

**No.21/02/2008-CS-I(D)**  
Government of India  
**Ministry of Personnel, Public Grievances and Pensions**  
(Department of Personnel and Training)  
**(CS Division)**  
\*\*\*\*\*

2nd Floor, Lok Nayak Bhavan, Khan Market,  
New Delhi-03, dated the 11<sup>th</sup> September,2008

**OFFICE MEMORANDUM**

**Subject:** Filling up of various post on deputation basis in the Offices of Controller General of Defence Accounts and Directorate of Planning and Coordination under the Ministry of Defence - reg.

The Department of Defence Accounts and Directorate of Planning & Coordination, both the Units functioning under the Ministry of Finance, have intimated a number of vacancies in its various stations all over the country to be filled up on deputation basis in the near future. Job requirement of these posts, eligible conditions, pay scales (as per 5<sup>th</sup> CPC), bio-data proforma etc. are available on this Department's website ([www.persmin.nic.in](http://www.persmin.nic.in)).

2. All Ministries/Departments are requested to give wide publicity to the above vacancies among CSS Officers working under them and duly filled in bio-data proforma alongwith Vigilance Clearance etc. if any, of eligible and interested officers are forwarded to this Division at the earliest, in any case not later than two weeks from the date of issue of this communication.

  
**(R.K.Ojha)**

Deputy Secretary to the Govt. of India  
☎:24629411

To,  
Director/Deputy Secretary,(Admn./Estt.)of  
Ministries/Departments(As per list enclosed)  
**New Delhi.**

**Copy to :**

1. Shri Sanjeev Kumar, Jt.CGDA, Office of the Controller General of Defence Accounts, West Block-5, R.K.Puram, New Delhi-110066- w.r.t. CGDA's D.O.No.An/1/1213/I/Deptn./II dt.15/7/2008.
2. Shri Saurabh Kumar, Director (P&C) Directorate of Planning & Coordination, H' Block, New Delhi-10011 w.r.t. communication No.18/1/ Circulars/ DPO/ (PLG-I) dated 22<sup>nd</sup> August,2008.
3. Technical Director, NIC, Computer Cell, LBN-for uploading this OM on the DOP&T (CS Division) website under Miscellaneous Circulars on priority basis.



Smt. Bulbul Ghosh, IDAS  
C.G.D.A.

Tel. : Off. : 26108682  
Fax : 26164402

रक्षा लेखा महानियंत्रक  
पश्चिमी खण्ड-5, रामकृष्णपुरम,  
पोस्ट बैग नं० 1 / Post Bag No. 1,  
नई दिल्ली - 110066

Controller General of Defence Accounts  
West Block V, Ramakrishnapuram,  
New Delhi - 110066

DO No.AN/I/1213/1/Deptn./II

Dated: 15.07.2008

Dear Shri Mishra,

In the last two decades, the armed forces and other allied organizations served by the Defence Accounts Department (DAD) have undergone a tremendous change in their resource profile and structure. The Defence and defence related budget has also increased substantially with every passing year. The increased defence budget has resulted in a corresponding increase in the workload of this Department in crucial areas such as providing Integrated Financial Advice (IFA) cover, pre-audit and payment of local and central purchase bills, accounting of payments, internal audit of transactions and generating a revised Financial Information System.

2. In the light of the aforesaid changes, the Government of India had approved a comprehensive restructuring of the Defence Accounts Department. As a result of this restructuring, a number of new structures and positions at various levels and stations all over the country have been created. This gives us an opportunity to invite officers at the Junior Administrative Grade (including the NFSG) (scale of pay Rs.12,000-16,500/- and Rs.14,300-18,300/-) and Senior Time Scale (scale of pay Rs.10,000-15,200/-) levels in various Group 'A' services to work in the Defence Accounts Department, on deputation, for a period of up to three years. The stations at which these posts could be available may be seen in Annexure 'AB'.

3. The Defence Accounts Department has a total of 968 offices at 264 stations from Leh in the North to Thiruvananthapuram in the South, Arunachal in the East to Gujarat in the West. These offices have a reasonably good infrastructure, provide a harmonious and enriching work environment. The Department has its own residential accommodation at a large number of stations. At other stations, the officers and staff avail of the residential accommodation from the Services/Central Government Pool.

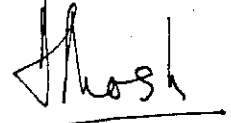
4. I am sure that the officers volunteering to take up assignment in the Defence Accounts Department will find it a very fulfilling and rewarding experience.

