

Government of India
Ministry of Defence
Office of the Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt
Circular

Tel : 011-25674854
File :-AN-I/1320/1/XXVI

Fax: 011-25674780
Dated 13.04.2015

To

SAG/NFSG/JAG level IDAS officers.
(Through CGDA website)

Subject:- Deputation- IDAS Officers

The undersigned is directed to circulate the following circular among all SAG/NFSG/JAG level officers. These officers, fulfilling the eligibility criteria as brought out in the circular and if willing to apply for the subject post, may kindly forward their applications along with their bio-data, so as to reach the HQrs Office latest **by 16.04.2015**

Sl No	Name of Deptt & Advt. Ref.	Post & Scale of Pay
1	Petroleum and Natural Gas Regulatory Board circular No.S/Admn/1/1/2011, dated 12.3.15	Adviser With GP RS 10,000/-
2	NTRO, circular No.V(A)/25/1/Estt-1/NTRO/2009-116,dated 16.03.2015	Director(Finance) With GP Rs 8700/-
3	Maulana Azad National Urdu University circular No.MANUU/VCO/135/2014-15/294, dated 13.03.2015	Finance Officer In the GP 10,000/-


(J.K.Tharmatt)
Asstt. CGDA(Admin.)

Copy to:

EDP Cell (Local) - For placing the above circular on the HQrs website.


(J.K.Tharmatt)
Asstt. CGDA(Admin.)

No. S/Admn/II/2011

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पेट्रोलियम एवं प्राकृतिक गैस विनियामक बोर्ड

Petroleum and Natural Gas Regulatory Board

प्रथम-तल, वर्ल्ड ट्रेड सेंटर, बाबर रोड, नयी दिल्ली: 110001

1st Floor, World Trade Centre, Babar Road, New Delhi - 110001

12th March 2015

AW → To,

Dy. CGDA (Admn.),
Office of the Controller General of Defence Accounts,
Ullan Battar Road,
Palam,
Delhi Cantt. 110 010



Subject: Nominations for filling-up of posts on deputation basis in the Petroleum and Natural Gas Regulatory Board

Sir,

The Petroleum and Natural Gas Regulatory Board (PNGRB) is looking for suitable candidates having experience in the fields of Finance & Accounts, tariff determination and project monitoring/appraisal/implementation for filling-up of the posts of Adviser on deputation basis. Adviser in PNGRB would be required to handle matters relating to the functions of the Board as per the PNGRB Act, 2006 and the Regulations notified there under. Such matters include Budget/Finance & Accounts, Tariff Determination, Monitoring of the performance of the authorised entities, etc. The details of scale of pay and eligibility are as under:

S. No.	Name of the Post	Scale of Pay (Rs)	Eligibility
1.	Adviser	37,400-67,000 with Grade Pay of 10,000/- (Pre-revised scale of pay: 18,400-22,400)	Should be holding analogous post in the Government of India or should have been empanelled for the post of Joint Secretary to the Government of India. Officers who are under consideration for being empanelled for the post of Joint Secretary to the Government of

