

कार्यालय , रक्षा लेखा महानियंत्रक  
**OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS**  
उलान बटार मार्ग , पालम , दिल्ली छावनी 110010-  
**ULAN BATAR MARG, PALAM, DELHI CANTT.-110010**

No. AN/II/2407/2014

Dated: 30<sup>th</sup> October, 2015

**Fax/Speed-post**

To,

ALL PCSDA, PCA(FYs) / CSDA

**Subject:** Filling up two posts of Accounts Officer in the Pay Band of Rs.9300-34800/- with Grade Pay of Rs. 5,400/- in the Central Social Welfare Board, New Delhi on deputation basis.

A copy of Central Social Welfare Board, New Delhi letter No.F.3-4/81-Pers/125 dated 10-09-2015 regarding deputation posts of Accounts Officer in the Pay Band of Rs.9300-34800/- with Grade Pay of Rs. 5,400/- in the Central Social Welfare Board, New Delhi is uploaded on CGDA's website.

2. It has been decided to call for names of willing officers amongst the SAOs for filling up the two posts of Accounts Officer in the Central Social Welfare Board, New Delhi.
3. Applications of willing and eligible Sr. AOs (in triplicate), disciplinary/vigilance clearance certificate, integrity certificate, detail of major/minor penalty(ies), if any, imposed during the last 10 years, certificate(s) in support of educational qualification(s)/professional qualifications, detail of experience/service profile (in chronological order) along with the APAR/MTPAR/ACR grading for the last five years etc., may be forwarded to this office so as to reach **by 10-11-2015** positively. Officers with 'Good' and above reports during the last five years only should be recommended.
4. While sponsoring names, Controllers may ensure that: (i) the particulars furnished by the officer are correct (ii) the applicant meets the eligibility criteria (iii) The disciplinary/vigilance clearance, integrity certificate and details of major/minor penalties, if any, imposed during the last 10 years are enclosed with the application (iv) Photocopies of preceding 5 years APARs/MTPARs/ACRs, duly attested is enclosed



(v) The officer concerned does not exceed 56 years as on the closing date of application and (v) He/she has completed the mandatory "Cooling off" period of three years in cases where the concerned officer has recently served on deputation. Shortfall in any of these will result in unnecessary correspondence/ invalidation of applications.

5. Applications received after the last date or found incomplete or forwarded without countersignature of the Head of Office (with seal) will not be considered.

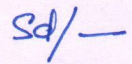
6. Receipt of this circular may be acknowledged.



(Mustaq Ahmad)  
Sr. ACGDA (AN)

Copy to:-

1. **EDP Centre (Local)** -- Along with a copy of Central Social Welfare Board, New Delhi letter No.F.3-4/81-Pers/125 dated 10-09-2015 and with a request to upload the same on the website.
2. **AN-IV section (Local)** -- For information and necessary action please.



(Mustaq Ahmad)  
Sr. ACGDA (AN)





केंद्रीय समाज कल्याण बोर्ड  
CENTRAL SOCIAL WELFARE BOARD  
महिला एवं बाल विकास मंत्रालय, भारत सरकार  
Ministry of Women & Child Development, Govt of India

डॉ. दुर्गाबाई देशमुख समाज कल्याण भवन  
Dr. Durgabai Deshmukh Samaj Kalyan Bhavan  
बी-12, कुतुब इंस्टीट्यूशनल एरिया, नई दिल्ली-110 603  
B-12, Qutab Institutional Area, New Delhi-110 603  
वेबसाइट : www.cswb.gov.in, ईमेल : cswb\_1@yahoo.co.in  
दूरभाष : 011-26543700, फैक्स : 011-26866485

File No. F. 3-4/81-Pers. 1125

Dated:10-09-15

The Comptroller General of Defence Accounts,  
West Block No. 5, R.K. Puram,  
New Delhi.

