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F.No. 2-9(2)/2010-PR

अंडमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

सचिवालय

SECRETARIAT

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Port Blair, dated the 13 January, 2011

To

1. All Commr-cum-Secretaries/Secretaries  
A&N Administration, Secretariat  
Port Blair
2. The Director of Accounts & Budget  
A&N Administration  
Port Blair
3. All Heads of Departments/Offices  
A&N Administration  
Port Blair
4. The Secretary  
Municipal Council  
Port Blair
5. The Chief Executive Officer  
Zilla Parishad  
South Andaman  
Port Blair

**Sub:- Filing up of the post of Chief Accounts Officer in the Zilla Parishad, Port Blair on deputation Basis.**

Sir,

The post of Chief Accounts Officer in the Scale of Pay PB -3 Rs.15,600-39100+6600 GP in the Zilla Parishad, South Andaman is proposed to be filled up on deputation basis in consultation with UPSC from Officers of A&N Administration (including any officer appointed to such services from amongst persons employed by the existing local authority) and officers of All India Services allocated to serve under A&N Administration and having the following eligibility and experience in accounts matters, initially for a period of one year in the first instance and likely to be extended upto three years.

- (a) (i) holding analogous posts on regular basis in the parent cadre/department

or

- (ii) with 5(five) years service in the grade rendered after appointment thereto on regular basis in the scale of pay PB-3 Rs. 15600-39100+5400 GP or equivalent in the parent cadre/department

or

- (iii) with 7 (seven) years service in the grade rendered after appointment thereto on regular basis in the scale of pay PB-2 Rs. 9300-34800+4600 GP or equivalent in the parent cadre/department

Or

- (iv) with 8 (eight) years service in the grade rendered after appointment thereto on regular basis in the scale of pay PB-2 Rs. 9300-34800+4200 GP or equivalent in the parent cadre/department.
- (b) (i) A pass in the SAS or equivalent examination conducted by any of the organized Accounts Department of the Central Govt.
- (ii) Successful completion of training in cash and accounts work in the ISTM or equivalent and five years experience in cash accounts and budget works.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of application).

I am therefore to request that the above vacancy may kindly be circulated amongst the eligible Officers working under you, and application of eligible Officers may be forwarded in the enclosed proforma, duly signed by the candidate, through their parent cadre to the Secretary (Panchayats), A&N Administration, Port Blair -744101, along with certified copies of the ACRs for the last five years, Integrity Certificate and Vigilance Clearance.

It may kindly be ensured that applications in respect of the Officers who are not eligible and the Officers against whom disciplinary/vigilance case is pending or contemplated, need not be forwarded.

The last date for the receipt of applications through proper channel is 10.2.2011.

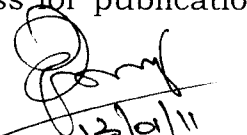
Terms and conditions of deputation is enclosed.

Yours faithfully

  
Joint Secretary (RD& PRIs)

Copy forwarded to :

1. The Manager, Govt. Press, Port Blair with the request to publish in the Daily Telegrams for two consecutive days immediately.
2. The Director, IP&T for information and necessary action.
3. The Hindi Officer Secretariat, Hindi version of the letter alongwith proforma may be sent to Govt. Press for publication in the Dweep Samachar.

  
Joint Secretary (RD& PRIs)

### **Terms and Conditions of deputation is as under :-**

1. (i) The terms and conditions of deputation shall clearly lay down not only period of deputation as per the Recruitment Rules for the post or as approved by the competent authority but also the date of relieving of the deputationist. No further orders for relieving the officer will be necessary ;
  - (ii) The deputationist officer including those who are presently on deputation would be deemed to have been relieved on the date of expiry of the deputation period unless the competent authority has with requisite approvals, extended the period of deputation, in writing, prior to the date of its expiry. It will be the responsibility of the immediate superior officer to ensure that the deputationist does not overstay. In cases where offices are on deputation on the date of issue of these orders and the normal tenures are getting over in a period of six months, the concerned officers/organizations may be allowed an extension of not more than one month, on a case to case basis with the approval of the DOPT.
  - (iii) That in the event of the officer overstaying for any reason whatsoever, he is liable to disciplinary action and other adverse Civil/Service consequences which would include that the period of unauthorized overstay shall not count against service for the purpose of pension and that any increment due during the period of unauthorized overstay shall be deferred, with cumulative effect, till the date on which the rejoins his parent cadre.
2. Written consent of the officer concerned shall be taken to the terms and conditions of deputation (inclusive of the conditions in para 1 ibid) before the deputation orders are issued. The contents of these instructions will be conveyed to all officers presently on deputation for information/compliance.
  3. These instructions will apply to all deputationists including State Government Officers/All India Services officers joining Central Government posts on deputation and to officers proceeding on deputation to State Government/autonomous & statutory institutions/foreign Bodies, etc.
  4. If the borrowing Organizations would like a relaxation from these terms, they should obtain approval of DoPT to it, prior to the start of deputation.

**BIO-DATA (PRO FORMA)**

1. Name and Address in Block letters :
2. Designation :
3. Date of Birth (in Christian era) :
4. Date of retirement under Central/State Government Rules. :
5. Education Qualification :
6. Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same). :

Qualification/Experience required	Qualification/Experience possessed by the Officer
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- Essential (1)
- (2)
- (3)

7. Please state clearly whether in the light of entry made by you above, you meet the requirements of the post. :
8. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):

Office/Instt/ Orgn.	Post held Adhoc/regular	From	To	Scale of Pay and Basic pay	Nature of duties

9. Nature of present employment, Regular/Adhoc :
10. In case the present employment is held on Deputation/Contract basis, please state :
  - (a) Date of initial appointment :
  - (b) Period of appointment on deputation/Contract :
  - (c) Name of the parent office/organization to which you belong :
11. Additional details about the present employment :
 

Please state whether working under

  - (a) Central Government :

- (b) State Government :
- (c) Autonomous Organization :
- (d) Government undertakings :
- (e) University :
12. Are you in the revised scale of pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale. :
13. Present Scale of Pay :
14. Present Basic Pay :
15. Total emoluments per month now drawn (with details) :
16. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient :
17. Whether belongs to SC/ST :
18. Remarks :

Signature of Applicant

Certificate

(To be filed by the authority forwarding the application)

1. Certificate that the particulars furnished by the officer are correct.
2. No disciplinary/vigilance case is pending or contemplated against the applicant.

(Sign & Seal of the Head of Department)