



No. ELFA/EA/2024/80-117
OFFICE OF EXAMINER, LOCAL FUND ACCOUNTS
CHANDIGARH ADMINISTRATION
LOCAL AUDIT DEPARTMENT
(ESTABLISHMENT BRANCH)

PANJAB UNIVERSITY, ADMIN BLOCK, SECTOR 14, CHANDIGARH

Date: 26-06-2024

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18.7.24

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To

1. The Comptroller & Auditor General of India
2. The Chief Secretaries (as per list attached)
All the State Governments
3. The Chief Secretaries/Advisor to Administrators (as per list attached)
All the Union Territories
4. The Additional/Joint Secretary to the Govt. of India
Ministry of Home Affairs
Govt. Of India, New Delhi
(for circulation among all the Departments of Govt. of India)

4/7/24

B. Seng (Pers)

5/7/24
S. Seng (Pers)

Subject: Filling up of 04 Posts of Section Officer (Local Audit) (Group B) in the Local Audit Department, Chandigarh Administration.

Sir/Madam,

I am directed to address on the subject cited above and to intimate that the Chandigarh Administration proposes to fill up 04 posts of Section Officer (Local Audit) (Group-B) in the Pay Level 13 (Rs. 46000-146500) as per Punjab Pay Commission and Pay Level 8 as per 7th CPC (plus other allowances as admissible to UT Government employees) in Local Audit Department, Chandigarh Administration by way of deputation.

S. Seng (Pers)

5/7/24

The requisite qualification, experience, age, pay scale etc. for the post to be filled up by way of deputation Officers under the Central Govt./State Govt./Union Territories:

Officers under the Central Govt./State Govts./Union Territories

- (a) (i) Holding analogous post on regular basis in the parent cadre or department; or
(ii) With 3 years service rendered after appointment to the post on a regular basis in the Level-7 (Rs.44900-142400) in the Pay Matrix or equivalent in the parent cadre or department; and
- (b) Possessing the following educational qualification and experience :
 - (i) Bachelors degree from a recognized University or Institution;
 - (ii) Three-year experience in field of audit accounts/budget

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S. V. K.

Note-1 The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, Deputationists shall not be eligible for consideration for appointment by promotion.

Note 2 Period of Deputation including period of Deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed

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- (iii) The Post shall be filled up on deputation initially for a period of one year on Standard terms and conditions of the Govt. employees on deputation from the Govt. of Punjab, Haryana and Himachal Pradesh with Chandigarh Administration circulated vide letter Endst. No. 10342-FII(10)-78/10046-48 dated 5.10.1978 read with letter Endst. No. 10343-FII(X)-78/18254 dated 27.10.1978 and letter No. 31/2/94/IH(9)/5243 dated 12.09.1996 further amended from time to time. (Subject to revision of terms and conditions as per Central Civil Service Rules)

AGE LIMIT: For appointment by Deputation not exceeding 56 years as on the closing date of receipt of application.

It is requested that the application complete in all respects from willing and eligible officers, who fulfill the eligibility conditions and who can be spared for taking up the assignment **within 60 days** of the intimation of their selection, duly signed by the candidate and countersigned by the Head of office or any other officer authorized to sign along with following documents may kindly be sent through proper channel, in the enclosed Curriculum Vitae Proforma (**Annexure A**):

- (i) Up-to-date Annual Confidential Reports in original of the applicant(s) for the last five years.
- (ii) Integrity Certificate signed by the Head of the Institution.
- (iii) Vigilance Clearance Certificate indication that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the Officer concerned.
- (iv) Certificate regarding no court case is pending against the officer concerned signed by the Head of the Institution.
- (v) Statement of major/minor penalties, if any, imposed on the candidate during the last 10 years or a no penalty Certificate, as the case may be.

Applications be addressed to the Assistant Controller (Local Audit), Local Audit Department, Room No. 96, 2nd Floor, Administrative Block, Panjab University, Sector 14, Chandigarh – 160014.

