



अरविन्द कौशल
Arvind Kaushal
रक्षा लेखा महानियंत्रक
CGDA

रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts
उलान बटार रोड, पालम
Ulan Batar Road, Palam
दिल्ली छावनी - 110010
Delhi Cantt - 110010
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DO No. AN-I/1151/I/CSE/2013

Dated 12th January, 2015.

Dear *Sh. Pradeep A*

I welcome you to the Indian Defence Accounts Service (IDAS), which is the Management Cadre of the Defence Accounts Department.

2. The Defence Accounts Department traces its origin to the year 1750 and is one of the oldest Departments of the Government of India. It is responsible for financial advice, payment, accounting and internal audit of the receipt and expenditure of the Army, Navy, Air Force and other Defence-related organizations, such as DRDO, Ordnance Factories, Border Roads, Coast Guard and the Canteen Stores Department. The DAD provides necessary assistance in financial management to these organizations across the length and breadth of the country, including in field areas, through its more than 1100 offices at 250 locations. Our motto is 'Service to the Services.'

3. The cadre has a strength of 650 officers who are known for their professionalism. The Service provides ample opportunities for growth and career advancement of its officers. As a result, the IDAS officers have made a name for themselves through their expertise and experience, both within and outside the Department.

4. Your training program has already commenced with Professional Training Course at the National Institute of Financial Management, Faridabad from 5th January, 2015, after a brief Induction Module at the CENTRAD, Barar Square, Delhi Cantt. I suggest you to join the programme at the earliest.

5. I wish you a bright future in the Department.

With best wishes,

Yours sincerely,
Arvind Kaushal
(Arvind Kaushal)

Shri Pradeep A,
1-H-22, DABC Mithilam Appartments,
Sriram Nagar Main Road,
Mugappair West,
Nolambur,
Chennai,
Tamil Nadu - 600 095.

Office of the Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt-110010

Tele No. 011-25674810

Fax No. 011-25674785

No. AN-I/1151/1/CSE/2013

Date: 12th Jan, 2015

To,

Shri Pradeep A
1- H 22, DABC Mithilam Apartments
Sriram Nagar Main Road,
Mugappair West,
Nolambur, Chennai,
Tamilnadu - 600095

Subject: Appointment to the Indian Defence Accounts Service-CSE 2013 (Main List).

On the basis of results of the Civil Services (Main) Examination 2013, you have been selected for appointment to the Central Services Group 'A' and allocated to the **Indian Defence Accounts Service**. Accordingly, the President is pleased to offer you an appointment to the Indian Defence Accounts Service on the following terms:-

- (i) You will be governed by IDAS Rules, 2000 as amended from time to time (copy enclosed).
- (ii) **You will be subject to rules and regulations as applicable to the Central Government Employees of Group 'A' Service, including discipline etc.**
- (iii) You will be required to take an oath of allegiance to the Constitution of India (or make affirmation to that effect) as per prescribed form (enclosed).
- (iv) You will be initially on probation for a period of two years, during which you will have to qualify for confirmation by passing the prescribed Departmental Examination. This period may be extended by the Government upto a total of four years, if considered necessary. Repeated failure to pass the probation (including extension thereof) will result in termination of your services. Extension of probation beyond the normal period of two years may entail loss of seniority. Further, if during the period of probation, you are held to be unsuitable in any manner for employment in the Indian Defence Accounts Service, your services may be terminated by the Government without notice.
- (v) The Scale of Pay admissible to you will be Rs. 15600-39100 plus Grade pay Rs. 5400/-
- (vi) **In respect of pensionary benefits, you will be governed by the Defined Contribution Pension Scheme operative with effect from 01.01.2004.**
- (vii) **Your acceptance of this appointment to the Indian Defence Accounts Service involves a definite liability for field service in or out of India as well as for service in any part of the country.**

2. If you are willing to accept this offer of appointment on the above terms and conditions and intend to join the Indian Defence Accounts Service, you should inform this office in writing immediately but not later than 23/01/2015 and also forward the attached declaration, duly completed, accepting liability for general and field service anywhere in or out of India. Two responsible persons should attest the declaration. Your failure to accept the offer of appointment by the prescribed date is liable to result in cancellation of the offer.