Handwritten notes and signatures at the bottom of the page, including a large signature and several smaller ones, along with some illegible text.

5. May I request you to kindly nominate suitable officers from Central Secretariat Services for taking up positions in the Defence Accounts Department on deputation basis? Their brief particulars as per Annexure 'B' enclosed along with certified copies of last five ACRs and vigilance clearance/integrity certificate and certificate of major/minor penalty, if any, imposed upon the officers during last 10 years/no penalty certificate, may kindly be forwarded as early as possible and latest by 20<sup>th</sup> August 2008. If the officers wish to obtain any further details, they may get in touch with Shri Sanjeev Kumar, Joint CGDA (Admin), Telephone No.011-26104492 (Office) in this office who will be happy to be of assistance to them.

With best regards,

Yours sincerely,



[BULBUL GHOSH]

**Shri Satyananda Mishra, IAS**  
**Secretary (Personnel)**  
**Ministry of Personnel, Public Grievances & Pensions**  
**North Block,**  
**NEW DELHI-110011**

Annexure 'AB'

List of stations where for deputationists are invited at JAG level

Sl. No.	Station
1	Allahabad
2	Ambala
3	Ambernath
4	Bhopal
5	Jodhpur
6	Kanpur
7	Kolkata
8	Srinagar

List of stations where for deputationists are invited at STS level

Sl. No.	Station
1	Agra
2	Allahabad
3	Balasore
4	Bathinda
5	Bhopal
6	Bhusawal
7	Bolangir
8	Chanda
9	Chandigarh
10	Cochin
11	Danapur
12	Dehradun
13	Delhi
14	Fatehgarh
15	Gandhinagar
16	Gaya
17	Guwahati
18	Gwalior
19	Itarsi
20	Jabalpur
21	Jaipur
22	Jodhpur
23	Kanpur
24	Katni
25	Kolkata
26	Lansdowne
27	Lucknow
28	Medak
29	Mhow
30	Nagrota
31	Nalanda
32	Patna
33	Port Blair
34	Ramgarh
35	Rangapahar
36	Saugor
37	Shahjahanpur
38	Siliguri
39	Srinagar
40	Sukhna
41	Udhampur
42	Varanasi
43	Varangaon
44	Vizag

Application for deputation to the Defence Accounts Department

Senior time Scale/Junior Administrative Grade Officers

CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian Era)	
3.	Date of retirement under Central/State Government Rules	
4.	Educational Qualifications	
5.	Year of allotment	
6.	Post held, at present	
7.	Date from which present post held	
8.	Whether spouse is also serving? If yes, please give details.	

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

Office	Post held	From	To	Scale of Pay and Basic pay	Nature of Duties (in detail)

10. Additional information, if any, which you would like to mention in support of your suitability for the post.

	(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience)  (Note: Enclose a separate sheet, if the space is insufficient).				
11.	Whether belongs to SC/ST/OBC				
12.	Preference of stations for deputation in DAD	(a)	(b)	(c)	(d)
13.	Remarks, if any				

I declare that the facts stated above are true to the best of my knowledge and belief . I am well aware that the Curriculum vitae, duly supported by documents submitted by me, will also be assessed by the Selection Committee at the time of selection for the post.

Signature

Name of the Officer

Designation

Address

Dated:

### CERTIFICATE

It is certified that the facts and details submitted by the above named officer have been verified from his/her service documents and have been found correct.

2. It is further certified that no disciplinary/court case is pending or contemplated against him/her.

\_\_\_\_\_  
(Name & designation of the employer with seal & date)

Tele: 2301 0518

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No.18(1)/Circulars/DP(PLG-I)  
Government of India  
Ministry of Defence  
Department of Defence  
Production  
Directorate of Planning &  
Coordination  
Room No. 159, 'H' Block,  
New Delhi - 110011.

Dated : 22 Aug 2008.

To,

All Ministries/Deptt of Government of India  
HQ IDS  
Army HQrs (MS-3B)  
Air HQrs (AOP)  
Naval HQrs (DOP)  
OFB/DRDO/DPSUs

Subject: Appointment of Deputy Planning Officer (CAP) in the Directorate of Planning & Coordination, Deptt of Defence Production, Ministry of Defence, on deputation.

I am directed to state that one post of Dy Planning Officer (CAP) in the pay scale of Rs. 12000-16500, in the Dte of Planning and Coordination, Deptt of Defence Production, Ministry of Defence is likely to fall vacant in the near future and is to be filled by transfer on deputation.