**Sub: Filling up of the two posts of Accounts Officer in the pay band of Rs.9300-34800/- with Grade Pay of Rs.5400/- in the Central Social Welfare Board.**

Sir,

I am directed to state that two posts of Accounts Officer in the pay Band of Rs. 9300-34800/- with Grade Pay of Rs. 5400/- are required to be filled in the office of the Central Social Welfare Board on deputation basis. The Central Social Welfare Board is an autonomous body under the administrative control of the Ministry of Women & Child Development. The following are the terms and conditions for the post:

1. The post carries the pay band of Rs. 9300-34800/- with grade pay of Rs. 5400/-. Duties and responsibilities for the post are enclosed at Annexure-I & II.
2. The selected officers will be on deputation to the post of Accounts Officer in the office of the Central Social Welfare Board, New Delhi initially for a period of one year which can be extended upto three years on year to year basis keeping in view the performance of the incumbent.
3. His pay and allowances during period of deputation will be governed by the provisions contained in the orders issued by the Govt. of India.
4. Leave salary and pension contribution shall be paid by the Central Social Welfare Board, New Delhi.
5. The Central Civil Services Rules are applicable to the employees of the Central Social Welfare Board.
6. The employees of the Central Social Welfare Board are not eligible for Govt. accommodation from General Pool.
7. The incumbent should have at least 3 years experience in the grade of Accounts Officer.

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In case, officers in the cadre of Accounts Officer are not available, suitable officers in the cadre of AAO having experience in audit and accounts may be sponsored.

You are requested to send the panel of officers for the post of Accounts Officer who are willing to accept the assignment on usual terms and conditions of deputation along with their complete bio-data with photo, ACR/APAR dossiers of the last five years and vigilance clearance for consideration immediately at [cswbpersonneldivision@rediffmail.com](mailto:cswbpersonneldivision@rediffmail.com) followed by hard copy by post.

Yours faithfully,



(PAVITRA GUPTA)  
DEPUTY DIRECTOR (PERS.)

Encl: as above.



**Annexure-I**

**Major Duties & Responsibilities of Account Officer**  
**(Finance & Accounts Section)**

- (i) He will supervise the work of the Finance & Accounts Section.
- (ii) Drawing and disbursing officer of the Central Board.
- (iii) Treasury officer in respect of release bills prepared by other branch of officers and in respect of pay and allowances, TA/DA, Medical claims, children education allowance, tuition fee, LTC etc.
- (iv) Custodian of cash and other valuable documents of the Board.
- (v) Control of budget allocation in respect of pay and allowances, TA/DA, interest-bearing and non-interest bearing advances, GPF advances, etc.
- (vi) Maintenance of accounts of the Board as required under Financial Rules.
- (vii) Advise the Administrative Officer on purchases and work for tender and quotation committee and also in respect of pay fixation, leave, deputation, joining time etc.
- (viii) Preparation of monthly expenditure statement in respect of plan and non-plan for submission to IFA-cum-CAO/Executive Director.
- (ix) Sanction of advances
- (x) Service verification of the staff of the CSWB.
- (xi) Preparation of TA/DA bills of the members of various committees set up by the Central Board.
- (xii) Settlement of gratuity cases, Deposit-linked Insurance Scheme cases, etc.
- (xiii) Performs such other work as are entrusted by the IFA-cum-CAO.



**Major Duties & Responsibilities of Account Officer(Internal Check Unit)**

- (i) He will supervise the work of the Internal Check and Commercial Accounts Units of the Central Social Welfare Board.
- (ii) Preparation of budget/revised budget estimates for submission to the Govt. of India.
- (iii) Proper maintenance of accounts of the Board on Commercial system of accounting and also to ensure proper maintenance of accounts of the Board as required by under the General Financial Rules.
- (iv) To watch and review the progress of expenditure against the sanctioned amount under various heads of budget and to issue timely instructions to the controlling officers where the progress of expenditure is not even.
- (v) To keep a watch on the final settlement of accounts in respect of grants released under various programmes of the Board.
- (vi) Scrutiny of cases of final sanction/payment from G.P.Fund etc.
- (vii) To arrange audit of accounts by the Chartered Accountants/A.G. and ensure quick disposal of the audit paras and final settlement of audit objections.
- (viii) Coordination of audit inspections.
- (ix) Examination of cases involving finance referred to Internal Check Unit from various Divisions.
- (x) Scrutiny of audit reports of the State Boards and projects, their finalization and projects, their finalization and follow-up with the State Board for quick disposal of the audit paras.
- (xi) To obtain figures of expenditure incurred by the State Board under various programmes so that a complete picture of month to month expenditure and position of funds with the State Boards under different programmes is available to the Central Social Welfare Board.
- (xii) Finalisation of accounts of State Board offices.
- (xiii) Periodic inspection of the State Board offices and ensuring proper maintenance of accounts and utilization of funds by the State Board.
- (xiv) Perform such other functions as are entrusted by the IFA-cum-CAO.