

No 10/2/2023-EO(MM-II)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Office of the Establishment Officer)

North Block, New Delhi  
Dated, the 11<sup>th</sup> July, 2023

To,

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

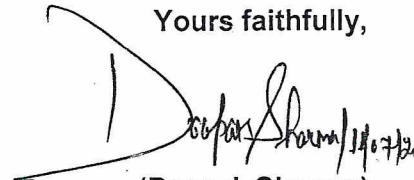
**Subject: Filling up the post of Financial Adviser and Chief Accounts Officer, Tea Board, Kolkata under Department of Commerce.**

Sir/Madam,

This is regarding filling up the post of Financial Adviser and Chief Accounts Officer, Tea Board, Kolkata under Department of Commerce on deputation basis.

2. Officers of the rank of Deputy Secretary/Director level from the All India Services or any Organized Services of the Government of India, eligible for appointment under Central Staffing Scheme are eligible for the post. The period of deputation is 4/5 years at Deputy Secretary/Director level respectively.
3. The Financial Adviser and Chief Accounts Officer, Tea Board, Kolkata will head the Financial 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 level 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 along with **cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossiers for the last five years**. For officers working in the cadre, it may also be ensured that the 'Cooling off', after a previous stint on deputation, if any, is completed and the officer is eligible for appointment on Central Deputation as per extant instructions.
5. The post is a Non-Central Staffing Scheme post to be filled up through the Civil Services Board (CSB) procedure. It may be noted that no 'Mandatory Posting Certificate' for allotment/retention of Government accommodation would be issued by this office to the officer appointed to the post.
6. It is requested that the application(s) of the eligible candidate(s) may please be forwarded [through email at [s.deepak@nic.in](mailto:s.deepak@nic.in)] so as to reach this Department by 11<sup>th</sup> August, 2023.

Yours faithfully,



(Deepak Sharma)

Under Secretary to the Government of India

Tel-23093846

Email: [s.deepak@nic.in](mailto:s.deepak@nic.in)

Copy to:

1. D/o Commerce [Shri Mahender Chaudhary, Under Secretary] Vanijya Bhawan, New Delhi w.r.t. OM No. A-12022/1/20218-E-IV dated 21.05.2023.
2. PA to DS(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.	Domicile	:			
7.	Educational Qualifications	:			
8.	Date of joining service	:			
9.	Present Designation and Pay Scale				
10.	Period of continuous appointment on the present post	:			
11.	Date of grant of Level 13 or Grade Pay of 8700/- (if applicable)	:			
12.	Date of superannuation				
13.	Complete Experience/Posting Profile	:			
S. No	Period	Post held/Organization	Cadre post/Deputa tion post	Place of Posting	Brief Description
14.	Whether clear from Vigilance Angle	:	Yes/No		
15.	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation	:			
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme	:			

17. 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 1-13 to be filled in by applicant.

Columns 14-17 to be filled in by Ministry/Department concerned