
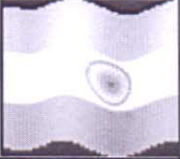


CIRCULAR

 DEPARTMENT	<b>OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS</b> No.1, STAFF ROAD, SECUNDERABAD-500009 TELE: 040-27843385 FAX:040-27817275	
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NO.AN/I/1005/VOLUNTEERS

Date: 21.01.2016

To

- |                                     |  |
|-------------------------------------|--|
| 1. The CDA,IT&SDC,Sec'bad           | 2. The Addl.CDA/ACDA i/c                   |
| 3. The AAO(ARMY)<br>AAO(Army),Vizag | PAO(ORs)EME/AOC<br>Secunderabad.           |
| 4. All sections in Main Office      | 5. All Sub offices located at Sec'bad/Hyd. |

Sub:Deputation to Saudi Arabia for Haj Duty for 2016 -AAOs/ Sr.Auditors/  
Auditors.

\*\*\*\*

It has been decided by the Competent Authority to call for volunteers amongst Male Muslim AAOs / Sr.Auditors / Auditors for temporary deputation to **Consulate General of India, Jeddah**, Saudi Arabia as Assistant Haj Officer / Haj Assistants for Haj 2016.

In this connection, it is requested to inform all the Male Muslim AAOs / Sr. Auditors / Auditors in your office and those who are willing to proceed on deputation to Haj Duty, may download the application form alongwith eligibility criteria and terms & conditions from CDA, Sec'bad website i.e., (<http://cdasecbad.ap.nic.in>).

Filled in applications may please be forwarded to this office latest by **28-01-2016** for onward transmission to HQrs Office.

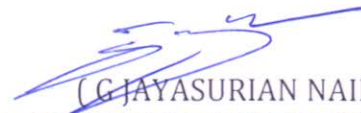
**NIL report is also required.**

  
( G JAYASURIAN NAIR )  
**SR. ACCOUNTS OFFICER (AN)**

✓ Copy to:

The EDP Centre, Local

- For uploading the same in the website.

  
( G JAYASURIAN NAIR )  
**SR. ACCOUNTS OFFICER (AN)**

कार्यालय, रक्षा लेखा महानियंत्रक  
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
उलान बटार रोड, पालम, दिल्ली छावनी - 110010  
ULAN BATAR ROAD, PALAM, DELHI CANTT.-110010

No. AN/IX/9104/HAJ/2016

Dated: 15.01.2016

To,  
The PCsDA/CsDA  
The PCA (Fys) Kolkata,  
AN-IV Section (local)

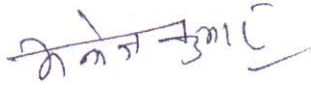
**Sub: - Deputation to Saudi Arabia for Haj Duty - 2016.**

Ministry of External Affairs (Haj Cell) vide Office Memorandum No. M (Haj)/1183/02/2016 dated 31.12.2015 has invited applications from **male Muslim officials for temporary deputation to** Consulate General of India, Jeddah, to render assistance to Haj pilgrims. The interested & eligible male Muslim officials viz **AAOs/Sr Auditors/Auditors** may apply for the said deputation as **Assistant Haj Officer and Haj Assistant for Haj 2016** through their respective Pr CDA/CDA and those serving in IFAs through proforma controllers.

2. **The eligibility criteria and other terms & conditions are at Annexure- A on the** → F/B  
websites: [www.mea.gov.in](http://www.mea.gov.in), [www.hajcommittee.gov.in](http://www.hajcommittee.gov.in) and <http://hajmea.nic.in/haj>.

3. The last date for filling-in online application is **15.02.2016** and last date for receipt of hard copies of online filled application alongwith requisite enclosures is **14.03.2016** in Ministry of External Affairs.

4. As the last date of receipt of application in the Ministry is **14.03.2016**, it is requested that a hard copy of the online filled in application form **in original** duly approved by the respective Competent Authority/Controllers alongwith requisite enclosures of all the willing individuals may be forwarded to this HQrs office so as to reach HQrs by **20.02.2016** for onward transmission to Ministry of External Affairs. **The incomplete applications and applications received after due <sup>date</sup> will not be considered.**

  
(Manoj Kumar)  
Sr. Account Officer (AN-IX)

Copy to:-

1.) EDP Centre (local) } Please upload this circular on HQrs website.