3. You are directed to report to Shri A. N. Das, IDAS, Joint Controller General of Defence Accounts (Training), CGDA's -Centre for Training and Development, Brar Square, Delhi Cantt (Ph 25681623,25694268, 25694298) but not later than 23/01/2015. Your appointment to the Indian Defence Accounts Service will take effect from the date of joining at the CGDA's -Centre for Training and Development, Brar Square, Delhi Cantt. However, you should clearly note that your appointment is subject to any change in the constitution of Indian Defence Accounts Service, which the Government of India may think it proper to make and that you would have no claim for any compensation in consequence of such change.

4. You may note that since the report regarding verification of your character and antecedents is still awaited, your appointment to the Indian Defence Accounts Service is 'Provisional', which shall be governed by the following conditions:

(i) In case the enquiry as envisaged under Rule 20 of Civil Services Examination Rules is pending in your case, your appointment to a service will be subject to you being found suitable on the basis of such enquiry as may be considered necessary by the Government having regard to your character and antecedents.

(ii) In case, at any stage, it is found that any certificate/Document/Testimonial, etc furnished by you and having a bearing on your eligibility is not in order or any information/material facts having bearing on your eligibility have been hidden/misrepresented by you, then your appointment is liable to be cancelled forthwith without prejudice to any other punitive action under relevant rules.

5. Attestation form (five sets) for verification of character & antecedents is enclosed which may be returned to this office immediately, duly completed.


(AN Das)
Joint CGDA (Admin)

Copy to:

1. The Ministry of Personnel,
Public Grievances & Pensions,
Department of Personnel & Training,
North Block, New Delhi-110 001.
(Kind attention : Shri S S Shukla,
Under Secretary to the GoI) - For information with reference to their
Office Memorandum No. 13015/4/2014-
AIS-I dated 01.01.2015.
2. The Secretary,
Union Public Service Commission,
Dholpur House, Shahjahan Road,
New Delhi-110 011. - For information please.
3. The Ministry of Defence (Finance)
DAD (Coord),
South Block, New Delhi-110 011. - For information with reference to
Ministry of Defence (Finance) ID No.
F.2(1)/C/2013 dated 06.01.2015.
4. The CENTRAD
CGDA's Centre for Training and
Development, Brar Square, Delhi Cantt-
110 010 - It is requested that all documents
(including educational and caste
certificates) may be verified in terms of
the Department of Personnel & Training
Office Memorandum dated 01/01/2015
(copy enclosed). It is also requested that
a detailed report may be sent to the

UPSC in terms of Department of Personnel & Training Office Memorandum dated 01/01/2015 under intimation to this HQrs office. The possibility of deputing the candidate to the NIFM, Faridabad may also be explored.

5. **The CDA (Training) & Director**
NADFM
Golibar Maidan, Pune-411 001.

- For information and necessary action please.

6. Personal file

7. APAR/PIS/Pink List/
Web-site/Guard file

- It is requested that copies of assessment /work and performance reports may be forwarded to the Commission for a period of five years subsequent to their appointment (for APAR task).


(AN Das)
Joint CGDA (Admin)

To be filled in by the candidate in his own handwriting
No. P./ /20 R Roll No.

हाल ही के पासपोर्ट आकार
(5 से.मी. X 7 से.मी.) के
हरतामरित फोटो की प्रति
चिपकाइए
Affix signed passport
size (5cm X 7 cm approx)
copy of recent
photograph

साक्ष्याकन फार्म/ATTESTATION FORM
चेतावनी/WARNING

साक्ष्याकन फार्म में झूठी सूचना देना या किसी तथ्य को छिपाना अनर्हता समझी जाएगी तथा उसके कारण उम्मीदवार को सरकारी नौकरी के लिए आयोज्य समझे जाने की संभावना है।

The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification and is likely to render the candidate unfit for employment under the Government.

