



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

ई-मेल/e-mail:cda-guw@.nic.in फ़ैक्स/FAX:0361-2640204 फोन/Ph: 0361-2640394, 2641142.



No. AN/1B/24-D/Vol-LXXXIII

Dated: 9<sup>th</sup> Sept., 2016

To,

All Sections of Main Office  
All Sub Offices  
CDA Guwahati

Sub: Filling up one post of Accounts Officer in Department of Space, Bangalore on deputation basis.

Ref: HQrs. Office Circular No. AN/II/2407/DOS Bangalore dated 5<sup>th</sup> September, 2016

-O-O-O-O-O-O-O-

Kindly download the subject matter regarding deputation for the category of Accounts Officer/Sr. Accounts Officer from the website of CGDA and it is requested that all the intending Accounts Officers/Sr. Accounts Officers may please fill up the form and submit the same to this section on or before 13/09/2016.

It is further enjoined upon that before filling up; the necessary guidelines as endorsed in the circular may be strictly adhered to.

Any application/representation received in this office after the above mentioned date will not be entertained.

(K. Lalbiakchhunga, IDAS)  
Asstt. Controller (AN)

Copy to:

The Officer-in-Charge(AN-II)  
O/o the CGDA  
Ulan Batar Road, Palam  
Delhi Cantt-110010.

: The Circular of the above reference is hereby acknowledged please.

The Officer-In-Charge  
EDP Cell (Local)

: For uploading on the website of CDA Guwahati please.

(K. Lalbiakchhunga, IDAS)  
Asstt. Controller (AN)

**कार्यालय , रक्षा लेखा महानियंत्रक**  
**OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS**  
उलान बटार मार्ग , पालम , दिल्ली छावनी 110010-  
**ULAN BATAR MARG, PALAM, DELHI CANTT.-110010**

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No. AN/II/2407/DOS Bangalore

Dated: 05.09.2016

**Fax/Speed-post**

To

**All the PCsDA/ PCA (Fys)/CsDA including IFA offices**

**Subject:** Filling up one post of Accounts Officer in Department of Space, Bangalore on deputation basis.

A copy of GOI, Department of Space, Bangalore DO letter No. A.22016/3/2011-I dated 16.07.2016 and 26.08.2016 inviting eligible officers for posting on deputation as Accounts officer(Finance) in Department of Space, Bangalore on deputation basis has been uploaded on CGDA's website.

2. It has been decided to call for names of eligible and willing officers amongst SAOs/AOs for filling up one post of Accounts Officer (Finance) in Department of Space, Bangalore in the Pay Band-3 (Rs.15,600/- Rs.39,100/-) and Grade Pay of Rs.6,600/-(6<sup>th</sup> CPC). The deputation period shall be for 03 years and the pay of the officer selected shall be regulated in accordance with DOP&T OM No.6/8/2009-Estt.(Pay-II) dated 17-06-2010, as amended from time to time.

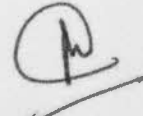
3. The advertisement thus uploaded may be carefully perused and applications of willing and eligible Sr. AOs/AOs in the prescribed format (Annexure-II & III), disciplinary/vigilance clearance certificate, integrity certificate, detail of major/minor penalty(ies), if any, imposed during the last 10 years, attested copies of certificate(s) in support of educational qualification(s)/professional qualifications, detail of experience/service profile (in chronological order) along with the APAR/MTPAR/ACR grading for the last five years i.e upto 31-03-2015 and other requirement mentioned in advertisement may be forwarded to this HQrs office so as to reach by 15.09.2016 positively. Officers with 'Good' and above reports during the last five years only should be recommended.

4. While sponsoring names, Controllers may ensure that: (i) the particulars furnished by the officers are correct (ii) The disciplinary/vigilance clearance, integrity certificate and details of major/minor penalties, if any, imposed during the last 10 years are enclosed with the application

(iii) Photocopies of preceding 5 years APARs/MTPARs/ACRs, duly attested on every page is enclosed (iv) The maximum age of the officer concerned should be 56 years as on the date and (v) He/she has completed the mandatory "Cooling off" period of three years in cases where the concerned officer has recently served on deputation. Shortfall in any of these will result in unnecessary correspondence/ invalidation of applications.

5. Applications received after the last date or found incomplete or forwarded without countersignature of the Head of Office (with seal) will not be considered.

6. Receipt of this circular may be acknowledged.



(Mustaq Ahmad)  
Dy. CGDA (AN)

Copy to:-

1. **Shri KV Lakshmana Kumar,** -- For information with reference to your office letter  
Deputy Secretary  
Dept. of Space,  
Antariksh Bhavan,  
New BEL Road,  
Bangalore-560 094 No. A.22016/3/2011-1 dated 26.08.2016.
2. **AN-IV section (Local)** -- For information and necessary action please.
3. **EDP Centre (Local)** -- Along with a copy of Gol, Department of Space,  
Bangalore DO letter No. A.22016/3/2011-I dated  
16.07.2016 and 26.08.2016 and with a request to  
upload the same on the website.



