

**Office of the Controller General of Defence Accounts**  
**Ulan Batar Road, Palam Delhi Cantt-10**  
**Web Site**

No. AN/IX/9104/2/2013

Dated 05.02.2014

To

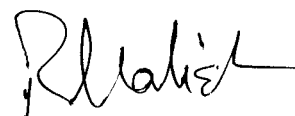
The PCsDA  
The PC of A (Fys) Kolkata,  
The CsDA  
AN-IV Section (local)

Sub :- Deputation to Saudi Arabia for Haj Duty for 2014.

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Ministry of External Affairs (Haj Cell) vide Office Memorandum M(Haj)/1183/2/2014 dated 15.01.2014 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 Assistant for Haj 2014 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.**

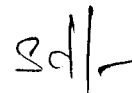
As the last date of receipt of application in the Ministry is 14.03.2014, it is requested that applications duly completed in all respect of willing individuals may be forwarded to this HQrs office so as to reach by 28.02.2014. **The forwarding authority may please ensure that a separate certificate 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.**



(Rajesh Kalia)  
FOR CGDA

EDP Centre  
HQrs. Wing

It is requested to upload this circular on CGDA Website.



(Rajesh Kalia)  
AO (AN)

Ministry of External Affairs  
(Hajj Cell)

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**Eligibility Criteria and Terms and Conditions for  
Temporary Deputation as Coordinator/Assistant Hajj Officer/ Hajj Assistant to  
Consulate General of India, Jeddah, Saudi Arabia  
for Hajj - 2014.**

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**A. Note:-**

. Attention of the applicants is also invited towards 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.**

. Prescribed Application Form for Temporary Deputation to Saudi Arabia as Administrative personnel for Hajj-2014 accompanied with the enclosed certificate duly signed should be sent through proper channel.

. Applications should be typed or handwritten in Block letters.

. All Columns need to be filled completely. Incomplete applications will be **summarily rejected**.

. If any information given by the applicant is found wrong at any stage, the candidate will be banned for ever. The department concerned shall be asked to take appropriate disciplinary action against the candidate.

. **If the selected candidate does not report to Hajj Cell within the stipulated time, the next candidate in the waiting list will be given chance without serving any notice to the non reporting candidate.**

**A. Applications will be summarily rejected on account of the following:-**

. Advance copy of applications.

. Without proper channel.

. Officer in the rank of Director & above and L.D.C & lower.

. Haj deputationists during Hajj-2013, Hajj-2012.

. Haj deputationists for three or more times.

**B. Eligibility Conditions:**

. Only Central & State Government / PSUs/ autonomous bodies employees are eligible.

. **For Coordinators:** Deputy Secretary to the Govt. of India or equivalent in Pay Band - 3 Grade Pay Rs. 7600/- are eligible. Officers completing five year service as Under Secretary to Govt. of India(Pay Band-3 Grade Pay Rs. 6600/-) or equivalent are also eligible.

- **For Assistant Hajj Officers:** the applicant should be holding a post of Under Secretary/Section Officer of Central Government or equivalent in the Pay Band-3 of Rs. 15600-39100. with Grade Pay of Rs. 6600/-(serving at GP 6600/- must be less than five year service.) & Rs. 5400/- and in the Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 5400 & Rs. 4800/-.
- **For Hajj Assistants:** the applicant should be holding a post of Assistant (at least two years in Govt. Service) / UDC (at least five years of experience as UDC) of the Central Government or equivalent, however preference will be given to the officers of Assistant level of Central Govt. or equivalent in the Pay Band 2 Rs. 9300-34800 with Grade Pay Rs.4600/- , Rs.4200/- & not below in the pay band Rs.5200-20200 with Grade Pay Rs 2400/-.
- **Preference will be given to deputationists in the Administrative Contingent (Coordinators, Assistant Hajj Officers and Hajj Assistants) who are well versed in computer and have working knowledge of LAN and WAN from NIC or persons holding 'O' level certificate from the Department of Electronics. Candidates should attach required proficiency certificates/details of courses undergone/experience certificate. They should provide complete detail at the Sl. No. 11 of the application form. Cadre Controlling Authority must furnish a Certificate in this regard.**
- The applicant should not be less than 30 years and more than 50 years of age as on 01<sup>st</sup> July, 2014(Applicant must attach Matriculation Certificate in support of DOB).
- The applicant should be medically fit and produce a Certificate to this effect from a Government Hospital.
- **C. Due weightage will be given for:**
  - Regional languages.
  - Accounts.
  - Public relations (Administrative, Police & Para military services).
  - Data Entry and Computer Programming.
  - Knowledge of Arabic.
- **D. Pay & Allowances:**
  - During the deputation period, Basic Pay and Foreign Allowance as admissible to India-based staff in CGI, Jeddah of equivalent rank will be paid by CGI, Jeddah.
  - No Daily Allowance would be admissible.
  - Economy class air ticket to and from Jeddah.
  - The selected candidates will be entitled to normal baggage allowance of 20 Kgs.
  - The officials selected will be entitled for eight days' preparation/joining time before departure. **However, the parent department will be responsible for pay and allowances in case the candidate is not able to proceed to Saudi Arabia on account of any administrative exigency.**
  - No preparation time is admissible on return from deputation.