2. इस फार्म को भरने और भेजने के बाद यदि उम्मीदवार को नजरबन्द, गिरफ्तार किया जाता है, उस पर मुकदमा चलाया जाता है, बन्दी, जुर्माना, दण्डित, विवर्जित, दोषमुक्त आदि किया जाता है तो उसकी सूचना तत्काल संघ लोक सेवा आयोग को अथवा उस अधिकारी को यथारिथति भेजी जानी चाहिये, जिसको पहले साक्ष्याकन फार्म भेजा गया है। ऐसा न करने पर यह समझा जायेगा कि वास्तविक सूचना छिपाई गई है।

If detained, arrested, prosecuted, bond down, fined, convicted, debarred, acquitted etc. subsequent to the completion and submission of his form the details should be communicated immediately to the Union Public Service Commission or the authority to whom the attestation form has been sent earlier, as the case may be, failing which it will be deemed to be a suppression of factual information.

3. यदि किसी व्यक्ति के सेवाकाल में यह पता चलता है कि साक्ष्याकन फार्म में झूठी सूचना दी गई है या किसी तथ्य को छिपाया गया है तो उसकी सेवाएं समाप्त की जा सकेंगी।

If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of a person, his services would be liable to be terminated.

	उपनाम Surname	नाम Name
1.	पूरा नाम (साफ अक्षरों में) उपनामों सहित (यदि आपने अपने नाम या उपनाम में किसी समय कुछ बढ़ाया या घटाया है तो कृपया बताएं)। Name in full (in Block Capitals), with aliases, if any please indicate if you have added or dropped at any stage, any, part of your name or surname).	
2.	वर्तमान पूरा पता (अर्थात् ग्राम, थाना और जिला या मकान नं., गली/राइक/मार्ग और नगर) Present address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town)	
3.	(क) घर का पूरा पता (अर्थात् ग्राम, थाना और जिला या मकान नं., गली/राइक/मार्ग और नगर और जिले के मुख्यालय का नाम) (a) Home address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town and name of District Headquarter) (ख) यदि पाकिस्तान का मूल निवासी है तो उस देश में पता और भारत संघ में प्रजनन की तारीख (b) If originally a resident of Pakistan the address in that country and the date of migration to Indian Union.	(क) (a) (ख) (b)

4. उन स्थानों का ब्यौरा (रहने की अवधियों सहित) जहां आप पिछले पांच वर्षों से अधिक समय तक रहे हों। यदि विदेशों में (पाकिस्तान सहित) रहे हों तो उन स्थानों का ब्यौरा देना चाहिए जहां आप एक वर्ष से अधिक समय तक 21 वर्ष की आयु होने के बाद रहे हों।

Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

कब से From	कब तक To	निवास स्थानों के पूरे पते (अर्थात् ग्राम, थाना और जिले या मकान नम्बर, गली/सड़क/मार्ग और नगर) Residential address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town	पिछले खाने में दिये गये स्थान के जिले के मुख्यालय का नाम Name of the District Headquarters' of the place mentioned in the preceding column

5. (क)

(a)

रिश्ता नाम Relation Name	राष्ट्रीयता (जन्म से और/या अधिवास से) Nationality (by birth and/or by domicile)	जन्म स्थान Place of birth	व्यवसाय (यदि सेवा में हो तो पूरा पदनाम और कार्यालय का पूरा पता दिया जाये) Occupation (if employed give full designation & official address	डाक का पता (यदि मूलक हो तो पिछला पता) Present postal address (if dead give last address)	घर का स्थाई पता Permanent Home address
(i) पिता (पूरा नाम, उपनामों सहित यदि कोई हो) (Name in full aliases, if any) (ii) माता Mother (iii) पत्नी/पति Wife/ Husband (iv) भाई Brother(s) (v) बहन Sister(s)					

5. (ख) विदेश में पढ़ रहे/रह रहे पुत्र/(पुत्रों) और/या पुत्री/(पुत्रियों) के मामले में प्रस्तुत की जाने वाली सूचना।

(b) Information to be furnished with regard to son(s) and/or daughter(s) in case they are studying/living in a foreign country.

