



**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
No.1, STAFF ROAD, SECUNDERABAD-500009**

**TELE: 040-27843385**

**FAX:040-27817275**

No. AN/I/1009/SAO/AO

Dated: 18/12/2015

To

1. The Addl. CDA I/c, PAO (ORs) EME, Secunderabad
2. The ACDA I/c, PAO (ORs) AOC, Secunderabad
3. The AAO (Army), Visakhapatnam
4. All the Sub-offices
5. All the Group officers, SAOs/AOs in Main Office

Sub: Nomination of Ministerial Officers in the ranks of Accounts Officer for appointment in equivalent rank in SPG on deputation basis.

\* \* \*

Please find enclosed a copy of HQrs letter no. AN/II/2407/SPG dated 15.12.15 on the above subject.

Names of the volunteers amongst SAOs fulfilling the conditions mentioned in the ibid letter may be ascertained and forwarded ~~along with the Annexure A (copy enclosed) duly filled in by them~~ latest by 23.12.2015 to the main office.

Encls: two nos

*Sdl*  
ACDA (AN)

Copy to:  
EDP I/c : for uploading in the official website.

*R*  
SAO (AN)

1961  
18/12

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

No. AN/II/2407/SPG

Dated: 15<sup>th</sup> December, 2015

Fax/Speed-post

To,

All PCs/DA/PCA (FYS)/Cs/DA

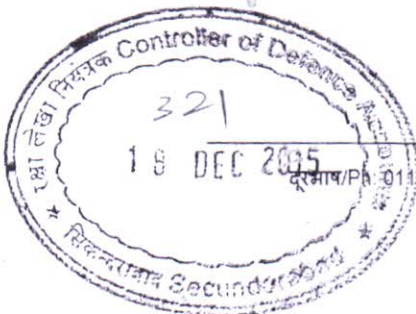
**Subject:** Nomination of Ministerial Officers in the ranks of Accounts Officer for appointment in equivalent rank in SPG on deputation basis.

A copy of Special Protection Group (Cabinet Secretariat), New Delhi letter No.27/SPG-Admn/2015 (2)(Min)-15869 dated 21-10-2015 calling for willingness for nomination of Ministerial Officers in the ranks of Accounts Officer etc for appointment in equivalent rank in SPG on deputation basis is uploaded on CGDA's website.

2. It has been decided to call for names of willing officers amongst the SAOs/AOs for filling up the two posts of Accounts Officer in SPG New Delhi.

3. Applications of willing and eligible Sr. AOs (in triplicate), disciplinary/vigilance clearance certificate, integrity certificate, detail of major/minor penalty(ies), if any, imposed during the last 10 years, certificate(s) in support of educational qualification(s)/professional qualifications, detail of experience/service profile (in chronological order) along with the APAR/MTPAR/ACR grading for the last five years i.e upto 31-03-2015 may be forwarded to this office so as to reach by **28-12-2015** positively. Officers with 'Good' and above reports during the last five years only should be recommended.

4. While sponsoring names, Controllers may ensure that: (i) the particulars furnished by the officer are correct (ii) The disciplinary/vigilance clearance, integrity certificate and details of major/minor penalties, if any, imposed during the last 10 years are enclosed with the application (iii) Photocopies of preceding 5 years APARs/MTPARs/ACRs, duly attested is enclosed (iv) The officer concerned should be



दूरभाष/Ph: 011-25665500/55, 25674870 ई-मेल/Email: hgadmin2@cgdamail.org वेबसाइट/website: http://cgda.nic.in

below 54 years of age and (v) He/she has completed the mandatory "Cooling off" period of three years in cases where the concerned officer has recently served on deputation. Shortfall in any of these will result in unnecessary correspondence/ invalidation of applications.

5. Applications received after the last date or found incomplete or forwarded without countersignature of the Head of Office (with seal) will not be considered.

6. Receipt of this circular may be acknowledged.



(Mustaq Ahmad)  
Sr. ACGDA (AN)

Copy to:-

1. **EDP Centre (Local)** -- Along with a copy of SPG (Cabinet Secretariat), New Delhi letter No.27/SPG-Admn/2015 (2)(Min)-15869 dated 21-10-2015 and with a request to upload the same on the website.
2. **AN-IV section (Local)** -- For information and necessary action please.

sd/—  
(Mustaq Ahmad)  
Sr. ACGDA (AN)

No. 27/SPG-Admn/2015 (2)(Min)- 15869  
Special Protection Group  
(Cabinet Secretariat)

Administrative Block, SPG Complex,  
Sector-8, Dwarka, New Delhi-110 077.

Dated, the 21 OCT 2015

Heads of All Ministries of Govt. of India (as per standard list)

Sub: NOMINATIONS OF MINISTERIAL OFFICERS IN THE RANKS OF SECTION OFFICER/AO, PRIVATE SECRETARY, PA & STENO (ENGLISH STENOGRAPHERS) FOR APPOINTMENT IN EQUIVALENT RANK IN SPG ON DEPUTATION BASIS.

Sir,

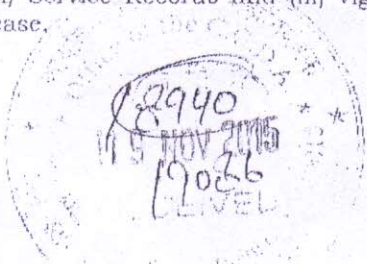
We are in need of Min. Staff (Secretarial and Dealing Officers) in the above-mentioned posts on deputation basis to fill up the existing vacancies. The terms and conditions of deputation are as under: -

- a) Officers with minimum four years of service experience on regular basis are eligible.
- b) Age Limit: Below 45 years of age.
- c) AO / SO / PS who are in the grade pay of Rs. 5400/- & Rs. 4800/- are eligible for subject deputation.
- d) The deputation will be governed by the provisions of DOP&T O.M. No. 6/8/2009-Estt (Pay-II) dated 17/06/2010. The deputationist will be entitled for Deputation Duty Allowance as per provision under the rules under reference.
- e) If he/she is found suitable for handling office work related to operational matters, he/she would be appointed in the Combatised posts of SPG after one month from the date of joining SPG, subject to availability of vacancies. On such appointment, they will be entitled to an allowance equivalent to 25% of their Basic Pay + GP + DA. Then, they will also be entitled for Initial Uniform Grant, Kit Maintenance Allowance and Ration Money. Renewal Uniform Grant after each completed year is also admissible.
- f) If the deputationist is not found fit for combatisation, he/she will have the option either to continue in SPG under general terms of deputation as indicated in (d) above or to revert to their parent department.
- g) The tenure of deputation will be six years, if appointed in the Combatised post after one month. Otherwise tenure will be three years.
- h) Those who attended pre-induction tests in SPG earlier, but could not be successful are eligible to apply only after completion of three years time gap from the date of their last appearance for pre-induction tests in SPG.
- i) The deputationists will be allotted hostel/family accommodation at SPG Complex, Dwarka, New Delhi from SPG Pool immediately on joining SPG. On such allotment they are liable to stay in the SPG Complex itself unless they are having General Pool accommodation. In case of Officers staying in their own house, HRA will be admissible only if SPG accommodation is not available.

It is requested that our requirement may be given wide publicity and nominations of willing and eligible candidates be sent alongwith their (i) complete ACR Dossiers containing APARs upto 31/03/15, (ii) Service Records and (iii) vigilance clearance certificate, so as to reach us at the earliest please.

Yours faithfully,

( Soorya Kant Sharma )  
Asstt. Inspector General (Admn)



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26/11/15