

No.A-35018/1/2008/Circulars/MF.CGA(A)/Gr. 'B' / 715
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
LOK NAYAK BHAWAN, NEW DELHI

+A.
Date: 03 June, 2008

CIRCULAR No.1 to 3

Enclosed please find the following Vacancy Circular(s) regarding filling up of the various posts on deputation basis:-

Se. No.	Letter No. & Date	Organisation	Deputation Posts with Scale	Last Date for receipt of application
1	ITTD/ESTT.-II/2008/333 dt. 29.05.08	Indian Institute of Technology, Delhi	Divisional Accountant (8000-13500)	25.06.2008
2	1-3/CCA-Admn./Apptt.AO/08-09/ dt. 06.05.2008	Deptt. Of Telecom, Delhi	Accounts Officer (7500-12000)	30.06.2008
3	ICWA/Admn./134/2006/9358 Dt. 29.04.2008	Indian Council of World Affairs, Delhi	Accounts Officer (8000-13500)	immediately

The applications of willing and eligible officers may please be forwarded to this office alongwith attested copies of ACRs for the last five years and Vigilance Clearance Certificate/Integrity Certificate/Statement of Major/Minor Penalty imposed, if any.

Encl: As above.

V.K. Gupta
06/06/2008
(VIJAY KUMAR GUPTA)
Accounts Officer (Group 'B')

All Pr.CCAs/CCAs/CAs/DyCAs

Government of India
Ministry of Communication & IT
Department of Telecommunications
Office of Controller of Communication Accounts
DTO Bldg., Prasad Nagar, New Delhi-5

No.1-3/CCA-Admn/Apptt. AO./08-09

Dated 6.5.08
6.5.08

Sub : Appointment of Accounts officer on deputation to Deptt. of Telecommunication.

Department of Telecommunication, Govt. of India is in need of services of suitable Accounts officer for filling up the posts of 3 Accounts officer in this office on deputation basis. The scales of pay of the selected officers will be regulated in accordance with Dept. of Per. & Trg. OM No.2/29/91-Estt.(Pay II) dated 05 January 1994 as amended from time to time. The eligibility conditions for appointment of Accounts officer are as under :

1	Name of the Post	Accounts officer (P&T Accounts and Finance Service, Telecom. Wing Group 'B' Gazetted) in the office of Controller communication Accounts in the Department of Telecom.
2	Scale of Pay	Rs. 7500-250—12000
3	Eligibility	(a) Officers under the Central Government. (i) Accounts officer on regular basis. Or (ii) holding analogous posts of Accounts officer on regular basis, possessing the qualification of pass in the SAS or equivalent examination conducted by any of the organized Accounts Departments of Central Government. Or (iii) Asstt. Accounts officers (Scale of Pay of Rs. 7450-225-11500)/Junior Accounts officer (Scale of Pay Rs. 6500-200-10500) with 5 Years combined regular Service in the grade as on date. (b) The maximum age limit for appointment by deputation shall not exceed 56 years as on the date of receipt of applications.
4	Duration	Period of deputation will be initially for a period of one Year and likely to be extended for a period of three years.

S. madhukar
ve
13/6/08

WB

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

Period of deputation including period of deputation in another Ex-cadre post held immediately preceding his appointment in the same or some other organization/Department of the central Government shall ordinarily not to exceed three years.

It is requested to kindly forward the names of the willing eligible candidate along with the following: -

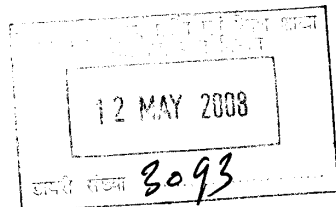
- (1) the bio-data of the officials in the enclosed format
- (2) Vigilance/Disciplinary Clearance certificate as per enclosed format.
- (3) Xerox copies of ACRs for last five financial years (02-03,03-04,04-05, 05-06, 06-07)

It may please be noted that the Department of Telecom is the final authority for selection of candidates for deputation purpose.

Man
Communication Accounts officer (Admn)
O/O CCA, Delhi Region
New Delhi-110005

Copy forwarded to :

1. GM (Finance) PAO, Civil lines, Delhi -54
2. CPMG, Delhi Postal circle, Meghdoot Bhawan, New Delhi - 110001
3. Controller Communication Accounts, WB Circle, 8 Esplanade East, 2nd & 3rd Floor, Kolkata-69
4. Controller Communication Accounts, UP West, Meerut (U.P)
5. Dy. CGA, Min. of Finance, Deptt. of Expenditure, Lok Nayak Bhawan, Khan Market, New Delhi
6. The Jt. Director, P&T Audit, Kolkata- 700001



Annexure-I

PRO-FORMA
APPLICATION FOR DEPUTATION IN THE GRADE OF ACCOUNTS OFFICER IN THE DEPARTMENT OF TELECOMMUNICATIONS

1. Name of the official :
2. Date of Birth & Age :
3. Whether belongs to SC/ST :
4. Educational qualifications
5. Rank/Grading and year of passing of Qualifying JAO/SAS examination
6. Post held on regular basis with scale of Pay/Date of working as JAO on regular basis.
7. Details of present post held :
 - a) Designation of the post
 - b) Scale of Pay and present pay drawn
 - c) Date of appointment to the post
 - d) Nature of appointment to the post (whether regular/adhoc/officiating)
 - e) Name of the Ministry and Department where presently employed with full address and telephone Mp.

