
	<p>कार्यालय, रक्षा लेखा महानियंत्रक  <b>OFFICE OF THE CONTROLLER GENERAL OF  DEFENCE ACCOUNT</b>  उलान बटार रोड, पालम, दिल्ली  <b>छावनी – 10</b>  <b>ULAN BATAR ROAD, PALAM, DELHI</b>  <b>CANTT.110010</b></p>	 <p>15  YEARS OF  CELEBRATING  THE MAHATMA</p>
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No. AN/IX/9010/Bhutan Panel/2019-20

Dated : 11/10/2019

To

✓ The PCsDA/PCA(FY)/ CsDA/PIFAs/IFAs

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

It has been decided to call for volunteers (AAOs) for posting at Bhutan for two posts of AAOs in DAD Establishment and one post of AO on deputation in HQrs IMTRAT. It is requested to take necessary action to furnish the names of volunteers together with their full service profile, including the previous service in sensitive assignment, if any, and APAR of last five years as per the Proforma enclosed..

**Eligibility Criteria for two posts of AAOs in DAD Establishment and one post of AO on deputation in HQrs IMTRAT at Bhutan is tabulated below:**

Sl No.	Name of Office	Duration	Eligibility
01	A.O.(P) Dantak under PCDA(BR) Delhi Cantt	<b>02 years</b>	As per para 2 below
02	A.O. 19 BRTF C/O 99 APO under PCDA(BR) Delhi Cantt.		
03	HQrs IMTRAT, Bhutan	<b>02 years</b>	As per para 3 below

2) While forwarding the names of volunteers **for two posts of AAOs in DAD Establishment**, it may kindly be ensured that the following criteria is strictly kept in view and only those names who fulfill the criteria are forwarded to this office:-

a) The applicants are eligible for only one tenure at 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.

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

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3) **Eligibility Criteria for one post of AO on Deputation to HQ IMTRAT, Bhutan**

- i) Asst. Accounts Officer in DAD.
- ii) As HQ IMTART 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 HQrs Office.
- vii) While forwarding the names of volunteers to HQrs office, 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 reach this office positively by **31/10/2019**

4) It is reiterated that the names of volunteers who fulfill the above criteria and duly complete in all respect, should only be forwarded.

5) The report may be forwarded **separately** for two posts of AAOs in DAD Establishment as per **Annexure 'B'** and one post of AO on deputation in HQrs IMTRAT at Bhutan as per **annexure 'A' & A-1** and also mandatorily/strictly be furnished through [email-admnix.cgda@nic.in](mailto:email-admnix.cgda@nic.in) in MS-Excel Format.


6) **Nil report** is also required.

Encl: Proforma

  
(Mukesh Sharma)  
Sr. Account Officer (AN-IX)

Copy to:

1. The OI/C Admin-IV Section (Local) : For information and necessary action as above.
2. The OI/C EDP Section (Local) : with the request to upload the circular on official website.

  
(Mukesh Sharma)  
Sr. Account Officer (AN-IX)

**ANNEXURE 'A'**

SL. NO.	NAME	GRADE AND ACCOUNT NUMBER	ORGANIZATION	DATE OF BIRTH	DATE OF APPOINTMENT	STATION SERVED AND PERIOD			LAST 5 YEARS APAR GRADING		NUMERICAL GRADING AS PER DOP&T OM NO. 21011/ 1/2005- Estt. (A) (Pt-II) DATED 23.07.2009	AVERAGE OF 5 YEARS APAR	DISCIPLINARY CASE PENDING	NO OF YEARS COMPLETED AFTER LAST SENSITIVE ASSIGNMENT
						STATION	PERIOD		YEAR	APAR GRADING				
							TO	FROM						

INFORMATION MAY BE FILLED UP CAPITAL LETTERS OF ENGLISH ALPHABATES.

SAD/AO(AH)

Performa 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)

## Annexure 'B'

BHUTAN PANEL 2019-20 : AAOs (Cutoff date for submission in HQrs- 31.10.2019)											
SL No.	Name	Grade	Account No.	Organisation	D.O.B	D.O.A.	Station served/serving & period from date to date	Last five years APAR grading	Disciplinary case pending	No. of years completed after last sensitive Assignment	Recommendation of Controllers
1	2	3	4	5	6	7	8	9	10	11	12
2											
3											

GO (AN)