereby offered provisional appointment to the post of **Data Entry Operator Grade-A** in the office of the **Principal Accountant General (G&SSA) Rajasthan, Jaipur** on the terms and conditions as mentioned below:

1. The period of probation will be two years. This may, however, be increased at the discretion of the appointing authority / authority higher than the appointing authority. During the period of probation, his / her appointment will be purely temporary and governed by the CCS (Temporary Service) Rules 1965.
2. He/ She will be allowed to draw his / her pay and allowances as admissible under the CCS (Revised Pay) Rules-2016 in level----- () in the Pay Matrix .
3. In case he / she had not entered into Govt. service (Central Govt.) before 01.01.2004, he/she will be entitled to the 'New Restructured Defined Contribution Pension System' introduced vide Govt. of India, Ministry of Finance notification No.5/7/2003-ECB&PR dated 22-12-2003 and subsequent orders / clarification issued in this regard from time to time.
4. During probation he / she shall have to pass a test in the Regional Language of the State to which he / she is initially posted as Data Entry Operator (in case he / she has not already passed an examination of matriculation standard in that language). Failure to pass the examination during the period of probation, as extended where relevant, would make his/her services liable to termination. On satisfactory completion of the probation period of two years, he/she will be eligible for confirmation in the Data Entry Operator cadre. The confirmation is also subject to his / her being considered fit in all respects for permanent retention in the service.

5. He/ She will be liable to be transferred to the office of the Comptroller & Auditor General of India or to any other offices within the IA & AD (existing or to be created in future) on such terms and conditions as the Comptroller & Auditor General of India may decide. Requests for transfer to any ex-cadre post or to any other organization within or outside Govt. of India on deputation or on permanent absorption basis will be regulated by the instructions issued by the Govt. of India / Comptroller & Auditor General of India / cadre controlling authority from time to time. However, during the period of probation, requests for deputation etc. will not be entertained.
6. He/she shall not be eligible for appointment to the post of Data Entry Operator if
 - (i) he/she has entered into or contracted a marriage with a person having a spouse living, or
 - (ii) he/she, having a spouse living, has entered into or contracted a marriage with any other person.

(He/she will have to give a declaration in this regard as shown in Annexure)

7. His/her appointment to the post of Data Entry Operator will be subject to his/her being found medically fit for Government Service as per rules. He/she should therefore appear before the Superintendent for the Medical Examination as early as possible and record his/her own statement and declaration in the specimen form attached in the presence of the authority. A letter to the address of Superintendentin this connection has been sent to him separately or **he/she should produce medical fitness certificate from the Appropriate Medical Authority (Civil Surgeon / District Medical Officer or a Medical Officer of the equivalent status), is also acceptable. (Format Enclosed)**
8. If he/she is a subject of (a) Nepal or (b) Bhutan or (c) Tibetan refugee who came over to India before the 1st January 1962 with the intention of permanently settling in India or (d) a person of Indian origin migrated from, East Pakistan, Burma Sri Lanka, East African countries of Kenya, Uganda, the Republic of

Tanzania, Zambia and Vietnam with the intention of permanently settling in India, a certificate of eligibility from the Govt. of India is required to be submitted at the time of joining.

9. In case he/she belongs to Scheduled Caste/Scheduled Tribe, he/she shall have to produce a certificate (in original) issued by the District Magistrate or Sub-Divisional Officer of the area, in which his/her parents were ordinarily residing on the date of his/her application, or if both of his/her parents are dead, of the place in which he/she, himself/herself ordinarily resides otherwise than for the purpose of his/her own education, that he/she belongs to one of the Scheduled Castes / Scheduled Tribes. In case he/she belongs to OBCs, he/she also have to produce a certificate in original from the District Magistrate/Dy. Commissioner or any other competent authority specified in this regard.
10. The appointing authority would satisfy himself / herself about the authenticity of the certificates, produced by the candidate, from the certificate issuing authorities. If the verification reveals that the claim of the candidate to belong to SC/ST/OBC/ not to belong to the creamy layer of the OBC is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the India Penal Code for production of false certificates. The appointing authority should be kept informed of change of religion, if any, after the appointment.
11. If he/she is presently working under Central Govt./State Govt./ Public Sector Undertaking, he/she is required to bring a certificate from the present employer to the effect that he/she has obtained a proper relief and there is no objection to his/her appointment as Data Entry Operator in the Indian Audit & Accounts Department.
12. If he/she is willing to accept the offer of appointment on the above-mentioned terms and conditions, he/she should communicate/send his/her acceptance in the enclosed form in Annexure 'A' and filled up attestation forms to the undersigned immediately and join duty within 30 days from the issue of offer of appointment. In case, acceptance is not received within 30 days from the date of issue of this letter, the offer would be treated as withdrawn.

- 13- During the period of probation, he / she may have to undergo training for such a period at such place and in such manner as may be prescribed. He / She may also be assigned regular duties during the period of training.
14. On successful completion of the probation period and after rendering requisite length of service with satisfactory service records, he / she will be eligible for promotion in the Supervisory cadre consisting of Asstt. Audit Officer / Audit Officer / Sr. Audit Officer after passing the Subordinate Accounts/Audit Service Examination.
15. During the period of probation, he/she may be allowed, on written request, to apply for the posts under the Central Govt. /State Govt. to be filled only through the open competitive examinations and carrying higher Grade Pay than that of Data Entry Operator.
16. He/she will have to produce a character certificate issued by the Head of the Educational Institution last attended by him/her or any other appropriate authority and attested/ countersigned by D.M./S.D.M. or even by the First Class Executive Magistrates.
17. No travelling allowance will be allowed for the journey to be taken up for the initial appointment.
18. He/She will have to comply with the requirements of CCS (Conduct Rules 1964) and the plural marriage Act., all rules or orders already in existence or issued from time to time regarding attendance, duties, discipline, condition of services etc. will automatically be applied to him/her.
- 19.He/She should give a declaration of his/her home town for the purpose of, Leave Travel Concession within six months from the date of entry into service.
- 20.He/She will also be required to take an oath of allegiance to the constitution of India **(FORMAT ENCLOSED)**
21. If he/she is willing to accept this provisional offer of appointment, he/she should immediately contact with the undersigned who will arrange for his/her medical

examination. If he/she is found medically fit, he/she shall have to produce all original certificates in support of educational qualification, SC/ST/OBC, age etc., for verification. If he/she had already undergone medical examination and his/her character and antecedents were got verified at the time of his/her initial appointment under the Central/State Government and intends to join the post of Data Entry Operator after giving technical resignation, need not undergo such formalities again for his/her appointment as Data Entry Operator. However, he/she will be required to furnish a certificate to this effect from his/her employer.

22. Under the normal circumstances, no request for extension to join the post of Data Entry Operator will be entertained. **It is, therefore, advisable not to enter into any unnecessary correspondence in this regard.**

Sr.D AG /D AG

Appointing Authority

Office Phone-0141-2385430-39

Sh.

Office of the Principal Accountant General (G&SSA) Rajasthan, Jaipur

No. Admn.-I/G&SSA./Steno/G-11015/

Dated:

OFFER OF APPOINTMENT TO THE POST OF STENOGRAPHER

Shri/Smt./Kumari.....son/wife/daughter
of Shri is hereby offered an appointment to the post of Stenographer, in the office of the **Principal Accountant General (G&SSA) Rajasthan, Jaipur** on the terms and conditions as mentioned below:-

1. The period of probation will be two years. This may, however, be increased at the discretion of the appointing authority / authority higher than the appointing authority. During the period of probation, his / her appointment will be purely temporary and governed by the CCS (Temporary Service) Rules 1965.
2. He / She will be allowed to draw his / her pay and allowances as admissible under the CCS (Revised Pay) Rules-2016 in level-..... () in the Pay Matrix.....
3. In case, he / she has not entered into Govt. service (Central Govt.) before 01.01.2004, he/she will be entitled to the 'New Restructured Defined Contribution Pension System' introduced vide Govt. of India, Ministry of Finance notification No. 5/7/2003-ECB&PR dated 22-12-2003 and subsequent orders / clarifications issued in this regard from time to time.
4. On satisfactory completion of the probation period of two years, he / she will be eligible for confirmation in the Stenographer cadre. The confirmation is also subject to his / her being considered fit in all respects for permanent retention in the service.
5. He / She will be liable to be transferred to the office of the Comptroller & Auditor General of India or to any other offices within the IA&AD (existing or to be created in future) on such terms and conditions as the Comptroller & Auditor General of India may decide. Requests for transfer to any ex-cadre post or to any other organization

within or outside Govt. of India on deputation or on permanent absorption basis will be regulated by the instructions issued by the Govt. of India / Comptroller & Auditor General of India / cadre controlling authority from time to time. However, during the period of probation, requests for deputation etc. will not be entertained.

6. He/She shall not be eligible for appointment to the post of Stenographer, if
 - (i) he/she has entered into or contracted a marriage with a person having a spouse living, or
 - (ii) he/she, having a spouse living, has entered into or contracted a marriage with any other person.

(He/she will have to give a declaration in this regard as shown in Annexure 'A')

7. His/Her appointment to the post of Stenographer, will be subject to his/her being found medically fit for Government Service as per rules. He/She should therefore appear _____ before _____ the _____ Superintendent, _____for the Medical Examination as early as possible and record his/her own statement and declaration in the specimen form attached in the presence of the authority. A letter to the address of Superintendent _____in this connection has been sent to him separately or he/she should produce medical fitness certificate from the Appropriate Medical Authority (Civil Surgeon / District Medical Officer or a Medical Officer of the equivalent status) is also acceptable. (Format Enclosed)
8. If he/she is a subject of (a) Nepal or (b) Bhutan or (c) Tibetan refugee who came over to India before the 1st January 1962 with the intention of permanently settling in India or (d) a person of Indian origin migrated from, East Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the Republic of Tanzania, Zambia and Vietnam with the intention of permanently settling in India, a certificate of eligibility from the Govt. of India is required to be submitted at the time of joining.
9. In case he/she belongs to Scheduled Caste/Scheduled Tribe, he/she shall have to produce a certificate (in original) issued by the District Magistrate or Sub-Divisional Officer of the area, in which his/her parents were ordinarily residing on the date of his/her application, or if both of his/her parents are dead, of the place in which he/she, himself/herself ordinarily resides otherwise than for the purpose of his/her own

education, that he/she belongs to one of the Scheduled Castes / Scheduled Tribes. In case he/she belongs to OBCs, he/she also have to produce a certificate in original from the District Magistrate/Dy. Commissioner or any other competent authority specified in this regard.

10. The appointing authority would satisfy himself / herself about the authenticity of the certificates, produced by the candidate, from the certificate issuing authorities. If the verification reveals that the claim of the candidate to belong to SC/ST/OBC/ not to belong to the creamy layer of the OBC is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the India Penal Code for production of false certificates. The appointing authority should be kept informed of change of religion, if any, after the appointment.
11. This Provisional offer of appointment is being issued pending verification of character and antecedents from the concerned District Authorities. On receipt of the verification of character and antecedents from the concerned district authorities the provisional offer of appointment to the post of Stenographer shall be confirmed.
12. In case character & antecedents of the candidate is found not verified or any false information is given by the candidate in his/her self-declaration, the provisional appointment letter will be cancelled forthwith and other criminal/legal action will be taken, as a consequence.
13. If he/she is presently working under Central Govt./State Govt./ Public Sector Undertaking, he/she is required to bring a certificate from the present employer to the effect that he/she has obtained a proper relief and there is no objection to his/her appointment as Stenographer, Gr. II in the Indian Audit & Accounts Department.
14. Traveling allowance in second class will be allowed for the journey to be taken up for the initial appointment.
15. He/She will have to comply with the requirements of CCS (Conduct Rules 1964) and the plural marriage Act., all rules or orders already in existence or issued from time to

time regarding attendance, duties, discipline, condition of services etc. will automatically be applied to him/her.

16. He/She should give a declaration of his/her home town for the purpose of Leave Travel Concession within six months from the date of entry into service.
17. He/She will also be required to take an oath of allegiance to the constitution of India **(FORMAT ENCLOSED)**
18. If he/she is willing to accept the offer of appointment on the above mentioned terms and conditions, he/she should communicate his /her acceptance in the enclosed form in at once to the undersigned immediately but **not later than thirty days from the date of issue of this offer letter** and join the duty upto this date otherwise the offer will be treated as withdrawn on expiry of this period.
19. If he/she is willing to accept this provisional offer of appointment, he/she should immediately contact the undersigned and required to be present in the office within 30 days from the date of issue of this letter. He/she shall have to produce all original certificates in support of educational qualification, SC/ST/OBC, age etc., for verification. If he/ she had already undergone medical examination and his/her initial appointment under the Central/State Government and intends to join the post of Stenographer after giving technical resignation, need not undergo such formalities again. However he/she will be required to furnish a certificate to this effect from his/her employer.
20. Under the normal circumstances, no request for extension to join the post of Stenographer will be entertained. It is, therefore, advisable not to enter into any unnecessary correspondence in this regard.

