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|  | <p>कार्यालय ,रक्षालेखानियंत्रक नं. 1स्टाफरोड, सिकिंद्राबाद , Office of the Controller Of Defence Accounts No.1 Staff Road, Secunderabad-500 009 (Tele/Fax:040-27843385/27847957 Fax: 040-27810499) Email id: secdedpcda.dad@nic.in</p> |  |
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NO.ITS/Gen/01

Date: 02.09.2024

CIRCULAR
(Through Website/E-Mail)

To

1. The CDA, IT&SDC Secunderabad
2. The Jt.CDA I/c, PAO(ORs) EME Secunderabad
3. The DCDA I/c, PAO(ORs) AOC Secunderabad
4. The DCDA I/c, AAO(Army) Vizag
5. All GOs/SAOs/AAOs/Staff in Main Office
6. All Sub-Offices

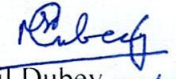
Sub: IT manpower - reg

Ref : HQrs letter No. IT/970/IT Policy/R-2 dated 27.08.2024 and 08.08.2024.

In continuance of this office circular dated 13.08.2024 and HQrs letter mentioned above (copy enclosed), the time limit to submit applications of willing individuals to serve in IT pool has been extended till 15.09.2024.

In this regard, willing officials may forward the applications to this section by 10.09.2024 in the proforma given as Annexure I and II along with a one-page write up on past experience and details of substantial contribution to IT projects by the individuals.

The same may be brought to the notice of all the officers and staff for information.


 Nikhil Dubey 02/09
 ACDA(ITS)



“हर काम देश के नाम”

रक्षा लेखा महानियंत्रक

उलन बटार रोड, पालम, दिल्ली छावनी-110010

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone:011-25665589, 25665763 Fax: 011-2567030 email: cgdanewdelhi@nic.in



Through Email/CGDA WEBSITE

No: IT/970/IT Policy/R-2

Date: 27/08/2024

To,

All PCsDA/PIFAs
CsDA/IFAs

Sub: IT Manpower regarding

Ref : HQrs office letter of even no. dt. 08/08/2024 (copy enclosed)

Please refer to above cited letter wherein it was informed that applications of the willing individuals to serve in IT Pool are to be forwarded by 19th August 2024.

2. Now, it has been decided to extend the time limit for the same **upto 15th September 2024.**
3. This is for information and necessary action at your end.
4. This issues with the approval of Jt. CGDA (IT&S).

(Rahul Gaur)
Sr. ACGDA (IT&S)

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|  | <p style="text-align: center;">“हर काम देश के नाम”</p> <p style="text-align: center;">रक्षा लेखा महानियंत्रक</p> <p style="text-align: center;">उलान बटार रोड, पालम, दिल्ली छावनी-110010</p> <p style="text-align: center;">CONTROLLER GENERAL OF DEFENCE ACCOUNTS</p> <p style="text-align: center;">Ulan Batar Road, Palam, Delhi Cantt.- 110010 Phone:011-25665862,763 Email:cgdanewdelhi@nic.in</p> |  |
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Through EMAIL/CGDA WEBSITE

No. IT/970/IT Policy/R-2

Date: 08/08/2024

To,
All PCDAs/PIFAs
CDAs/IFAs

Sub: IT manpower regarding

Ref: HQrs office letter NO. AN/II/2153/Trf policy/2023 dated 14.09.2023

1. With reference to the above, it has been directed by the Competent Authority to seek willingness of individuals for mandatory enlistment in the IT manpower pool on the basis of technical qualifications, past work experience and recognised contribution to IT Projects in DAD as per para IV (j) of above mentioned policy letter.
2. It is requested that applications in the proforma as given as Annexure I of the policy letter under reference (copy enclosed) duly recommended by the concerned Controller/IFA in respect of individuals under their organization who are willing to serve in IT pool may be forwarded to this office for consideration by the Competent Authority, no later than 19 August 2024 at the email ID: cgdanewdelhi@nic.in
3. The ibid application must necessarily be accompanied with a one-page write up on past experience and details of substantial contribution to IT Projects by the individuals.
4. Applications in respect of individuals who are already included in the IT pool through both the rounds of the IT pool manpower selection process may not apply now.

