

2022-23

Spote:-

कार्यालय प्रधान महालेखाकार (लेखा परीक्षा) हरियाणा, सेक्टर 33-बी, चण्डीगढ़  
Office of the Principal Accountant General (Audit) Haryana, Sector-33B, Chandigarh

By Registered Post

संख्या: प्रशासन-1/ले.प./नियु./ले.प.-2020/4-33/2022-23/2578

दिनांक: 17 - 02 - 2023

**Subject:- Provisional offer of appointment to the post of Auditor as Probationer.**

Shri Mohit Futela son/wife/daughter of Shri Rajender is hereby offered an appointment to the post of Auditor as probationer in the office of the Principal Accountant General (Audit) Haryana, Chandigarh on the terms and conditions as mentioned below:-

2. 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 Auditor shall be confirmed.
3. 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.
4. 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 Central Civil Services (Temporary Service) Rules 1965.
5. During the period of probation, he/she will have to undergo a regular course of 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.
6. On conclusion of the training referred to in para 5 above and after rendering a continuous service of 01 year, he/she will have to qualify the Departmental Examination for confirmation in the prescribed number of changes i.e. 06. On account of failure to pass the said Departmental Examination, he/she will be liable to be discharged from the service.
7. 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 as a probationer in case he/she has not already passed examination of matriculation standard in that language. (This provision is applicable only in the cases of appointment made in the offices of PAG/AG in various States).
8. While in service, he/she shall also have to pass a test in Hindi (in case he/she has not already studied Hindi upto Matriculation Standard) in terms of the Govt. of India orders for In-Service Training etc. under the Hindi Teaching Scheme.
9. While in service, he/she shall acquire proficiency in Accounts of the State Government. To acquire the professional skill in accounting functions, he/she shall be

posted on deputation basis as per administrative convenience in office of the Pr. Accountant General/Accountant General (Accounts & Entitlement) in the State concerned. (This provision is applicable only in the cases of appointment made in the offices of PAG/AG in various States).

10. He/She will be allowed to draw his/her pay and allowances as admissible under the CCS (Revised Pay) Rules – 2016 in level-05 (five) in the Pay Matrix.

11. 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/clarifications issued in this regard from time to time.

12. On satisfactory completion of the probation, he/she will be eligible for confirmation in the cadre of Auditor. 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 seniority rules prevailing in the Departmental as at present.

13. He/she will be liable to be transferred to the office of the Comptroller & Auditor General of India (C.A.G.) or to any other offices within the IA&AD on such terms and conditions as the C.A.G. 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/ CAG of India/cadre controlling authority from time to time. **However, during the period of probation, requests for deputation etc. will not be entertained.**

14. During the period of probation he/she may be allowed, on written request, to apply for the posts of Gr. 'B' Officers under the Reserve Bank of India and posts under the Central Govt./State Governments to be filled only through the open competitive examinations and carrying pay scales not lower than that of Auditor.

15. 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 person.

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

16. His/her appointment will be subject to his/her being found medically fit, in accordance with the rules on the subject. On acceptance of the offer of appointment, necessary arrangement for his/her medical examination in a Government Hospital will be made and on receipt of the certificate of fitness from the Appropriate Medical Authority

(Civil Surgeon/District Medical Officer or a Medical Officer of the equivalent status), he/she will be required to report himself/herself for joining to the undersigned.

17. If he/she is a subject of (a) Nepal or (b) Bhutan or (c) Tibetan refugee who came over to India before the 1<sup>st</sup> 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.

18. In case he/she belongs to Scheduled Cast/Scheduled Tribe, he/she should 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 has to produce a certificate in original from the District Magistrate/Dy. Commissioner or any other competent authority specified in this regard.

19. 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 Indian Penal Code for production of false certificates. The appointing authority should be informed of any change of religion after the appointment is accepted.

20. 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 that there is no objection to his/her appointment as Auditor on probation in the Indian Audit & Accounts Department.

21. No travelling allowance will be allowed for the journey to be taken up for the initial appointment. However, Second Class Railway fare will be admissible to the candidates joining in the offices located in the North East region.

22. If he/she is willing to accept the offer of appointment on the above mentioned conditions, he/she should communicate his/her acceptance in the enclosed form in **Annexure 'B'** at once to the undersigned. In case acceptance is not received **by 18.03.2023 (within 30 days from the date of issuing of offer appointment)** the offer will be treated as withdrawn.

23. If he/She is willing to accept the offer, he should report himself/herself to the undersigned who will arrange 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. The candidate who had already undergone medical

examination and whose character and antecedents were got verified at the time of their initial appointment under the Central/State Government and intend to join the post of Auditor after giving technical resignation, need not undergo such formalities again for their appointment as Auditor on probation. However, they will be required to furnish a certificate to this effect from their employer. In the normal circumstances, no request for extension of joining time would be entertained and therefore it is advisable not to enter into any unnecessary correspondence in this regard.

*[Handwritten signature]*  
17/12/23

**Sr. Dy. Accountant General (Admn.)**  
**(Appointing Authority)**  
**O/o the Principal Accountant General**  
**(Audit) Haryana, Chandigarh.**  
**(Office Ph. No. 0172-2664299, 2610616)**

**Encls:**

1. Declaration Form (Annexure-'A')
2. Annexure - 'B'
3. Declaration.
4. Domicile Certificate.
5. Identity Certificate

**To**

**Shri Mohit Futela**  
**S/o Shri Rajender,**  
**150-B, Ward No. 21, Gurunanakpura Moballa,**  
**Fatehabad, Haryana,**  
**Pin- 125050**