

भारत सरकार
अन्तरिक्ष विभाग

अन्तरिक्ष भवन, न्यू बी ई एल रोड
बेंगलूर - 560094, भारत
दूरभाष : 080 - 23415474 तार : स्पेस
फैक्स : 080 - 23412388 / 23416770



GOVERNMENT OF INDIA
DEPARTMENT OF SPACE

Antariksh Bhavan, New BEL Road,
Bangalore - 560 094, INDIA.
Phone : 080 - 2341 5474 GRAMS : SPACE
Fax : 080 - 2341 2388 / 2341 6770

No.A.22016/3/2011-I

Shri Mustaq Ahmad,
Dy. CGDA (Admn),
Office of Controller General of Defence Accounts
Ulan Batar Marg,
Palam,
Delhi Cantt. - 110 010

August 26, 2016

Sir,

Subject: Filling up a post of Accounts Officer (Finance) on deputation basis-regarding.

I am directed to refer to your fax message No.AN/II/2407/DOS dated 18/08/2016, on the subject mentioned above. As desired, the details are furnished below:-

- (i) The post of Accounts Officer (Finance) in the Pay Band of Rs.15600-39100/- with Grade Pay of Rs.6600/- (6th CPC), the pay and other conditions of service of the selected Officer will be regulated in accordance with Department of Personnel and Training (DoPT), OM No.6/8/2009-Estt. (Pay II) dated 17/06/2010 (Annexure-I), as amended from time to time.
- (ii) The duties of the post involves mainly scrutiny of financial proposals (such as budget, projects, civil works, manpower, purchase of stores and equipments, engineering contracts, global tenders, etc.) received from the Department and rendering financial advice on matters (including matters relating to Service Rules) referred to the Joint Secretary (Finance) Office. In addition, the duties also involve assisting the Joint Secretary (Finance) in preparing papers for Contract Finalization Committee (CFC) meetings, Space Commission meeting, INSAT Co-ordination Committee meeting, etc.
- (iii) The applications of only such Officers will be considered as are routed through proper channel and are accompanied with (i) bio data in the proforma at (Annexure-II); (ii) ACR/APAR dossier of the Officer containing

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upto date APARs or clear photocopies of ACR/APAR for at least last five years duly attested by a Group-A Gazetted Officer; (iii) cadre clearance; (iv) clearance from vigilance and disciplinary angle; (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years; (vi) a certificate that in the event of selection, the Officer would be relieved to join the duties of the post immediately; (vi) certificate to Head of Office/Forwarding Authority as in **(Annexure-III)**.

2. You are requested to kindly forward a panel of willing and eligible Officers in the prescribed proforma to Shri K V Lakshmana Kumar, Deputy Secretary to the Government of India, Department of Space, Antariksh Bhavan, New BEL Road, Bangalore- 560 231, at the earliest in order to complete the process of filling up.

Yours faithfully,

Signature
26/8/16

K.V. Lakshmana Kumar

Deputy Secretary to the Government of India

Encl: a/a

अनुबंध/ANNEXURE-II

**Applications for the post of Accounts Officer (Finance) on
deputation basis****प्रपत्र/PROFORMA**

01.	नाम/Name	
02.	जन्म-तिथि/Date of birth	
03.	पदनाम एवं श्रेणी वेतन सहित वेतन बैंड/ Designation & Pay Band with Grade Pay	
04.	किस संवर्ग/सेवा से जुड़े हैं/ Cadre/Service to which belong	
05.	शैक्षिक योग्यता / Educational qualification	
06.	क्या अनुसूचित जाति/ अनुसूचित जनजाति/ अन्य पिछड़े वर्ग से हैं/ Whether belong to SC/ST/OBC.	
07.	वर्तमान में धारित पद का ब्यौरा/ Details of the present post held : (क/अ) किस दिनांक से/ Date from which held (ख/ब) श्रेणी वेतन सहित वेतन बैंड/ Pay Band with Grade Pay (ग/स) क्या नियमित/तदर्थ/प्रतिनियुक्ति पर हैं/ Whether regular/adhoc/deputation (घ/द) यदि वर्तमान पद पर प्रतिनियुक्ति के आधार पर नियुक्त हैं तो कब से तथा किस दिनांक को प्रतिनियुक्ति अवधि पूरी होगी/ If the present post is held on deputation basis' since when and the date on which the deputation period will be completed. (ड/ए) यदि धारित पद पर प्रतिनियुक्ति पर हैं, तो दिनांक, श्रेणी वेतन सहित वेतन बैंड के साथ संवर्ग में धारित नियमित पद का ब्यौरा/If the position held is on deputation, the regular post held in the Cadre with pay band with grade pay and from which date.	