-Sd-  
(Manoj Kumar)  
Sr. Account Officer (AN-IX)



No. M (Haj)/1183/02/2016  
Government of India  
Ministry of External Affairs  
(Haj Division)

.....  
New Delhi, December 31, 2015

**OFFICE MEMORANDUM**

Ministry of External Affairs invites applications from male Muslim permanent employees working in Central/State Government/UTs/ PSUs/ Autonomous bodies for temporary deputation to Consulate General of India, Jeddah, Saudi Arabia, to render assistance to Haj pilgrims as **Coordinators, Assistant Haj Officers and Haj Assistants for Haj-2016**. Employees working on Temporary/Part-time/Seasonal/Contractual/Ad-hoc basis are not eligible for deputation. The period of deputation will be approximately 02-03 months.

2. The eligibility criteria and other terms & conditions are at Annexure-A on the websites: [www.mea.gov.in](http://www.mea.gov.in), [www.hajcommittee.gov.in](http://www.hajcommittee.gov.in) and <http://hajmea.nic.in/haj>.

3. Applicant should fill-up the application **online** which is available on website: <http://hajmea.nic.in/haj>. A hard copy of the online filled in application form **in original** duly approved by the respective Competent Authority along with requisite enclosures marked with "**Application for Deputation to CGI, Jeddah**" on top of the envelope should be sent to the following address:

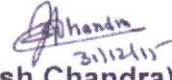
**Under Secretary (Haj),**  
Ministry of External Affairs,  
Room No. 304,  
Indian Society of International Law  
V.K Krishna Menon Bhawan,  
9, Bhagwan Das Road  
New Delhi-110001

4. Interview for selection of candidates would be conducted by the Ministry of External Affairs, New Delhi. Date, time and venue of the interview shall be intimated to the eligible candidates in due course. No TA/DA or any other allowances for appearing in interview shall be paid by the Ministry of External Affairs. The selection of deputationists will be done on the basis of length of their service, experience, desirable qualifications and interview. Preference, however, will be given to those candidates who are working in Police & Para military services. Ministry's decision regarding selection of candidates shall be final. No correspondence, in this regard, will be considered from any applicant.

*[Handwritten signature]*

5. The selected candidates should apply for an official passport at their nearest Regional Passport Offices (RPOs) immediately on receipt of the selection letter. Haj Division will not entertain any requests for arranging Official Passports. Details of RPOs are available at website: <http://passportindia.gov.in/>. The selected candidates need to fill-up the visa form also which is available at Annexure 'B' of online application.

6. **The last date for filling-in online application is February 15, 2016. The last date for receipt of hard copies of online filled applications along with requisite enclosures is March 14, 2016.**

  
31/12/15

(Harish Chandra)

Under Secretary to the Government of India

E-mail: [ushaj@mea.gov.in](mailto:ushaj@mea.gov.in)

Tel: 011 23386327

To:

1. All Ministries/ Departments of the Government of India.
2. Chief Secretaries of all States and Union Territories.
3. Health Secretaries of all States and Union Territories.
4. PSUs/Autonomous bodies.
5. Haj Committee of India, Mumbai and all State Haj Committees.

  
31/12/15



**ANNEXURE "A"**  
**Administrative Personnel**

**Ministry of External Affairs**  
**(Haj Division)**

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**Eligibility Criteria and other Terms & Conditions for Temporary Deputation  
of Coordinator/Assistant Haj Officer/ Haj Assistant to Consulate General of  
India, Jeddah, Saudi Arabia for Haj -2016.**

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Applicant should ensure that the hard copy of the **online** filled in application **in original** duly approved by the Competent Authority are sent to the Haj Division of the Ministry of External Affairs by the specified due date. Attention of the applicants is also invited toward Clause 20 of the CCS (Conduct Rules), 1964 which says, "**No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government.**" Ministry may initiate disciplinary action against such applicants who violate the above-mentioned clause.

**1. Instructions for applicant:**

- (a) Applicant should fill-up application online which is available on website: <http://hajmea.nic.in/haj>.
- (b) A hard copy of online filled in application **in original** should be sent along with following enclosures:
- (i) Certificate in original from the Competent Authority in the prescribed format appended to the application form along with a letter forwarding the application. Application received without the approval of the Competent Authority **will not be considered**.
  - (ii) Six passport size coloured photographs in white background.
  - (iii) Duly attested Matriculation/SSC certificate or any other documents in support of Date of Birth.
  - (iv) Medical fitness certificate (**in original**) from a Government Hospital. Applicant must not be suffering from any serious ailment including heart disease, hypertension, diabetes, asthma and kidney problems etc. Certificate issuing authority will be held responsible if information furnished is found false or incorrect, Govt of India can recover full or partial amount spent on applicant.
- (c) **Please note:**
- (i) Applicant should fill-up application online. Advance copy of the application/ hand written application, application with corrections or incomplete in any form without enclosures will not be considered. Application not duly forwarded through the proper channel or received after the due date will not be considered by the Ministry.

