



हर काम देश के नाम

कार्यालय, रक्षा लेखा नियंत्रक, नं 1, स्टाफ रोड, सिकंदराबाद - 500 009
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
NO.1 STAFF ROAD, SECUNDERABAD-500 009
TELEPHONE No. 040-27843385, FAX No. 040-27810499



No. AN/I/1144/Misc

Date : 13.12.2022

CIRCULAR
(Through Website)

To

1. The CDA, IT&SDC, Secunderabad.
2. The Jt. CDA I/c, PAO (ORs) EME, Sec'bad.
3. The ACDA I/c, AAO (Army), Vizag
4. The ACDA I/c, PAO (ORs) AOC, Sec'bad.
5. All AOs in Main Office.
6. All Sub-Offices located at Sec'bad/Hyd'bad/Eddumailaram/Suryalanka/Tirupati.

Subject : Filling up 04 selection posts of Accounts Officer in DDA on deputation.

Reference : Hqrs Lr. No. AN/II/2407/Dept. Misc./2021, dt. 13.12.2022.

Hqrs Office vide letter cited under reference has called for willing officers amongst **Accounts Officers** for filling up of selection posts of Accounts Officer in Delhi Development Authority on deputation basis in Pay Band-2 with Grade Pay of Rs. 5400/- (Level-9 in 7th CPC).

2. A Copy of letter issued by Delhi Development Authority is enclosed for information.
3. Applications in prescribed the proforma (as enclosed with the DDA's letter) from all eligible and willing officers, having at least 02 years stay at the present station, may be called for and forward to this Office latest by **19.12.2022** for onward transmission to Hqrs Office. While forwarding the applications, it may also be ensured that the Officer has completed **mandatory "Cooling off" period of three years** in case the Officer has recently served on a deputation post.

Encl: As above.

sd/-
ACDA (AN)

Copy to:

The AO, IT Section, Local - For uploading in the website.


(K Ramakrishna)
AO (AN)



“हर काम देश के नाम”

कार्यालय रक्षा लेखा महानियंत्रक

उलान बटार मार्ग , पालम, दिल्ली छावनी-110010

OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS

ULAN BATAR MARG, PALAM, DELHI CANTT. -110010

दूरभाष/Ph: 011-25665500/55, 25674870 ई-मेल/Email : hqan2.cgda@gov.in वेबसाइट/website : http://cgda.nic.in

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आज़ादी का
अमृत महोत्सव

No.AN/II/2407/Dept. Misc./2021

Date: 13.12.2022

To

All PCsDA/PCA(Fys)/CsDA (including PIFA/IFA)/AN-IV section (Local)
(Through CGDA website)

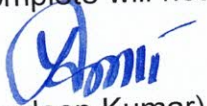
Subject: Filling up 04 (Four) selection posts of Accounts Officer in DDA on deputation basis in Pay Band-2 with Grade Pay of Rs. 5400/- (Level-09 in the Pay Matrix (Rs. 53,100-1,67,800/-) as per 7th CPC).

Please find enclosed copy of Delhi Development Authority (DDA), New Delhi letter No. F.7(136)2022/PB-1/3703 dated 25.11.2022 wherein application has been invited to fill up 04 (four) selection posts of Accounts Officer in DDA on deputation basis in Pay Band-2 with Grade Pay of Rs.5400/- (Level-09 in the Pay Matrix (Rs.53,100-1,67,800/-) as per 7th CPC).

2. It has been decided to call for names of willing officers amongst the AOs for filling up the aforesaid deputation post in DDA, New Delhi. Applications (in the prescribed proforma) of willing and eligible AOs with at least 2 years stay at the present station, disciplinary/vigilance clearance certificate, details of major/minor penalty(ies), if any, imposed during the last 10 years, documents in support of qualification and experience along with preceding 5 years APARs/MTPARs/ACRs duly attested by the Group 'A' officer may be forwarded to this office so as to reach **by 21.12.2022** positively.