नाम Name	राष्ट्रीयता (जन्म से और/या अधिवास से) Nationality (by birth and/or domicile)	जन्म का स्थान Place of birth	देश का नाम जहां पढ़ रहे/रह रहे हैं पूरा पता Country in which studying/living with full address	पिछले कालम में दिये गये देश में जिस तारीख से पढ़/रह रहे हैं Date from which studying/living in the country mentioned in previous column

6. राष्ट्रियता
Nationality

7.	(क) जन्म की तारीख (ईस्वी संवत् में) (a) Date of birth (in Christian era) (ख) वर्तमान आयु (b) Present Age (ग) मैट्रिक के समय आयु (c) Age at Matriculation	(क) (n) (ख) (b) (ग) (c)
8.	(क) जन्म स्थान, जिला और राज्य जिसमें रह स्थित है (a) Place of birth, District and State in which situated (ख) आप किस जिले और राज्य के हैं (b) District and State to which you belong (ग) आपके पिता मूल रूप से किस जिले और राज्य के हैं (c) District and State to which your father originally belongs	(क) (a) (ख) (b) (ग) (c)
9.	(क) आपका धर्म (a) Your religion (ख) क्या आप अनुसूचित जाति/जनजाति/अन्य पिछड़ी जाति के हैं? उत्तर हां या नहीं के रूप में दें। (b) Are you a member of a SC/ST/OBC? Answer 'yes or no'.	(क) (a) (ख) (b)

10. 15 वर्ष की आयु से किन-किन स्कूलों और कालेजों में और किन-किन वर्षों में शिक्षा प्राप्त की सराके रथानों को वर्षों के साथ दिखाते हुए शिक्षा सम्बन्धी योग्यताएं।
Educational qualification showing places of education with years in Schools and Colleges since 15th year of age:

स्कूल/कालेज का नाम और पूरा पता Name of School/College with full address	प्रवेश की तारीख Date of Entering	छोड़ने की तारीख Date of leaving	परीक्षा Examination

11. (क) क्या आप इस समय केन्द्रीय या राज्य सरकार या अर्ध सरकारी या स्थायीवत सरकारी निकाय या स्वशासी निकाय या सार्वजनिक उपक्रम की किसी गैर सरकारी उपक्रम या संस्था के अन्तर्गत कार्य कर रहे हैं या पहले कभी कार्य किया है? यदि हां तो नियोजन की तारीख सहित पूर्ण विवरण दें।

- (a) Are you holding or have any time held an appointment under the Central or State Government or a semi-Government or a quasi-government body or an autonomous body, or a public undertaking or a private firm or institution? If so give full particulars with dates of employments up-to-dates:

अवधि Period		पद, परिलक्षियां तथा रोजगार का स्वरूप Designation, emoluments and nature of employment	नियोक्ता का पूरा नाम व पता Full name and address of employer	पहली नौकरी छोड़ने का कारण Reasons of leaving previous service
से From	तक To			

11. (ख) क्या पिछली सेवा भारत सरकार/राज्य सरकार/भारत सरकार या किसी राज्य सरकार के स्वाभित्त या संचालित किसी उपक्रम, किसी स्वायत्त निकाय, विश्वविद्यालय/स्थानीय निकाय के अधीन थी, यदि आपने केन्द्रीय सिविल सेवायें (अस्थाई सेवा) नियम 1965 के नियम 5 के अधीन या किन्हीं इसी प्रकार के नियमों के अधीन एक महीने का नोटिस देकर सेवा छोड़ी थी तो क्या आपके विरुद्ध कोई अनुशासनिक कार्यवाही की गई थी या जब आपने सेवा को समाप्त करने के लिए नोटिस दिया गया था या बाद में आपकी सेवा के वारसत में समाप्त होने से पहले तक आपसे किसी मामले में आपके आचरण के लिए स्पष्टीकरण मांगा गया था?