8. Details of Employment/Experience :

Office/Instt/Orgn.	Post held	Period	Scale of Pay & present Pay	Nature of duties
1	2	3	4	5

9. Details of deputation held previously : if any with full particulars.
10. Knowledge of computers. If Yes, details of qualification/experience.
11. Choice of station, if any :
 - 1)
 - 2)
 - 3)
12. Remarks, if any.

Signature of the candidate

Annexure-II

CERTIFICATE TO BE RECORDED BY THE OFFICE/DEPARTMENT WHILE FORWARDING THE APPLICATION

1. Certified that the particulars given by the application are true and have been verified from the office record.
2. The Applicant, if selected, will be relieved immediately.
3. Up to date CR dossier for the last five years are enclosed.
4. It is certified that no vigilance case is pending or contemplated against him. There is nothing against the candidate which makes him ineligible for consideration for appointment to the post applied for.
5. No Major/Minor penalty is in force or current against the official.

Annexure-III

DETAILS OF DUTIES ATTACHED TO THE POST OF ACCOUNTS OFFICER
(DOP & T OM No. AB-14017/59/2007-Estt.(RP) Dated 29.08.2007)

Name of the Post	Nature of work attached to the Post
Accounts Officer	<ol style="list-style-type: none"> 1. Pay & Accounts <i>TSPF</i> 2. Pensionary Benefits 3. Collection of License Fees from operators 4. Disbursement of USO Fund after checking the claims of operators. 5. DDOs 6. Administration /Establishment

विश्व मामलों की भारतीय परिषद
Indian Council of World Affairs

Ashok Kumar
Acting Director General
Tel. 2331 9055
Fax 2331 1208

No.40-ADG(ICWA)/08

February 12, 2008

Dear Joseph,

Shri Sunil Kumar Sharma, AAO, IA working with the Chief Controller of Accounts, Ministry of Information and Broadcasting was relieved on 18th July, 2006 and deputed to the Ministry of External Affairs on 19th of July, 2006. His services were placed at the disposal of the Indian Council of World Affairs, New Delhi by the Ministry of External Affairs vide Office Order No. Q/PF/6622/2/2006 dated 1st August, 2006

His pay scale is Rs. 8000-275-13500. The initial deputation was for a period of one year. The Indian Council of World Affairs is an autonomous body declared to be an institution of national importance by an Act of Parliament (No. 29 of 2001). The ICWA is therefore, required to maintain its accounts in a format prescribed for corporate organizations. The ICWA's requirement therefore, is of an Accounts Officer who is familiar with corporate accounting procedures and can prepare the accounts as required under the ICWA Act, Rules and Regulations.

The present incumbent Shri Sunil Kumar Sharma is not familiar with these procedures though he is well versed with the accounting procedure prevalent in government ministries/departments.

I shall, therefore, be grateful if Office of the Controller of Accounts could be approached to depute a person familiar with corporate accounting procedure to the MEA for his deployment with ICWA.

Shri Sunil Kumar Sharma will revert back to his parent department once the new accounts officer has been deployed. It may be mentioned that Shri Sharma, for his own personal reasons has requested that he be relieved from his duties of AAO with ICWA to enable him to join his parent department where his juniors have received promotion as Pay and Accounts Officer. Copy of his letter dated 11/2/08 to Director (ADP) is enclosed.

With regards

Yours sincerely,

Ashok Kumar
(Ashok Kumar)

Shri M.K. Joseph
Chief Controller of Accounts
Ministry of External Affairs
New Delhi.

समू हाऊस, बाराखम्बा मार्ग, नई दिल्ली-110001 (भारत)
Sapru House, Barakhamba Road, New Delhi-110001 (India)
Tel. : 23311902, 23317246-49 Fax : 23311208, 23311522
e-mail : dq@icwa.in ; ddg@icwa.in ; director@icwa.in Website : www.icwa.in



भारतीय प्रौद्योगिकी संस्थान दिल्ली
INDIAN INSTITUTE OF TECHNOLOGY, DELHI

हौज खास, नई दिल्ली-110 016
Hauz Khas, New Delhi-110 016
Tel. : +91-11-26591724 (O)
+91-11-25083080 (R)
Fax : +91-11-26597216
E-mail: are2@admin.iitd.ac.in

वीरेन्द्र कुमार वशिष्ठ
सहायक कुलसचिव (स्थापना-II)

V.K. Vashistha
Assistant Registrar (Estt.-II)

No. IITD/Estt. - II/2008/ 333

Date: 29/5/08

To

Additional Controller General of Accounts
Ministry of Finance,
Deptt. of Expenditure,
Lok Naik Bhawan
New Delhi

Sub: Filling up the post of Divisional Accountant in IIT Delhi by transfer on deputation basis.

