



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
NO.1 STAFF ROAD, SECUNDERABAD-500 009
TELEPHONE NO.040-27843385, FAX NO.040-27817275



THROUGH WEBSITE
CIRCULAR

No. AN/1/1004/AAOs/BHUTAN (Panel 2019-20)

Date: 18.10.2019

To

1. The CDA, IT&SDC, Secunderabad.
2. The ACDA I/c, PAO (ORs) EME, Secunderabad
3. The ACDA I/c, PAO (ORs) AOC, Secunderabad
4. The SAO I/c, AAO (Army), Visakhapatnam
5. The RAO (MES), Secunderabad
6. The LAO (A)/(B)/DAD, Secunderabad/Hyderabad
7. All Sub-Offices in Hyderabad/Secunderabad/Suryalanka/Eddumailaram
8. All Sections in Main Office

Sub: Posting to Bhutan / Deputation to HQ IMTRAT: DAD Estt (Panel 2019-20).

** ** *

Hqrs. Office has called for volunteers (AAOs) for posting at Bhutan for two posts of AAOs in DAD Establishment and one post of AO on deputation in HQrs IMTRAR. Names of the AAOs who fulfill the following criteria and are willing for posting at Bhutan may be called for and forwarded to this office in the prescribed proforma (enclosed) latest by **25.10.2019** for onward transmission to Hqrs. Office.

2) While forwarding the names of volunteers **for two posts of AAOs in DAD Establishment**, it may be ensured that the following criteria :

- a) The applicants are eligible for only one tenure to Bhutan in the entire service career, irrespective of grades served.
- b) The applicants need to have **VG** or above grading in the APARs for the last five years to be eligible for empanelment.
- c) They should not be facing any disciplinary proceedings and should not have been awarded with any penalty, including recorded warning at any time in their service career.
- d) They should have rendered at least two years service in the AAO's grade as on 30.09.2019.
- e) They should have completed a period of three years after their last sensitive assignment as on 30.09.2019.

...Contd/-

f) The applicants should be left with **minimum three years of service as on 31.12.2019 before their date of superannuation.**

3) Eligibility criteria for one post of AO on Deputation to HQ IMTRAT, Bhutan:

- i) Asst. Accounts Officer in DAD.
- ii) As HQ IMTRAT is located in high altitude area, the incumbent officer should be less than 40 years of ages and medically fit to stay above 9000 feet for prolonged duration.
- iii) The applicants need to have **Outstanding grading in the APARs for the last five years** to be eligible for empanelment.
- iv) Proficiency in computer operations particularly in MS Word, MS Power Point presentation and MS-Excel.
- v) Experience and knowledge in budgeting / budgetary process and audit of cash book.
- vi) The copies of the required documents duly attested along with vigilance clearance certificate and integrity certificate of the volunteers may be sent to this office for onward transmission to HQrs Office.
- vii) While forwarding the names of volunteers, please ensure that officer has completed mandatory "Cooling Off" period of three years in case officer has recently served on a deputation post.
- viii) The condition mentioned in Para 3 above are beard minimum and further conditions, if desired by the HQ IMTRAT would be intimated in due course.

The report should read this office positively by **25.10.2019.**

'Nil' report is also required. This may be accorded '**TOP PRIORITY**'.

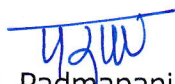
Encls : Proforma

-Sd/-
(S Vatsala)
GO (AN)

Copy to :

The Officer I/c
IT Section

- for uploading in the website.


(L Padmapani)
SAO (AN)

Perfprma for the post of Accounts Officer, "IMTRAT Bhutan"

1. Name :-
2. Grade / Account Number :-
3. Date of Birth :-
4. Date of Appointment :-
5. Home Town :-
6. Educational Qualification :-
7. Date of SO (A) / AAO :-
8. Roster No. :-
9. Date of Last Deputation Served :-
10. APAR Grading for last 5 years :-
11. Experience regarding budgeting /
Budgetary Process and Audit of
Cash Book :-
12. Whether having computer knowledge
Of MS – WORD, MS – EXCEL and
MS-Powerpoint :-
13. Detail of any Disciplinary Case
Pending / Contemplated :-
14. Details of Station Served / Serving :-

(Signature)