

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

No. AN/IX/9104/HAJ/2015

Date: 09.03.2015

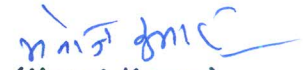
To

The PCsDA/CsDA
The PCA (Fys) Kolkata,
AN-IV Section (local)

Sub: - Deputation to Saudi Arabia for Haj Duty for 2015.

Ministry of External Affairs (Haj Cell) vide Office Memorandum No. M (Haj)/1183/09/2015 dated 13.02.2015 has invited applications from male Muslim officers, as per Annexure 'A' & 'B'. The interested & eligible male Muslim officers viz AAOs/Sr Auditors/Auditors may apply for the said deputation as Assistant Haj Officer and Haj gAssistant for Haj 2015 through their respective Pr CDA/CDA and those serving in IFAs through proforma controllers to this HQrs office. Preference will be given to applicants having knowledge of Arabic. The applicant should be medically fit and produce a certificate to this effect from a Govt hospital.

As the last date of receipt of application in the Ministry is 09.04.2015, it is requested that applications duly completed in all respect of willing individuals may be forwarded to this HQrs office so as to reach by 13.03.2015. The forwarding authority may please ensure that a separate certificate duly signed is attached to each application verifying the information given in Column 4,5,6,7,& 9 of the application. The application received after due date and received incomplete will not be considered.


(Manoj Kumar)

Sr. Account Officer (AN-IX)

Copy to:-

1.) EDP Centre (local)

} Please upload this circular and application
proforma on our website.


(Manoj Kumar)

Sr. Account Officer (AN-IX)

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ANNEXURE "B"
Administrative Personnel
ONLY THROUGH PROPER CHANNEL

Ministry of External Affairs
(Hajj Cell)

Attention of the applicants is also invited toward clause 20 of the CCS (Conduct Rules), 1964 which says, "**No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government.**" Ministry may initiate disciplinary action against such applicants who violate the above-mentioned clause."

		Affix your latest Photograph											
S.No.													
1	Name												
2	Father's Name												
3	Designation, Full Official Address (including last five years)												
4	Gazetted/Non-Gazetted												
5 (a)	Date of Birth (attach Matriculation Certificate, duty attested)												
(b.)	Age as on 01 st July, 2014												
6 (a.)	Pay Band												
(b.)	Grad Pay												
7	Date of joining the Service												
8	Educational Qualification												
9	Details of all previous deputations with deputed post to CGI, Jeddah												
10	Knowledge of Accounts												
11	Proficiency in Data Entry & Computer Programming												
12	Mother Tongue												
13	Language known (other than Arabic) READ (R), WRITE (W), SPEAK (S) (please tick)	(a)	(b)			(c)			(d)				
		R	W	S	R	W	S	R	W	S	R	W	S
14	Knowledge of Arabic												
15	Experience related to Hajj												
16	Present Address / mailing Address												

17	Permanent home address	104
18	Contact Details	(Off) (Res) Fax Mobile
19	E-mail Id. (applicant must have a valid e-mail id)	
20	Name of nearest Passport Office	
21	Any other relevant information	

Certificate

- ❖ I hereby certify that the information given above is complete and true. I have carefully read the terms & conditions and undertake to abide by them during my deputation to Consulate General of India, Jeddah (Saudi Arabia).
- ❖ I also certify that I do not suffer from any heart ailment, hypertension, diabetes and asthma.
- ❖ I undertake that I shall not accept any remuneration from pilgrims for the service rendered to them.
- ❖ I also undertake that during the period of deputation, I shall **not** perform Hajj pilgrimage.

Date.....

Signature of the applicant

Caution:

- i) Any information regarding **number of earlier deputations and Date of Birth** suppressed or falsely given will render the applicant liable to disciplinary action besides rejection of his application.
- ii) Incomplete application is liable to be rejected.
- iii) The applicant shall be liable to disciplinary action under the relevant provisions of CCS (CCA)/ Conduct Rules if information in Col. 5, 6, 7, 8 9 & 11 is found incorrect.
- iv) Necessary entries regarding deputation should be made in the Service Book of the concerned official.

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CERTIFICATE TO BE FURNISHED BY THE CADRE CONTROLLING AUTHORITY ON ITS LETTER HEAD IN THE PRESCRIBED FORMAT (IN BLOCK LETTERS)

Certified that as per entries made in the Service Book of Shri

_____, his present designation is _____
_____ and his date of birth is _____.

He joined Government Service on _____. He is a **Temporary / Permanent / Gazetted / Non Gazetted [tick appropriate]** officer in the pay band* Rs. _____ & Grade Pay of Rs. _____ and has been on deputation to Saudi Arabia (i) _____ (ii) _____ (iii) _____ (**never / once / twice / thrice / more than thrice**) [tick appropriate]. He is eligible for short term deputation as Coordinators, Assistant Hajj Officer / Hajj Assistant to Consulate General of India, Jeddah. No disciplinary action is pending against him.

*(Cadre Controlling Authority **MUST** mention equivalent pay band of the candidate at par with the Six pay Commission of Central Government employees.)

2. It is also certified that Shri _____ is also well versed in Computer.

Signature _____

Name & Designation with seal _____

Tel. No. (With STD code) _____

Tel. No. (With STD code) _____

Mobile Number _____

E-mail Address _____

(The Controlling authority will be held responsible if the information furnished is found incorrect).