Sr.Dy. A G /Dy. AG
(Appointing Authority)
Office Phone-

NAME & ADDRESS OF THE CANDIDATE

Annexure -I "F" (vide para 2.2.3)

REGISTERED

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (G&SSA)
RAJASTHAN, JAIPUR**

No. Admn.I/G&SSA/

Dated

OFFER OF APPOINTMENT TO THE POST OF MTS

Shri/ Smt. / Kumari son/ wife/ daughter of

Shri is hereby offered an provisional appointment to the post of Multi Tasking Staff (MTS) in the office of the PRINCIPAL ACCOUNTANT GENERAL (G&SSA) RAJASTHAN, JAIPUR on the terms and conditions as mentioned below:-

1. The period of probation will be two years. This may, however be increased at the discretion of the appointing authority by a sepecified period subject to the condition that the total period of probaion does not exceed double the prescribed period of probation (i.e not beyond four years). During the period of probation his/her appointment will be purely temporary and governed by the CCS (Temporary Services) Rules 1965.
2. He/ She will be allowed to draw his/her pay and allowances as admissible under the CCS (Revised Pay) Rules- 2016 in level-01(one) in the pay Matrix..... .
3. In case, he/she has not entered into Govt. service (Central Govt.) before 01.01.2004, he/she will be entitled to the New Restructured Defined Contribution Pension System introduced vide Govt. of India, Ministry of Finance Notification No. 5/7/2003-ECB&PR dated 22.12.2003 and subsequent orders/clarifications issued in this regard.
4. On satisfactory completion of the probation he/she will be eligible for confirmed in the Multi-Tasking Staff cadre. The confirmation is also subject to his/her being considered fit in all respects for permanent retention in the service.
5. He/she shall not be eligible for appointment to the post of Multi-Tasking Staff, if
 - (i) he/she has entered into or contracted a marriage with a person having a spouse living, or

- (ii) He/She, having a spouse living has entered into or contracted a marriage with any person.

(He/she will have to give a declaration in this regard as shown in Annexure)

6. His/her appointment to the post of Multi-Tasking Staff will be subject to his/her being found medically fit in accordance with the rules on the subject. He/She shall have to produce the medical fitness certificate issued by the Civil Surgeon/District Medical Officer or a Medical Officer of equivalent status of a Government Hospital.
- He/she should therefore appear before the Superintendent..... for the Medical Examination as early as possible and record his/her own statement and declaration in the specimen form attached in the presence of the authority. A letter to the address of Superintendentin this connection has been sent to him separately
7. If he/she is a subject of (a) Nepal or (b) Bhutan or (c) Tibetan refugee who came over to India before the 15th January 1962 with the intention of permanently settling in India or (d) a person of Indian origin migrated from East Pakistan, Burma Sri Lanka, East Africa countries of Kenya, Uganda, the Republic of Tanzania, Zambia and Vietnam with the intention of permanently settling in India, a certificate of eligibility from the Govt. of India is required to be submitted at the time of joining.
8. In case he/she belongs to Scheduled Caste/Scheduled Tribe, he/she shall have to produce a certificate in original, in prescribed format, issued by the District Magistrate or Sub-Divisional Officer of the area, in which his/her parents were ordinarily residing on the date of his/her application, or if both of his/her parents are dead, of the place in which he/she, himself/herself ordinarily resides otherwise than for the purpose of his/her own education, that he/she belongs to one of the Scheduled Castes / Scheduled Tribes. In case he/she belongs to OBCs, he/she also has to produce a certificate in original the prescribed format, from District Magistrate/Dy. Commissioner or any other competent authority specified in this regard.

9. The appointing authority or an authority designated by the Appointing Authority in this regard would satisfy himself/herself about the authenticity of the certificates, produced by him/her. If the verification reveals that the claim of the candidate to belong to SC/ST/OBC/ not to belong to the creamy layer of the OBC is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the India Penal Code for production of false certificates. The appointing authority should be kept informed of change of religion, if any, after the appointment.
10. If he/she is presently working under Central Govt./State Govt./ Public Sector Undertaking, he/she is required to bring a certificate from the present employer to the effect that he/she has obtained a proper relief and there is no objection to his/her appointment as Multi- Tasking Staff in the Indian Audit & Accounts Department.
11. Under the normal circumstances, no request for extension to join the post of Multi- Tasking Staff will be entertained. It is, therefore, advisable not to enter into any unnecessary correspondence in this regard.
12. If he/she is willing to accept this provisional offer of appointment, he/she should immediately contact with the undersigned who will arrange for his/her medical examination. If he/she is found medically fit, he/she shall have to produce all original certificates in support of educational qualification, SC/ST/OBC, age etc., for verification.
13. He/ She is liable to be transferred to the office of the Pr. Accountant General (GSSA) of the Accountant General (E&RSA), Rajasthan , Jaipur and Branch Office O/o Pr. Director of Audit (Central) Ahmedabad at Rajasthan Jaipur.
14. He/She should bring with him/her the original certificates in support of place of residence, educational qualifications, age, category viz handicapped, ex-serviceman etc. He/She should also submit the following documents with his/her letter of acceptance.
 - (i) Certificate of character in the form enclosed from the head of the educational institution last attended or in case such certificate cannot be obtained a certificate in the same form a Gazetted Officer.

- (ii) Declaration of plural marriage in the form enclosed.
 - (iii) He/She should give a declaration of his/her home town for the purpose of Leave Travel Concession within six months from the date of entry into service.
 - (iv) Certificate of being refugee, from Gazetted Officer of Central Government or Magistrate.
15. If he/she had already undergone medical examination and his/her character and antecedents were got verified at the time of his/her initial appointment under the Central/State Government and intends to join this post after giving technical resignation, need not undergo such formalities again. However, he/she will be required to furnish a certificate to this effect from his/her employer.
16. His/her appointment is subject to take oath for maintaining integrity towards constitution of India **(FORMAT ENCLOSED)**
17. No travelling allowance will be allowed for the journey to be taken up for the initial appointment.
18. He/she will have to undergo home guard training for the period of three years. However, Commandant General, Home Guard on the basis of the performance of the candidate and level of training and by recording the same reason, may reduce aforesaid period to two years.
19. He/she will have to comply with the requirements of CCS (Conduct Rules 1964) and the plural marriage act., all rules or orders already in existence or issued from time to time regarding attendance, duties, discipline, condition of services etc automatically be applied to him/her.

20. If he/she is willing to accept the offer of appointment on the above-mentioned terms and conditions, he/she should communicate/send his/her acceptance in the enclosed form in Annexure -A at once to the undersigned. In case, acceptance is not received by..... (within 30 days from the date of issuance of offer of appointment), the offer will be treated as withdrawn.

Enclosed- As above
Place ó Jaipur

Assistant Accountant General/
Sr. Audit Officer/Administration-I
O/o the
Phone No.

ATTESTATION FORM

Name of Post.....

Rank:.....Roll No.....

"WARNING"			
<p>1- The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification and is likely to render the candidate unfit for employment under the Government.</p> <p>2- If detained, arrested, prosecuted, bound down fined, convicted, debarred acquitted etc subsequent to the completion and submission of this form the details should be communicated immediately to the authorities to whom the attestation form has been sent early failing which it will be deemed to be a suppression of factual information.</p> <p>3- If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of a person, his/her services would be liable to be terminated.</p>			
Affix signed passport size (5cms×7cms) Approx. copy of recent potograph			
1	Name in full (in block capitals) with aliases, if any. (Please indicate if you have added or dropped in any stage any part of your name or surname.)	Surname	Name
2	Present Address in full(ie Village, Thana and District or House Number Lane/ Street/Road and Town.)		
3(a)	Home Address in full(i.e. Village, Thana and District or House Number, Lane/Street/Road and Town and name of District Headquarters.)		

(b)	If Originally a resident of Pakistan/Bangladesh(erstwhile East Pakistan)the address in that country and the date of migration to Indian Union.		
4.	Adhar Card No. (If available)		
5.	PAN No. (If available)		
6.	Nationality		
7(a)	Date of Birth		
(b)	Present age		
(c)	Age at matriculation		
8 (a)	Place of birth,district and state in which situated.		
(b)	District and State to which you belong.		
(c)	District and State to which your fatheroriginally belong		
9 (a)	Your religion		
(b)	Are you a member of Scheduled Caste/Scheduled Tribe/Other Backward Classes? (Answer Yes/No)		
10.	Particulars of place (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.		
From	To	Residential address in full (i.e. Village, Thana and District or House No. Lane/ Street/ Road and Town	Name of the District Head-quarters of the place mentioned in preceding column.

11.	Name (in full & aliases in any)	Nationality (by birth & or by domicile)	Place of Birth	Occupation, if employed give designation & official address	Present post Address(if dead give last address)	Permanent Home address
a)Father						
b)Mother						
c)Spouse						
12.	Information to be furnished with regard to son(s) and/or daughter(s) in case they are studying/ living in a foreign country: -					
Name	Nationality by birth & or by domicile	Place of Birth	Country in which studying / living with full address	Date from which studying/ living in the country mentioned in the previous column.		

13.		Educational Qualification showing places of education with years in School and Colleges since 15 th year of age.		
Name of School/ College (with full address)		Date of Entering	Date of Leaving	Examination Passed
14 (a)		Are you holding or have any time held on appointment under the Central or State Government or a Semi-Government or a Quasi-Government body or an autonomous body or a public undertaking or a private firm or institution? If so, give full particulars with date of employment up to date.		
Period		Designation emoluments & nature of employment	Full name & address of employer	Reasons for leaving previous service
From	To			
14(b)		<p>If time previous employment was under the Government of India/a State Government undertaking owned or controlled by the Government of India or a State government/ and Autonomous Body/ University/ Local body.</p> <p>If you had left service on giving a month's notice under rule 5 of the Central Civil Services (Temporary Service) Rules, 1965, or any similar corresponding rules were any disciplinary proceeding were framed against you or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date, before your services actually terminated ?</p>		
15 (i)	(a)	Have you ever been kept under detention?		Yes/No

	(b)	Have you ever been arrested?	Yes/No
	(c)	Have you ever been prosecuted (i.e has a charge sheet in a criminal case been filed against you in any court of law)	Yes/No
	(d)	Is any criminal case pending against you in any Court of Law at the time of filling up this Attestation form?	Yes/No
	(e)	Have you ever been convicted by a court of law for any Office?	Yes/No
	(f)	Whether discharge/withdrawn from any training/institution under the Government of otherwise?	Yes/No
	(g)	Have you ever been rusticated by any University or any other educational authority/institution	Yes/No
	(h)	Have you ever been debarred / disqualified by any Public Service Commission/ Staff Selection Commission for any of its.	Yes/No
15 (ii)	If the answer to any of the above mentioned question is 'Yes' give full particulars of the case/ arrest/ detention/ fine/ conviction/sentence/ punishment etc. and / or the nature of the case pending in the Court/University/Educational Authority etc. at the time of filling up this form.		
Notes:	(i)	Please also see the "WARNING" at the top of this Attestation Form	
	(ii)	Specific answers to each of the questions should be given by striking out Yes or 'No' as the case may be.	
16	Name of two responsible person of your locality or two reference to whom you are known		1)
			2)
<p>DECLARATION</p> <p>I certify that the foregoing information is correct and complete to the best of my knowledge and belief.</p>			

I am fully aware that by providing false information or suppressing material information while filling this form the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/ civil/ legal action as a consequence.

I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of Candidate

Date

Place

TO BE FILLED BY THE OFFICE

- i) Name, designation and full address of the appointment authority.
- ii) Post for which the candidate is being considered.

FORM OF CASTE CAERTIFICATE

This is to certify that Shri/Smt. /
Kumari.....

Son/daughter of Shri /Smt.....of village/town
.....

in district/ division*of the State/union
Territory*.....

.....belongs to theCaste/Tribe* which is
recognized as a Scheduled Caste/Scheduled Tribe*

Under :

- @ The Constitution (Scheduled Castes) Order, 1950
 - @ The Constitution (Scheduled Tribes) Order, 1950
 - @ The Constitution (Scheduled Castes) (Union Territories) Order 1951
 - @ The Constitution(Scheduled Tribes) Union Territories Order 1951
- (as amended by the Scheduled Caste and Scheduled Tribes Lists)

(Modification) Order, 1956, the Bombay Re-organization Act, 1960 , the Punjab Re-organization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.

- @ The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 .
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976
- @ The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.
- @ The Constitution (Dadra and Nagar Haveli)Scheduled Tribes Order , 1962.
- @ The Constitution(Pondicherry) Scheduled Castes Order, 1964.
- @ The Constitution (Scheduled Tribes) Uttar Pradesh Order, 1967.
- @ The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968.
- @ The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968.
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978.

- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978.
 - @ The Constitution (J&K) Scheduled Tribes Order, 1989.
 - @ The Constitution (Scheduled Castes) Order (Amendment) 1990
 - @ The Constitution (Scheduled Tribes) Order (Amendment) 1991
 - @ The Constitution (Scheduled Tribes) Order second amendment Act, 1991
- %2- Applicable in the case of Scheduled Castes/ Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Smt.*.....father/ mother of Shri/Smt./Kumari*..... of village/town in District/Division of the State/ Union Territory*who belong to the caste/ Tribe* which is recognized a Scheduled Tribe* in the state/Union Territory*.....