(Mustaq Ahmad)  
Dy. CGDA (AN)

भारत सरकार

# अन्तरिक्ष विभाग

अन्तरिक्ष भवन, न्यू बी ई एल रोड  
बेंगलूर - 560094, भारत

दूरभाष : 080 - 23415474 तार : स्पेस

फैक्स : 080 - 23412388 / 23416770



GOVERNMENT OF INDIA

# DEPARTMENT OF SPACE

Antariksh Bhavan, New BEL Road,

Bangalore - 560 094, INDIA.

Phone : 080 - 2341 5474 GRAMS : SPACE

Fax : 080- 2341 2388 / 2341 6770

No.A.22016/3/2011-I

July 16, 2016

Office of the Controller of General Defence Accounts (CGDA)  
Ulan Batar Road, Palam,  
**Delhi Cantt - 110 010**

Sir,

**Subject: Request to furnish panel of names of Senior Accounts Officers to fill up the post of Accounts Officer (Finance) on deputation basis in Bangalore- regarding.**

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A post of Accounts Officer (Finance) in the Pay Band of Rs.15600-39100/- with Grade Pay of Rs.6600/-, is required to be filled up in the Department on deputation basis in Bangalore urgently.

2. In order to fill up the post on deputation, a panel of names of Senior Accounts Officer in the Office of the Principle Controller of Defence Accounts, along with their bio-data, vigilance clearance and ACR/APAR dossier may please be sent to the undersigned on or before 29/07/2016.

3. This issues with the approval of competent authority.

Yours faithfully,

(B Anil Kumar)  
Deputy Secretary



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03/08/16

R. Narain  
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3/8  
AACCVU

AN - 11

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भारत सरकार

## अन्तरिक्ष विभाग

अन्तरिक्ष भवन, न्यू वी ई एल रोड  
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सत्यमेव जयते

GOVERNMENT OF INDIA

## DEPARTMENT OF SPACE

Antariksh Bhavan, New BEL Road,

Bangalore - 560 094, INDIA.

Phone : 080 - 2341 5474 GRAMS : SPACE

Fax : 080-2341 2388 / 2341 6770

No.A.22016/3/2011-I

Shri Mustaq Ahmad,  
Dy. CGDA (Admn),  
Office of Controller General of Defence Accounts  
Ulan Batar Marg,  
Palam,  
**Delhi Cantt. - 110 010**

Pl limit P. 41  
29/8  
A.A.D.

August 26, 2016

Sir,

**Subject: Filling up a post of Accounts Officer (Finance) on deputation basis-regarding.**

\*\*\*

I am directed to refer to your fax message No.AN/II/2407/DOS dated 18/08/2016, on the subject mentioned above. As desired, the details are furnished below:-

- (i) The post of Accounts Officer (Finance) in the Pay Band of Rs.15600-39100/- with Grade Pay of Rs.6600/- (6<sup>th</sup> CPC), the pay and other conditions of service of the selected Officer will be regulated in accordance with Department of Personnel and Training (DoPT), OM No.6/8/2009-Estt. (Pay II) dated 17/06/2010 (Annexure-I), as amended from time to time.
- (ii) The duties of the post involves mainly scrutiny of financial proposals (such as budget, projects, civil works, manpower, purchase of stores and equipments, engineering contracts, global tenders, etc.) received from the Department and rendering financial advice on matters (including matters relating to Service Rules) referred to the Joint Secretary (Finance) Office. In addition, the duties also involve assisting the Joint Secretary (Finance) in preparing papers for Contract Finalization Committee (CFC) meetings, Space Commission meeting, INSAT Co-ordination Committee meeting, etc.
- (iii) The applications of only such Officers will be considered as are routed through proper channel and are accompanied with (i) bio data in the proforma at (Annexure-II); (ii) ACR/APAR dossier of the Officer containing

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Shri Mustaq Ahmad  
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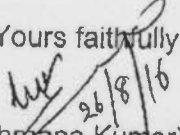
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:2:

upto date APARs or clear photocopies of ACR/APAR for at least last five years duly attested by a Group-A Gazetted Officer; (iii) cadre clearance; (iv) clearance from vigilance and disciplinary angle; (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years; (vi) a certificate that in the event of selection, the Officer would be relieved to join the duties of the post immediately; (vi) certificate to Head of Office/Forwarding Authority as in **(Annexure-III)**.

2. You are requested to kindly forward a panel of willing and eligible Officers in the prescribed proforma to Shri K V Lakshmana Kumar, Deputy Secretary to the Government of India, Department of Space, Antariksh Bhavan, New BEL Road, Bangalore- 560 231, at the earliest in order to complete the process of filling up.

