



“हर काम देश के नाम”

रक्षा लेखा महानियंत्रक

उलन बटार रोड, पालम, दिल्ली छावनी-110010

**CONTROLLER GENERAL OF DEFENCE ACCOUNTS**

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone:011-25665589, 25665763 Fax: 011-2567030 email: [cgdanewdelhi@nic.in](mailto:cgdanewdelhi@nic.in)



**Through Email/CGDA WEBSITE**

No: IT/970/IT Policy/R-2

Date: 27/08/2024

To,

All PCsDA/PIFAs  
CsDA/IFAs

Sub: IT Manpower regarding

Ref : HQrs office letter of even no. dt. 08/08/2024 (copy enclosed)

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Please refer to above cited letter wherein it was informed that applications of the willing individuals to serve in IT Pool are to be forwarded by 19<sup>th</sup> August 2024.

2. Now, it has been decided to extend the time limit for the same **upto 15<sup>th</sup> September 2024.**
3. This is for information and necessary action at your end.
4. This issues with the approval of Jt. CGDA (IT&S).

(Rahul Gaur)  
Sr. ACGDA (IT&S)

	<p style="text-align: center;">“हर काम देश के नाम”</p> <p style="text-align: center;"><b>रक्षा लेखा महानियंत्रक</b> उलान बटार रोड, पालम, दिल्ली छावनी-110010 <b>CONTROLLER GENERAL OF DEFENCE ACCOUNTS</b> Ulan Batar Road, Palam, Delhi Cantt.- 110010 Phone:011-25665862,763 Email:cgdanewdelhi@nic.in</p>	 <p style="text-align: center;">आज़ादी का अमृत महोत्सव</p>
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**Through EMAIL/CGDA WEBSITE**

No. IT/970/IT Policy/R-2

Date: 08/08/2024

To,  
All PCDAs/PIFAs  
CDAs/IFAs

Sub: IT manpower regarding

Ref: HQrs office letter NO. AN/II/2153/Trf policy/2023 dated 14.09.2023

1. With reference to the above, it has been directed by the Competent Authority to seek willingness of individuals for mandatory enlistment in the IT manpower pool on the basis of technical qualifications, past work experience and recognised contribution to IT Projects in DAD as per para IV (j) of above mentioned policy letter.
2. It is requested that applications in the proforma as given as Annexure I of the policy letter under reference (copy enclosed) duly recommended by the concerned Controller/IFA in respect of individuals under their organization who are willing to serve in IT pool may be forwarded to this office for consideration by the Competent Authority, no later than 19 August 2024 at the email ID: [cgdanewdelhi@nic.in](mailto:cgdanewdelhi@nic.in)
3. The ibid application must necessarily be accompanied with a one-page write up on past experience and details of substantial contribution to IT Projects by the individuals.
4. Applications in respect of individuals who are already included in the IT pool through both the rounds of the IT pool manpower selection process may not apply now.

This issues with the approval of the CGDA.

  
K V L Akshay  
Sr. ACGDA

**ANNEXURE-I**

**Performa for Enlisting of IT Professionals in the DAD**

(Authority: CGDA letter No. AN/II/2153/Trf Policy/2023, dated 14.09.2023)

Sl. No.	Details particulars																	
1.	Name																	
2.	Designation and A/c No.																	
3.	Qualification																	
4.	Present office and Organization																	
5.	Role Opted for (please choose from the following roles) (Developer/Programmer, Operator & Maintainer, System Administrator/Data Analyst/Network Analyst, Cyber Specialist/Security Audit Specialist and Document Writer)																	
6.	Whether presently deployed in any IT project/task																	
(i)	If yes, please give brief details thereof with the specific role assigned in the said project/task (i.e as Developer/Programmer, Operator & Maintainer, System Administrator/Data Analyst/Network Analyst, Cyber Specialist/Security Audit Specialist and Document Writer)																	
(ii)	Period from which deployed																	
7.	Whether deployed in any IT projects/tasks in the past																	
(i)	If yes, please give period with the specific role assigned in the said projects/tasks (i.e as Developer/Programmer or as Operator/ Maintainer)																	
(ii)	Period of deployment																	
8.	If Developer/Programmer, please state the followings																	
(i)	Area of expertise in the programming viz Data Base/System Architecture (web based technology or JZEE or Framework etc)/Language/JAVA/PHP/COBOL etc																	
(ii)	How the expertise acquired viz through formal training given by the department OR by outside agency OR by self learning																	
9.	If applied as Operator & Maintainer, System Administrator/Data Analyst/Network Analyst, Cyber Specialist/Security Audit Specialist and Document Writer please state the followings																	
(i)	How the expertise/knowledge acquired i.e through formal training given by the department, or by outside agency, or by self learning																	
(ii)	In case of no past experience but having inclination to serve in IT field then please mentioned in brief the reasons/motivation for the same (preferably in a separate sheet)																	
10	Training Provided:																	
	<table border="1"><thead><tr><th>Imparted by</th><th>Subject</th><th>Year</th><th>Duration</th></tr></thead><tbody><tr><td>CGDA</td><td></td><td></td><td></td></tr><tr><td>PCDA/CDA</td><td></td><td></td><td></td></tr><tr><td>Other</td><td></td><td></td><td></td></tr></tbody></table>	Imparted by	Subject	Year	Duration	CGDA				PCDA/CDA				Other				
Imparted by	Subject	Year	Duration															
CGDA																		
PCDA/CDA																		
Other																		

**Signature of the official**

It is certified that the above information furnished by the official have been duly verified from the record available in the office and found correct. Accordingly, the official is recommended by the PCDA/CDA for enlisting him/her as IT Professional in DAD.

**Group Officer (Admin)  
With office Seal**

**Performa for Transfer-Posting of IT Personnel in DAD**

(Authority: CGDA letter No. AN/II/2153/Trf Policy/2023, dated 14.09.2023)

Sl. No.	Details particulars	
1.	Name	
2.	Designation and A/c No.	
3.	Date of Birth	
4.	Qualification	
5.	Date of Initial Appointment in the Department	
6.	Present office and Organization	
7.	Date from which serving in the present station	
8.	Role Opted for (mention from the following in order of preferences at 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> ), (i) Developer/Programmer, (ii) Operator & Maintainer, (iii) System Administrator/Data Analyst/ Network Analyst, (iv) Cyber Specialist/Security Audit Specialist (v) Document Writer)	1 <sup>st</sup> preferred role: 2 <sup>nd</sup> preferred role: 3 <sup>rd</sup> preferred role: 4 <sup>th</sup> preferred role: 5 <sup>th</sup> preferred role:
9.	Three Choice stations opted (in order of their preference)	1 <sup>st</sup> choice station: 2 <sup>nd</sup> choice station: 3 <sup>rd</sup> choice station:
10.	Please also mention preferred state/states of posting	
11.	Whether any disciplinary proceeding is pending or contemplating against the official, if yes please give brief details and present status	
12.	The Final Grading of APAR for the last 03 years	2020-21: 2021-22: 2022-23:

**Signature of the official**

It is certified that the above information furnished by the official have been duly verified from the record available in the office and found correct. Accordingly, the official is recommended by the PCDA/CDA for posting to choice station as IT Professional in DAD.

**Group Officer (Admin)  
With office Seal**