..... issued by the
.....

(name of prescribed authority vide No.)..... dated
.....

%3- Shri/Smt./Kumari*..... and /or his/ her* family

ordinarily reside(s) in village / town* of the State/Union Territory of
.....

Signature

Designation

(With seal of Office)

Place:-

Date:-

CERTIFICATE FOR OTHER BACKWARD CLASSES

This is to certify that shri shri/shrimati/ kur.

Son/Daughter of shri of village

District/Division belongs to the

community which is recognized as a backward class under :-

- (i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part- 1, Section-1, No. 186 dated 13.09.1993.
- (ii) Resolution No. 12011/9/94-BCC dated 19.12.1994, published in the Gazette of India, Extraordinary, Part- 1, Section-1, No. 163 dated 20.10.1994.
- (iii) Resolution No. 12011/7/95-BCC dated the 24.05.1995, published in the Gazette of India, Extraordinary, Part- 1, Section-1 No.88 dated 25.05.1995.
- (iv) Resolution No. 12011/44/96-BCC dated 06.12.1996, published in the Gazette of India, Extraordinary, Part- 1, Section-1, No. 210 dated 11.12.1996.

Shri and /or his family
ordinarily

reside(s) in the

.....District/Division of

theState . This is also to certify that he / she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93/-Estt.(SCT) dated 08.09.1993.

DISTRICT MAGISTRATE/

DEPUTY COMMISSIONER ETC.

(Seal)

NOTE:

- (a) The term 'ordinarily' used here will have the same meaning as in section 20 of the Representation of the peoples Act. 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below: -
DistrictMagistrate/Additional District Magistrate/Dy. Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Dy. Collector Ist Class Stipendiary Magistrate/. Sub-Divisional Magistrate/Taluke Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of Ist class Stipendiary Magistrate)
- (b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
- (iii) Revenue Officers not below the rank of Tehsildar and
- (iv) Sub- Divisional Officers of the area where the candidate and /or his family resides.

CERTIFICATE OF CHARACTER

(FOR GROUP C SERVANTS/Multi Tasking Staff)

1. Certified that I have known Shri/Smt. /Kumari.....
son/ daughter of Shri.....for the last _____
years.....months and that to the best of my knowledge and belief he/she
bears reputed character and has no antecedents which render him/her unsuitable
for Government employment.

2. Shri/ S mt. / Kumari.....is not related to me.

Signature

Designation of head of the Educational Institutional last
attended or designation of present employer.

Place _____

Date

I am satisfied about the reliability of the person who has given the above
certificate of character.

Signature

District Magistrate or

Sub Divisional Magistrate or

Stipendiary 1st Class

Place.....

Date.....

Signature

- 1.
- 2.
- 3.

ATTESTED BY

Signature Designation

Place:.....

Date:.....

Specimen signature of

Shri/Smt./Kumari.....(Roll No.....

ANNEXURE -I

(Referred to in para 4.7.2 of Chapter 4)

1. Name of applicant with designation
2. Whether permanent or Temporary
3. Date of appointment in this office
4. S. No. of Gradation list with page No.
5. Year of passing Departmental Confirmatory Examination (in case of Auditor/Steno)
6. Present Educational Qualification and reference, if any, under which permission for the course granted
7. Course of study for which permission is sought (pre/ final years)
8. Institute/ College to be attended and the University to which applied
9. If appearing as private candidates, circumstances under which permission to appear privately will be given by University/Board
10. Course of study with a certificate from the Head of the Institution

Signature of the applicant

Section

Specific Recommendation

Of the Branch Officer

ANNEX URE-II

(vide para 2.2.3)

**OFFICE OF THE PR. ACCOUNTANT GENERAL (GENERAL &
SOCIAL SECTOR AUDIT), RAJASTHAN, JAIPUR**

No.: Admn.I/

Dated :

OFFICE ORDER NO.

SUBJECT : APPOINTMENT ORDER

With reference to his/her letter of acceptance of the offer of appointment Shri/ Smt. / Kumarihis /her particular is given in enclosed annexure , appointed as a temporary Auditor/Stenographer /Audit Clerk/Multi Task Staff etc. He/She will be allowed to draw his / her pay and allowances as admissible under the CCS (Revised Pay) Rules-2016 in Level-() in the Pay Matrix..... in the office of the Pr. Accountant General (General & Social Sector Audit), Rajasthan, Jaipur. His/ Her appointment will be governed by the following terms and conditions which have been accepted by him/her while responding to the offer of appointment.

- (i) The appointment is purely temporary and will be governed by the C.C.S. (T.S.) Rules 1965 and is liable to termination without assigning any reasons under rule 5 ibid.
- (ii) His/ her appointment on two years period of probation. On successful completion of the probation period and after satisfactory service records, he/she will be eligible for regular service .
- (iii) He/She is liable to be transferred to any branch/zonal office of the Pr. Accountant General (General & Social Sector Audit), Rajasthan, Jaipur & office of the Accountant General (Economic & Revenue Sector Audit), branch office O/o Principal Director of Audit (Central) Ahemdabad at Rajasthan, Jaipur either in existence already or likely to be formed in future.

- (iv) He/She is required to work in hindi with reference to his/her acceptance prescribed form by Govt. of India in offer of letter. He/ she shall also have to pass a test in Hindi under the Hindi Teaching Scheme. He/ she will have to comply with the requirements of the C.C.S. (Conduct) Rules, 1964 and the Plural Marriage Act. All rules or orders already in existence or issued from time to time regarding attendance, duties discipline, conditions of service etc. will automatically be applicable to him/ her.
- (v) If he/she belongs to a scheduled caste and professed the Hindu/ Sikh religion, he/she should report any change of religion to the appointing authority immediately such a change takes place.
- (vi) He/She should give a declaration regarding his/her Home Town for the purpose of Leave Travel Concession within 6 months from the date of entry in the service.
- (vii) In case he / she had not entered into Govt. service (Central Govt.) before 01.01.2004, he/she will be entitled to the -New Restructured Defined Contribution Pension Systemø introduced vide Govt. of India ministry of finance notification No. 5/7/2003-ECB&PR dated 22-12-2003 and subsequent orders / clarification issued in this regard from time to time.

**Dy. ACCOUNTANT GENERAL
(ADMINISTRATION)**

PLACE :

DATED :

**DECLARATION ARE TO BE OBTAINED FROM NEW ENTRANTS
TO GOVERNMENT SERVICE.**

I, Shri/ Smt. / Kumari declare as
under :-

- (i) That I am unmarried/ a widower/ a widow.
 - (ii) That I am married and have only one spouse living.
 - (iii) That I have entered in to or contracted a marriage with a person having a spouse living spouse application for grant of exemption is enclosed.
 - (iv) That I have entered into and contracted a marriage with another person during the life time of my spouse. Application for grant of exemption is enclosed.
2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Dated Éí

Signature

Note : Please delete clause/clauses not applicable.
.....

~~OFFICE OF THE PR. ACCOUNTANT GENERAL (GENERAL &
SOCIAL SECTOR AUDIT), RAJASTHAN, JAIPUR~~

DECLARATION

I here by declare that I have studied hindi up to
í í í í í í í í í í í í í í and have enough knowledge of this
language which will enable to carry the office work quite satisfactorily.

Signature

Dated :
DESIGNATION

OATH OF ALLEGIANCE

I do swear/ solemnly

affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India and that I will carry out the duties of my office loyally, honestly and with impartiality.

Signature

"(So help me God)"

Date :

Place: -----

ANNEXURE-III

(In referance Para 2.4)

Courses conducted during in house training:

Induction Courses:

All the newly promoted Assistant Audit Officers and Sr. Audit officers, shall be given an induction course in a phased manner as far as possible within a year of their promotion. This induction course will broadly cover supervisory responsibilities, work content and challenges, planning, organization and management of work, control systems, attitudinal changes, conduct and discipline, administrative vigilance, interpersonal relationship, motivation, moral etc.

Content and material for the above course:

Topics to be discussed during induction course for newly promoted Assistant Audit Officers: Report of CAG of India, Form, Contents and Review of selected DPs, Preparation of the reports, Authority for preparation and scope of report, General layout of Draft report, Important points which can form the subject matter of Audit Report. Learning of a new job quickly, Organizational set up of Audit office, Function of Administration Introduction to Central Civil Services (CCA) and CCS Conduct Rules. Importance of Confidential Reports. How to write self appraisal. Audit of accounts of stores synaptic reviewing stores and stock of various departments, Procurement of asphalt, cement, steel and its utilization. Budget proposals and budget allotment and record Management, General Principles of Audit of Expenditure, Audit Memos, format of IRs and information required in work sheets. Raising, vetting and pursuance of audit objections Accountant

General's role in PAC, System and procedures adopted by PAC, its recommendation and steps taken by Govt., Efficiency cum performance Audit, Nature of audit review of selected projects in depth preliminary studies of the selected scheme before taking of review report, drafting of review. Audit of works/ Forest department. Internal arrangement for internal audit. Practical examples and case studies.

Topics to be discussed during induction course for newly promoted Audit Officers:- Disciplinary cases, CCS (CCA) Rules, Conduct rules and case laws with reference to CAT decision. Procedure of recruitment rules, Reservation to various category SC/ST/OBC/PH, Promotion quotas, Budget proposal and budget allotment, constitutional provisions for budget, Writing of Annual Performance Assessment Report (APAR) and dealing with adverse remarks, consequences of adverse entry. Raising of effective objections, Case study regarding para taken in respect of forest audit. Preparation of plan and execution of projects. Settlement of old Inspection Reports. Responsibility of the inspecting officer in getting compliance to minimize the outstanding paras. Responsibility of the CAG in conducting the Audit of Autonomous bodies/ Grant in Aid Institutions. Procedure of getting notification. Central audit functions of CAP sections organizing and conducting systematic checks of the documents received in central office. Duties of members of CAP sections pursuance of audit notes Functions of CASS sections, Audit of accounts of stores, synoptic review of stores and stock of various departments. Internal audit, internal audit by statutory Auditor Inspection by Director of Audit, case studies, duties of inspecting officer in respect of internal audit. An introduction to audit of Computerized System.

Pre Examination training:

All the eligible officials who apply for different departmental exams such as SAS, Revenue Audit Exam, Departmental Confirmatory exam and stenographer grade-III exam are imparted pre exam training to enhance the capabilities of the official. During the training, officials are introduced all rules and regulations applicable in the IAAD.

In the departmental confirmatory exam officials either promoted to the post of Auditor or recruited to the post of Auditor are made well aware of various manuals and books so that the knowledge of rules, regulations and instructions in general and with particular reference to the work allotted to him can be enhanced.

While imparting training to those who apply for departmental exam for Stenographer Gr.-III are made them understand the principles of steno and also given illustration during verbal discussion of steno and typing.

In house training

There are various in house trainings are being conducted by this office in different cadres to update the knowledge of rules & regulations related to their field for improvement of their skill. By imparting these type of training the effectiveness and capabilities of officers/ officials of this office about work is get improved.

Besides above, training wing of this office helps in finding out the slots for the training that is conducted by RTI. The training wing of this office also prepares feedback of trained officials.

(Authority: CAG's letter No. 36-50 Trg. VHOD/ 95 dated 07.03.1996)

Annexure-I (Vide Para 2.3.6)

QUARTERLY REPORT ON ENGAGEMENT OF RETIRED OFFICIALS ON SHORT TERM CONTRACT

(Must reach by 10th of the next month in respect of previous quarter)

Name of the Office:

Period of Report:

Sl.No.	Name of the retired official & designation held by him at the time of his/her retirement	Date of retirement	Date of appointment as Consultant (initial date be given	Whether appointed for the first time or it is 2 nd or 3 rd term	Cadre to which appointed as Consultant	Performance of the Consultant during the period of appointment
1	2	3	4	5	6	7
Payment details (Contractual payment, TA, Conveyance to be shown separately)	Budget allocation under the Head "Professional Services"	Actual Expenditure on engagement of Consultant up to the quarter (cumulative)				
8	9	10				

Signature

Name & Designation

Annexure-II (Vide Para 2.3.6)

QUARTERLY REPORT ON NUMBER OF PERSONNEL ENGAGED
THROUGH OUTSOURCING

Sl.	Number of personnel engaged through outsourcing			Actual Expenditure on engagement of personnel through outsourcing up to the quarter
	Data Entry Work	Security Functions	Housekeeping functions	
1	2	3	4	5

Signature

Name & Designation

Annexure "A"

To

Subject: Acceptance of the offer of appointment for the post of -----
regarding.

Sir/ Madam,

I do hereby accept the offer of appointment to the post of -----
on probation on the terms and conditions mentioned in your letter No.-----
-----dated ----- .

I request you to kindly arrnge for my medical examination at the earliest/ I am already
serving in the Deptt.----- (Name of the Department)
as----- (Name of the post) under central/State Govt. I was medically
examined and found fit at the time of joining the said post. A certificate to this effect from my
existing employer is enclosed.

My particulars are given as under:

Name-----

Father's Name-----

Complete Address (clearly indicate the name of the District and PIN Code) -----

Date of birh by Christian era -----

Exact height (by measurement) in Centimetres -----

Personal marks for identification -----

Your faithfully

Date:-

(Signature of the candidate)

Annexure "B"

1. (I) Shri/Smt./Kum.-----hereby
declare as under:-

- (i) That I am unmmarried/ a widower/ a widow.
- (ii) That I am married and have only one wife living.
- (iii) That I am married and have more than one wife living.
- (iv) That I am married and during the life time of mhy spouse I have contracted another marriage
- (v) That I am married and my husband hasnot other living wife to the best of my knowledge.
- (vi) That I have contracted a marriage with a person who has already one wife or more living.

I, solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my application. I shall be liable to be dismissed from service.

Dated:-

Signature-----

Note:- * Please delete the clauses not applicable.

ANNEXURE - II

(Referred to in Para 4.8 of Chapter 4)

CALENDAR OF RETURNS

ADMINISTRATION-I SECTION

Returns due to outside authorities

Yearly

Sl. No.	Name of the return	To whom due	When due	Authority
1	Yearly return regarding verification of claims of SC/ST that they have not changed their religion	CAG	First week of April	No.1550/ CA-1/ 100-82 dt. 5.8.88
2	Conversion of temporary post of AAO/Sr. PS (Gr. B) into permanent	CAG	15.04	No.3207-BRS/54-88-11 dt.27.9.89
3	Conversion of temporary post of Audit Officer into permanent	CAG	30.04	CAG-No-4669-BRS/ 134-82(iii) dt.27.11.82
4	Gradation list of staff	CAG	15 June	Para 10.13 of MSO (Admn.) Vol
5	Recruitment against Sports Quota	CAG	15.01	No.533-NGE-III/ 51-NGE-11/75-II dt.27.2.79
6.	Annual return regarding utilisation of no. of vacancies reserved and filled by Ex-service men	CAG	31.01	No.NGE-31/2000 & No.783 NGE/ (App)/ 69-2000 dt.24.7.2000
7.	Continuance of regular temporary post of AO	CAG	Last week of Jan/Ist week of Feb.	AG's Order/OE- II/SP/ 74-75 dt.21.3.94

8.	Sanction for continuance of regular temporary post	CAG	15.02	1666-N-3/N.I/ 178-180/KW dt. 20.05.85
9.	Statement showing the no. of employees serving in IA&AD for the purpose of JCA	CAG	15.02	No. 54-NGE/I/55-67 dt. 20.01.67
10.	Annual return of the utilisation of no. of vacancies reserved and filled by the PH candidates	CAG	28.02	Circular No. 272/95 No.1340 NGE (App)/98-95 dated. 29.08.95
11.	Annual Statement showing the representation of SCs/STs/OBCs in service & number of appointments made during the previous calendar year.	CAG	27.02	CAG's Circular No. 15/NGE/ 2004/47/ NGE/ (App) / 2 -2004/KW dated.10.2.2004
12.	Proposal of dereservation in the cadre of promotion to the post of AAO	CAG	Within 15 days after declaration of SAS result	No.3015-N-111/1-89-111 dt. 18.10.89
13.	Information regarding withdrawal of candidates of SAS/RAE for AAOs	CAG	After 15 days of Exam	Para 9.2.10.2 of MSO (Admn.) Vol.I
14.	Name of the candidates who passed SAS (Comml.) Examination	PD.(CA) Mumbai	After declaration of result.	DDCA/ Letter No. 53-11/284 dated 7.2.62
15.	Information regarding participants of SAS (Preliminary)	CAG	After result	No.402 Exam-33-77 dt.5.7.77
16.	Occupational return (In two years)	Employment Exchange, Jaipur	30/ 11 of alternative year	CAG's letter No.373-RS. 55-56 dated 27.12.60 & Exchange Jaipur Ltr.No. 400/24/12402 dt.25.10.88

17.	Yearly Report for monitoring recruitment of minority community in the Ministry/ Deptt./ PSU/ Subordinate/ attached Offices, representation of minorities in Statutory Selection Board/ Committee	CAG	20nd April	Circular No.NGE/ 34/ 99No.709- NGE(App)/ 43-99 dated 18.6.99 and rectified by Circular No. 14 Staff Wing/ 2013 No. 851 Staff(App-II)/ 71- 2013/ Vol.I dated 31.5.2013
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Half yearly

1	Strength of Commercial wing as on 1 April & 1 Oct.	CAG	15.05 & 15.11	931-12/CA-I/750 dt.30.09.75
2	DCT/ SAS passed staff awaiting promotion in Auditor/Asstt. Audit Officer	CAG	5.7 & 5.1	Hqrs circular No. 925 NGE (JCM) 50-94-111 dt.30.11.94
3	Half yearly Report regarding on reservation of the Handicapped person in Gr. C	CAG	15.07 & 15.01	No.325/ 14/GE- 15/47/50-94-III dt.30. 11.94
4	Half yearly Report on reservation of vacancies of Ex-serviceman in Gr. C&MTS MTS post in proforma of DP's AR Appendix III	CAG	15.07 & 15.01	Cir.No.NGE-44/85 No.2158 NGE-III/21-85 dt.8.7.85
5	Half yearly Report showing the position regarding Deputation Foreign Service of AO/AAO as on 1 Jan. & 1 July every year	CAG	15.07 & 15.01	No. 1997-GE-II/89-86 dt.23.7.86
6	Half yearly Report regarding showing the names of officials who have been on deputation/ foreign service for a period exceeding three years	CAG	15.07 & 15.01	2261-N3/6-85 Vol.III dt. 3.7.86

Quarterly Return

1	Distribution of staff in various cadres	CAG	10.4, 10.7, 10.10 & 10.01	No.2560-BRS-163-2000 KW dt.22.8.01
2	Statement of surplus/ deficit in AAO	CAG	15.4, 15.7, 15.10 & 15.1	No.322NGE- III/ 18-84 dt.13.2.84
3	Quarterly statement of vacancies	CAG	30.4, 30.7, 30.10, 30.01	No.373-BRS-55-60 dt 27 12 60
4	Statement of expenditure of House Building Advance	CAG	7.9, 15.10, 15.1, 15.3	No. 3614-BRS-56-89 dt. 04.12.89 & No.3633-BRS-65-87 dt.11.12.89
5	Quarterly Report regarding dropouts in respect of nomination made by the Commission to user departments for the quarter ending March, June, Sept. and December	S.S.C.	5.4, 5.7, 5.10, 5.1	No. 1.2.82 receipt (NR) dated 3.4.82 SSC D.P. AR (Min. of HA II Floor Lok Noyal Bhawan, New Delhi P-47-C File No. admn.II/4-A- 6/82-83.

Monthly Return

1	Statement regarding strength of AO/AAO as on Ist of each month	CAG	IInd working day of each month	No.1997 GE-II/ 182 - 84 dt.29.8.84
2	Regarding monthly organization statements	CAG	5th of each month	Hqrs. letter 9.11.2001
3	Sanctioned strength & Men-in-position	CAG	10 th of each month	No.4539-BRS-264-84 dt.22.9.84

4	Statement of Expenditure of MCA	CAG	5th of each month August on ward	No.1216-77-II dt.22.4.75 , & 1823/3001/29-422/83-11 dt.17.5.84
5	Statement of expenditure of House Building Advance	CAG	5th of each month Aug. on ward.	No. 1216-77-11 dated 22.4.75 & 1823/3001/29-422/83-11 dt. 17.5.84
6	Information regarding creation/ deletion of unique e-mail ID of Gazetted officers	CAG	Monthly	No. EDP/ G&SSA/ K-94/2012-13 TR-I 146 dt. 23.10.2012

Returns due to Inside Authorities

Yearly

Sl.No	Name of the return	To whom due	When due	Authority
1	Analysis of control Register (HBA)	AO/Admn I	April	CCS/V-12012/Au/ Vol.II 98-2003/TR-I/ 827 dt. 3.2.03
2.	Holding of Preliminary Exam of SAS	DAG/Admn	15.05	CAG/ 1275-Exam/ 75-63 dt. 23.06.75
3	Holding the same seat for more than 3 years/5 years Review by Branch Officer	AO/Admn.I	25.6	Admn.I/STR VI/46 dt. 8.9.92
4	Advt. in Local news papers through DAVP, New Delhi	AO/GD	1.9	30.4.85
5	Annual Indent of Forms	AO/GD-II	20.10	Forms/5/586 dt. 29.8.73

6	Material for promotion of panels for promotion within Group 'C' & 'MTS'	DAG/ Admn.	1.1	CAG-1522/N-3145-84 dated 21.5.84
7	Incentive award scheme for promotion Hindi in Govt. Office.	Raj Bhasha	5.1	Hindi Cell/TR-27 dated 11.6.64
8	Register of Books	AO/L&T	15.1	TM-1.6/ 129 dated 10.4.72
9	Continuance of regular temporary post	Pr. AG	15.2	DAG/Admn. order dated 10.5.76

Half Yearly

Sl. No.	Name of the return	To whom due	When due	Authority
1	Register of Good/Bad work	DAG/Admn.	10.4, 10.10	DAG/Admn/R-166 dt. 16.2.77 & AO/Estt. 5.4.74 cont 78-79/308 dt. 23.1.74
2	Register of oath of Alligence	AO/Admn.I	15.7, 15.1	Office Oredr No. DAG dt. 16.8.85 Para 230 file No. 930-54-55
3	Review of candidates who did not pass/ appear in DCT for Auditors held in February/ August	DAG/Admn.	With 2 days of the declaration of result	CAG No. 421- Exam/ 160-86 dated 17. 5. 88

Quarterly

Sl. No.	Name of the return	To whom due	When due	Authority
1	Disciplinary cases against staff	Sr. AO/ CCS	1.4, 1.7, 1.10, 1.1	Admn-III/ Cell/ 1160
2	Register of Digest of important & interesting cases	AO/Admn	--do --	TM-65/ C-139 dated 9.6.65

3.	Quarterly statement showing the position of civil suits	AO/ CC	3.4, 3.7, 3.10, 3.1	
4	Quarterly Hindi Report	Rajbhasha	5.4, 5.7, 5.10, 5.1	Hindi Cell/Audit/ office order/2334 dated 7.4.84 & 8.8.88
5	Watching of regularization of probation period for 2 years from the date of joining	DAG/Admn.	5.4, 5.7, 5.10, 5.1	File No. P-13014 note sheet 45N
6	Review of Guard File/ Circular file maintained in the section.	AO/Admn-I	10.4, 10.7, 10.10, 10.1	TM-714/122 dt. 25.12.71
7	Register of confirmation cases of Group 'C' & MTS	AO/Admn-I	10.4, 10.7, 10.10, 10.1	TM-71-6-12 dt. 25.12.71
8	Register of points for discussion with DI (if any)	AO/Admn-I	15.4, 15.7, 15.10, 15.1	OM/F22 (10)/Hap 33 dated 19.5.61
9	Control register of MCA/Car Advance	DAG/Admn	15.4, 15.7, 15.10,,15.1	CAG Circular-1314/ TM-2/ 68-69 dt. 5.12.83
10	Control register of HBA	DAG/Admn	15.4, 15.7, 15.10, 15.1	CAG Circular 1314/ TA-2/ 68-69 dt. 05.12.83
11	Conduction of type test	DAG/Admn	15.4, 15.7, 15.10, 15.1	Cell (AG) Au/Order 11 dated 9.4.84
12	Regarding actual expenditure incurred on pay & allowance of regular civilian employees of Central Govt.	Sr. AO/OE	15.4, 15.7, 15.10, 15.1	OE-III/Au.II/2001-02/424 dt. 12.10.01

13	Key Register	AO/Admn I	15.4, 15.7, 15.10, 15.1	T.M./67/6/240 dated 5-10-1964 and No. T.M./67/6/109 dated 11-8-1967 File No. TM/IX/121/67-68 Vol.II). & (GD Manual Para 8.24)
14	Quarterly return regarding updating of local manuals.	Sr. AO/ CCS	05.4, 05.7, 05.10, 05.1	CCS/V-12012/Civil Audit/ 17/ 04-05/TR-1/878 dated 17.12.04
15	Printing requirement	Sr. AO/GD I	1.6, 1.9. 1.12, 1.3	TR-I/48 dt.17.6.65
16	Quarterly return regarding inspection of D.I. By PAG office	Sr. AO/CCS	20.4, 20.7, 20.10, 20.1	CCS/V-12012/Civil Audit/17/04-05/TR-1/878 dt. 17.12.04
17	Register of recording sanction of the staff casual & Temp.	AO/Admn.I	1.6, 1.9. 1.12, 1.3	AG's order dt. 22.11.54 P-3-6 No. A/30-E

Returns due to Inside Authorities

Monthly

S1. No.	Name of the return	To whom due	When due	Authority
1	Regarding information of pending court cases	AO/ CC	1 st of each month	CC/Au/TR-434 dt. 16.9.04
2.	Information regarding order placed in Guard File.	Rajbhasha	Ist of each month	CCS/Au/TR-III/ I28 dt. 27.05.98 & Hindi Cell/Au/98-99/TR-45-49 dt. 14.5.98
3.	Report of the progress of cases of complaints received through Hqrs.	Sr. AO/CCS	Ist of each month	O&M F-15/84-85 dt. 17.4.84 & O/o. No. 38 dated 5.5.80
4.	Monthly Arrear Report	DAG/Admn	5 th of each month	DAG/Admn DO dt. 24.10.85