3. While forwarding the names of willing officers to HQrs office, it may please be ensured that the officer has completed mandatory **“Cooling off” period of three years** in case the officer has recently served on a deputation post.

4. The application received after the due date or found incomplete will not be considered.


(Pradeep Kumar)
Sr. Accounts Officer (AN)

Copy to:

IT&S Wing (local).

- With request to upload the same on CGDA website.

- Sd -
(Pradeep Kumar)
Sr. Accounts Officer (AN)

दिल्ली विकास प्राधिकरण/ DELHI DEVELOPMENT AUTHORITY

कार्मिक शाखा1-/ PERSONNEL BRANCH-1

बी ब्लॉक कमरा नं. 311,आई एन.ए, विकाससदन, नईदिल्ली-110023

B-Block, 3rd Floor Room No. 311, Vikas Sadan, INA New Delhi.

E-1, Ground Floor, Vikas Sadan, INA , New Delhi 110023

No. F.7 (136)2022/PB-1/3103

Dated : 25/11/22

From: Commissioner (Personnel)

To

- | | |
|---|---|
| 1. The Secretary to the Govt. of India Department of Expenditure, Ministry of Finance North Block, New Delhi-110001 | 2.Dy. Comptroller and Auditor General, Office of C&AG (HR), Pocket-9, Pandit Deen Dayal Upadhyaya Marg, New Delhi-110002 |
| 3.Addl. Controller General of Accounts(HR&O), Office of CGA, Mahalekha Nyantrak Bhawan, Ministry of Finance, GPO Complex, Block E, Aviation Colony, INA Colony, New Delhi, Delhi 110023 | 4.Joint Controller General of Defence Accounts(Administration) Office of the Controller General of Defence Accounts, Ulan Batar, Rao Tularam Marg, Sport View, Palam, New Delhi, Delhi 110010 |
| 5.Special Secretary(Personnel), Department of Expenditure, Ministry of Finance North Block, New Delhi-110001 | 6.Principal Secretary (Finance), Govt. of NCT of Delhi, A- Wing, 4th Level, Delhi Secretariat, I.P. Estate, New Delhi- 110002 |
| 7. Chief Advisor (Cost), Office of the Chief Advisor (Cost), Deptt. of Expenditure, Ministry of Finance, Second Floor, C-Wing, Lok Nayak Bhawan, Khan Market, New Delhi- 110003 | 8.Secretary, Railway Board ,Ministry of Railways, Rail Bhawan, New Delhi- 110001 |

Sub: Filling up 04 (Four) selection posts of Accounts Officer in DDA on deputation basis in Pay Band-2 with Grade Pay of Rs. 5400/- (Level-09 in the Pay Matrix (Rs. 53,100-1,67,800/-) as per 7th CPC).

Sir,

Delhi Development Authority intends to fill-up 04 (four) selection posts of Accounts Officer in DDA on deputation basis in Pay Band-2 with Grade Pay of Rs. 5400/- (Level-09 in the Pay Matrix (Rs. 53,100-1,67,800/-) as per 7th CPC).on deputation basis from eligible and willing officers belonging to Central Government or State Government or Union territory Administration or Statutory organization. The tenure of deputation will be initially for a period of 03 years which is extendable upto 05 years on year to year basis (for 4th and 5th year) with the mutual consent of lending and borrowing departments.

Eligibility criteria:-

"Officers of the Central Government or State Government or Union territory Administration or Statutory organization:

(i)Holding analogous post on regular basis in the parent cadre or department; or

(ii) with five years' regular service in the grade of Assistant Accounts Officer in level-8 in pay matrix(Rs.47,600-1,51,100/-) rendered after appointment thereto in the parent cadre or department.