This issues with the approval of the CGDA.


K V L Akshay
Sr. ACGDA

ANNEXURE-I**Performa for Enlisting of IT Professionals in the DAD**

(Authority: CGDA letter No. AN/II/2153/Trf Policy/2023, dated 14.09.2023)

| Sl. No. | Details particulars | | |
|---------|--|---------|------|
| 1. | Name | | |
| 2. | Designation and A/c No. | | |
| 3. | Qualification | | |
| 4. | Present office and Organization | | |
| 5. | Role Opted for (please choose from the following roles) (Developer/Programmer, Operator & Maintainer, System Administrator/Data Analyst/Network Analyst, Cyber Specialist/Security Audit Specialist and Document Writer) | | |
| 6. | Whether presently deployed in any IT project/task | | |
| (i) | If yes, please give brief details thereof with the specific role assigned in the said project/task (i.e as Developer/Programmer, Operator & Maintainer, System Administrator/Data Analyst/Network Analyst, Cyber Specialist/Security Audit Specialist and Document Writer) | | |
| (ii) | Period from which deployed | | |
| 7. | Whether deployed in any IT projects/tasks in the past | | |
| (i) | If yes, please give period with the specific role assigned in the said projects/tasks (i.e as Developer/Programmer or as Operator/ Maintainer) | | |
| (ii) | Period of deployment | | |
| 8. | If Developer/Programmer, please state the followings | | |
| (i) | Area of expertise in the programming viz Data Base/System Architecture (web based technology or JZEE or Framework etc)/Language/JAVA/PHP/COBOL etc | | |
| (ii) | How the expertise acquired viz through formal training given by the department OR by outside agency OR by self learning | | |
| 9. | If applied as Operator & Maintainer, System Administrator/Data Analyst/Network Analyst, Cyber Specialist/Security Audit Specialist and Document Writer please state the followings | | |
| (i) | How the expertise/knowledge acquired i.e through formal training given by the department, or by outside agency, or by self learning | | |
| (ii) | In case of no past experience but having inclination to serve in IT field then please mentioned in brief the reasons/motivation for the same (preferably in a separate sheet) | | |
| 10. | Training Provided: | | |
| | Imparted by | Subject | Year |
| | CGDA | | |
| | PCDA/CDA | | |
| | Other | | |

Signature of the official

It is certified that the above information furnished by the official have been duly verified from the record available in the office and found correct. Accordingly, the official is recommended by the PCDA/CDA for enlisting him/her as IT Professional in DAD.

Group Officer (Admin)
With office Seal

ANNEXURE-II

Performa for Transfer-Posting of IT Personnel in DAD

(Authority: CGDA letter No. AN/II/2153/Trf Policy/2023, dated 14.09.2023)

| Sl. No. | Details particulars | |
|---------|---|---|
| 1. | Name | |
| 2. | Designation and A/c No. | |
| 3. | Date of Birth | |
| 4. | Qualification | |
| 5. | Date of Initial Appointment in the Department | |
| 6. | Present office and Organization | |
| 7. | Date from which serving in the present station | |
| 8. | Role Opted for (mention from the following in order of preferences at 1 st , 2 nd , 3 rd , 4 th and 5 th), (i) Developer/Programmer, (ii) Operator & Maintainer, (iii) System Administrator/Data Analyst/ Network Analyst, (iv)Cyber Specialist/Security Audit Specialist (v) Document Writer) | 1 st preferred role: 2 nd preferred role: 3 rd preferred role: 4 th preferred role: 5 th preferred role: |
| 9. | Three Choice stations opted (in order of their preference) | 1 st choice station: 2 nd choice station: 3 rd choice station: |
| 10. | Please also mention preferred state/states of posting | |
| 11. | Whether any disciplinary proceeding is pending or contemplating against the official, if yes please give brief details and present status | |
| 12. | The Final Grading of APAR for the last 03 years | 2020-21: 2021-22: 2022-23: |

Signature of the official

It is certified that the above information furnished by the official have been duly verified from the record available in the office and found correct. Accordingly, the official is recommended by the PCDA/CDA for posting to choice station as IT Professional in DAD.

Group Officer (Admin)
With office Seal