

**Shyam Singla**

(BA, LL.B, MSSc(UK), PGDPA, M.Phil)  
Addl. Controller General of Defence Accounts

DO No. AN-I/1151/I/CSE/2011  
Date:- 16 April, 2013



**श्याम सिंगला**

रक्षा लेखा अपर महानियंत्रक

Dear *Shri Manendar*

My heartiest congratulations on your selection to the Indian Defence Accounts Service (IDAS). On your joining you will be working for the Defence Accounts Department (DAD). The 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 expenditure and receipt 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 works with these organizations across the length and breadth of the country, including in field areas and overseas, through its more than 1000 offices at 250 locations. I enclose a booklet that will give you some further details about the Department and its functions.

2. The Indian Defence Accounts Service is a cadre of 650 officers who take pride in 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 professional expertise, both within and outside the Department.

3. I forward herewith in an Annexure the terms and conditions of your appointment as a civil servant. In case you have any further queries or require any help please feel free to contact Shri R K Karna, Joint Controller General of Defence Accounts (Admin.) at telephone number 011-25674810.

With best wishes,

Yours sincerely,

**S L Singla, Addl CGDA**  
श्याम सिंगला, रक्षा लेखा अपर महानियंत्रक


To

Shri Manendar  
Flat No. C-302  
Sansad Vihar  
CGH Society, Plot No. 2  
Sector-3, Dwarka,  
New Delhi 110 075

Encl: As above

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.  
13015/7/2012-AIS-I dated 04.04.2013.
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/2011 dated 12.04.2013.
4. **The CDA (Training) & Director**  
NADFM  
Golibar Maidan, Pune-411 001. - It is requested that a detailed report  
may be sent to the UPSC in terms of  
Department of Personnel & Training  
Office Memorandum dated 04/04/2013  
(copy enclosed) under intimation to this  
HQrs office.
5. **The CENTRAD**  
CGDA's Centre for Training and  
Development, Brar Squire, 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 04/04/2013  
(copy enclosed). Training Schedule may  
also be finalized.
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).

  
(P.K. Rai)  
Sr.ACGDA (Admin.)

**Terms and conditions for appointment to the Indian Defence Accounts Service**

The terms and conditions governing the offer of the President for appointment to the Indian Defence Accounts Service are as under:

- (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 up to 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 30/04/2013 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 Navneet Verma, IDAS, Joint Controller General of Defence Accounts (Training), CGDA's -Centre for Training and Development, Brar Square, Delhi Cantt.- 110010 (Ph- 011-25674811, 25694268, 25694298) but not later than 30 April, 2013. Your appointment to the Indian Defence Accounts Service will take effect from the date of joining at the CENTRAD, 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 your appointment to the Indian Defence Accounts Service is conditional for want of verification of your original Educational Qualification certificates; you are requested to bring the same for verification by the Department.


5. You may also note that your appointment is provisional and is subject to the caste/tribe certificate being verified through the proper channels and if the verification reveals that the claim to belong Scheduled Caste/Scheduled Tribe, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Panel Code for production of false certificates.

6. It may be further noted 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.

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

  
(P K Rai)  
Sr.Asstt. CGDA (AN)