



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -226002

Office of the Principal Controller of Defence Accounts (Central Command)

Cariappa Road, Cantt., Lucknow, Pin Code - 226002

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No. AN/1A/1031/Deputation

Dt: 17.10.2016

To,

The CDA RTC Lucknow  
The IFA (CC) Lucknow  
All Sections in Main Office  
All sub-offices

**Sub: - Deputation of AAO to Royal Govt. of Bhutan, IMTRAT**

Ref: - HQrs office Circular No. AN/IX/9651/Bhutan Deptn/2009-2016 dt: 13.10.2016

Please refer to the above cited circular, wherein the services of one AAO of this department is required in HQ, Indian Military Training Team (IMTRAT) in the Royal Govt. of Bhutan for the post of Accounts Officer on deputation basis. While on deputation the officers will be governed by the provisions contained in DOP&T OM No. 6/8/2009-Estt dated 17.06.2010.

The requisite service requirements are as below:-

- As HQ IMTRAT is located in high altitude area the incumbent officer should be less than 40 years of age and medically fit to stay above 9000 feet for prolonged duration.
- Proficiency in computer operations particularly in MS word, MS power point presentation and MS excel.
- Experience and knowledge in budgeting/ budgetary process and audit of cash book.
- The individuals must have completed mandatory "Cooling off" period of 03 years in case officer has recently served on a deputation post.
- The individual must have **outstanding APARs for the past 05 years.**

The conditions mentioned above are bare minimum and further conditions, if desired by the HQ IMTRAT would be intimated in due course.

Those 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 in the enclosed proforma, so as to reach this office latest **by 07.11.2016.**

Encls: As above

—sd—  
Sr. AO (AN)

Copy to: -

(i)

The OI/c  
OA Cell [Local]

for uploading on PCDA (CC) website

Sr. AO (AN)

**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 '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	TO	FROM	YEAR				

INFORMATION MAY BE FILLED UP IN CAPITAL LETTERS OF ENGLISH ALPHABATES.

SAO / AO (AN)