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2/2/15

			India may also be nominated but their nominations will be considered only if empannelled Officers are not available. Further, senior Director-level officers with a proven track record may also apply.
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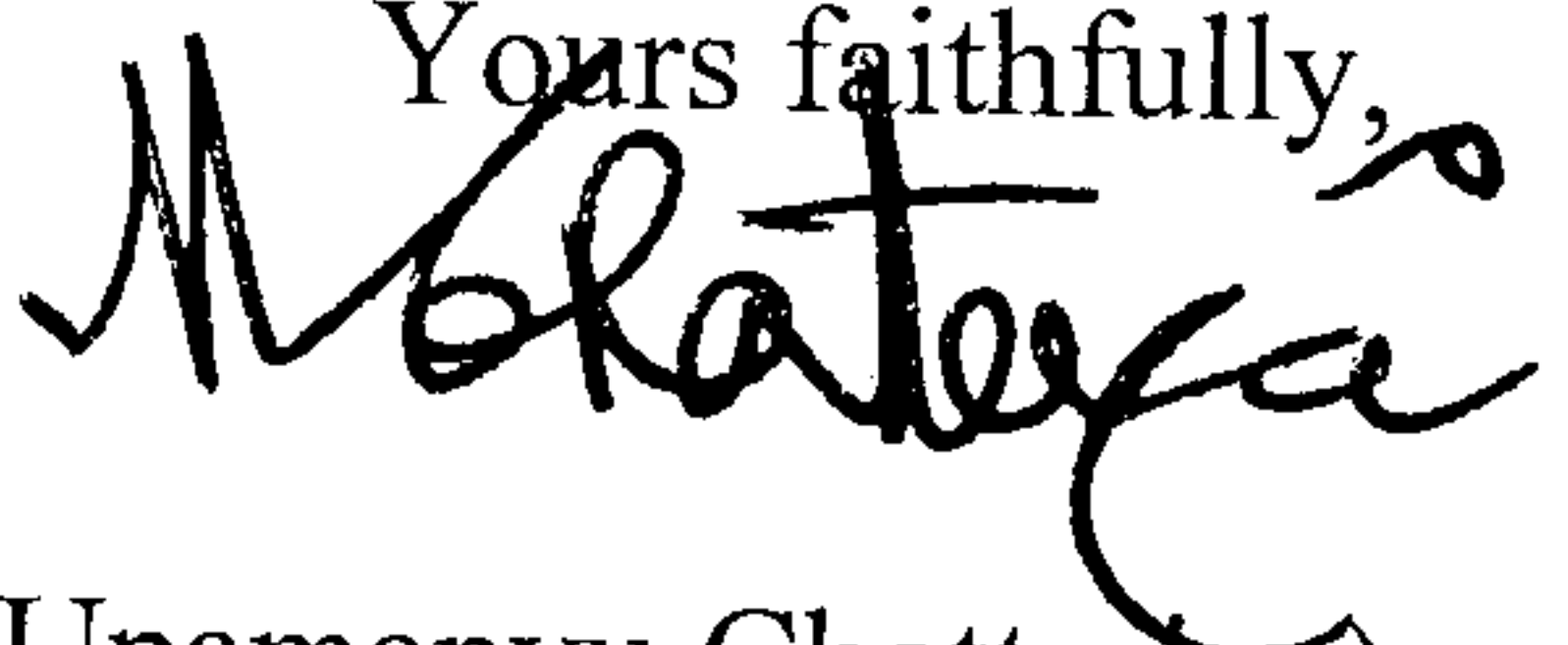
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Maximum age limit: 55 years as on 1st May 2015.

Period of Deputation: Normal period of deputation will be 3 years.

2. It is requested to kindly send nominations of the candidates having experience in any of the fields and meeting the eligibility criteria mentioned in para 1 above from your organisation in the enclosed proforma so as to reach the undersigned at PNGRB, 1st Floor, World Trade Centre, Babar Road, New Delhi - 110 001 by 20th April 2015.

Encl: As above

Yours faithfully,

(Upamanyu Chatterjee)
Secretary

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**PROFORMA OF APPLICATION FOR SENDING NOMINATIONS FOR FILLING-
UP OF THE POST OF ADVISER IN THE PETROLEUM AND NATURAL GAS
REGULATORY BOARD (PNGRB).**

(i) Nomination for the post of _____ :

(ii) Name of the applicant _____ :

(iii) Date of Birth: _____ (iv) Age as on 1.5.2015: _____

(v) Address for Correspondence _____ :

(vi) Contact Telephone Numbers _____ :

(vii) Educational Qualifications _____ :

(viii) Details of Employment/Experience, in chronological order
(with the present post being mentioned at the top) _____ :

S. No.	Ministry/Department/Office/Institution	Post held	From	To	Scale of pay (Also mention basic pay in present post)	Nature of duties

(ix) Whether present employment is ad-hoc or temporary or quasi-permanent or permanent : _____

(x) Whether any vigilance case / disciplinary action has been taken or pending against the applicant _____ : YES / NO

(xi) Whether copies of the Annual Performance Reports of the applicant for the last three years enclosed _____ : YES / NO

(xii) Names & contact details of two references other than the immediate supervisor with whom PNGRB can get an informal feedback on suitability: _____

Certified that the information provided above has been verified and correct.

