



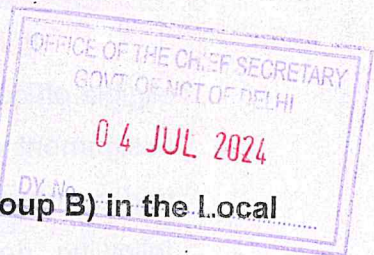
6671

**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**



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)



**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 7<sup>th</sup> CPC (plus other allowances as admissible to UT Government employees) in Local Audit Department, Chandigarh Administration by way of deputation.

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

**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.

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07/06  
11/7/2024  
In. Secy. (S. en.)

High Level

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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, 2<sup>nd</sup> 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-notice>

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.

Yours sincerely

DA: As Above

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



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 (b) Ministry/Department to which attached	Chandigarh Administration 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 <sup>nd</sup> 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 <sup>th</sup> CPC
	(e) Mode of Recruitment	<p>Officers under the Central Govt./State Govts./Union Territories</p> <p>(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</p> <p>(b) Possessing the following educational qualification and experience :</p> <p>(i) Bachelors degree from a recognized University or Institution;</p> <p>(ii) Three year experience in field of audit accounts/budget</p> <p><b>Note 1-</b> 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.</p> <p><b>Note 2</b> 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.</p>
	(f) The post is Temporary or Permanent	Permanent
4	Brief description of the job requirement and nature of duties of the post	<p>(A) Duties in Resident Audit Schemes.</p> <ol style="list-style-type: none"> <li>Section Officer (SAS) assists the Assistant Controller (Local Audit) in the Resident Audit Schemes.</li> <li>General supervision of the staff working in the Resident Audit Scheme and to ensure that the staff carry out all the processes of audit.</li> <li>To trace the entries in the establishment check registers.</li> <li>To trace the entries regarding grant of annual increment, ACP, Promotion, revision of pay scales etc. in the service books.</li> <li>General supervision of pre audit of expenditure of the Panjab University, Chandigarh.</li> <li>To assist the Assistant Controller (Local Audit) in giving advice on financial matters to the Panjab University authorities.</li> <li>To trace the entries in the budget registers regarding budget allocated to various departments under different head of accounts.</li> <li>To counter sign the bills pre audited by the junior auditors.</li> </ol>



		<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 &amp; 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	<b>Details of vacancies</b> (i) Place (State) of initial posting* for each vacancy (ii) <b>Break-up of vacancies reserved for**</b> (a) SC (b) ST (c) OBC (d) UR <b>Total vacancies</b>	Local Audit Department, Chandigarh Administration  Nil Nil Nil 04 04
6	<b>Date of occurrence of vacancies</b>	11.03.2022
7	<b>Qualification as laid down in the approved Recruitment Rules including any relaxation</b> (i) Essential (a) Desirable (Please indicate Nil if not specified)	 Nil Nil  
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.

Place: Chandigarh

SECRETARY FINANCE-cum-  
 SECRETARY, LOCAL AUDIT DEPARTMENT  
 CHANDIGARH ADMINISTRATION







66214

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, Porviroim, 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- 2224801/222250	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	csnsl@nic.in
20	Chief Secretary	Government of Odisha General Administration Department Odisha Secretariat Bhubaneswar - 751001	Odisha	0674- 2534300/2530700	csori@nic.in
21	Chief Secretary	Government of Punjab Chandigarh - 160001	Punjab	0172-2740156 0172- 2740860/0172- 2742459	cs@punjabmail.gov.in
22	Chief Secretary	Government of Rajasthan Secretariat, Jaipur - 302005	Rajasthan	0141- 2227254	csraj@rajasthan.gov.in
23	Chief Secretary	Government of Sikkim New Secretariat, Gangtok - 737101	Sikkim	03592 202315/202323	cs-skm@hub.nic.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- 5000063	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.c om
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-chd@nic.in
36	Advisor to Hon'ble Lt. Governor	Civil Secretariat, Leh-Ladakh 194101	Union Territory of Ladakh	01982-257560	



ANNEXURE-IBIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)		
2.Date of Birth (in Christian era)		
3.i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4.Educational Qualifications		
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer	
<b>Essential</b>	<b>Essential</b>	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<b>Desirable</b>	<b>Desirable</b>	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>		



7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

\*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			



-5-

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)			
a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14. Total emoluments per month now drawn			
Basis Pay in the PB	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments	
16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii)			



professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)  (Note: Enclose a separate sheet, if the space is insufficient)	
<b>16.B Achievements:</b> The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
<b>17.</b> Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
<b>18.</b> Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_



7

**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned****(Employer/ Cadre Controlling Authority with Seal)**





GOVERNMENT OF INDIA

# Chandigarh Administration Gazette

Published by Authority

NO. 56]

CHANDIGARH, TUESDAY, MAY 24, 2022 (JYAISTHA 03, 1944 SAKA)