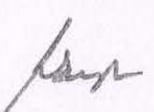

The said posts are being got published separately in the "Employment News" and the closing date for receipt of application shall be 60 days from the date of its publication in the 'Employment News'. The details of this advertisement can also be downloaded from our website <https://chandigarh.gov.in/information/public-notices>

It is further requested to circulate the above contents among all the Central/State/Union Territory and Organized Account and Audit services of Govt. of India for similar action.

This issued with the approval of the Finance Secretary-cum-Secretary, Local Audit Department, U.T., Chandigarh.

A copy is forwarded to the following for their information & necessary action:

1. The Central Surplus Staff Cell, Department of Personnel & Training, Nirvachan Sadan, New Delhi with a request to intimate as to whether any suitable surplus employee who fulfills the norms for the above said post is held on the surplus roll. If so, the name of the said employee may be furnished to the Local Audit Department, Chandigarh Administration otherwise a No Objection Certificate may be issued in this regard. **(Copy of Proforma & Notified Recruitment Rules is enclosed herewith).**
2. The Director General (Resettlement) Ministry of Defence, West Block, Sector-V, R.K. Puram, New Delhi with a request to intimate as to whether any suitable employee who fulfills the norms for the above said post is held on rolls, If so, the name of the said employee may be furnished to the UPSC under intimation to this department otherwise a No Objection Certificate may be issued in this regard. **(Copy of Proforma & Notified Recruitment Rules is enclosed herewith).**
3. Department of Personnel & Training, North Block, New Delhi with a request to upload the vacancy circular in their website, under the tab/link of "Vacancy Notification in Ministry/Department".


**EXAMINER, LOCAL FUND ACCOUNTS
CHANDIGARH ADMINISTRATION.**


PROFORMA
(for seeking Non-Availability Certificate)

1	(a) Name of the Organization/Office	Chandigarh Administration
	(b) Ministry/Department to which attached	Local Audit Department
2.	Complete Postal Address Of The Organization & Head Office	O/o Assistant Controller (Local Audit), Local Audit Department, Room No. 96, 2 nd Floor, Administrative Block, Panjab University, Sector 14, Chandigarh-160014
2	Detail of the Post (a) Designation	04 Section Officer (Local Audit)
3	(b) Cadre & Classification of Post (i.e. whether Central Civil Service post/Gazetted or Non-Gazetted etc.)	General Central service Group B Ministerial Non-Gazetted
	(c) Name & Address of Cadre controlling authority of the post	Secretary, Local Audit Department, Chandigarh Administration
	(d) Pay Band/Grade pay (pre-rev) Pay level (revised)	Revised pay band / Level 8 of 7 th CPC
	(e) Mode of Recruitment	Officers under the Central Govt./State Govts./Union Territories (a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With 3 years service rendered after appointment to the post on a regular basis in the Level-7 (Rs.44900-142400) in the Pay Matrix or equivalent in the parent cadre or department; and (b) Possessing the following educational qualification and experience : (i) Bachelors degree from a recognized University or Institution; (ii) Three year experience in field of audit accounts/budget
		Note 1- The departmental Officers in the feeder Category who are in the direct line of promotion will not be eligible for consideration for Appointment on Deputation/Absorption. Similarly deputationists shall not be eligible for consideration for appointment by promotion. Note 2 Period of Deputation including period of deputation in another ex-cadre post held immediately) preceding this appointment in the same or some other organization/department of the central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
	(f) The post is Temporary or Permanent	Permanent
4	Brief description of the job requirement and nature of duties of the post	(A) Duties in Resident Audit Schemes. 1. Section Officer (SAS) assists the Assistant Controller (Local Audit) in the Resident Audit Schemes. 2. General supervision of the staff working in the Resident Audit Scheme and to ensure that the staff carry out all the processes of audit. 3. To trace the entries in the establishment check registers. 4. To trace the entries regarding grant of annual increment, ACP, Promotion, revision of pay scales etc. in the service books. 5. General supervision of pre audit of expenditure of the Panjab University, Chandigarh.