**Place:
Date:**

**Signature, Stamp, Address of the Authorized Officer
of the Applicant's Ministry/Department/Organisation**

V(A)/25/1/Estt-I/NTRO/2009- 116

GOVERNMENT OF INDIA
NATIONAL TECHNICAL RESEARCH ORGANISATION
BLOCK-111, OLD JNU CAMPUS
NEW DELHI - 110067

Dated 16 March 2015

रलेसंमनि(प्रशा)/Jt. CGDA (AN)
रलेउमनि(प्रशा)/Dy CGDA (AN)
रलेवमनि(प्रशा)/Sr. ACGDA (AN) - I
कलेअ/लेअ(प्रशा)/SAO/AO (AN)

**VACANCY CIRCULAR FOR THE POST OF DIRECTOR (FINANCE) ON
DEPUTATION IN NTRO, NEW DELHI**

Applications are invited from the officers on deputation basis of the following Finance and Accounts services for the post of Director (Finance) in the Pay Band-IV (Rs 37,400-67,000/-) plus Grade Pay of Rs 8700/-:

- Indian Audit & Accounts Service;
- Indian Civil Accounts Service;
- Indian Cost Accounts Service;
- Indian Defence Accounts Service;
- Indian Posts and Telecommunications Accounts and Finance Service;
- Indian Railway Accounts Service.
- Integrated HQ of MoD;

In addition, Special Allowance @ 15% of Basic Pay (i.e. Pay in Pay Band + Grade Pay) will be admissible.

2. The eligibility conditions for the post of Director (Finance) are as under: -

- Officer must be holding analogous post on regular basis and must be in analogous pay scale / grade pay on regular basis **OR** having five years service on regular basis in the scale of PB-3 Rs 15,600-39,100/- + 7600/- Grade Pay in their parent cadre or department.
- Possessing 12 years experience in dealing with Budget / Accounts / Finance / Integrated Finance in Group 'A' capacity in Central Government Department / Organisations.
- Age of the candidate must not exceed 56 years as on the closing date of receipt of application.

3. The initial period of deputation shall be for three years extendable by a further period of two years. The terms and conditions of deputation will be governed by Government instructions / orders issued by DoP&T from time to time.

रलेसंमनि (ए.एन.डी)
Jt CGDA (AND) 883
डायरी सं/ Diary No.....
दिनांक / Date.....