5	Monthly closing of the Attendance Register	AO/Admn	5 th of each month	GD Manual
6	Register of Good/Bad work	AO/Admn I	5th of each month	AO/F- 166/AO/Admn-II/Contd. 78-79 dated 23.1.79
7	Rosters in respect of promotion	DAG/Admn	5th of each month	CAG-Cir-1869-NGE 11/63-59 dt.19.4.59 &I AG's order.
8	Roster in respect of appointment	DAG/Admn	5th of each month	CAG-Cir-1869-NGE 11/63-59 dt.19.4.59 & AG's order.
9	Register of watching joining report of the staff of this office sent on deputation/ foreign service	DAG/Admn.	5th of each month	Sr. DAG's Order
10	Review of the work done by the typist	AO/GD-II	Ist week of each month	GD-II/Au/2/84- 85/294-95 Dt. 5/1/85
11	Report showing the Monthly State of work in the office	Sr. AO/ITAS	7th of each month	ITAS/ 4-12011/ 74 Vol.11/91-92
12	Regarding information monthly progress of Action plan item.	Sr.AO/ EDP	7th of each month	EDP (Au)/E-Plan/99-2000/TR-I/47 Dt. 18.10.99
13	Register of dictionary of reference	AO/AdmnI	10th of each month	HAD dt. 25/5/75
14	Register of Books	AO/ Admn. I	10 th of each Month	TM O/o No. 590 Dt. 12/1/76

15	Control Register of MCA	AO/AdmnI	10 th of each month	CAG Circular 1314/TM-2/68-69 dated 5.12.1983
16	Control registers of HBA	AO/Admn	10 th of each month	CAG Circular 1314/TM-2/68-69 dated 5.12.1983
17	Information regarding uniform of MTS	Sr. AO/GD-I	10 th of each month	GD- I/AG/Uniform/2000-01- 02-03 dt. 22.5.02.
18	Calendar of Return	DAG/Admn	Every 3rd Tuesday of each month	GD Manual Para 8.2 (V)
19	Register of Permanent & variable statutes	AO/AdmnI	20 th of each month	O.O No. 60-61/336 Dt. 10.10.61
20	Report outstanding reference monthly closing of Dispatch	AO/ AdmnI	26 th of each month	G. D. Manual Para 2.62.2
22	Leave Register	AO/AdmnI	Last day of each month	Admn-II/76/77/415/ dated 24.12.78
23	Information regarding use of ID & Email address	Sr. AO/EDP	10 th of each month	EDP/CA/File No. Email/05-06/TR-1/49 dated 10.5.2005.

Weekly

Sl. No.	Name of the return	To whom due	When due	Authority
1.	Calendar of return	AO/AdmnI	Every Tuesday	G.D. Manual Para 8.2
2.	Pending Diary	AO/AdmnI	Every Tuesday	TM No. 3569 Dated 6.7.53

3.	General Diary	AO/AdmnI	Every Tuesday	T.M. No 3569 Dated 6.7.53
4.	Hindi Diary	AO/AdmnI	Every Tuesday	T.M. No. 3569 Dated 6.7.53
5.	Internal Diary	AO/AdmnI	Every Tuesday	TM No. 3569 Dt. 6.7.53
6.	Urgent Diary	AO/AdmnI	Every Tuesday & Friday	TM No. 3569 Dt. 6.7.53
7.	CAG Diary	AO/AdmnI	Every Tuesday & Friday	TM No. 3569 Dt. 6.7.53

Weekly/Bi Weekly Returns

1.	Urgent Diary	AO/Admn	Every Tuesday & Friday	TM No. 3569 Dated 6.7.53
2.	CAG Diary	AO/Admn	Every Tuesday & Friday	TM No. 3569 Dated 6.7.53

**ADMINISTRATION-II SECTION & PENSIONERS' GRIEVANCES
REDRESSAL CELL**

**(A) ADMINISTRATION-II SECTION
Returns due to outside authorities:-**

Yearly

Sl. No.	Name of the return	To whom	When due	Authority
1	Yearly report regarding verification of service of IA&AS Officers.	CAG	Ist Jan.	CAG's circular No. 224 - TA-II/ 204 -83 dt. 06.03.84 & 517/A-11/204-83 Dt. 8.5.84
2.	Service Sheet of AO/ Sr. AO (Comml.)	CAG	31st Jan.	Hqrs. Circular No. 2436/ CA-I/133-79 dt. 23.11.79
3.	Information regarding pay details of AAO/AO/Sr. AO (Comml.)	CAG	10 th March	Circular No. 324/CA-1/146/95 dt. 19.4.96
4	Immovable Property return of IA&AS Officers sent to Hqrs	CAG	31 st January	CAG Circular No. 6905/ G.E.I/34- 2011/IPR dt. 19. 12.2011
5	Classified list of IA&AS Officers	CAG	As per call from Hqrs Office	Every year as per call from HQs Office File No. AdmnII/R-11017 GSSA/ 174/2015-16

Half Yearly

1	Grant of sanction of special casual leave to staff who are unable to attend office due to natural calamities or Bond etc.	CAG	10th July 10 th jan.	CAG No. 743/NGE-1/ 56-78 dt. 20.06.79
2	List of official sent to P&AO, who due to retire in the next 24 to 30 months	PAO	31 st July 31 st January	CAG No. 5365/215-73 dt. 22.8.1984 CCS (Pension) Regulation 1972 Rule 56

Quarterly

1	Scheme of voluntary retirement of Central Govt. Employees after 20 years of qualifying service	CAG	5th April 5th July 5th Oct. 5th Jan.	GOI OM No. 14(1) EV(A)/79 dt. 28.02.79 & CAG's Letter No. 845-NGE- I/85-79-11 dt. 28.3.79.
2	Detailed information in respect of retired IA&AS Officers	CAG	10 th April 10 th July 10 th Oct. 10 th Jan.	CAG DO letter no.44/Welfare/29/CV/04 dated 21.1.2010

Bi-Monthly

1	Re-verification of cast certificate of ST officials who have appointed on or after 01.01.1995	CAG	30 th April 30 th June 31 st Aug. 31 st Oct. 31 st Dec. 28 th Feb.	CAG Circular No. 06/NGE/2008/151/ NGE (Appoint.) 17- 2007 dated 14.2.2008
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Monthly

1	Prompt settlement of terminal claim/ other complaints regarding retired gazetted/non gazetted officer's.	CAG	15 th of each month	CAG's letter No. NGE/36/1988 dt. 20.5.88 & 582-25/88 dt. 6.4.80
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Returns due to inside office authorities and sections:-

Yearly

Sl. No.	Name of the return	To whom	When due	Authority
1	Register of Increment	BO/DA G	10 th July	DAG/Admn.
2	Certificate regarding annual attestation by Govt. Servant on their Service Book	AG	30 th Sept.	Hqrs. office letter No. 2873/NI/68-81 dt. 20.09.82
3	Annual Indent of forms	GD II	20th Oct.	GD-II/Forms/386 Dt. 29.8.73

4	Register of Books	Lib	15th Jan.	TM-721/20 Date 10.4.72
5	Review of Special allowance of cashier	AG	31st May	AG's order dt. 31.12.79 GOI OM No. 6/31/86 (pageII) dt. 29.09.86 received thorough Hqrs. letter 781/Audit/88-86/IV-86/ 123 dt. 15.10.86
6	Certificate regarding verification of service	AG	31st July	Hqrs letterNo. 2873/NI/68-81 dt. 20.9.82
7	Certificate regarding verification of Register of members of CGEGIS	DDO	31st Jan.	Para 18 of CGEGIS 1980

Half Yearly

1	Maintenance of record of Good & Bad Work	DAG	10.4, 10.10	CAG No. F- 166 A0/Estt/ C0/85T./144 dt. 31.12.70
2	Physical verification of Service Books	DAG	1/6, 1/12	Hqrs. letter No. 2387TA-II/82-79 dt. 20.11.79
3	Test check of physical verification of files/ record/ noted in Key Register	AAO	1.7, 1.1	GD. Manual Annexure-XLI , 6 part v(b) (i) (B)
4	Half Yearly statement showing the position regarding verification of service of Govt. Servant in accordance with rule 32 of CCS (Pension) Rules, 1972	PAG	15.7, 15.1	Hqrs circular No. NGE/ 8/ 1483 vide No. 924/87-88dt.10.3.83 & AG's order in para 2N of file No.Admn- II/315/83-84/ Vol II.

5	List of eligible officers/ officials for granting under MACPS	CC	30 April 31 Oct.	CAG's letter No. 28-Audit (Rules) 8-2009 dated 20.5.2009
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Quarterly

1	Physical verification of Key Register, files etc. by Auditor nominated by AAO	AAO	1.1, 1.4, 1.7, 1.10	GD. Manual Annexure-XLI , 6 part v (b) (i))(A)
2	Digest of important and interesting cases	B.O./ DAG (If there is any matter	1.1, 1.4, 1.7, 1.10	TM 65/C-137 Dt. 19.6.65
3	Progress of ITAP Report	DAG/ Admn	1.1, 1.4, 1.7, 1.10	TM-766/59 dated 29.05.1976 & ITAS-A- 1354-TR 19 date 17.7.79
4	Quarterly position of Civil Suits	CCS	1.1, 1.4, 1.7, 1.10	Admn- III/Cell/A(c)- QR/ 156/14018/171/ 86-87 dt. 29.10.86
5	Register of persons who have completed (i) 50 years of age (ii) 55 years of age (iii) 30 years of Qualifying Service	DAG (Admn.)	1-1, 1-4, 1-7, 1-10	DAG (Admn.)/ 1782 dt. 2.12.85
6	Register of persons who have completed (i) 50 years of age (ii) 55 years of age (iii) 30 years of Qualifying Service	CC and PAO	1.1, 1.4, 1.7, 1.10	DAG(Admn.)/ 1782 dt. 2.12.85 and CCS (Pension) Rule 1972 Annexure 5 (iv)
7	Certificate regarding sending of record to record room	CCS	5.4, 5.7, 5.10, 5.1	TM-126 Date13.3.67

8	Forwarding of application for outside post	DAG	5-4, 5.7, 5.10, 5.1	Extract of notice para 26N to 28N in file No. Admn/ Forward/ 5-788/ Return/ Vol/ 64-65 office of the AG JP.
9	Progressive use of Hindi	Rajbha- sha	5.4, 5-7, 5.10, 5-1	ITAS-K-45-148 dt. 17.03.79 & Hindi Cell /Au/Circular dt. 08.08.88
10	Review of Guard Files/ Circular	Branch Officer	10.4, 10.7, 10.10, 10.01	TM/75/2/122 dt. 25.12.78
11	Quarterly statement where provisional pension/ DCRG has to be authorised and had to be made final on expiry for a period of six months.	DAG	10.4, 10.7, 10.10, 10.01	Rule 74 of CCS (Pension) Rules, 1972
12	Register of watching the receipt & return of record requirement from record room	DAG	15.4, 15.7, 15.10, 15.01	GD- III/Return/record/ K- 74/312 dt. 10.05.75
13	Key Register	Branch Officer	15.4, 15.7, 15.10, 15.01	T.M./67/6/240 dated 5-10-1964 and No. T.M./ 67/ 6/109 dated 11-8-1967 & (GD Manual Para 8.24)
14	Point of Discussion with DI	ITAS	15.4, 15.7, 15-10, 15.01	PR-22/ 10/AAO/ 17 dt. 14.5.61
15	Details of the presumption made in respect the retired Govt.servant & because of incomplete/ improper maintenance of service record	DAG	15.4, 15.7, 15.10, 15.01	Rule 74 of CCS (Pension)1972

16	Register of files	Branch Officer	15.4, 15.7, 15.10, 15.01	GD Manual Para 8.25.2 & O.O. No. KV/ 80- C/36 dt. 18.06.80
17	Report regarding disciplinary cases indicated against the employees in the Group	CC	30.6, 30.9, 30.12, 30-3	Admn III 84-85 dated 25.03.85
18	Activity report on the action plan under computerization policy	EDP	Last week of June, Sept., Dec. , March	EDP Section D.O. No. EDP/Audit/ E Plan/ 196- 197/TR-II/50 dt. 5.8.97

Monthly

1.	Review of Calendar of return	DAG/A dmn	3 rd Tuesday of each month	TM/80-C/132 dt. 2.6.80
2	Register of Govt. Servant who becomes due for retirement in the previous calendar of month & the date of authorization of final pension.	PAG	3 rd of each month	GOI (i) under rule 74 of CCS (Pension) Rules, 1972
3.	Monthly Arrear Report	DAG/ CCS	5 th of each month	TM/63-C/153 dt. 4.9.63
4	Maintenance of record of Good/ Bad work	Branch Officer	5 th of each month	GD-I/12-74/312 dt. 10.05.78
5	Late attendance report	Branch Officer	5 th of each month	G.D. Manual