Note 1.- The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or

Dy. CGDA (AN)

रक्षा लेखा उप महानियंत्रक (प्रशा) / Jt. CGDA (AN)
डायरी सं/ Dy. No. 04 दि/ Date 25/11/2022

रक्षा लेखा उप महानियंत्रक (प्रशा) / Jt. CGDA (AN)
डायरी सं/ Dy. No. 91 दि/ Date 01/12/22

T-8
K/P
A/S
S/M
A/C

Department of the Central Government shall ordinarily not exceed three years. The maximum age shall not exceed fifty-six years as on the closing date of the receipt of application.

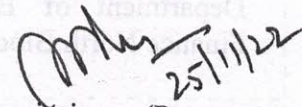
Note 2.- The official in feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion."

The detailed terms & conditions including eligibility criteria and application format can be obtained from DDA website i.e. www.dda.gov.in in the link 'Jobs'. However, a copy of the said notice is enclosed herewith for ready reference.

It is therefore, requested that this notice may kindly be given wide circulation and the names of eligible and willing officers may be sponsored to the office of Commissioner (Personnel), Delhi Development Authority, E-1, Ground Floor, Vikas Sadan, INA, New Delhi - 110023 in prescribed format before the last date i.e. 09.01.2023.

Yours sincerely,

Encl: As above.


Commissioner (Personnel)

दिल्ली विकास प्राधिकरण/ DELHI DEVELOPMENT AUTHORITY

कार्मिक शाखा1-/ PERSONNEL BRANCH-1

बी ब्लॉक कमरा नं. 311,आई एन.ए, विकाससदन, नईदिल्ली-110023
B-Block, 3rd Floor Room No. 311, Vikas Sadan, INA New Delhi.

No.F.7 (136)2022/PB-II | 3701

Dated: 25/11/22

Sub: - Filling up 04 (Four) selection posts of Accounts Officer in DDA on deputation basis in Pay Band-2, with Grade Pay of Rs. 5400/- (Level-09 in the Pay Matrix (Rs. 53,100-1,67,800/-)as per 7th CPC).

DDA invites applications in the prescribed format from the eligible officers for filling up 04 (Four) selection posts of Accounts Officer in Pay Band-2 with Grade Pay of Rs. 5400/- (Level-09 in the Pay Matrix (Rs. 53,100-1,67,800/-) as per 7th CPC) in DDA on deputation basis.

Eligibility Criteria for the post of Accounts Officer

“Officers of the Central Government or State Government or Union territory Administration or Statutory organization:

- (i) Holding analogous post on regular basis in the parent cadre or department; or*
- (ii) with five years' regular service in the grade of Assistant Accounts Officer in level-8 in pay matrix (Rs. 47,600-1,51,100/-) rendered after appointment thereto in the parent cadre or department.*

Note 1.- The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed three years. The maximum age shall not exceed fifty-six years as on the closing date of the receipt of application.

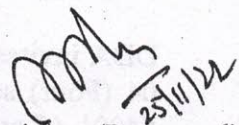
Note 2.- The official in feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion."

General Conditions:

- i. Candidates should apply through Cadre Controlling Authority in the parent department in the proforma prescribed by DoPT vide OM No. F. No AB.14017/28/2014-Estt.(RR)dated 02.07.2015 along with relevant documents. The Cadre Controlling Authority should also fill up “Certification by the Employer/Cadre Controlling Authority” invariably which is a part of prescribed application format.
- ii. The application in the prescribed proforma should be forwarded by the concerned Cadre Controlling Authority certifying that the details furnished by the candidate are correct.
- iii. The applications received after the last date of receipt shall not be entertained under any circumstances.
- iv. The period of deputation shall be initially for 03 years extendable up to five years on year to year basis (for 4th and 5th year), which may, however, be terminated at any time before completion of period/extended period at the discretion of the Delhi Development Authority.
- v. The Pay and allowances and other conditions of deputation of the officers selected on deputation shall be regulated in accordance with the Department of Personnel & Training's OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and OM No.2/6/2016-Estt. (Pay-II) dated 17.02.2016 & as amended from to time.