		<p>9. To scrutinize the pension cases of the Panjab University.</p> <p>10. In the Resident Audit Scheme of Market Committee and Chandigarh State Agricultural Marketing Board, he is incharge of the scheme and is responsible that his staff carry out all the processes of audit, counter sign on the bills pre audited by the junior auditor, preparation of audit & inspection reports, corresponds with the executive head of the Market Committee and State Agriculture Board, advice on financial matters to the local bodies etc.</p> <p>(B) Duties in the Chandigarh Circle Audit party</p> <p>1. He is incharge of the Chandigarh Circle Audit party and is responsible that the staff carry out all the processes of audit.</p> <p>2. Post audit of the expenditure incurred out of various student funds.</p> <p>3. Post audit of the expenditure of Gram Panchayats, Panchayat Samities, Zila Parishad. Chandigarh Wakf Board etc. as per statutory provision, rules and regulations etc. of the respective institutions.</p> <p>4. Preparation of audit and inspection notes</p>
5	<p>Details of vacancies</p> <p>(i) Place (State) of initial posting* for each vacancy</p> <p>(ii) Break-up of vacancies reserved for**</p> <p>(a) SC</p> <p>(b) ST</p> <p>(c) OBC</p> <p>(d) UR</p> <p>Total vacancies</p>	<p>Local Audit Department, Chandigarh Administration</p> <p>Nil</p> <p>Nil</p> <p>Nil</p> <p>04</p> <p>04</p>
6	Date of occurrence of vacancies	11.03.2022
7	<p>Qualification as laid down in the approved Recruitment Rules including any relaxation</p> <p>(i) Essential</p> <p>(a) Desirable</p> <p>(Please indicate Nil if not specified)</p>	<p>Nil</p> <p>Nil</p>
8	Any other requirements or condition not covered by the above columns	

It is certified that

9	Vacancies projected in this requisition are regular and all regular vacancies as on date, which fall within direct recruitment quota, have been included in this requisition, and also the necessary sanction of Government for these posts is available.
10	The number of vacancies reserved for Schedule Caste, Schedule Tribe and Other Backward Caste and EWS as mentioned in Col. 5 above is in accordance with the reservation quota fixed by the Govt. for these communities.
11	Surplus employees, nominated against these vacancies, shall be given appointment within a period of three months from the date of nomination.

*Indicate specific place with Name of State in bracket. Don't write as All India/Anywhere in India. If vacancies are spread at several places in India, indicate them as mentioned below at

** (i) If vacancies are available at more than one places, please indicate category (SC/ST/OBC) and number of vacancy available at each place (with name of State) in separate sheet (ii) Vacancy for PH, Ex-Serviceman (if any) may be indicated in bracket, after indicating total vacancies under respective category.

6. 1958

1. The Commission on the Status of Women was established in 1946 to study the position of women in the United States and to make recommendations for their improvement. The Commission was composed of representatives from various fields of activity, including education, labor, and public health. It held numerous public hearings and conducted extensive research into the social and economic conditions of women.

2. The Commission's report, "The Status of Women in the United States," was published in 1949. It provided a comprehensive overview of the challenges women faced, such as unequal pay, limited career opportunities, and the double burden of household and professional responsibilities. The report also highlighted the progress that had been made since the end of World War II.

3. The Commission's findings led to the establishment of the President's Commission on the Status of Women in 1961. This commission was tasked with continuing the work of the 1946 Commission and to propose specific legislative and administrative actions to address the issues identified in the 1949 report.

4. The President's Commission on the Status of Women issued its report, "The American Woman and the Time Bind," in 1964. This report was a landmark document that introduced the concept of the "time bind" and the "double burden" that women faced. It called for a reevaluation of societal norms and the division of labor between men and women.

5. The Commission's work culminated in the passage of the Equal Pay Act of 1963 and the Equal Opportunity Act of 1964. These legislative achievements were significant milestones in the fight for gender equality in the workplace. The Commission's efforts also paved the way for the creation of the Equal Employment Opportunity Commission (EEOC) in 1965.