6	Register of statistics regarding retirement, resignation etc.	Branch Officer	5 th of each month	Admn- I/Au/ Misc/ 8485 / SB/TR-I/ 166 dt. 20.05.84
7	Report on progress of cases complaints received from CAG of India	CCS	5 th of each month	Admn- III/ G-11027/ 17/85-86 Dt. 30.05.86
8	Register of casualties	Branch Officer	5 th of each month	Admn-I(Au)/Misc./ 84-85/ STR-I/ 167 dt. 20.05.84
9	Monthly return showing the details Govt. employees who will retired in the next ten months.	Pr. Accountant General	5 th of each month	GOI (i) below rule 74 of CCS (Pension) Rules, 1972
10	Register of watching receipt and return of record replenished from record room	Branch Officer	5 th of each month	Circular No. GD III/ Return of record/ K-74/312 dt.10.05.78
11	Close of Attendance Register	BO	5th Every month	G.D. Manual
12	Register of Books	Branch Officer	10 th of each month	TM No. 405-70 dt. 12.01.76
13	Progress register of ITAP report	Branch Officer	12 th of each month	TM/ O/o No. 59/27.05.76
14	Register of watch & review of service books of staff completing 25 years of service	DAG	15 th of each month	AG's order No. Admn/ 67-679 dt. 13.07.75 & rule 32 of CCS (Pension) Rules, 1972

15	Register of Inspection of Service Books	Branch Officer	15 the of each month	GO/MOF No. 3/3(3)/GE-1-67 dt. 20.4.67 & CAG No. 1348/TA/698, 2966 dt. 13.05.67
16	Register of complaints received from CAG	DAG	15 th of each month	TM-68/716/61/86 dt. 26.03.68
17	Register of static of volume of work done in Audit Office	Branch Officer	20 th of each month	Control/V/I/60-61/336 dt. 10.10.68
18	Cases of unauthorized absence after expiry of leave or willful absence from duty	Branch Officer	25 th of each month	Admn-II/Gen/81-82/70 dt. 23.09.82
19	Report on outstanding references (Dispatch Register)	Branch Officer	26 th of each month	Para 2.62.2 of Manual of General procedure
20	Leave Register	Branch Officer	Last date of each month	Admn-II/76-77/415 dt. 24.7.78
21	Position of man on leave in each cadre on the last day of month	Admn-I	Last date of each month	Admn-I/AV-9/87-88 TR-1278 dt. 16.7.87
22	Report on usage of Email facility	EDP	10 th of each month	EDP/ CA/ File/ No/ Email/ 2005-06/TR-I/50 dt. 10.05.05
23	Sending Service Books for inspection	ITAS (E&RSA)	10th Every month	ITAS/ E&RSA/ Admn.II/ 2010-11/B165/TR 223 Dt. 30.07.2010

24	Information of staff working in section	Admn-I	5th Every month	Admn- I/AU/Staff list/2012-13 Dt. 24.7.2012
25	Continuity Plan Report	EDP & CCS	5th Every month	CCS/CA/R-11011/K- 6/2009-10/TR-I 538 Dt. 18.1.2013

Fortnightly/Weekly/ Bi weekly

1.	Register of complaint received from CAG	DAG	15 th and 30 th of Every month	TM- 68/716/61/ 86 Dt. 26.3.1968
2.	Urgent Diary	DAG	Tuesday	TM 3569 dt. 6.3.55
3.	Internal Diary	Branch Officer	Tuesday	Para 2.65 of GD Manual
4	Hindi Diary	Branch Officer	Tuesday	TM 3569 dt. 6.3.55
5	General Diary	Branch Officer	Tuesday	TM-3569 dt. 6.3.55
6	Calendar of return	Branch Officer	Tuesday	TM- 6350 dt. 8.4.63

(A) PENSIONER'S GRIEVANCES REDRESSAL CELL

Monthly

1	Position of cases regarding grievances of pensioner's	PAG	Every month	Para No. 1 (e) of Hqrs Office letter No. 353/Welfare/01-2004 dated 23.9.2010
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CENTRAL COORDINATION SECTION**Returns due to outside authorities****Yearly**

Sl. No.	Name of the return	To whom due	When due	Authority
1	Collection of statistics to serve as fair index of the volume of work done in Audit Office.	CAG	30th Sept.	CAC's No. 3885BRS/294-77/ Vdt. 15.9.83
2	Revised system of assessment of performance of audit offices of O/o the Pr. AG (GSSA) Rajasthan, Jaipur	CAG	31 July	CAG letter no.V/Z/19/170-PPG/17-2012 dated 06.06.2012
3	Target & Achievement Report of this office	CAG	15th February/ 15th April	No. 6220-GE- 1/47-85 dt. 4.12.86 & 523-GE-I/47-85 dt. 11.2.87/ 78-Audit (Audit Plg)/ 193-94 dated 06.02.1998
4	Performance Report of both the offices	CAG	When- ever required	574/WR/Coord /PR/215-2013dated 22.07.13 and 1074-1209/ Per. Rep/ SMU/2012-13/ 38-2013 dated 12.07.2013
5	Reclassification of committees	CAG	31 st Oct.	CAG letter No. 667-NGE(App)/ 62-2005 dated 07.11.2005

Half Yearly

1.	List of O.B. Items more than six months old.	Secretary Finance Deptt., Rajasthan	25 th Feb., 25 th Aug.	TM/67/C/140 dt. 23.11.67
2	Standing order on Role of Audit in relation to cases of fraud and corruption	CAG	15 Oct. 15 April	126/Audit(AP)/ 1-2004 dated 06 Sept. 2006
3	Placing of Manuals etc. on Public folder.	CAG	15 Dec, June 15	74-Audit (M&C)/247- 2002 dated 10.11.2009 & CCS/CA/12014/ 15/K- 5/2009- 10/TR-II/370-91 dated 26.11.2009
4	Application of Statistical Sampling in audit and role of NSOs. (O/o the A.G. E&RSA)	CAG	15 Oct. 15 April	44-CAG/SA/NSO/2-2012 dated 02.01.2012

Quarterly

1.	Quarterly Progress Report	CAG	15 th April 15 th July 15 th Oct. 15 th Jan.	Authority CCS/GSSA/ 2012-13/ dated 17-07- 2012 and CAG letter No. 254/WR/ Co-ord/162-2012/ dated
2.	Quarterly report of Supervision of field Audit parties by Group Officers	CAG	15 th April 15 th July 15 th Oct. 15 th Jan.	Authority CAG letter No. 682-Professional Practices Group (PPG)/ 30-2013 dated 25.09.2013 and CCS/GSSA/R-11011/ K-18/ 55/2013-14/TR- 11/250-253
3	Return in respect of units/ vouchers audited during the quarter	CAG	15 th Jan. 15 th April 15 th July 15 th Oct.	No. 467-Audit (Aud./Plg) 48-95 dated 08.06.1995
4	Progress Report regarding the translation of Codes/ Manuals in Hindi	CAG	15 th April 15 th July 15 th Oct. 15 th Jan.	Authority 33- Rajbhasha Section/26-92 dated 19.01.1994

5.	Revision/Updation of Audit Manuals	CAG	15 th April 15 th July 15 th Oct. 15 th Jan.	Authority General Circular No.05 of 2004No. 254-Audit/M&C/252-2000 dated 04.08.2004
6.	Quarterly Report of results of discussion in audit committee meetings	CAG	7 April 7 July 7 Oct. 7 Jan.	Authority 177/ ADAI (WR) /2013/283 dated 20.09.2013

Returns sent to officers & sections with in this office

Yearly

Sl. No.	Name of the return	To whom due	When due	Authority
1	Register of Books	Library	15 th Jan.	GD Manual Part- II Para 7.7(v)

Half Yearly

1.	Maintenance of Records of good and bad work.	DAG. (Admn.)	10 th April & Oct.	F.1661A. O. Estt/ 162.70. / Conf./ 144 dt. 30.12.70, CC/308 3.01.79
2.	Targets & Achievement in respect of this office	From all controlling section	Ist week of Feb/ April	By Order of AG dated 6.5.02. Hqrs letter No.62201 GE-I/ 47-85 dt. 4.12.86 & 523/GEI/47-85 dt. 11.2.87

Quarterly

1.	Physical verification of Key Register files etc. by an Auditor nominated by AAO	AAO	15 th April 15 th July 15 th Oct. 15 th Jan.	GD. Manual Annexure-XLI , 6 part v (b) (i))(A)
2.	Key Register	A.O.	15 th April 15 th July 15 th Oct. 15 th Jan.	GD. Manual Para 8.24.4
3.	Progressive use of Hindi	Rajbhasha Anubhag	5th April 5th July 5th Oct. 5th Jan.	134-RBA/36-95 dated 25.04.95
4.	Review of guard files/ circular file	Branch Officer	10 th April 10 th July 10 th Oct. 10th Jan.	AO/TM/71-C/ 122 dated 25.11.71

Monthly and Fortnightly

1.	Consolidated monthly Arrear Report	Pr. AG	15 th of each month	CCS/V-13013/ITAS dt. 6.3.95
2.	Maintenance of records of good and bad work	Branch Officer	5 th of each month	F-116/A.O. Admn./Conf. 78-79 dt. 23.1.79
3.	Register of watching the receipt and return of record requisitioned from the record room	Branch Officer	5 th of each month	G. D. II/ Record/ K- 74 / 312 dt. 10.5.78
4.	Register of books	Branch Officer	10 th of each month	TN.63/C-217dt. 12.12.82
5.	Report of outstanding references (Closing of Dispatch Registers)	Branch Officer	26 th of each month	359/TM/XIII/A-II/TM/63/ 7134 dt.23.02.63

6.	Calendar of Returns	DAG (Admn.)	3 rd Tuesday of each month.	T.M./ 74-C dt. 1.11.74
7	Late Attendance Report	Branch Officer	5 th of each month	GD Manual.
8.	Register of statistics of volume of work done in Audit Offices	Branch Officer	20 th of each month	O.O.No. 60-61/ 336 dt. 10.10.61
9	Leave Register	Branch Officer	Last day of the month	Admn.II/ 76-77/ 415 dt. 24.7.78
10	Monthly Report of outstanding IRs/ Paras	Pr. AG	10 th of each month	Authority CCS/CA/R-11011/ K-21/2009-10/TR-I/ 133-137 dated 19.05.2009
11	Back up of important data- Operation Continuity Plan -Safety of Records	DAG (Admn)	10 th of each month	Authority CCS/CA/R-11011/ K-6/2009-10/TR-I/ 506-14 dated 15.01.2013

Bi-Weekly

1.	CAG's Diary	Branch Officer	Wednesday, Friday	TM 3569 dt. 6.3.55
2.	D.O./Urgent Diary	Branch Officer	Wednesday, Friday	Para 2.66 GD Manual
3.	Internal Diary	Branch Officer	Tuesday	Para 2.65 of GD Manual
4	Hindi Diary	Branch Officer	Tuesday	TM 06.03.53 dt. 6.3.55
5	General Diary	Branch Officer	Tuesday	Para 2.65 of GD Manual
6	Calendar of return	Branch Officer	Tuesday	TM 6350 dt. 8.4.63
7	IR Monitoring	EDP	Every Wednesday	Authority EDP/CA/IR Monitoring/K-78/2009- 10/TR-I/ 103 dated 14.09.2009

Returns due from other sections/officers in the office

Yearly

Sl. No.	Name of the return	To whom due	When due	Authority
1.	Collection of statistics to serve as fair index of volume of work done in Audit Office	From all controlling section	20th August	T.M./66-C/230 dt. 5.11./66
2.	Revised system of assessment of performance of audit offices of O/o the Pr. A.G. (GSSA) Rajasthan Jaipur	From all Groups and Sections concerned	20th June	CAG letter No. V/Z /19/ 170-PPG/II/ 17-2012 dated 06.06.2012
3.	Performance Report of both the offices	From all Groups and Sections concerned	Whenever required	574/WR/ Coord/ PR/ 215-2013 dated 22.07.13 and 1074-1209/ Per.Rep/ SMU/2012-13/38-2013 dated 22.07.2013
4.	Reclassification of committees	From all Groups and Sections concerne	30th Sept.	CAG letter No. 667-NGE (App)/62-2005 dated 07.11.2005

Half Yearly

1.	List of outstanding O.B.items yearwise and headwise more than six months old.	From all controll-ing	10 th February, 10 th August	T.M./67-C/140 dt. 23.11.67
2.	Standing order on Role of Audit in relation to cases of fraud and corruption	All Groups	10 th Oct. , 10th April	126/Audit(AP)/ 1-2004 dated 06 Sept. 2006

3	Placing of Manuals etc. on Public folder.	From all Groups and Section concerned	5th Dec. , 5th June	74-Audit (M&C)/ 247-2002 dated 10.11.2009 & CCS/CA/V-12014/15/K- 5/2009-10/TR-II/370-91 dated 26.11.2009
4	Application of Statistical Sampling in audit and role of NSOs.	From all Groups & Sections concerned	5 Oct. 5 April	44- CAG/SA/NSO/2-2012 dated 02.01.2012

