

No.A-35018/10/circular/2013/MF.CGA(A)/Gr.B/ 840
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI

DATE ²⁵Nov , 2013

CIRCULAR

Enclosed herewith please find the following vacancy circular regarding filling up of the following post :-

The other details of the post are as under:-

<u>S.No</u>	<u>Letter No. & Date</u>	<u>Organization</u>	<u>Deputation post with scale</u>	<u>Eligibility</u>
1.	Admn./Pr.CCA /MEA/2(78)/2 013-14/372 dt. 05/11/2013	O/O Pr.CCA, MEA	One- AAO to be posted in Washington. One- AAO to be posted in Kathmandu.	As per circular attached.
2.	DTTDC/Engg./IV(14)/2011-12/2377/827 dt. 06.11.2013	Delhi Tourism & Transportation Development Corporation Ltd.	Accounts Officer in the pay band-3 of Rs. 9300-34800 with Grade Pay Rs.5400/-	SrAO/AO/ AAO(in promotion zone).

The applications of willing and eligible officers may please be forwarded to this office along-with Vigilance Clearance Certificate/Integrity Certificate /Statement of Major /Minor Penalty imposed, if any.

The candidates who apply for deputation in response to this circular may please note that while considering their applications, the aspects like exigencies of parent cadre , cooling period, existence of adverse remarks in ACRs/APARs, pendency of vigilance /disciplinary case , existing Govt. of India instructions, suitability of candidates etc. would be taken into consideration.


(Mohan Chand)

Sr. Accounts Officer

For website.

No. Admn./Pr.CCA/MEA/ 2(78)/2013-14/372
Office of Principal Chief Controller of Accounts
Ministry of External Affairs
Jawaharlal Nehru Bhawan
23-D, Janpath Road, New Delhi-110011

Dated: 05-11-2013

CIRCULAR

Subject: Selection of Assistant Accounts Officer (AAO) for posting in Embassy of India, Washington and Embassy of India, Kathmandu.

This Ministry is in the process of selecting two suitable substitutes of Assistant Accounts Officers (AAOs) posted in Embassy of India Washington and Embassy of India Kathmandu whose tenure have expired.

2. The Essential and Desirable Qualifying requirements are as under:-

(A) Essential Qualifying Requirements

- (i) Serving Sr.AO/AO/AAO of the Central Civil Accounts Service(CCAS) Cadre of the Controller General of Accounts(CGA), Ministry of Finance, Department of Expenditure, who
 - (a) has completed a minimum of two years of service as on 30.11.2013 as Sr.AO/AO/AAO and continues to be posted in the Office of Pr.CCA, MEA; or
 - (b) is presently on deputation in the Ministry of External Affairs having proceeded to this deputation from the Office of Pr.CCA, MEA and has completed a minimum of two years of service as on 30.11.2013 in the MEA including the service as Sr.AO/AO/AAO in the Office of Pr.CCA, MEA; or
 - (c) had serviced either as Sr.AO/AO/AAO in the Office of Pr.CCA, MEA for a minimum period of two years and he had completed his tenure in MEA not earlier than 30.11.2008.
- (ii) should have the requisite experience of working in MEA so that he is familiar with the typicalities of functioning of the Ministry and the Missions, particularly accounting matters
- (iii) Should have a sound grounding in Govt. accounting rules and General Financial Rules.
- (iv) Should have proficiency in handling the IMAS software implemented in the Missions/Posts for payment and accounting functions.

m.d. Kamlesh

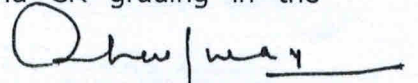
- (v) Should have proficiency in the COMPACT software implemented in the Pr.CCA office into which the monthly cash accounts generated by IMAS are finally incorporated.
- (vi) Should possess positive personality attributes and outstanding service record.

(B) Desirable Qualifying Requirements

- (i) Should be currently posted either in the Office of Pr.CCA, MEA or in the MEA on deputation.
- (ii) With regard to the post in the Embassy of India, Washington should have experience of handling budget work.
- (iii) With regard to the post in Embassy of India, Kathmandu should have experience of handling project finance related work such as the ongoing DPA projects and those in Nepal and Bhutan.

3. The selected Officer would be posted against posts of Attaches in the Embassy which normally carries pay scale in PB-II with GP of Rs.4800/-. In case Sr.AO/AO or AAO in Grade Pay of Rs.5400/- is selected his pay shall be restricted in the manner laid down vide Department of Expenditure OM NO.1/1/2008-IC dated 13th September, 2013.

4. Names of eligible officers willing to be considered for selection for these two posts may be forwarded to the undersigned along with their Bio-Data, vigilance clearance report and CR grading in the enclosed pro-forma before 31.12.2013.



(Bhaskar Verma)

Controller of Accounts

To:

- ✓ 1. Controller General of Accounts, Ministry of Finance, Department of Expenditure, Lok Nayak Bhawan, New Delhi with respect to para 2(i)(c).
- 2. JS(AD), M/o External Affairs, South Block, New Delhi with respect to 2(i)(b).
- 3. Sr.AO(Admn.), O/o Pr.CCA, MEA, Jawaharlal Nehru Bhawan, New Delhi with respect to para 2(i)(a) & 2(i)(b).