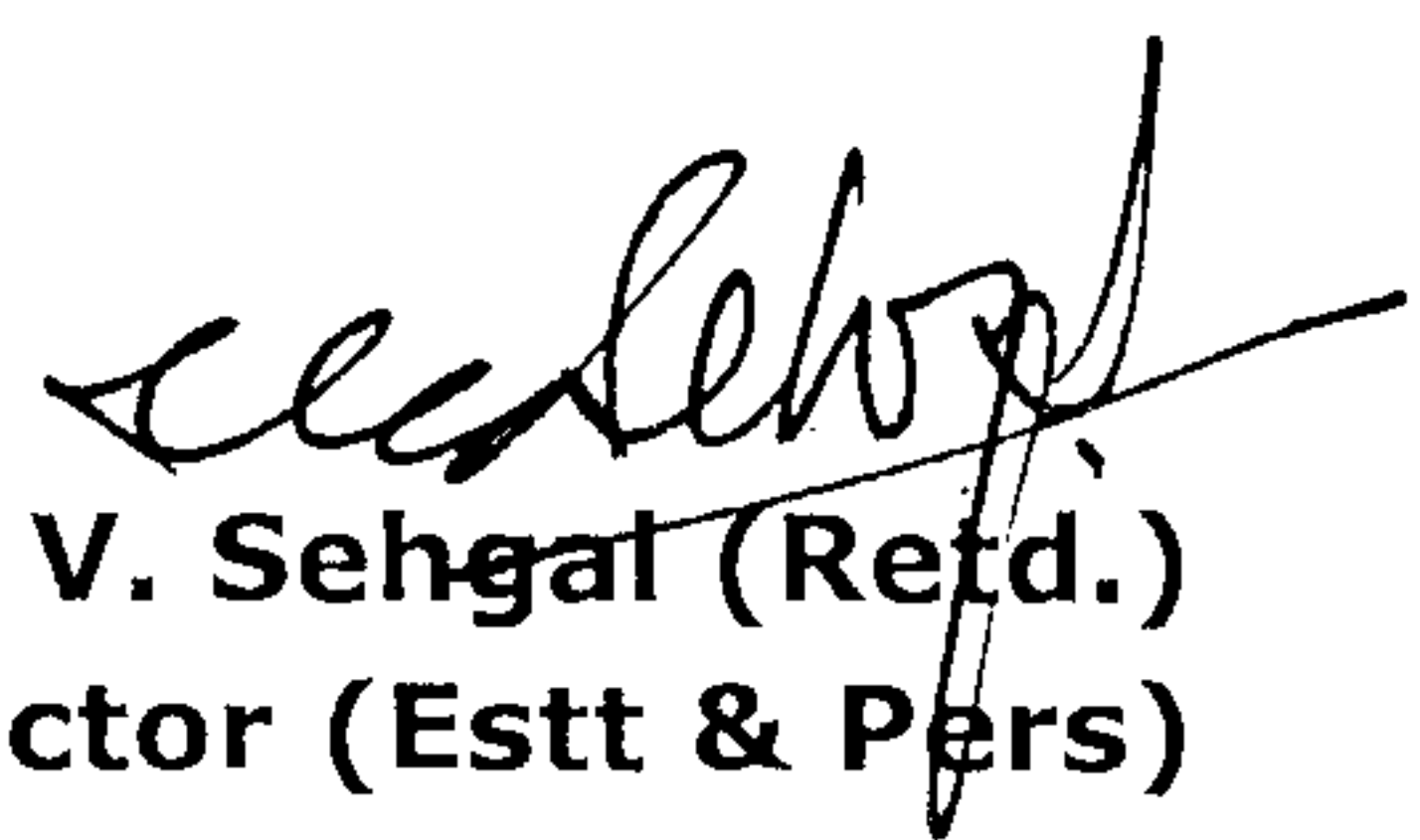
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26/03/15

4. The **closing date** for receipt of applications complete in all respects is **30th April' 2015.**

5. The applications along with Cadre clearance / Vigilance clearance from Departments and copies of last five years ACRs duly attested by an officer not below the rank / level of Under Secretary should be forwarded through parent Departments in the prescribed format attached as Annexure-I at following address:-

**DIRECTOR (ESTT & PERS)
NATIONAL TECHNICAL RESEARCH ORGANISATION
BLOCK-III OLD JNU CAMPUS
NEW DELHI - 110067**

6. Incomplete applications and those received late and / or without the requisite enclosures would be summarily rejected. No correspondence in this regard would be entertained.


**Air Cmde. V. Sehgal (Retd.)
Director (Estt & Pers)**

As per distribution list enclosed.