- No conveyance allowance would be paid for completing various formalities in Delhi.
- Expenditure on account of salary, preparation time and accommodation in Saudi Arabia during the deputation period will be borne by the CGI, Jeddah.

**E. Deployment and Duties of the Deputationists:**

- The deputationists will be deployed by Consulate General of India, Jeddah, at various Branch offices in Makkah and Madinah, Hajj Terminal at Jeddah, Camps at Mina & Arafat, etc.
- **The duties of the deputationists include:**
  - i) To assist pilgrims at their Maktabs and camps during the pilgrimage. They would function under the day-to-day direction and overall supervision of the Consul General of India, Jeddah.
  - ii) To assist pilgrims in their daily activities and to attend to their grievances.
  - iii) To assist the pilgrims to perform their Hajj rituals.
  - iv) Any other assistance needed by pilgrims.
  - v) The selected deputationists will be deemed to be on 24 hours duty during the entire period of deputation. They will be allocated tasks for specified duration depending on exigencies.

**F. General Conditions:**

- The selected officials will not be allowed to take any of their family members, including spouse, even at their own cost.
- The deputationists are not allowed to interact with the media. Violation of this condition will result in immediate recall and disciplinary action.
- The deputationists should always be in civilian clothes.
- The services of the deputationists will be at the disposal of the Consulate General of India, Jeddah, during their deputation.
- It may be noted that deputationists are deemed to be on 24 hours duty without any weekly off and therefore they are expected to work for extra-long hours especially during the core Hajj Period. No Repeat No extra remuneration or compensation will be payable except the normal admissible Foreign Allowance.
- **Failure to perform duties assigned to the deputationists satisfactorily could lead to immediate repatriation to India and disciplinary action, including partial or full recovery of the Government money spent on his/her deputation.**

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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."

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

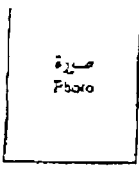
E-mail Address \_\_\_\_\_

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









سفارة المملكة العربية السعودية  
القسم القنصلي  
EMBASSY OF SAUDI ARABIA  
CONSULAR SECTION

Full name: الاسم الكامل:

Mother's name: اسم الأم:

Date of birth: تاريخ الولادة: Place of birth: محل الولادة:

Previous nationality: الجنسية السابقة: Present nationality: الجنسية الحالية:

Sex: الجنس: Female أنثى Male ذكر

Marital Status: الحالة الاجتماعية: Single متزوج

Religion: الدين: Islam إسلام

Place of issue: مكان إصداره: Qualification: المؤهل العلمي: Profession: المهنة:

Home address and telephone No.: عنوان المنزل ورقم التلغون:

Business address and telephone No.: عنوان الشركة (المزسة) ورقم التلغون:

Purpose of travel: الغاية من السفر: Work عمل Transit مرور Visit زيارة Umrah عمرة Residence الإقامة Hajj حجاج Diplomacy دبلوماسية

Place of issue: محل الإصدار: Date passport issued: تاريخ الإصدار: Passport No.: رقم الجواز:

Date of passport's expiry: تاريخ انتهاء صلاحية الجواز:

Duration of stay in the Kingdom: مدة الإقامة بالمملكة: Date of arrival: تاريخ الوصول: Date of departure: تاريخ المغادرة:

Mode of Payment: طريقة الدفع: ( ) Cash ( ) Cheque No. ( ) Proc ( ) Free ( ) By check ( ) No. ( ) Date ( ) No. ( ) Date:

Relationship: صلة: Carrier's name: اسم الشركة الناقلة: Destination: جهة الوصول بالمملكة:

Dependents traveling in the same passport: إيفادات تنضم أفراد العائلة (المضائق) على نفس جواز السفر:

Relationship	Date of Birth	Sex	Full name

Name and address of company or individual in the kingdom: اسم وعنوان الشركة أو اسم الشخص وعنوانه بالمملكة:

The undersigned hereby certify that all the information I have provided are correct. I will abide by the laws and regulations of the Kingdom during the period of my residence in it. إذا وقع أنا المتقدم على كل المعلومات التي دونتها صحيحة وسأكون ملتزماً بقوانين المملكة أثناء فترة وجودي بها.

Date: التاريخ: Signature: التوقيع: Name: الاسم:

For official use only: للاستعمال الرسمي فقط:

Date: تاريخه: Authorization: رقم الامر المتخذ عليه في اعطائه التأشيرة:

Visit / Work for: لزيارة - العمل لدى:

Date: تاريخه: Visa No.: أشر له برقمه:

FEE COLLECTED: مبلغ المحصل Type: نوعها: Duration: مدتها:

رئيس القسم القنصلي ملحق البيانات

Ministry of Foreign Affairs, Kingdom of Saudi Arabia. This form is to be filled in Arabic or English. It is not valid if filled in any other language. If a holder of a passport is applying for a visa, this form must be filled in Arabic. The penalty of conviction for providing false information is imprisonment for a period of up to one year.