- (ii) Applicant should not be less than 25 years and more than 50 years of age as on 01.07. 2016.
- (iii) Applicants deputed to CGI, Jeddah during Haj-2014 and Haj-2015 or deputed to CGI, Jeddah for **three or more times** will not be considered.
- (d) A hard copy of the application form in **original** duly approved by their respective Competent Authority along with the requisite enclosures marked with "**Application for Deputation to CGI, Jeddah**" on top of the envelope should be sent to the following address:

**Under Secretary (Haj),**  
Ministry of External Affairs,  
Room No. 304,  
Indian Society of International Law  
V.K Krishna Menon Bhawan,  
9, Bhagwan Das Road  
New Delhi-110001

**2. Eligibility Criteria:** Employees working on Temporary/Part time/ Seasonal/ Contractual/Ad-hoc basis are not eligible for deputation.

**Coordinators:** Deputy Secretary to the Govt. of India or equivalent in the Grade Pay of Rs. 7,600/- (Pay Band-3) are eligible. Officers completing five years of service as Under Secretary to Govt. of India in the Grade Pay of Rs. 6,600/- or equivalent are also eligible for the post of Coordinator. **Officers in the rank of Director & above (drawing Grade Pay more than Rs.7,600/-) will not be considered.**

**Assistant Haj Officers:** The applicant should be holding a post of Under Secretary or Section Officer of Central Government or equivalent in the Pay scale of Rs. 15,600-39,100 with Grade Pay of Rs. 6,600/- (service as Under Secretary at Grade Pay Rs. 6,600/- must be less than five years.) and in the case of Section Officer with Grade Pay of Rs. 5,400/- & Rs. 4,800/- in the Pay scale of Rs. 9,300-34,800 (Pay Band 2).

**Haj Assistants:** The applicant should be holding a post of Assistant (at least two years in Govt. Service) and UDC (at least five years of service as UDC) of the Central Government or equivalent. Preference will be given to the officials of Assistant level of Central Govt. or equivalent in the Pay Scale of Rs. 9,300-34,800 (Pay Band 2) with Grade Pay Rs.4,600/- & Rs.4,200/-. The applicants having Pay Scale of Rs.5,200-20,200 with Grade Pay Rs 2400/- can also apply for the post. **Officials in the rank of L.D.C & below or drawing Grade Pay less than Rs.2,400/- will not be considered.**

- 3. Due weightage would be given to:**
- Proficiency in regional languages.
  - Knowledge of Arabic language.





- Knowledge of Accounts.
- Experience in Crowd Control and Disaster management.
- Experience in Public Relations, Administrative, Police & Para Military Services.
- Courses in Data Entry, Computer including proficiency in MS-Word, Excel, E-mail & internet, LAN and WAN from NIC or person holding "O" level certificate from Department of Electronics.

**Attachments (Optional) which may be attached with the application.**

1. Certificate of experience in Crowd Control and Disaster Management.
2. Certificate of proficiency in data entry/Computer Applications.
3. Certificate of Arabic Language proficiency.

**4. Pay & Allowances:**

- During the deputation period, Basic Pay, HRA and Foreign Allowance as admissible to India-based staff of equivalent rank in Consulate General of India, Jeddah will be paid. HRA will however not be paid to those employees who are in possession of Government accommodation in any city in India.
- No Daily Allowance would be admissible for the period of deputation at CGI, Jeddah.
- Economy class air ticket to & fro Jeddah would be provided to the deputationists.
- The selected candidates will be entitled to normal baggage allowance of 20 Kgs.
- Accommodation would be provided on sharing basis to the deputationists.
- The officials selected will be entitled for eight days preparation/joining time before departure. **However, no payment** will be made in case the applicant is **not able** to proceed to Saudi Arabia or stays beyond eight days preparation time on account of any administrative exigency.
- No joining/preparation time is admissible on return from deputation i.e. Jeddah.
- No conveyance allowance shall be paid for completing various formalities in Delhi.
- Expenditure on account of to & fro air travel to Jeddah will be borne by the Ministry of External Affairs.
- Expenditure on account of salary, preparation time and accommodation in Saudi Arabia during the deputation period will be borne by the CGI, Jeddah.

**5. Deployment and Duties of the Deputationists:**

- The services of the deputationists will be at the disposal of the Consulate General of India (CGI), Jeddah during their deputation and they will be deployed by CGI, Jeddah, at various Branch offices in Makkah, Madinah, Haj terminal at Jeddah, camps at Mina and Arafat, etc. on functional basis to render assistance to Indian Haj pilgrims.
- They will also be deemed to be on 24 hours duty during the entire period of deputation and will be allocated tasks for specified duration depending

- on exigencies. **No extra remuneration or compensation** will be payable to them except the normal admissible Foreign Allowance.
- To assist pilgrims at their Maktabs and camps during the pilgrimage.
  - To assist pilgrims in their daily activities and attend to their grievances.
  - To assist the pilgrims to perform their Haj rituals.