Copy for information to :

- 1. PS to SS(AD), MEA
- 2. PS to Pr.CCA, MEA

PROFORMA 1A

(FOR Sr.AOs/AOs/AAOs PRESENTLY POSTED IN O/O PR.CCA, MEA OR PRESENTLY ON DEPUTATION IN THE MEA HAVING PROCEEDED TO THIS DEPUTATION FROM THE O/O PR.CCA, MEA para 22(i)(a) & 2(i)(b) refers)

Panel of Sr.AOs/AOs/AAOs for consideration for posting at EOI, Washington & Kathmandu

S.No	Name of the Officer	Whether presently Sr.AO or AO or AAO	Present Posting	Period of service as Sr.AO/AO/A AO in O/o Pr.CCA, MEA	Period of service on deputation in MEA having proceeded to this deputation from the O/o Pr.CCA, MEA	Total length of service in Col. 5 & 6 taken together
1.	2.	3.	4.	5.	6.	7.

Date :

(Signature of the Competent Authority with Name, Designation and Office Seal)

PROFORMA 1B

**(FOR Sr.AO/AO/AAO WHO HAD SERVED IN THE O/O PR.CCA,
MEA NOT EARLIER THAN 30.11.2008, Para 2(i)(c) refers)**

**Panel of Sr.AOs/AOs/AAOs for consideration for posting at
EOI, Washington & Kathmandu**

S.No	Name of the Officer	Whether presently Sr.AO or AO or AAO	Present Posting	Period of service as Sr.AO/AO/AAO in O/o Pr.CCA, MEA	Length of service as Sr.AO/AO/AAO in O/o Pr.CCA, MEA
1.	2.	3.	4.	5.	6.

Date :

(Signature of the Competent Authority with
Name, Designation and Office Seal)

PROFORMA 2

ACRs/APARs Appraisal Grading of Sr.AOs/AOs/AAOs who are eligible for consideration for posting at E.O.I. Washington & E.O.I. Kathmandu

S.No	Name	2008-09	2009-10	2010-11	2011-12	2012-13

Date :

(Signature of the Competent Authority with Name, Designation and Office Seal)

PROFORMA 3

(BIO-DATA FOR THE PERIOD IN MEA INCLUDING O/O PR.CCA, MEA)

Name of the Officer :

S.No.	Period	Posting	Job Profile

Date :

Signature of Applicant

Countersigned:

Date:

Signature of Competent Authority
With name, designation & Office Seal

PROFORMA 4

CERTIFICATE

It is certified that no vigilance case is either pending or contemplated against _____(Name)_____ (Designation).

Date :

Signature of the Competent Authority with name, designation & Office Seal



Delhi Tourism & Transportation Development Corporation Ltd.
18-A, DDA SCO Complex, Defence Colony, New Delhi – 110024
Telephone No.: 24618026, 24647005, 24653177; Fax: 24697352

No. DTTDC/Engineering/IV/ (14)/2011-2012/2377

827

Dated: 6th November 2013

The Accounts Officer ('Gr. B'),
Office of the Controller General of Accounts,
Ministry of Finance,
Department of Expenditure, 8th Floor
Lok Nayak Bhawan, Khan Market
New Delhi

Sub: Filling up the post of Accounts Officer on deputation basis

Sir,

DTTDC invites applications to form a panel of candidates to fill up two posts of Accounts Officers on deputation basis on standard terms. The pay scale of the post, method of recruitment etc. are given below:

Name of post	Accounts Officer
Scale of Pay	Pay Band-3: 9,300-34,800, Grade Pay: 5,400
Period of deputation	Initially for two years
Method of Recruitment	Transfer on deputation / Foreign Service basis

Eligibility Criteria:

1. Passed JAO (C) examination
2. Holding the post of Junior Accounts officer / Assistant Accounts Officer / Pay and Accounts officer / Senior Accounts Officer
3. Possesses 2 years of experience of working in CPWD system, accounts code, manual etc. and is well conversant with the latest rules and regulations of CPWD accounting procedure
4. Possesses knowledge of Commercial Accounting System

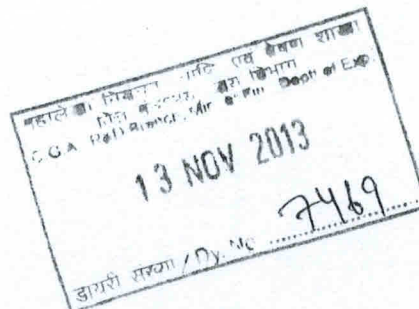
The applications of eligible applicants who are willing to be considered for the post of Accounts Officer may be forwarded to the undersigned in the enclosed prescribed Performa along with particulars of the officer duly verified from records, up to date CR dossiers for the last five years and vigilance clearance certificate.

Thanking you,

Yours faithfully


(P.S. Mehra)
Financial Controller

Enclosed: As above



Mr. B
Mr. Komlesh

PROFORMA

Deputation for the post of Accounts Officer (to be submitted in duplicate)

1. Name & Designation:
2. Date of Birth:
3. Date of continuous regular:
Appointment to the post
4. Present post held with present
Pay and scale of pay of cadre
Post, details of Post:
5. Experience (Office, designation,
Duration, and scale of pay in
chronological order):
6. Educational Qualification:
7. Particulars of specialized
Qualification & experience, if
Any:-

Place:

Date:

Signature:

To be certified by the office where applicant is working.

The particulars of the officer have been verified from service records and are correct.

Signature

Name:

Designation:

Deptt/Office