Quarterly

1.	Quarterly Progress Report	From all Groups and Sections concerned	5 April 5 July 5 Oct. 5 Jan.	Authority CCS/GSSA/R-11011/K-7/15/2012-13/TR-I/13/TR-I/400-409 dated 27.09.2012 and CAG letter No. 254/WR/Co-ord/162-2012/ dated 13 July 2012
2.	Quarterly Report of Supervision of field Audit Parties by Group Officers	All Group officers	5 April 5 July 5 Oct. 5 Jan.	Authority CAG letter No. 682- Professional Practices Group (PPG) /30-2013 dated and CCS/ GSSA/ R-11011/ K- 18/55/2013-14/ TR-II/ 250-253
3	Progress Report regarding the translation of Codes/ Manuals in Hindi	From all Groups and Sections concerned	5 April 5 July 5 Oct. 5 Jan.	Authority 33-Rajbhasha Section/26-92 dated 19.01.1994

4.	Revision/Updation of Audit Manuals	From all Groups and Sections concerned	5 April 5 July 5 Oct. 5 Jan.	Authority General Circular No. 05 of 2004 No.254-Audit/M&C/ 252-2000 dated 04.08.2004
5	Quarterly Report of results of discussion in audit committee meetings	From all Groups and Sections concerned	3 April 3 July 3 Oct. 3 Jan.	Authority 177/ADAI (WR)/ 2013/283 dated 20.09.2013 and CCS/GSSA/ R-11011/K-16/ 48/2013- 14/TR-I/ 209-212 dated 25.09.2013

Monthly

1	Monthly Arrear Report	All Sections of Admn Group	10 th of each month	Authority CCS/V-13013/ ITAS dated 06.03.1995
2	Monthly Report of outstanding IRs/ Paras	All Groups	5 th of each month	Authority CCS/CA/R-11011/K-21/2009-10/TR-I/ 133-137 dated 19.05.2009
3	Back up of important data-Operation Continuity Plan-Safety of Records	All Sections of Admn Group	5 th of each month	Authority CCS/CA/R-11011/ K-6/2009-10/TR-1/506-14 dated 15.01.2013
4	IR Monitoring	All Groups	Every Tuesday	Authority EDP/CA/IR Monitoring/K- 78/ 2009-10/ TR-I/103 dated 14.09.2009

OFFICE ESTABLISHMENT-I

Returns due to outside authorities

Yearly

Si. No.	Name of the return	To whom due	When due	Authority
1	Acknowledgement of permanent advance (Imprest)	CAG.	15 th April	Vide G.F.R. 90 (vi)
2.	Return under Income Tax Act 61 for the year ending 31st March.	I.T.O. Salary Circle Jaipur	30 th April	CAG's No. 1559 Admn.II 200-60 dt. 10.10.64
3.	Revised estimates for current year and Budget Estimates for ensuing year	CAG	September, October	CAG's letter No.828 dt. 8.6.84 and 1.8.64
4	Final Review of the expenditure	CAG	End of Sept.	Para 11.14.1 of M.S. 0. (Admn.)

Quarterly

1.	Submission of Quarterly Return regarding actual expenditure incurred on pay & allowance of civilian Central Govt. Employees	CAG & Ministry of Finance	30/4, 31/7 31/10, 31/ 1	O.M. No. 5-11011 (1) 97-PRU dt. 9.4.97
2	Quarterly Income Tax Return	ITO Jaipur	15.07, 15.10, 15.01, 15.05	As per order of Income Tax Officer Press clipping.

Returns due to officers and other sections

Yearly

Sl. No.	Name of the return	To whom due	When due	Authority
1.	Certificate of acknowledgement of Permanent Advance	AO/DD/ PAO	15th April	Rule 90 of GFR
2	Register of Books	AO/GD (Lib)	15th Jan.	No.T.M./6520/279 1 dt. 21.12.69
3	Register of Duplicate cash chest keys	DAG (Admn)	15th April	Note 4 below Rule13 of Receipt & Payments Rules.

Quarterly

1.	Digest of important and interesting cases	Branch Officer Sr. DAG when such cases are	Ist April Ist July Ist Oct. Ist Jan.	No. TM 65-6/ 139 dated 9.6.65
2	Certificate regarding sending of records to Records Section.	To be given in Monthly Arrear Report	5th April 5th July 5th Oct. 5 th Jan.	No. TM 62-c/ 139 dt. 9.6.65
3	Physical verification of Key Register by an auditor other than dealing one	AAO	Ist April Ist July Ist Oct. Ist Jan.	GD. Manual Annexure-XLI , 6 part v (b) (i)(A) (0/o No. TM 64- 61/ 210 dt. 5.10.94 No. T.M. 67-6/109 dated 11.8.67)
4	Disciplinary cases initiated against the employee in the Group	CCS	30 th April 30 th July 30 th Oct. 30 th Jan.	TM.VIII/Displ./8 2-83/ 76 dt. 7.7.82
5	Progressive use of Hindi	Rajbhasha Anubhag	5 th April 5 th July 5 th Oct. 5 th Jan.	No. O.O. II/62- 69/vol.II/323 dt. 13.12.69

6	Register of cases of over payment and consequent initiation of disciplinary action relating there-to	Sr.DAG (Admn.)	5 th April 5 th July 5 th Oct. 5 th Jan.	No. Admn.II/74-75/ T.R.57 dt. 13.12.69
7	Review of guard files/ circular file	Branch Officer	10th April 10th July 10th Oct. 10th Jan.	No. T.M. T.R. 122 dated 30.12.71
8	Quarterly statement showing the position of civil suits/ writ petition/ application filed by serving/ retired state Govt. employees and other persons in service matter not belonging to the IA&AD filed against Govt. where in CAG/ AG/ DI has been implered as one of the dependents/ respondents.	C.C.S.	1st April 1st July 1st Oct. 1st Jan.	Admn.III Cell audit C-14018/71/86-87 C/R Civil Suits/ petition 68 dt. 8.9.81 letter No.406- 10/71-86 dt. 18.7.86
9	Key Registers	Branch Officer	15th April 15th July 15th Oct. 15th Jan.	G.D. Manual Para 8.24.4, No. T.M. 64- C/240 dated 5.10.64
10	Report of undisbursed items of Pay & Allowances	Sr. DAG (Admn.)	15 th June 15 th Sept. 15 th Dec. 15 th March	Sr. DAG order in Undisbursed Register dated 6.3.64.
11	Register for watching the receipt and return of records requisitioned from the Record Branch	Sr. DAG (Admn.)	5th April 5th July 5th Oct. 5th Jan.	No. GD.III Return of Records/I.C.- 174/312

12	Complaints received from C.A. G.	Pr.A.G.	15 th April 15 th July 15 th Oct. 15 th Jan.	T.M. 81-C 38 dated 19.9.81
13	Certificate of reconciliation Departmental Expenditure	PAO	25/4, 25/7, 25/10, 25/1	PAO/IAD Reconcile 98- 99/1288 dt. 5.2.99

Monthly

1.	Register of cases of over payment and consequent initiation of disciplinary action relating there to	Branch Officer	1 st of each month	No. Admn.I 74-75/ T.R. 54 dt. 12.2.75
2	Late Attendance Report	Branch Officer	Ist of each month	A.A.G.'s order
3	Monthly Arrear Report	Sr. DAG	5th of each month	Para 8.5.3 of G.D. Manual
4	Register of Review of Pay Bill Register	Branch Officer	5th of each month	A.O.'s orders dt. 28.3.63
5	Report regarding good and bad work done by the staff	Branch Officer	5th of each month	No.F- 166/A.O.Confd./ 174-dated 17.11.75
6	Register of Books	Branch Officer	10th of each month	No. G.D. / 190 dated 21.1.56 T.M. No. 65-C 297 dated 21.12.65

7	Monthly Review of Expenditure	CAG	10 th of each month	M.S.O. (Admn) Vol.I Para 369 CAG's No. 10/BRS-84-II dt. 3.8.84
8	Register of undisbursed items of Pay and Allowances (Cash)	Branch Officer	10 th of each month	No. O.E. I/ Cash dated 20.11.65
9	Register to watch the receipt of L.P.C.	Branch Officer	15 th of each month	DAG's orders dated 30.1.63
10	Review of A/Roll By A.A.O.	Branch Officer	15 th of each month	Para 13.7.5 of the manual of Admn and Estt. Branch
11	Review of Bill Registers by A.A.O	Sr. DAG (Admn.)	20 th of each month	DAG's orders dated 7.12.71
12	Register of statistics of volume of work done in Audit Office	Branch Officer	15 th of each month	Central IV, 1/60-61/336 dt. 10.10.61
13	Review of Calendar of returns	Sr. DAG (Admn.)	3 rd Tuesday of every month	No. T.M. 74-C-97 dated 11.11.74
14	Register of persons subscribing P.L.I	Branch Officer	25th of each month	A.O.'s orders dated 7.3.63
15	Report regarding preparation of pay bills and sending to P.A.O.	Sr. DAG (Admn.)	25th of each month	DAG's orders dated 08.07.69
16	Dispatch Register	Branch Officer	26th	G.D. Manual Para 2.62.2, No. T.M./63/6/60 dated 8.4.63

17	Leave Procedure Register	Branch Officer	Last working day of the month	No. ADmn.II 76-77/415 dt. 24.7.76
18	Monthly report of linking of A rolls in respect of D.D.s sent to field staff/ firms suppliers	Sr. DAG (Admn.)	20 th of every month	File No. OE-I/A Rolls/78-79 D.D. Seat.
19	Register for watching the receipt & Return of records requisitioned from the Record Branch	Branch Officer	5 th of every month	No. G.D. III/ Return of Records/C/74/312
20	Register showing expenditure under 2016 Audit as compared with Budget Estimates	Sr. DAG (Admn.)	20 th of each month	D.A.G.'s order.
21	Submission of Register of requisition of Bank Draft.	Audit Officer	20 th of each month	C.A.G's Gen. Circular No. 606-1886/184/A.G./39-84
22	Review of Challans	Sr. DAG (Admn.)	15 th of every month	Orders of A.G.
23	Remittances of Challans	Branch Officer	15 th of every month	Orders of A.G.
24	GPF final withdrawal of retiring personnels	PAO	5 th of each month	As per letter of PAO
25	Computerization of Action Plans Hqrs	DAG (EDP)	10 th of every month	No. EDP(AU) E-Plan/ 98-99 dated 6.11.99

26	Prompt Settlement of terminals claims & other complaints of retiring persons	AO/Adm	10 th of every month	CAG No. NGE/ 36/ 20.5.88/582/NJ-28-88/ 6.4.89
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Fortnightly

1.	Register of complaints	Sr. DAG (Admn.)	15 th ,30 th of each month	TM/68/116-6/26 dated 26.3.68
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Weekly/Biweekly

1	CAG.s Diary	Branch Officer	Every Tuesday & Friday	A. G's orders dated 26.4.58
2	Urgent/CAG Diary	Branch Officer	Every Tuesday & Friday	G.D. Manual 2.66
3	Hindi Diary	Branch Officer	Every Tuesday	A.G.'s orders dated 26.4.58
4	General Diary	Branch Officer	Every Tuesday	A.G.'s orders dated 26.4.58
5	Inter-Sectional Diary	Branch Officer	Every Tuesday	A.G.'s orders dated 26.4.58
6	Calendar of Returns	Branch Officer	Every Tuesday	A.G.'s orders dated 26.4.58
7	Register of pending cases	Branch Officer	Every Tuesday	A.G.'s orders dated 26.4.58

OFFICE ESTABLISHMENT II

Returns due to outside authorities

Yearly	N I L
Half Yearly	N I L
Quarterly Report	N I L
Monthly Report	N I L

Returns due to officers and other sections within the office

Yearly Returns

Sl. No.	Name of the return	To whom due	When due	Authority
1.	Register of Books	A.O./G.D./ Library	15 th January for verification	G.D. Manual Para-7.7 (v)
2	List of Govt. Servants who have drawn more than Rs. 1000 per annum on account of reimbursement during the financial year.	Sr. DAG (Admn.)	End of April	C.A.G.'s No.3034 NGE.I/ 147-70 dt. 19.8.71 and DAG's order dated 3.9.71
3	Review by the Branch Officer of rotation of staff continue in the same seat/ section for more than 3 years/5 years respectively	Branch Officer	25 th June	Admn-II/ SFC T.R./8/403dt. 8.9.82
4	Statistics to serve and Index of the volume of work done.	C.C.S.	10 th August	O.O. T.M./ 70-C 98 dt. 2.7.70
5	Annual Indents of Forms	A. O./ G. D.	15 th Jan.	T.M. No. 72/ C-29 dt. 10.4.72
6	Quarterly Hindi Progress Report (Entries in Registers and Service Books of offices in "A" and "B" regionals	Hindi Officer	First Week of April	Rajbhasha Adhikari (Hindi Timahi Prativedan) 74-TR-I-8/4/2013/ 884 dated 20.3.2002

