

**F.No.10/5/2017 EO(MM-II)**  
**Government of India**  
**Ministry of Personnel, P.G. and Pensions**  
**Department of Personnel & Training**  
**(Office of the Establishment Officer)**

North Block, New Delhi  
Dated, the 21<sup>st</sup> September, 2017

To,

1. The Chief Secretaries,  
All State Governments,
2. All Secretaries,  
Ministries/Departments of Government of India

**Subject: Filling up the post of Financial Adviser & Chief Accounts Officer, Tea Board, Kolkata under the Department of Commerce-regarding.**

Sir/Madam,

It is proposed to fill the post of Financial Adviser & Chief Accounts Officer, Tea Board, Kolkata under the Department of Commerce on deputation basis. The post is a non-CSS post filled through Civil Services Board procedure.

2. The officers of the rank of Deputy Secretary/Director of the Government of India or equivalent level, eligible for appointment under the Central Staffing Scheme are eligible for the post. The period of deputation is 4/5 years for Deputy Secretary/Director respectively.
3. The Financial Adviser & Chief Accounts Officer, Tea Board, Kolkata will head the Finance Wing of the Tea Board and is also responsible for maintenance of accounts, release of financial assistance to tea gardens and internal audit of the Tea Board.
4. The post may be circulated amongst officers eligible to be appointed at Deputy Secretary/Director or equivalent level in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded to the Department alongwith cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossier. For officers working in the cadre, it may also be ensured that the 'Cooling off' after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation as per instructions.
5. It is requested that the application(s) of the eligible officer(s) may please be forwarded so as to reach this Department within one month from the date of issue of this Circular

Yours faithfully,

  
(Chhatra Mani)

Under Secretary to Government of India  
Tele.: 23093846

Copy to:

1. Department of Commerce, [Shri Mahender Chaudhary, Under Secretary] Udyog Bhawan, New Delhi w.r.t. O.M. No A-12022/27/2007-E.IV dated 02.04.2017.
- ✓ 2. NIC Cell, DOP&T with the request to place on the Department's website.
3. PS to Dir(MM) for uploading through bulk e-mail system.

### Bio-Data

1	Name	:			
2	Date of Birth	:			
3	Service	:			
4	Batch	:			
5	Contact Telephone No.(O)		(R)		(M)
6	Educational Qualifications	:			
7	Complete Experience / Posting Profile	:			
Sl.No.	Period	Post held/ organization	Cadre post/ deputation post	Place of posting	Brief Description
8	Whether clear from Vigilance angle?	:	YES/NO		
9	Whether the officer has been on deputation earlier, if so please provide details of organization, nature of deputation and period(dates) of deputation	:			
10	Whether the officer is debarred from deputation under the Central Staffing Scheme	:	YES/NO		

11. Certified that the above particulars are correct and complete.

Signature of the applicant

Date: \_\_\_\_\_

Signature  
Name/Designation & Rubber Stamp  
of officer certifying the above particulars

*Note:*

*Columns 1-7 to be filled in by applicant*

*Columns 8-11 to be filled in by Ministry/Department concerned.*