



भारत सरकार, रक्षा मंत्रालय/Government of India, Ministry of Defence,

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

Office of the Controller of Defence Accounts, Udyan Vihar, Narangi, Guwahati-781171

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सं./No. AN/1A/2085/Volunteer/Vol-XIV

दिनांक/Date 13/10/2016

To

1. All section in Main Office
2. All Sub-offices (Including IFAs)

Subject:- **Deputation of staff of DAD to Royal Govt. of Bhutan, IMTRAT.**

HQrs Office, New Delhi vide their letter No.AN/IX /9651/ Bhutan Deputation/2009-2016 dated 13-10-2016 has intimated that the service of one Assistant Accounts Officer of this Department is required in the Headquarters, Indian Military Training Team in the Royal Govt. of Bhutan for the post of Accounts Officer on deputation basis. While on deputation the officer will be governed by the provisions contained in DOP&T OM No. 6/8/2009-Estt dated 17/06/2010.

2 Names of willing AAOs volunteer for above said deputation under this organization (including those who are born in proforma strength), along with their Bio-Data, service particulars and **Outstanding APARs for post five years**, may be forwarded for further action. The requisite service requirements are as below:

- a) As HQ IMTRAT is located in high altitude area the incumbent officer should be less than 40 years of ages and medically fit to stay above 9000 feet for prolonged duration.
- b) Proficiency in computer operations particularly in MS word, MS power point presentation and MS excel.
- c) Experience and working knowledge in budgeting/budgetary process and audit of Cash book.

3 The copies of the required documents of the volunteers may be sent in the enclosed **Annexure- 'A'** to this office (for the officers serving under proforma strength, vigilance clearance certificate and integrity certificates may also be sent) so as to reach latest by **31/10/2016** for onward transmission of the consolidated report to HQrs office.

4 While forwarding the names of volunteers please ensure that individuals has completed mandatory "Cooling off" period of three years in case they have recently served on a deputation post.

-sd-
(Chayan Das)

Sr. Accounts Officer. (Admin)

Copy to:-

1. EDP Cell (Local): For uploading the same on the official website.

Chayan
(Chayan Das)

Sr. Accounts Officer. (Admin)

Performa for the post of Accounts Officer, "IMTRAT Bhutan"

1. Name :-
2. Grade / Account Number :-
3. Date of Birth :-
4. Date of Appointment :-
5. Home Town :-
6. Educational Qualification :-
7. Date of SO (A) / AAO :-
8. Roster No. :-
9. Date of Last Deputation Served :-
10. APAR Grading for last 5 years :-
11. Experience regarding budgeting /
Budgetary Process and Audit of
Cash Book :-
12. Whether having computer knowledge :-
Of MS – WORD, MS – EXCEL and
MS-Powerpoint
13. Detail of any Disciplinary Case :-
Pending / Contemplated
14. Details of Station Served / Serving :-

(Signature)