CHANDIGARH ADMINISTRATION  
FINANCE DEPARTMENT  
(ACCOUNTS BRANCH)

## Notification

The 24th May, 2022

**No. ACLA/EA/2022/209.**—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India read with the Government of India, Ministry of Home Affairs, Notification S.O. No. 3267, dated 1st November, 1966, the Administrator, Union Territory, Chandigarh makes the following Rules, regulating the method of recruitment to Group 'B' Post-Section Officer (SAS) in the Local Audit Department, Union Territory, Chandigarh namely :—

1. (i) **Short title and commencement :**

These rules may be called the Chandigarh Local Audit Department Service [Ministerial Non-Gazetted Group-B Post- Section Officer (SAS)] Recruitment Rules, 2022.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. **Application :**

These rules shall apply to the posts specified in column 1 of the Schedule annexed to these Rules.

3. **Number of posts, classification and scale of pay :**

The number of posts, their classification and the scales of pay attached thereto, shall be as specified in columns 2 to 4 of the said schedule.

4. **Method of recruitment, age limit and other qualifications etc:**

The method of recruitment to the said posts, age limit, qualification and other matters connected therewith shall be as specified in columns 5 to 13 of the said Schedule :

5. **Disqualification:—** No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living

OR

(b) who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for the appointment to the said posts.

Provided that the Administrator, Union Territory of Chandigarh may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and there are other grounds for so doing exempt any person from the operation of this rule.

(443)

*This is Digitally Signed Gazette. To verify, visit :  
<https://egazette.chd.gov.in>*

Signature Not Verified  
Digitally signed by  
Jalinder Kumar  
Date: 2022.05.24  
16:21:18 IST  
Reason: Public Key  
Location:



**6. Power to Relax :**

Where the Administrator, Union Territory, Chandigarh is of the opinion that it is necessary or expedient so to do, he may by order, for reasons to be recorded in writing relax any of the provisions of these rules in consultation with the Union Public Service Commission, New Delhi in respect of any class or category of persons.

**7. Savings :**

Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Caste, Scheduled Tribes, Other Backward Classes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by Chandigarh Administration from time to time in this regard.

**8. Repeal :**

Chandigarh Local Audit Department Service [Group-B Post- Section Officer (SAS)] Recruitment Rules, 2016 notified on 08th April, 2016 are hereby repealed.

DHARAM PAL, IAS,  
Adviser to the Administrator,  
U.T., Chandigarh.



6531e

Recruitment Rules for the Post of Section Officer Ministry : Chandigarh Administration Department: Chandigarh Administration	File No. 3916-RR Organization: Local Audit Department Post Code: 3701030115
1. Name of the Post	Section Officer (SAS)
2. No. of Posts	04(2021) *Subject to variation dependent on the work load
3. Classification	General Central Services Ministerial Non-Gazetted Group 'B'
4. Scale of Pay	Level 13 (₹ 46000-146500) as per 6th Punjab Pay Commission Punjab Government
5. Whether Selection Post or Non-Selection Post	Selection Post
6. Age for Direct Recruits	Not Applicable
7. Educational and other qualifications required for Direct Recruits	Not Applicable
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9. Period of probation, if any	Two years for promotees
10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	By promotion failing which deputation.
11. In case of Recruitment by promotion/deputation/Transfer is to be made.	<p><b>By promotion :</b></p> <p>(i) 75%- Officials of Chandigarh Administration, who had qualified both parts of SAS examination of Local Audit Department, Punjab. The consideration for promotion would be based on their merit in SAS (LAD) Exam. of Punjab Govt. vis-à-vis availability of vacancies.</p> <p>(ii) 25%- Junior Auditors in the pay scale of Rs. 10300-34800 plus GP of Rs 4400/-working in the Local Audit Department, Chandigarh Administration having 06 years of regular service in the grade.</p>



**Note-1**—Promotion to the post shall further be subject to mandatory induction training as devised and sponsored by the Local Audit Department and mandatory ICT Course as per Instructions issued by the Chandigarh Administration from time to time. Those persons who had attained the age of 55 years will be exempted from completion of such training.

**Note-2**—Where Juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their Juniors who had already completed such qualifying/eligibility service.

**Deputation :**

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.



12. If a Departmental Promotion Committee exists, what is its composition

Departmental Promotion Committee :

1. Secretary, Local Audit Department, Chandigarh Administration ---Chairman.
2. Director, Local Audit Department, Chandigarh Administration- --Member
3. Head of Office---Member
4. Director, Social Welfare, Chandigarh Administration-- Member.

Departmental Confirmation Committee :

1. Secretary, Local Audit Department, Chandigarh Administration ---Chairman.
2. Director, Local Audit Department, Chandigarh Administration- --Member
3. Head of Office---Member
4. Director, Social Welfare, Chandigarh Administration-- Member.

13. Circumstances in which UPSC is to be consulted in making recruitment

Consultation with UPSC necessary while appointing an Officer on deputation.

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