

रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी- 781171  
 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI  
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Date:07/02/2014

CIRCULAR

To

The Officer-in-charge

1. All Sections of MO Guwahati.
2. All Sub-Offices.

**Subject: Deputation to Saudi Arabia for Haj Duty for 2014.**

HQrs Office vide letter No. AN/IX/9101/2/2013 has invited applications from male Muslim officers for Deputation to Saudi Arabia for Haj Duty for 2014 as per Annexure "A"& "B" enclosed. The interested and eligible male Muslim Officers viz. AAOs/Sr. Auditors/Auditors may apply for the said deputation as **Assistant Haj Officer and Haj Assistant** for Haj 2014 through this office and those serving in IFAs through Proforma Controllers. Preference will be given to applicants having knowledge of Arabic. The applicant should be medically fit and produce a certificate to this effect from Govt. Hospital.

As the last date of submission of application in HQrs Office is 28/02/2014, it is requested that applications duly completed in all respect of willing individuals may be forwarded to this office so has to reach this office by 20/02/2014. The application received after due date and received incomplete will not be considered.


Due to shortage of time a copy of the circular may be downloaded from the CGDA website and should not wait for recirculation from this office.

While forwarding applications as per Annexure 'B' the eligibility criteria and terms and conditions enumerated in Annexure 'A' may be read carefully and the applications from the eligible officers should be forwarded to this office to avoid unnecessary correspondences.

Copy to:  
 The Officer-in-Charge  
 EDP Section.

Please upload the same in the official website of CDA Guwahati.

Sd/-  
 (B Borah)  
 SAO (AN)

  
 (B Borah)  
 SAO (AN)

Ministry of External Affairs  
(Hajj Cell)

## =====

Eligibility Criteria and Terms and Conditions for  
Temporary Deputation as Coordinator/Assistant Hajj Officer/ Hajj Assistant to  
Consulate General of India, Jeddah, Saudi Arabia  
for Hajj - 2014.

## A. Note:-

Attention of the applicants is also invited towards clause 20 of the CCS (Conduct Rules), 1964 which says, "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."

**Ministry may initiate disciplinary action against such applicants who violate the above-mentioned clause.**

- Prescribed Application Form for Temporary Deputation to Saudi Arabia as Administrative personnel for Hajj-2014 accompanied with the enclosed certificate duly signed should be sent through proper channel.
- Applications should be typed or handwritten in Block letters.
- All Columns need to be filled completely. Incomplete applications will be **summarily rejected**.
- If any information given by the applicant is found wrong at any stage, the candidate will be banned for ever. The department concerned shall be asked to take appropriate disciplinary action against the candidate.
- If the selected candidate does not report to Hajj Cell within the stipulated time, the next candidate in the waiting list will be given chance without serving any notice to the non reporting candidate.**

## A. Applications will be summarily rejected on account of the following:-

- Advance copy of applications.
- Without proper channel.
- Officer in the rank of Director & above and L.D.C & lower.
- Haj deputationists during Hajj-2013, Hajj-2012.
- Haj deputationists for three or more times.

## B. Eligibility Conditions:

- Only Central & State Government / PSUs/ autonomous bodies employees are eligible.
- For Coordinators:** Deputy Secretary to the Govt. of India or equivalent in Pay Band - 3 Grade Pay Rs. 7600/- are eligible. Officers completing five year service as Under Secretary to Govt. of India(Pay Band-3 Grade Pay Rs. 6600/-) or equivalent are also eligible.