- (b) If the previous employment was under the Government of India/State Government/An Undertaking owned or controlled by the Govt. of India or a State Government Autonomous body/University/local body. If you had left service on giving a month notice under Rule 5 of the Central Civil Services (Temporary Service) Rules, 1965 or any similar corresponding rules were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date before your services actually terminated?

12. (क) क्या आप कभी गिरफ्तार किये गये? (a) Have you ever been arrested? हां/नहीं Yes/No
 (ख) क्या आप कभी मुकदमा चला है? (b) Have you ever been prosecuted? हां/नहीं Yes/No
 (ग) क्या आप कभी नजरबंद रखे गये? (c) Have you ever been kept under detention? हां/नहीं Yes/No
 (घ) क्या आप कभी बंदी बनाये गये? (d) Have you ever been bound down? हां/नहीं Yes/No
 (ङ) क्या आप पर किसी विधि न्यायालय द्वारा जुर्माना किया गया है? (e) Have you ever been fined by a Court of Law? हां/नहीं Yes/No
 (च) क्या आप कभी किसी अग्राध के लिये न्यायालय द्वारा दोषी ठहराए गए हैं? हां/नहीं
 (f) Have you ever been convicted by a Court of Law for any offence? Yes/No
 (छ) क्या आप कभी किसी परीक्षा के लिए विवर्जित ठहराए गए या किसी विश्वविद्यालय या किसी अन्य जिलाधिकारण/संस्था द्वारा निकाले गए ? हां/नहीं
 (g) Have you ever been debarred from any examination or rusticated by any any University or any other educational authority/Institution? Yes/No
 (ज) क्या आप कभी किसी से लोक सेवा आयोग/कर्मचारी चयन आयोग द्वारा उसकी किसी परीक्षा में बैठने/चयन के लिए विवर्जित/आयोग्य ठहराए गए हैं ? हां/नहीं
 (h) Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of their examination/selection ? Yes/No
 (झ) इस साक्षात्कन फार्म को भरते समय क्या किसी न्यायालय में आपके विरुद्ध मुकदमा चल रहा है ? हां/नहीं
 (i) is any case pending against you in any court of law at the time of filling up this attestation form ? Yes/No
 (ञ) इस साक्षात्कन फार्म को भरते समय क्या किसी शैक्षिक प्राधिकरण संस्था में आपके विरुद्ध कोई मामला चल है ? हां/नहीं
 (j) is any case pending against you in any University or any other educational authority/Institution at the time of filling up this attestation form ? Yes/No
 (ट) क्या सरकार के अधीन किसी प्रशिक्षण संस्थान से कार्य मुक्त/निष्कासित/प्रत्याह्न किया गया अथवा अन्यथा है ? हां/नहीं
 (k) Whether discharged/expelled/withdrawn from any training institution under the Govt. or otherwise ? Yes/No
 (ठ) उपरोक्त किसी भी प्रश्न का उत्तर यदि हां में हो तो मामला/गिरफ्तार/नजरबन्द/जुर्माना/अपराधी/कारावास/सजा आदि के होने और/या इस फार्म को भरते समय न्यायालय/विश्वविद्यालय/शैक्षिक प्राधिकरण/संस्था में चल रहे मुकदमों के मामले के संबंध में ब्यौरा दीजिए। हां/नहीं
 (l) If the answer to any of the above mentioned question is 'yes', give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc. and/or the name of the case pending in the Court/University/Educational Authority etc. at the time of filling up this form. Yes/No

- टिप्पणी: (1) कृपया इसका साक्षात्कन फार्म के ऊपर दी गई "चेतावनी" को भी देखिए।
 Please also see the "Warning" at the top of this Attestation Form.
 (2) यथास्थिति "हां" या "नहीं" को काट कर प्रत्येक प्रश्न का उत्तर अलग-अलग दिया जाना चाहिए।
 Specific answer to each of the question should be given by striking out "yes" or "no" as the case may be.