**6. General Conditions:**

- If the selected candidate **does not report** to the Ministry within the stipulated time, the next candidate in the waiting list would be considered without serving any notice to the non-reporting candidate.
- If any information given by the candidate is found wrong at any stage, his candidature will be cancelled. The department concerned shall be asked to take appropriate disciplinary action against the candidate and the expenditure incurred by the Ministry will be recovered.
- The selected candidates will not be allowed to take any of their family members, including spouse, even at their own cost.
- The selected candidates are not allowed to interact with the media. Violation of this condition will result in immediate recall and disciplinary action.
- The deputationists should always be in civil clothes.
- Failure to perform duties assigned to the deputationists satisfactorily could lead to immediate repatriation to India and disciplinary action including partial or full recovery of the Government money spent on his deputation.

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Annexure-B

الصورة Photo		سفارة المملكة العربية السعودية القسم القنصلي EMBASSY OF SAUDI ARABIA CONSULAR SECTION
Full name: _____		الاسم الكامل
Motor's name: _____		إسم الآلة
Date of birth: _____	تاريخ الولادة: _____	تاريخ الميلاد
Place of birth: _____	مكان الميلاد: _____	مكان الميلاد
Previous nationality: _____	الجنسية السابقة: _____	الجنسية السابقة
Present nationality: _____	الجنسية الحالية: _____	الجنسية الحالية
Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	الجنس: <input type="checkbox"/> أنثى <input type="checkbox"/> ذكر	الجنس
Marital Status: _____	الحالة الزوجية: _____	الحالة الزوجية
Religion: _____	الديانة: _____	الديانة
Place of issue: _____	المكان: _____	المكان
Qualification: _____	المهنة: _____	المهنة
Home address and telephone No: _____		عنوان المنزل ورقم الهاتف
Business address and telephone No: _____		عنوان العمل ورقم الهاتف
Purpose of travel: <input type="checkbox"/> Work <input type="checkbox"/> Trans <input type="checkbox"/> Visit <input type="checkbox"/> Family <input type="checkbox"/> Hajj <input type="checkbox"/> Umrah		الغاية من السفر: <input type="checkbox"/> عمل <input type="checkbox"/> عبور <input type="checkbox"/> زيارة <input type="checkbox"/> عائلية <input type="checkbox"/> حج <input type="checkbox"/> عمرة
Place of issue: _____	تاريخ الإصدار: _____	رقم الجواز: _____
Date of passport's expiry: _____	تاريخ انتهاء صلاحية الجواز: _____	تاريخ انتهاء صلاحية الجواز
Duration of stay in the Kingdom: _____	تاريخ الوصول: _____	تاريخ المغادرة: _____
Mode of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque No. _____	طريقة الدفع: <input type="checkbox"/> نقدي <input type="checkbox"/> شيك رقم: _____	رقم الشيك: _____
Relationship: _____	العلاقة: _____	العلاقة
Destination: _____	وجهة التوجه: _____	وجهة التوجه
Dependents traveling in the same passport: _____		إبنتحات تسافر في نفس جواز السفر: _____
Relationship: _____	Date of Birth: _____	Full name: _____
Relationship: _____	Date of Birth: _____	Full name: _____
Relationship: _____	Date of Birth: _____	Full name: _____
Name and address of company or individual in the Kingdom: _____		اسم وعنوان الشركة أو شخص وعنوانه بالمملكة: _____
The undersigned hereby certifies that all the information I have provided is correct and I will abide by the laws of the Kingdom during the period of my residence in it.		أنا الموقع أدناه أقدم المعلومات التي قد تقدمتها، وأؤكد أنني سألتزم بقوانين المملكة أثناء فترة إقامتي فيها.
Date: _____	التاريخ: _____	التاريخ
Signature: _____	التوقيع: _____	التوقيع
For official use only: _____		للاستعمال الرسمي فقط: _____
Date: _____	التاريخ: _____	رقم الأمر الصادر: _____
Visit / Work for: _____	الغرض من الزيارة: _____	الغرض من الزيارة
Due: _____	التاريخ: _____	رقم الترخيص: _____
FEE COLLECTED: _____	نوع المبلغ: _____	ملاحظات: _____
Head of consular section: _____	رئيس القسم القنصلي: _____	مدقق البيانات: _____
		Checked by: _____

*Handwritten signature*