

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

AN/IX/9651/Bhutan Deptn/2009-2016

Dated: 13/10/2016

To

All PCsDA/CsDA/PCA/CsFA  
The AN-IV (Local)

**Sub: Deputation of staff of DAD to Royal Govt. of Bhutan, IMTRAT.**

The services of one Assistant Accounts officer of this Department is required in Headquarters, Indian Military Training Team 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 17/6/2010.

2. It is requested that the applications of all suitable Assistant Accounts Officers among volunteers from your organization with their Bio-data, service particulars and **Outstanding APARs for post five years** who fulfills the job requirements may be ascertained. 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 ages 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 copies of the required documents duly attested along with vigilance clearance certificate and integrity certificate of the volunteers may be sent so as to reach HQrs office latest by **10.11.2016**

3. While forwarding the names of volunteers to HQrs office please ensure that Individuals has completed mandatory "Cooling off" period of three years in case officer has recently served on a deputation post.

4. The interested eligible officers can down load the application proforma from CGDA Web site and apply through proper channel.

5. It is also mandatory to forward the detail as per Annexure 'A' in Microsoft Excel in Soft copy.

6. The conditions mentioned in para 2 above are bare minimum and further conditions, if desired by the HQ IMTRAT would be intimated in due course.

(Manoj Kumar)  
Sr. Account Officer (AN)

Copy to:-

Information Technology  
& System wing (local)

Please upload this circular and application proforma on our web site. This bears necessary approval for uploading.

(Manoj Kumar)  
Sr. Account Officer (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)