Distribution List:

1. Assistant Comptroller & Auditor General (P), Office of Comptroller & Auditor General of India, 9, Deen Dayal Upadhyaya Marg, New Delhi-110 124.
2. Controller General of Accounts, 7th Floor, 'C' Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110 003.
3. Advisor Cost, O/o the Chief Advisor Cost, Ministry of Finance, 2nd Floor, C-Wing, Lok Nayak Bhawan, Khan Market, New Delhi- 110 003.
- ✓ 4. Joint CGDA (Admin), Office of the Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantt, New Delhi- 110 010.
5. Director General of Posts and Telecommunications, Sanchar Bhawan, Parliament Street, New Delhi-110 001.
6. Financial Commissioner, Ministry of Railways, Railway Board, Rail Bhawan, New Delhi-110 001.
- l 7. Integrated Hqrs., (Army), (Navy) & (Air Force), Ministry of Defence.

APPLICATION FORMAT

Affix recent
passport size
colour photograph
duly signed (Also
attach one spare
photograph duly
signed)

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POST APPLIED FOR: DIRECTOR OF FINANCE

1. Name in block letters:
2. Father's/Husband's Name:
3. Date of Birth (in Christian era) & Age as on the closing date of the advertisement:
4. Nationality:
5. Sex (Male/Female):
6. Marital Status:
7. (i) Present/Correspondence Address:
(ii) Permanent Address:
8. Educational & Professional Qualifications starting with the last degree till High School or Matric level:

Sl. No.	Qualification	Year of Passing	Institute/Board/University/College	Subjects	Marks Obtained and Division

9. Experience and Employment details:
(Attached extra sheet if required)

Sl. No.	Post held	Organisation/Department	Period		Pay Scale * Emoluments	Nature of Duties
			From	To		

10. Please state clearly whether in the light of entries made above, you meet the requirement of the post:

11. Whether belongs to SC/ST/OBC:

* Pay Scale on a regular/substantive basis as well as present pay scale both must be mentioned.

UNDERTAKING

I solemnly affirm that the information submitted above is correct to the best of my knowledge & belief. I also undertake that in the event of my selection to the above post, I will not withdraw my candidature or decline the post when offered.

No. of enclosures attached: _____

Signature of the Candidate _____

Date: _____

Countersigned (if applicable) _____
(Employer)

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी

مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)



Prof. Mohammad Miyan

Vice-Chancellor

No. MANUU/VC/OP/35/2014-15/294

AN-I

13th March, 2015

To

Controller General of Defence Accounts

Ministry of Defence

Government of India

Ulan Batar Road

Palam

Delhi Cantt- 110 010

Sub: MANUU – Appointment of Finance Officer- Deputation – Requested – Reg.

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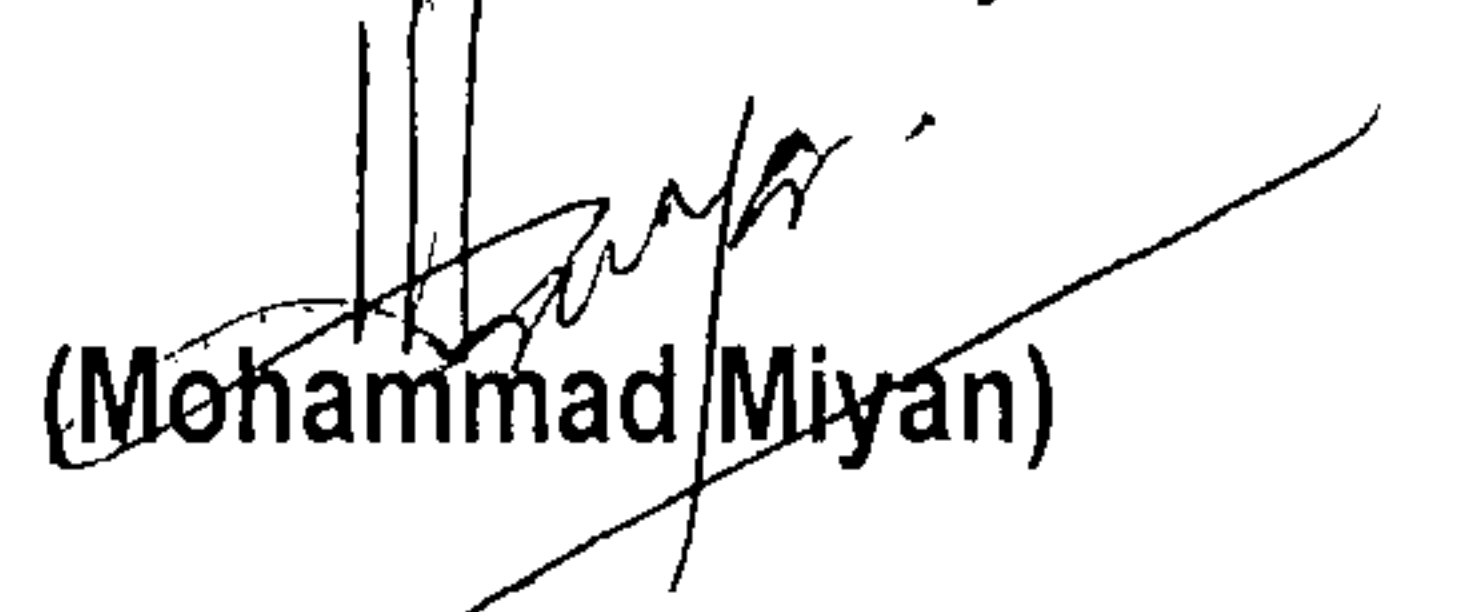
Sir,

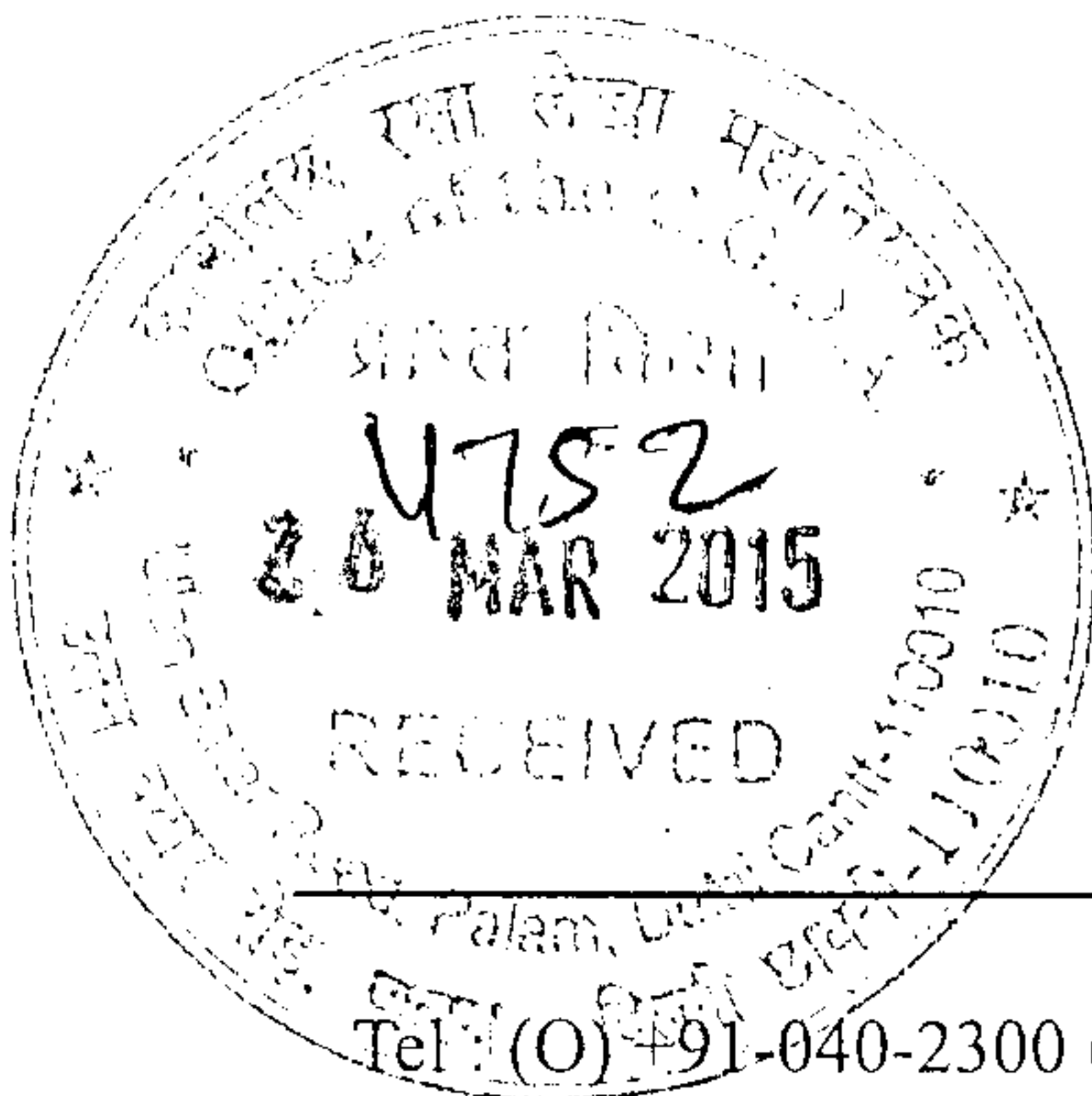
This is to inform that the Maulana Azad National Urdu University (A Central University) was established by an Act of Parliament in the year 1998 with Headquarters at Hyderabad and all India Jurisdiction. This University is fully funded by the MHRD, Govt. of India through the University Grants Commission. There is a vacancy of a Finance Officer in the University to be filled up on deputation basis.

2. The University requires the services of a person for appointment as Finance Officer on deputation as per Govt. of India terms in the Pay Band Rs.37400-67000 and Grade Pay Rs.10,000/-, who is well versed with University and Institutional finances and accounts. Please find enclosed herewith the powers and functions of the Finance Officer.

3. I, therefore request your Hon'ble self to send a panel of three names to be placed before the Executive Council for the selection and appointment.

Yours sincerely,


(Mohammad Miyan)



Gachibowli, Hyderabad - 500 032, A.P. India.

Tel: (O) +91-040-2300 6601 Fax : 2300 8366 EPABX: 23006612 - 15 Ext. 220 E-mail: vc@manuu.ac.in

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The Finance Officer

6. (1) The Finance Officer shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.
- (2) He shall be appointed for a term of five years and shall be eligible for re-appointment.
- * (3) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Executive Council from time to time:

Provided that a Finance Officer shall retire on attaining the age of sixty two years:
- (4) When the office of the Finance Officer is vacant or when the Finance Officer is, by reasons of illness, absence, or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (5) The Finance Officer shall be *ex officio* Secretary of the Finance Committee, but shall not be deemed to be a Member of such Committee.
- (6) The Finance Officer shall:-
 - (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
 - (b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances.
- (7) Subject to the control of the Executive Council, the Finance Officer shall:-
 - (a) hold and manage the property and investments of the University including trust and endowed property;
 - (b) ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;
 - (c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;
 - (d) keep a constant watch on the state of the cash and bank balances and on the state of investment;

* Letter No. F.27-3/2006-Desk-U dated 13th October 2006 from Department of Higher Education, Ministry of Human Resource Development, Government of India.

- (e) watch the progress of the collection of revenue and advise on the methods of collection employed;
 - (f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Special Centres, Specialised Laboratories and Institutions maintained by the University;
 - (g) bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and
 - (h) call for from any office, Centre, Laboratory or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.
- (8) Any receipt given by the Finance Officer or the person or persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.