Sir,

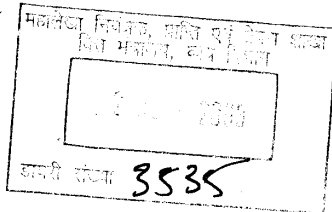
The Indian Institute of Technology, Delhi has planned a number of new constructions during the current year. For the purpose, one post of Divisional Accountant (Rs. 8000-275-13500) is proposed to be filled by transfer on deputation basis for a maximum period of three years. The eligibility conditions as well as other requirements are given in the Annexure.

The pay of the officer selected to the post will be regulated in accordance with the Department of Personnel & Training O.M.No.2/12/87-Estt. (Pay-II) dated 29.04.88 and O.M.No.2-29/91- Estt. (Pay- II) dated 05.01.94, as amended from time to time.

It is requested that the post may be circulated and the applications of eligible officers fulfilling the requirements given in the Annexure may be forwarded to this Institute within 30 days from the date of issue of this circular.

Yours faithfully,


(V. K. Vashistha)
Asstt. Registrar (E-II)





भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute Of Technology Delhi
Hauz Khas, New Delhi – 110 016. Website : www.iitd.ac.in

Advt. No. E-II/04/2008 (E)

Filling up the post of Divisional Accountant in IIT Delhi by transfer on deputation basis.

It is proposed to fill up the following post in IIT Delhi by transfer on deputation basis by the officer possessing the following educational qualification and experience:-

Divisional Accountant – 01 post
Pay Scale: Rs. 8000-275-13500

AAOs in the scale of Rs. 7450-225-11500 with five year service out of which minimum three years experience should be as Divisional Accountant in regular division of CPWD.

The period of deputation shall be upto 03 years. The appointment on deputation shall be governed by DOP&T O.M.No.2/12/87-Estt (Pay-II) dated 29.04.88 and 2/29/91-Estt.(Pay-II) dated 05.01.94.

The applications (in duplicate) alongwith the complete and up-to-date CR dossiers of the officers who could be spared in the event of their selection may be forwarded so as to reach the office of Assistant Registrar (E-II), Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016 within 30 days from the date of publication of this advertisement. Applications received late or without the CRs or otherwise found incomplete will not be considered. In case, the original CR dossiers cannot be spared, photocopies of the same duly attested by an officer not below the rank of Under Secretary may be forwarded. While forwarding the applications, it may be verified and certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. It must also be certified that honesty and integrity of the officer is of a very high order and no major/minor penalty has been awarded to him during the last ten years.

K. Singh

BIO - DATA PROFORMA
(To be furnished in Duplicate)

1. Name and Address in Block letters
2. Date of birth (in Christian era)
3. Date of retirement under Central/State Govt. Rules
4. Educational Qualifications
5. Whether educational and other qualifications required for the post are satisfied. (If any qualifications has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

	Qualifications/Experience Required	Qualifications/Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

6. Please state clearly whether in the light of entries made by you above. You meet the requirements of the post

Yes/NO

7. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature if the space below is insufficient.

Office/Instt./Org.	Post held	From	to	Scale of pay and basic pay	Nature of duties

8. Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent.

- c) In case the present employment is held on deputation/contract basis, please state
 - a) The date of initial appointment
 - b) Period of appointment on deputation contract
 - c) Name of the parent office/organisation to which you belong

10 Additional details about present employment

Please state whether working under:-

- a) Central Govt.
- b) State Govt.
- c) Autonomous Organisations
- d) Government Undertakings
- e) Universities

- 11. Are you in revised scale of pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
- 12. Total emoluments per month now drawn
- 13. Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
- 14. Whether belongs to SC/ST
- 15. Remarks

Declaration

I do hereby declare that the particulars furnished by me above are correct to the best of my knowledge.

Signature of the candidate

Address.....

.....

Tel Nos.....(O)

.....(R)

Dated.....

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

1. Certified that the particulars furnished by Shri/Smt/Kum.....
are correct and he/she possesses educational qualifications and experience
mentioned in the vacancy circular.

Also certified that

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His/her complete CR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of an Under Secretary to the Government of India are enclosed.
- (iii) His/her integrity is beyond doubt.
- (iv) No major/minor penalties have been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last ten years is enclosed.

(Strike out which is not applicable)

Signature.....

Name & designation.....

With seal.....

Date

Place

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

1. Certified that the particulars furnished by Shri/Smt/Kum.....
are correct and he/she possesses educational qualifications and experience
mentioned in the vacancy circular.

Also certified that

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His/her complete CR dossier/ACRs for the last 5 years duly attested (on each page) by an officer of the rank of an Under Secretary to the Government of India are enclosed.
- (iii) His/her integrity is beyond doubt.
- (iv) No major/minor penalties have been imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last ten years is enclosed.

(Strike out which is not applicable)

Signature.....

Name & designation.....

With seal.....

Date

Place