13. अपने इलाके को दो जिम्मेदार व्यक्तियों के नाम या ऐसे दो व्यक्तियों के नाम दीजिए जो आपको जानते हों।
 Name of two responsible persons of your locality or two references to whom you are know. 2.

मैं प्रमाणित करता/करती हूँ कि ऊपर दी गई सूचना जहां तक मुझे पता है तथा विश्वास है सही तथा पूर्ण है। मैं ऐसी किसी स्थिति से परिचित नहीं हूँ जिसके कारण मैं सरकार के अधीन नौकरी के लिए योग्य न हो सकूँ।

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

तारीख _____
 Date
 स्थान _____
 Place

उम्मीदवार के हस्ताक्षर _____
 Signature of candidate

पहचान प्रमाण पत्र
IDENTITY CERTIFICATE

प्रमाण पत्र निम्नलिखित किसी एक के द्वारा हस्ताक्षरित किए जाने के लिए:-
Certificate to be signed by any of the following:-

- (1) केन्द्रीय या राज्य सरकार के राजपत्रित अधिकारी;
Gazetted Officers of Central or State Government;
- (2) साधारण तथा जहाँ का उम्मीदवार तथा उसके गाता-पिता/रक्षक निवासी हैं उस निर्वाचन क्षेत्र के संसद सदस्य या राज्य विधान मण्डल के सदस्य;
Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/guardian ordinarily reside;
- (3) सब डिविजनल मैजिस्ट्रेट/अधिकारी;
Sub-Divisional Magistrate/Officers;
- (4) मैजिस्ट्रेट की शक्तियों का प्रयोग करने के लिए प्राधिकृत तहसीलदार या नायब उप-तहसीलदार;
Tehsildar or Naib/Dy. Tehsildar authorised to exercise magisterial powers;
- (5) जहाँ उम्मीदवार पहले पढ़ता रहा हो यहाँ से मान्यता प्राप्त स्कूल/कालेज/संस्था का प्रिंसिपल/मुख्याध्यापक;
Principal/Headmaster of the recognized School/College/Institution where the candidate studied last;
- (6) ब्लॉक विकास अधिकारी;
Block Development Officers;
- (7) पोस्टमास्टर; और
Postmaster; and
- (8) पंचायत निरीक्षक
Panchayat Inspectors

प्रमाणित किया जाता है कि मैं श्री/श्रीमती/कुमारी-----पुत्र/पुत्री श्री-----
 -----को पिछले-----वर्षों-----महीने से जानता हूँ और जहाँ
 तक मुझे पता है और विश्वास है कि उसने जो ब्यौरे दिये हैं वे सही हैं।

Certified that I have known Shri/Shrimati/Kumari-----son/daughter of
 Shri-----for the last-----years-----
 months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

हस्ताक्षर-----
 Signature

पदनाम या हैरियत और पता-----
 Designation or Status and address

स्थान-----
 Place

तारीख-----
 Date

(कार्यालय द्वारा भरा जाने के लिए)
 (To be filled by the Office)

- (1) नियुक्ति प्राधिकारी का नाम, पदनाम तथा पूरा पता
 Name, designation and full address of the appointing authority.
- (2) पद जिसके लिए उम्मीदवार के संबंध में विचार किया जा रहा है।
 Post for which the candidate is being considered.

FORM OF OATH/AFFIRMATION

I.....
do swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by Law established and that I will carry out the duties of my office loyally, honestly and with impartiality.

"So help me God."

(SIGNATURE OF THE INDIVIDUAL)

Name of the Govt. servant	Date on which oath/affirmation was taken/made	Whether an oath or affirmation was taken/made	Designation of officer before whom the oath/affirmation was taken/made	Signature of the officer
1	2	3	4	5

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