6. The Commission's influence extended beyond legislative action. It played a crucial role in raising public awareness of women's issues and in shaping the national agenda. Its reports and recommendations were widely cited and discussed, leading to a more informed and engaged citizenry.

7. The Commission's work also inspired a new generation of women's rights activists. Its findings provided a clear and compelling case for the need for reform, which helped to galvanize support for the women's movement in the 1960s and 1970s.

8. The Commission's legacy is evident in the continued efforts to address gender inequality. Its work serves as a model for future commissions and initiatives aimed at promoting social and economic justice for all.

9. The Commission's impact on American society is profound. It helped to redefine the role of women in the workforce and in the home, and it laid the foundation for the modern women's rights movement. Its work remains a testament to the power of public inquiry and the pursuit of equality.

10. The Commission's work is a testament to the power of public inquiry and the pursuit of equality. Its findings and recommendations have shaped the course of American history and continue to influence the lives of women today.

S. No.	Designation	Address	State	Phone No	Email I
1	Chief Secretary	Government of Andhra Pradesh 1st Block, 1st Floor, Interim Government Complex, A.P Secretariat Office, Velagapudi - 522503	Andhra Pradesh	0863-2441024	cs@ap.gov.in
2	Chief Secretary	Government of Arunachal Pradesh Civil Secretariat, Itanagar - 791111	Arunachal Pradesh	0360 -2212595 0360 -2212540 9436040036	cs-arunachal@nic.in
3	Chief Secretary	Government of Assam Block- C, 3rd Floor, Assam Sachivalaya Dispur - 781006, Guwahati	Assam	0361-2261120, 0361-2261403	cs-assam@nic.in
4	Chief Secretary	Government of Bihar Main Secretariat, Patna - 800015	Bihar	0612-2215804/ 0612-2215085	cs-bihar@nic.in
5	Chief Secretary	Government of Chhattisgarh Mahanadi Bhawan, Mantralaya Naya Raipur - 492002	Chhattisgarh	0771-2221207	csoffice.cg@gov.in
6	Chief Secretary	Government of Goa Secretariat, Porvrom, Bardez, Goa - 403521	Goa	0832 -2419402 0832 -2419401 0832 -2419658	cs-go@nic.in
7	Chief Secretary	Government of Gujarat 1st Block, 5th Floor Sardar Bhavan Sachivalaya, Gandhinagar - 382010	Gujarat	7923250301	chiefsecretary@gujarat.gov.in
8	Chief Secretary	Government of Haryana Room No. 4, 4th Floor Haryana Civil Secretariat, Sector-1, Chandigarh - 160019	Haryana	0172-2740118	cs@hry.nic.in
9	Chief Secretary	Government of Himachal Pradesh H P Secretariat, Shimla - 171002	Himachal Pradesh	0177-2621022 2880714	cs-hp@nic.in
10	Chief Secretary	Government of Jammu & Kashmir R. No. 2/7, 2nd, Floor Main Building, Civil Secretariat, Jammu - 180001 R. No. 307, 3rd Floor, Civil Secretariat, Srinagar - 190001	Jammu & Kashmir	0191-2546773 (Jammu) 0194-2506033, 2506233(Srinagar)	cs-jandk@nic.in
11	Chief Secretary	Government of Jharkhand 1st Floor, Project Building, Dhurwa, Ranchi- 834004	Jharkhand	0651-2400240 / 0651-2400250	cs-jharkhand@nic.in
12	Chief Secretary	Government of Karnataka Room No. 320, 3rd Floor Vidhana Soudha, Bengaluru - 560 001	Karnataka	080-22252442 / 22092476,	cs@karnataka.gov.in
13	Chief Secretary	Government of Kerala Secretariat, Thiruvananthapuram - 695001	Kerala	0471-2333147, 2518181 9446307006	chiefsecy@kerala.gov.in
14	Chief Secretary	Government of Madhya Pradesh MP Mantralaya, Vallabh Bhavan Bhopal - 462004	Madhya Pradesh	0755 - 2441848, 2441370	cs@mp.nic.in
15	Chief Secretary	Government of Maharashtra CS Office Main Building, Mantralaya 6th Floor, Madame Cama Road, Mumbai - 400032	Maharashtra	022-22025042 / 22028762	cs@maharashtra.gov.in
16	Chief Secretary	Government of Manipur South Block, Old Secretariat Imphal-795001	Manipur	0385-2451144	cs-manipur@nic.in
17	Chief Secretary & State Vigilance Commissioner	Government of Meghalaya Main Secretariat Building Rilang Building, Room No. 321 Meghalaya Secretariat, Shillong - 793001	Meghalaya	0364- 2224801/22225 0	raoms@gov.in
18	Chief Secretary/Chief Vigilance Officer	Government of Mizoram New Secretariat Complex, Aizawl - 796001	Mizoram	0389-2322411 / 2322429 /2320588	cs_miz@rediffmail.com
19	Chief Secretary & Finance Commissioner	Government of Nagaland Civil Secretariat, Kohima- 797004	Nagaland	0370-2270082 / 2270076, 9436000096	csngl@nic.in
20	Chief Secretary	Government of Odisha General Administration Department Odisha Secretariat Bhubaneswar - 751001	Odisha	0674- 2534300/25307 00	csori@nic.in
21	Chief Secretary	Government of Punjab Chandigarh - 160001	Punjab	0172-2740156 0172-	cs@punjabmail.gov.in

24	Chief Secretary	Government of Tamil Nadu Secretariat, Chennai - 600009	Tamil Nadu	044-25671555	cs@tn.gov.in
25	Chief Secretary & Chairman Advisory Council - CIPS	Government of Telangana Burgula Rama Krishna Rao Bhavan. 9th floor, Adarsh Nagar, Hyderabad- 500063	Telangana	040- 23452620,2345 5340	cs@telangana.gov.in
26	Chief Secretary	Government of Tripura New Secretariat Complex Secretariat, Agartala-799010 West Tripura	Tripura	3,812,413,200	cs-tripura@nic.in
27	Chief Secretary	Government of Uttar Pradesh 1st Floor, Room No. 110 Lalbahadur Sastri Bhawan Uttar Pradesh Secretariat, Lucknow - 226001	Uttar Pradesh	0522- 2238212 / 2221599 /2221599	csup@nic.in
28	Chief Secretary	Government of Uttarakhand 4 Subhash Road, Uttarakhand Secretariat Dehradun - 248001	Uttarakhand	0135-2712100 / 2200	chiefsecyuk@gmail.com
29	Chief Secretary	Government of West Bengal Nabanna, 13th Floor, 325, Sarat Chatterjee Road, Mandirtala Shibpur, Howrah - 711102	West Bengal	033 - 22145858 / 22145047	cs-westbengal@nic.in
30	Chief Secretary	Andaman and Nicobar Administration Secretariat, Port Blair - 744101	Union Territory Andaman and Nicobar	03192 - 233110 / 234087	cs-andaman@nic.in
31	Advisor to Administrator	Secretariat, Moti, Daman - 396220	Union Territory of Daman and Diu, Dadra and Nagar Haveli	0260 - 2230700 / 2230775	administrator-dd@gov.in
32	Advisor to Administrator	Lakshadweep, Kavaratti - 682555	Union Territory Lakshadweep	04896 - 262255	lk-admin@nic.in
33	Chief Secretary	3rd Floor, Delhi Secretariat, IP Estate, New Delhi - 110002	Union Territory of Delhi	011-23392100 / 011-23392101	csdelhi@nic.in
34	Chief Secretary	Main Building, Chief Secretariat, Puducherry - 605001.	Union Territory of Puducherry	0413- 2335512	cs.pon@nic.in
35	Advisor to Administrator	1st Floor, Chandigarh Secretariat, New Building, Sector-9D, Chandigarh.	Union Territory of Chandigarh	0172-2740154	adviser-ehd@nic.in
36	Advisor to Hon'ble Lt. Governor	Civil Secretariat, Leh-Ladakh 194101	Union Territory of Ladakh	01982-257560	