2. Job Specifications

The Main function of DPO(CAP) are:-

- (i) To scrutinize capital acquisition proposals received from all services and provide Department of Defence Production inputs regarding capability to manufacture and supply, product support, time frame and approximate costs.
- (ii) To provide inputs of the Long Term Perspective Plans of the services, to the Defence Production Units to decide on mode of indigenous production.
- (iii) To provide secretarial support for all Services Capital Acquisition Plan (SCAP) categorization committee meetings, to include SCPCC, SCPCHC, DAC and DPB.

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(iv) To provide secretarial support to Defence Offset Facilitation Agency (DOFA) chaired by Joint Secretary (Exports).

(v) Participate in Technical Offset Evaluation Committee (TOEC).

(vi) Representing DDP in various Committees like GSEPC, Standardization Committee, R&D Panel etc.

3. Desirable Qualification: -

OAP must be well above average. Technical Staff Course/DSC Qualification is desirable. The officer should not have been superseded for promotion. The officer should have adequate knowledge of Defence equipment and Defence procurement procedure.

4. Mode/Eligibility:-

Deputation of serving government officers/employees of PSUs as below:-

(i) Suitable officers of All India Services or Officers holding analogous posts in Central Civil Services Group A.

OR

(ii) Officers holding analogous posts in the Defence Science Service/ IOFS/Army /Air Force /Navy i.e Lt Col and equivalent.

OR

(iii) Appointment on Short term contract of officers holding analogous posts in public sector undertakings.

Terms Of Deputation


5. The period of deputation will ordinarily not exceed four years, which shall be extended in public interest. For computing the total period of deputation, the period of deputation, in any other ex-cadre post, held immediately preceding this appointment would also be taken into account.

6. The pay of the officer selected on deputation will be regulated as per existing government orders/instructions. Service officer on deputation shall continue to draw their pay and allowances from respective CDAs in case of selection.



## How to Apply

7. Applications as per the attached proforma duly recommended by the concerned administrative authorities and ACR Dossier/authenticated copies of ACRs of eligible/willing officer(s) who can be spared in the event of their selection for the full tenure may be forwarded so as to reach **DPO(Coord), Dte of Planning & Coordination, Room No. 08, 'H' Block, New Delhi-110011 within 45 days of the date of this circular.**
8. The application should be forwarded as per attached proforma only. Record of service in respect of service officer can be submitted wherever considered desirable.
9. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
10. The administrative authority should render a certificate to the effect that the particulars furnished by the Officer(s) are correct and no disciplinary case is pending/contemplated against the Officer(s).

  
(S K Yadav)  
Section Officer (Coord)

Copy to:

1. General Manager-cum-Chief Editor  
East Block-IV, (Employment News)  
Level-7, RK Puram, New Delhi-110066
2. The Director, Advertising & Visual  
Publicity, Ministry of Information &  
Broadcasting, PTI Building, Sansad  
Marg, New Delhi-110001
3. ✓ Under Secy, CS Division (I) - For circulation to all CSS cadre.  
DOPT, Lok Nayak Bhawan  
New Delhi
4. JS(Trg) & CAO, 'E' Block, New Delhi
5. MoD/DS(E), 'B' Wing, Sena Bhawan

**BIO DATA PROFORMA**

(Application for the post of Dy Planning Officer in the Dte of P&C)

1. Name & 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 Education and other : qualifications required for the post are satisfied (if any qualifications have been treated as equivalent to the prescribed in the rules, state the authority for the same).
6. Details of Desirable Qualifications possessed:
7. Please state clearly whether in the : light of entries made by you above, you meet the requirements of the posts.
8. Details of employment, in chronological order. Enclose a separate Sheet, duly authenticated by your signature, if the space below is insufficient:

Office/Instt/ Organisation	Post Held	From	To	Scale of Pay and basic pay	Nature of duies
(a)	(b)	(c)	(d)	(e)	(f)
9. Nature of present employment i.e. adhoc or temporary or quasi-permanent or permanent.

10. 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

11. Additional Details about Present employment

Please state whether working under:

- (a) Central Government
- (b) State Government
- (c) Autonomous organisation
- (d) Government Undertaking
- (e) University

12. 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.

13. Total emoluments per month now drawn:

14. 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.

15. Whether belongs to SC/ST.

Signature of the Candidate

Address \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_