08. पिछले 15 वर्षों के दौरान धारित पद/Position held during the preceding 15 years :-						
क्र.सं./ Sl. No.	नियोजित कार्यालय/ विभाग का नाम / Name of Office/ Organisation where employed	धारित पद तथा वह किस सेवा/ संवर्ग का है/Post held and service/cadre to which it belongs	कब से/ From	कब तक/ To	श्रेणी वेतन सहित वेतनमान/ वेतन बैंड Scale of pay/ Pay Band with Grade Pay	निम्नलिखित क्षेत्रों में किए गए कार्य का संक्षिप्त व्यौरा:- (ए) वित्तीय मामले Nature of duties in brief including Financial Matters (a) Financial Matters
(1)	(2)	(3)	(4)	(5)	(6)	(7)

9. पद के आवेदन के समर्थन में अतिरिक्त जानकारी, यदि कोई हो/ Additional information, if any, in support of the application for the post.

अभ्यर्थी के हस्ताक्षर/
Signature of the Candidate:

दूरभाष सं./Tel No.....

मोबाइल सं./Mob. No.....

क) कार्यालय का पता:
a) Office Address:

ख) आवासीय पता:
b) Residential Add.:

स्थान/Place:

दिनांक/Date:

अनुबंध/ANNEXURE-IIIनियोक्ता/कार्यालय प्रधान/अग्रेषण अधिकारी द्वारा दिया जाने वाला प्रमाण-पत्र/
CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF
OFFICE/FORWARDING AUTHORITY

1. प्रमाणित किया जाता है कि श्री/ श्रीमती/ कु.
..... द्वारा दिए गए ब्यौरे सही हैं
तथा उनके पास अनुबंध-II में उल्लेखित अनुसार शैक्षिक योग्यताएँ तथा अनुभव हैं/ Certified that the particulars furnished by Shri/Smt./Kum
..... are correct and he/she possesses educational qualifications and experience mentioned in Annexure-II.
2. यह भी प्रमाणित किया जाता है कि उनके खिलाफ कोई सतर्कता/अनुशासनात्मक मामला न तो लंबित है और न ही विचाराधीन है/It is also certified that there is no Vigilance/Disciplinary case either pending or being contemplated against him/her.
3. उनकी सत्यनिष्ठा को भी प्रमाणित किया जाता है/His/her Integrity is certified.
4. श्री/श्रीमती/कु. पर पिछले 10 वर्षों की अवधि के दौरान कोई भी बड़ा या छोटा जुर्माना नहीं लगाया गया है/No major or minor penalty has been imposed on Shri/Smt./Kum during the last 10 years period.
5. श्री/श्रीमती/कु.....के संबंध में ए.सी.आर./ ए.पी.ए.आर. की अद्यतन प्रतियों की सत्यापित फोटोकापी (प्रत्येक ए.सी.आर./ ए.पी.ए.आर. फोटोकापी की प्रति सत्यापित होनी चाहिए) इसके साथ संलग्न हैं/The up-to-date attested Photostat copies of ACR/APARs (Each Photostat copy of ACR/APAR for the last five years should be attested) in respect of Shri / Smt. / Kum is enclosed herewith.

हस्ताक्षर/Signature:

कार्यालय मोहर एवं टेलीफोन संख्या सहित
अग्रेषण अधिकारी का नाम, पदनाम/
Name, designation of the forwarding
Officer with seal & Telephone No.

मोबाइल सं./Mobile No.

स्थान/Place:

दिनांक/Date: