

No.G.25014/ 131/2013/MF. CGA/IAD/ 320-359
Government of India
Ministry of Finance
Department of Expenditure
O/o Controller General of Accounts
Internal Audit division
Lok Nayak Bhavan, Khan Market
New Delhi 110003

Dated: 6 Jan 2014

OFFICE MEMORANDUM

Subject: Revised proforma for the enrolment of retired Government officials willing to be hired as consultants

This office has been maintaining a list of retired Govt. officials who are willing to work as consultants.

It is requested that information about willing officials may be obtained in the revised proforma which is enclosed herewith alongwith terms and conditions for engagement as consultant. This will enable this office to provide relevant and necessary information to Ministries/Departments requiring services of consultants. In order to update our records the details of consultants engaged by you and feedback on the basis of their performance may also be furnished in the proforma enclosed.



(Sonali Singh)

Jt. Controller General of Accounts

Encl: Proforma

To

1. All Pr. CCAs/CCAs/CAs (with independent charge)
2. ITD section, O/o CGA to upload the proforma on the website of CGA

CONSULTANT PROFORMA

(I)

DETAILS OF PERSON WILLING TO BE ENROLLED AS A CONSULTANT

Name _____ Date of Birth ____/____/____

Address _____

Telephone No. _____ Mobile No. _____ Email _____

Office from which person retired _____ Date of Retirement ____/____/____

Designation at the time of retirement _____

Last Pay Drawn _____ Basic Pension _____

Work Experience in brief

Work Experience as consultant, if any(in brief) _____

Preferred Areas of Work (e.g. Accounts, Pre check, Pension, Scheme Audit, Supply Audit, Works Audit etc.)

1. _____ 2. _____ 3. _____

4. Any other. _____

Certified training received:-

1. NIFM _____ 2. IIA _____ 3. ICAI _____ 4. Any Other _____

Preferred Station for engagement as consultant _____

Signature _____

Date ____/____/____

Recommendation of the Pr.CCA/CCA/CA

It is certified that no vigilance case is pending against Shri/Smt/Ms _____

Signature of Pr.CCA/CCA/CA/HOOor(for officials
Other than Civil Accounts Cadre).