Half Yearly

1	Physical verification of guard files etc.	Branch Officer	Ist July Ist Jan.	G.D. manual. Annexure-XLI, 6 part v (b)(i) (b)
2	Test Check of physical verification of files/ records noted in Key Register	Branch Officer	Ist July Ist Jan.	G.D. manual. Annexure-XLI, 6 part v (b)(i) (b)
3	Use of Statistical Sampling in Audit	CCS	31 st March 30 th Sept	HQrs Office letter no. 44-CAG/SA/NGO/2- 2012/ Dated 2.1.2012

Quarterly Returns

1.	Digest of important and interesting cases.	Branch Officer	1st April 1st July 1st Oct. 1st Jan.	T.M./65-C 139 dated 9.6.65
2	Progressive use of Hindi in the office work.	Rajbhasha Anubhag	5 th April 5 th July 5 th Oct. 5 th Jan..	G.E.II/HL/G.O. 62- 69/vol-II 323 dated 3.12.69
3	Review of Guard files and Circular files	Branch Officer	10 th April 10 th July 10 th Oct. 10 th Jan.	T.M. 71-C 122 dated 25.12.71
4	Points of discussion with Director of Inspection (Report to be sent if points come to notice)	I.T.A.P.	15th April 15th July 15th Oct. 15th Jan.	T.M. -I/ 63-C 59 dated 14.11.63
5	Key Register	Branch Officer	15th April 15th July 15th Oct. 15th Jan.	T.M.64-C/240 dated 5.10.64

6	Physical verification of Key Registers by Auditor nominated by AAO	AAO	10 th April 10 th July 10 th Oct. 10 th Jan.	G.D. manual. Annexure-XLI, 6 part v (b) (i) (a)
7	Progress of I.T.A.P. Report	Sr. DAG (Admn.)	Ist week of April, July, Oct & Jan.	I.T.A.S. /C-1354-T.R. / 449 dt. 17.7.79
8	Report of Disciplinary cases initiated against the employees in all groups	C.C.	Last day of June, Sept., Dec. & March	TM. VIII/Disci/82-83/176 dt. 27.7.82
9	Introduction of proper system for monitoring of complaints received from retired as well as serving employees of the Department	Welfare Cell	Ist April Ist July Ist Oct. Ist Jan.	No. WC/W-16014/71/88-89/TR-135 dt. 19.7.89
10	Register of Good and Bad work	DAG Admn	10 April 10 July 10 Oct 10 Jan	MO-65/AO/Govt./144 dated 17.11.1995
11	Register of Files	BO	15 April 15 July 15 Oct 15 Jan	Para no.8.25.2 of G.D.Manual
12	Statement showing CAG as Respondent for cases filed against the Govt.by employees serving/ retired from State Govt. for cases not related to IA&AD.	Conf.Cell	1 April 1 July 1 Oct. 1 Jan.	Admn-II Civil Audit/ C-14018-71/86-87/ C/R Civil Suit/ Petition 68/ date 8.9.81 letter no. 406-10/ 71-86 dated 18.7.86
13	Monthly statement Expenditure under head TA/ Medical/ LTC	BO/OE-I	10 July 10 Oct 10 Jan 10 April	MSO VRI para CAG's No. 10/BRS 84-II- 3884

Monthly

1	Return regarding staff position including on leave	Admn.I	Ist of each month	Admn.I/Staff Posting/ 75-76 dated Nil
2	Monthly Arrear Report	Sr. D.A.G. (Admn.)	5 th of each month	Para 8.5 of G.D. Manual.
3	Late Attendance Report	Branch Officer	5 th of each month	C.A.G.'s order
4	Complaint received through C.A.G. (Nil report need not to be sent)	E. C. P.A.	5 th of each month.	T.M. 68-C 46 dated 26.3.68
5	Register of Good and Bad Work	Branch Officer	5 th of each month	No. F.166 A.O. / Conf. / 144 dt. 7.11.75
6	Register of Books	Branch Officer	10 th of each month	G.D. No. 390 dated 12.1.56 T.M. No. 65-C/297 dated 2.12.65
7	Ledger closing of Tour Advance	Branch Officer	15 th of each month	Order dated 3.4.78 file No.0E.II/C-78 on T.A. Seat.
8	Ledger closing (1) L.T.C. (ii) Transfer/ Adv. (iii) Tour	Branch Officer	15 th of each month	DAG's order dated 3.4.78 file No. 0E.II/C-78 on T.A. Seat.
9	Register of statistics of work done.	Branch Officer	20 th of each month	Control/VII (I) Sub.60-61/ 326 dated 10.10.61No. 208
10	Review of Calendar of Returns	Sr. DAG (Admn.)	1 st Friday of the month	T.M. No. 74-C/97 dated 11.11.74

11	Dispatch Register	Branch Officer	26 th of each month	T. M. I/ 163-60 dt. 18.4.65 GD Mannual 2.62.2
12	Register of complaints	Branch Officer otherwise A.G.	last working day of the month	T.M.68-C-116/VI/26 dt. 26.3.68
13	Leave Procedure Register	Branch Officer	last working day of the month	Admn.I/76-77/415 dt. 24.7.76
14	Monthly Progress of I.T.A.P report.	Branch Officer	12 th of each month	O./O. ITAS 72-TM-74 dated 11.1.74
15	Register of watching the receipt and return of the Record requisitioned from the Record.	Branch Officer	5 th of each month	G.D.Mannual Part-II 10.9 (C) Page-89
16	Review of M.A.R. by B.O.	Branch Officer	15 th of each month	G.D. Mannual paira 8.5 (TM. No. 9/ Review/ M.A.R./ 81-84/ 42 dt. 24.9.84)
17	Quarterly claim of TA, LTC & Medicals	P.A.G.	7 th of each month	AG's order dt 14.12.92
18	Details of Expenditure under the Head Tran. Expenditure	Branch Officer	10 th of each month	CAG/ 1152/Budget/ G-9/dated 22.7.91

19	Monthly statement Expenditure under head TA/ Medical/ LTC	BO/OE-I	5 th of every month	MSO VRI CAG's Para No.10/ BRS/ 84-II- 3884
20	File regarding letters to be kept in Guard file	Rajbhasha Anubhag	First of every month	CCS/Audit/TR- 11-131dated 25.9.1999
21	Operational Continuity Plan - Safety of Record	CCS	5 th of month	EDP/ CA/ K-104/IT Security/ 2009- 10/TR-I/153/dt 21.7.2009

Fortnightly Report

Nil

Weekly arrear report regarding letters

1.	CAG.Diary	Branch Officer	Every Tuesday & Friday	A. G's orders dated 26.4.58
2	Urgent/CAG Diary	Branch Officer	Every Tuesday & Friday	G.D. Manual 2.66
3	Hindi Diary	Branch Officer	Every Tuesday	A.G.'s orders dated 26.4.58
4	General Diary	Branch Officer	Every Tuesday	A.G.'s orders dated 26.4.58
5	Inter-Sectional Diary	Branch Officer	Every Tuesday	A.G.'s orders dated 26.4.58
6	Calendar of Returns	Branch Officer	Every Tuesday	G.D. Manal Para-8.1.7
7	Medical Bills Diary	Branch Officer	Every Tuesday	Sr. DAG's Orders.
8	LTC Diary	Branch Officer	Every Tuesday	Sr. DAG's Orders.
9	T.A. Bills Diary	Branch Officer	Every Tuesday	Sr. DAG's Orders.

CONFIDENTIAL CELL

Returns due to outside authorities

Yearly

Sl. No.	Name of the return	To whom due	When due	Authority
1.	Annual return regarding sexual harassment of working women.	CAG	31 st January	Hqrs.letter no15-NGE/ Disc. / 34-99 dated 24.01.2000
2.	Annual return regarding holding of DPC	CAG	10 th January	Hqrs letter no. 393-NGE (App)/ 12-2000 dated 24.04.2000
3.	Annual return of appeals, memorials, petitions addressed to C&AG but withheld by AG"s/ Pr. DA for the year ending 31 st march	Asstt. CAG(N)	30 th April	Hqrs. letter No. 70-NGE- Disc/ 13-94 dated 01.03.94
4.	Submission of documents of the recognition association to the Hq's as per requirement of CCS (RSA) rules, 1993	Astt. C&AG (N)	1 st July	Rules 6 (e) of the CCS (RSA) Rules, 1993
5.	Annual returns regarding membership position of association of Sr. AO/ AO"s (C) and AAO's (C) as verified through check off system (Received by OE- III)	Sr. AO/ CA-I Hqrs Office	5 th August	Hqrs. Letter No.448/ CA-I/76- 2007 dated 19.05.2008

6.	Annual Return regarding review under FR56(J) in respect of Gazetted Officers	Dy. Director (Personnel)	14 th August	Hqrs office Letter No. 2639-N.3/76-86/ II dated 20.07.87
7.	Annual Return regarding review under FR56(J) in respect of Non Gazetted Officials	Asstt. CAG (N)	14 th August	Hqrs.officeLetter No. 2639-N.3/76- 86/11 dated 20.07.87
8.	Annual Return of Confidential Report in respect of Gazetted officers.	Asstt. CAG(N)	24 th Dec.	Hqrs. Letter No. 1957-NG.2/ 13-81 dated 23.04.82
9.	Annual Return of APAR in respect of Non Gazetted officials.	Asstt. CAG (N)	24 th Dec.	Hqrs. Letter No. 1957-NG.2/ 13- 81 dated 23.04.82

Half Yearly

1	Half yearly court cases, vigilance of Disciplinary cases (including suspension cases) in respect of AAO/ Sr.AR./Ar. of commercial cadre.	Principal Director (Comml.)	15 th January 15 th July	Hqrs Letter No.1587/ CA-I/63-2006 dated 20.11.2008
2	Half yearly return of vigilance cases in respect of NonGazetted Staff	Asstt. CAG (N)	10 th Jan. 10 th July	Hq.Letter no. 42/91 staff disc 11/2011 dated 24.02.2011

3.	Half yearly return of vigilance, cases in respect of Gazetted Staff	Asstt. CAG (N)	10 th January 10 th July	Hq. Letter No. 42/91 staff disc 11/2011 dated 24.02.2011
4.	Half Yearly return of review of cases of Group B Gazetted officer of Commercial Cadre under 56 (J)	Sr, Administrative Officer	5 th Jan. 5 th July	Hqrs. Circular No. 84 to 125 CA-I/333-2006 dated 23.01.2013

Quarterly

1	Quarterly statement showing the position of the civil suit/ Writ petition/application filed by serving/ retired employees of Indian Audit & Accounts Dept. against Government which are pending in courts/ tribunal instruction regarding.	Director (Legal)	7 th April 7 th July 7 th Oct. 7 th Jan.	Hqrs. Letter No. 240-NGE LC/50-98 dated 24.04.98
2	Quarterly statement showing the position of the civil suit/ writ petition/ application filed by serving/ retired state Govt. Employees and other person belonging to the Indian Audit & Accounts Department filed against C&AG/ Accountant General/ Director of Audit has been impleaded as one of the defendants/ respondents instruction regarding.	Director (Legal)	7 th April 7 th July 7 th Oct. 7 th Jan..	Hqrs. Letter No. 405 LC/71-86 dated 18.07.86 & 1083 LC/148- 87/111 dt. 11.12.87

Monthly

1	Monthly of Disciplinary cases (including suspension) in respect of Gazetted Officers.	Asstt. CAG(N)	1 st Week of each month	Circular No 30/ Staff/2011 Hqrs Letter No-147 staff (Disc-II/44-2010 dt. 17.08.2011
2	Monthly return of Disciplinary cases (including suspension) in respect of Non - Gazetted Officials.	Asstt. CAG(N)	1 st Week of each month	Circular No 30/ Staff/2011 Hqrs Letter No-147staff (Disc-II/44-2010 dt. 17.08.2011

Returns due to officers and other sections within the office

Yearly

Sl. No.	Name of the return	To whom due	When due	Authority
1.	Annual Return regarding Hindi entries in register and diaries which is kept in office.	Rajbhasha	10th April	Rajbhasha/Audi t-I.-2000-01/ Hindi-I/ 171 dated 22.03.2001
2.	Reclassification of Committee.	CCS	30th September	Hqrs Letter No.67 NGE/2005/667/ NGE (App)/62-05 dated 07-11-05

Quarterly

1	Quarterly Hindi Return	Rajbhasha	5th April 5th July 5th Oct. 5th Jan.	Office order no 6 and letter No./ Rajbhasha section/letter No. Rajbhasha/Audit-I/karyavrt/2002-03/ dated 12.09.2002
2	Quarterly return on court cases, vigilance & Disciplinary Cases (including suspension cases) in respect of the AAO's/AO's/ Sr. AO's of Commercial Cadre.	Accountant General (E&RSA) (for perusal)	April May Oct. Jan.	CAG office Letter No.1587/ CA-1/63-2006 dated 20.11.2008

Monthly

1	Return regarding working strength in confidential cell.	Sr. AO/ Admn.- I	1 st day of each month	Letter No. Admn.óI / CA/K/2009-10 dated 19.08.2009.
2	Return regarding Computer Printer.	Sr. AO/ EDP	1 st day of each month	EDP Section letter No. EDP/ (Audit) E-Plan/ 1999-2000/TR-I/48 dated 18.10.1999.