- vi. The APARs for the last five years duly certified by the Group 'A' Officer in the parent department along with latest vigilance clearance report indicating the pending and settled disciplinary/criminal cases and the details of penalties imposed, if any, should also be furnished.
- vii. The level of responsibilities and duties of cadre post of the applicants should be comparable to the duties and responsibilities of the ex-cadre post.
- viii. The application, complete in all respect should reach the office of **Commissioner (Personnel), Delhi Development Authority, E-1, Ground Floor, Vikas Sadan, INA, New Delhi - 110023 on or before the last date i.e. 09.01.2023.** Incomplete applications shall not be considered and will be rejected summarily.

Encls:As above


25/11/22
Commissioner (Personnel)

Bio-data /Curriculum Vitae (CV) proforma for submission by the candidate for appointment by deputation for the Post of Accounts Officer Strike out whichever is not applicable

1	Name and address (in Block Letters)					
2	Date of Birth					
3	i.)Date of entry into service					
	ii)Date of retirement under Central /State Government Rules					
4	Educational Qualifications					
5	Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
	Qualifications /experience required as mentioned in the advertisement / vacancy circular			Qualifications / experience possessed by the officer		
	Essential			Essential		
	A)Qualification:-			A)Qualification:-		
	B) Experience			B) Experience		
	Desirable			Desirable		
	A)Qualification:-			A)Qualification:-		
	B) Experience			B) Experience		
5.1	Note: This column needs to be amplified to indicate Essential and Desirable qualifications as mentioned in the RRs by the Administrative Ministry /Department / Office at the time of issue of Circular and issue of advertisement in the Employment News.					
5.2	In the case of Degree and Post Graduate Qualifications Elective / main Subjects and subsidiary subjects may be indicated by the Candidate.					
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
6.1	Note: Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
7	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient (Col. on the separate sheet should however remain as under).					
	Office Institution	/Post held on regular basis	From	To	*Pay Band and Grade Pay / Pay Matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

<p>*Important: 1. Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only substantive Pay Band and Grade Pay / Pay Matrix of the post held on regular basis is to be mentioned. Details of ACP / MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below.</p> <p>2. If the parent department is not following the Central Government Scales, their equivalent scales of pay/posts may be mentioned by the Candidate/Cadre Controlling Authority.</p>			
	Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From To
8	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent		
9	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 / organization to which the applicant belongs.
			d) Name of the post and Pay of the post held in substantive capacity in the parent organization.
9.1	Note:- In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance , Vigilance Clearance and Integrity Certificate.		
9.2	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre / organization.		
10	If the post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column:</p> <ul style="list-style-type: none"> a. Central Government b. State Government c. Autonomous Organization d. Government Undertaking e. Universities f. Others 		
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to-feeder grade.		
13	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.		

14	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
15	In case the applicant belongs to an Organization which is not following the Central government Pay –scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay / interim relief / other Allowances etc. (with break-up details)	Total Emoluments
16A	Additional information, if any, relevant to the post you applied for 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 over and above prescribed in the Vacancy Circular/Advertisement}		
16B	<p>Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards / Scholarships / Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) any other information. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>		
17	Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis # (officers under Central / state Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)		
	#(The option of 'STC' / 'Absorption' / Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "re-employment")		
18	Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Post _____

Department _____

Address Office) _____

Address (Residential) _____

Mobile No. _____

Dated:-

Certificate by the Employer /Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending / contemplated against Sh. /Smt.....
- ii) His / Her integrity is certified.
- iii) His / Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major / minor penalty has been imposed on him / her during the last 10 years **OR** A list of major / minor penalties imposed on him / her during the last 10 years is enclosed.(as the case may be)

Countersigned

(Employer / Cadre Controlling Authority with Seal)

Points to be noted by the Parent Department

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No. 11012/11/2007-Estt (A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M No. 2/1/2012-Estt. (Pay. II) dated 04.01.2013 may be strictly adhered to.
3. The applicants/CV not accompanied by supporting certificate/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidate for the selection.
4. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/post in the employment News. For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan.2014 (excluding the first date of publication).