


No.A-35018/10/circular/2015/MF.CGA(A)/Gr.B/658
GOVT. OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS
7TH FLOOR, LOK NAYAK BHAWAN, KHAN MARKET, NEW DELHI

Dated, the 27th October 2015

CIRCULAR

Please find enclosed herewith O/o Pr. CCA, M/o External Affairs Circular No. Admn./Pr.CCA/MEA/2(78)/2015-16/345 dated 19th Oct 2015 regarding posting of Assistant Accounts Officer (AAO) in Embassy of India, Kathmandu. The applications of willing and eligible officers, dully filled in the prescribed proforma may please be forwarded to this office alongwith ACRs/APARs of last five years and Vigilance Clearance on or before 09.11.2015.

Encl: As above


(Chander Prakash)
Accounts Officer (Gr 'B')

To,
The Sr.AO(ITD) O/o CGA- for website.



No. Admn./ Pr.CCA/MEA/2(78)/2015-16/ 345

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GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS

&

MINISTRY OF OVERSEAS INDIAN AFFAIRS
OFFICE OF THE PRINCIPAL CHIEF CONTROLLER OF ACCOUNTS
JAWAHAR LAL NEHRU BHAWAN, JANPATH
NEW DELHI-11

Date: 19.10.2015

CIRCULAR

Subject: Selection of Assistant Accounts Officer (AAO) for posting in Embassy of India, Kathmandu-regarding.

This office is in the process of selecting one suitable substitute of Assistant Accounts Officers (AAOs) posted in Embassy of India, Kathmandu whose tenure has expired.

2. The essential and desirable qualifying requirements are as under:-

(A) Essential Qualifying Requirements

- (i) Serving Sr. AO/AO/AAO of the Central Civil Accounts Service (CCAS) Cadre of the Controller General of Accounts (CGA), Ministry of Finance, Department of Expenditure, who:
 - (a) have completed a minimum of two years of service as on 31.10.2015 as Sr. AO/AO/AAO and continues to be posted in the Office of Pr.CCA, MEA; or
 - (b) is presently on deputation in the Ministry of External Affairs having proceeded to this deputation from the Office of Pr.CCA, MFA and has completed a minimum of two years of service as on 31.10.2015 in the MEA including the service as Sr./AO/AAO in the Office of Pr.CCA, MEA; or
 - (c) had serviced either as Sr. AO/AO/AAO in the Office of Pr.CCA, MEA for a minimum period of two years and he/she had completed his tenure in MEA not earlier than 31.10.2008.
- (ii) should have the requisite experience of working in MEA so that he/she is familiar with the typicality's of functioning of the Ministry and the Missions, particularly accounting matters.
- (iii) should have a sound grounding in Government Accounting rules and General Financial Rules.

19/10/15

ACA (G/B)
to website
through
circulation

AO of
726/ACSA (PLS)
19/10/15

AO of
366/20/10/15

- (iv) should have proficiency in handling the IMAS software implemented in the Missions/Posts for payment and accounting functions.
- (v) should have proficiency in the COMPACT software implemented in the Pr.CCA office into which the monthly cash accounts generated by IMAS are finally incorporated.
- (vi) should possess positive personality attributes and outstanding service record.

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(B) Desirable Qualifying Requirements

- (i) should be currently posted either in the Office of Pr.CCA, MEA or in the MEA on deputation or in any Civil Accounts Organisation under O/O CGA.
- (ii) with regard to the post in Embassy of India, Kathmandu should have experience of handling project finance related work as the ongoing DPA projects and those in Nepal and Bhutan.
3. The selected Officer would be posted against post of Attaché' in the Embassy which normally carries pay scale in PB-II with GP of ₹ 4800/-. In case of Sr. AO/AO or AAO in Grade Pay of ₹ 5400/- is selected, his pay shall be restricted in the manner laid down vide Department of Expenditure OM no. 1/1/2008-IC dated 13th September, 2013.
4. Names of eligible officers willing to be considered for selection for this post may be forwarded along with their Bio-Data, Vigilance Clearance Report and ACR of last five years duly certified it at an appropriate level in the enclosed pro-forma before 15.11.2015.
5. This issues with the approval of Competent Authority.

Encl: As above



(R. Prabhakar)

Accounts Officer (Admn.)

To:

1. Shri P.L.Sahu, Jt.Controller General of Accounts, O/O Controller General of Accounts, Ministry of Finance, Department of Expenditure, Lok Nayak Bhawan, New Delhi with respect to para 2(i)(c).
2. JS(AD), M/o External Affairs, South Block, New Delhi with respect to 2(i)(b).
3. PAO (Admn.), O/o Pr.CCA, MEA, Jawaharlal Nehru Bhawan, New Delhi with respect to Para 2(i)(a) & 2(i)(b).

Copy for information to:

1. PS to SS(AD), MEA
2. PS to Pr.CCA, MEA
3. PPS to AS & FA, MEA

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PROFORMA

(BIO-DATA FOR THE PERIOD IN MEA INCLUDING O/o PR. CCA, MEA)

Name of the Officer:

S. No.	Period	Posting	Job Profile

Date:

Signature of Applicant

Date:

Countersigned:

Signature of Head of Office/Competent Authority
With Name, Designation & Office Seal

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PROFORMA

CERTIFICATE

It is certified that no vigilance case is either pending or contemplated

_____ (Name) _____ (Designation).

Date:

Signature of the Head of Office/Competent Authority
Name, Designation & Office Seal