Yours faithfully,

  
26/8/16  
K. V. Lakshmana Kumar)

Deputy Secretary to the Government of India

Encl: a/a

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अनुबंध/ANNEXURE-IIApplications for the post of Accounts Officer (Finance) on deputation basisप्रपत्र/PROFORMA

01.	नाम/Name	
02.	जन्म-तिथि/Date of birth	
03.	पदनाम एवं श्रेणी वेतन सहित वेतन बैंड/ Designation & Pay Band with Grade Pay	
04.	किस संवर्ग/सेवा से जुड़े हैं/ Cadre/Service to which belong	
05.	शैक्षिक योग्यता / Educational qualification	
06.	क्या अनुसूचित जाति/ अनुसूचित जनजाति/ अन्य पिछड़े वर्ग से हैं/ Whether belong to SC/ST/OBC.	
07.	वर्तमान में धारित पद का ब्यौरा/ Details of the present post held :  (क/a) किस दिनांक से/ Date from which held  (ख/b) श्रेणी वेतन सहित वेतन बैंड/ Pay Band with Grade Pay  (ग/c) क्या नियमित/तदर्थ/प्रतिनियुक्ति पर हैं/ Whether regular/adhoc/deputation  (घ/d) यदि वर्तमान पद पर प्रतिनियुक्ति के आधार पर नियुक्त हैं तो कब से तथा किस दिनांक को प्रतिनियुक्ति अवधि पूरी होगी/ If the present post is held on deputation basis' since when and the date on which the deputation period will be completed.  (ङ/e) यदि धारित पद पर प्रतिनियुक्ति पर हैं, तो दिनांक, श्रेणी वेतन सहित वेतन बैंड के साथ संवर्ग में धारित नियमित पद का ब्यौरा/If the position held is on deputation, the regular post held in the Cadre with pay band with grade pay and from which date.	

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08. पिछले 15 वर्षों के दौरान धारित पद/Position held during the preceding 15 years :-						
क्र.सं./ Sl. No.	नियोजित कार्यालय/ विभाग का नाम / Name of Office/ Organisation where employed	धारित पद तथा वह किस सेवा/ संवर्ग का है/Post held and service/cadre to which it belongs	कब से/ From	कब तक/ To	श्रेणी वेतन सहित वेतनमान/ वेतन बैंड Scale of pay/ Pay Band with Grade Pay	निम्नलिखित क्षेत्रों में किए गए कार्य का संक्षिप्त व्यौरा:- (ए) वित्तीय मामले Nature of duties in brief including Financial Matters  (a) Financial Matters
(1)	(2)	(3)	(4)	(5)	(6)	(7)

9. पद के आवेदन के समर्थन में अतिरिक्त जानकारी, यदि कोई हो/ Additional information, if any, in support of the application for the post.

अभ्यर्थी के हस्ताक्षर/

Signature of the Candidate:

दूरभाष सं./Tel No.....

मोबाइल सं./Mob. No.....

क) कार्यालय का पता:

a) Office Address:

ख) आवासीय पता:

b) Residential Add.:

स्थान/Place:

दिनांक/Date:



अनुबंध/ANNEXURE-IIIनियोक्ता/कार्यालय प्रधान/अग्रेषण अधिकारी द्वारा दिया जाने वाला प्रमाण-पत्र/  
CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF  
OFFICE/FORWARDING AUTHORITY

- \*\*\*
- 1 प्रमाणित किया जाता है कि श्री/ श्रीमती/ कु.  
..... द्वारा दिए गए ब्यौरे सही हैं  
तथा उनके पास अनुबंध-II में उल्लेखित अनुसार शैक्षिक योग्यताएँ तथा  
अनुभव हैं/ Certified that the particulars furnished by Shri/Smt./Kum  
..... are correct and he/she possesses  
educational qualifications and experience mentioned in Annexure-II.
  - 2 यह भी प्रमाणित किया जाता है कि उनके खिलाफ कोई  
सतर्कता/अनुशासनात्मक मामला न तो लंबित है और न ही विचाराधीन है/It  
is also certified that there is no Vigilance/Disciplinary case either  
pending or being contemplated against him/her.
  - 3 उनकी सत्यनिष्ठा को भी प्रमाणित किया जाता है/His/her Integrity is  
certified.
  - 4 श्री/श्रीमती/कु. .... पर पिछले 10 वर्षों की  
अवधि के दौरान कोई भी बड़ा या छोटा जुर्माना नहीं लगाया गया है/No  
major or minor penalty has been imposed on Shri/Smt./Kum  
..... during the last 10 years period.
  - 5 श्री/श्रीमती/कु.....के संबंध में  
ए.सी.आर./ ए.पी.ए.आर. की अद्यतन प्रतियों की सत्यापित फोटोकापी (प्रत्येक  
ए.सी.आर./ ए.पी.ए.आर. फोटोकापी की प्रति सत्यापित होनी चाहिए) इसके  
साथ संलग्न हैं/The up-to-date attested Photostat copies of ACR/APARs  
(Each Photostat copy of ACR/APAR for the last five  
years should be attested) in respect of Shri / Smt. / Kum  
..... is enclosed herewith.

हस्ताक्षर/Signature:

कार्यालय मोहर एवं टेलीफोन संख्या सहित  
अग्रेषण अधिकारी का नाम, पदनाम/  
Name, designation of the forwarding  
Officer with seal & Telephone No.

मोबाइल सं./Mobile No.

स्थान/Place:

दिनांक/Date: