

**Ministry of Personnel**  
**Public Grievances and Pension**  
**Department of Administrative Reforms and PG**  
**5th Floor Sardar Patel Bhavan, New Delhi,**  
**Office Memorandum**

**Subject: Appointment of Accountant on Deputation/Absorption Basis in the Department of Administrative Reforms And Public Grievances.**

It is proposed to fill up one post of Accountant in the Department of Administrative Reforms and Public Grievances in the General Central Service Group 'B' Non-Gazetted Ministerial in the Pay Band-2 Rs. 9300-34800 plus Grade Pay of Rs. 4200/- on deputation/absorption basis.

2. The eligibility criteria and other terms and conditions for appointment are mentioned in Annexure-I. The candidate selected for appointment will be entitled for pay and allowances in accordance with the Department of Personnel and Training's O.M. No. 2/29/91-Estt.(Pay-II) dated 5th January, 1994 and O.M. No. 2/8/97 -Estt.(Pay. II) dated 11th March, 1998 as amended from time to time.

3. The duties and responsibilities attached with the post are as given below:

- (i) Preparation of Budget Estimate/ Revised Estimate and Demand for Grants;
- (ii) Expenditure Control by maintaining a expenditure control register;
- (iii) Monthly reconciliation of Budget figures with the Book of P.A.O .
- (iv) Checking of calculation of interest on long terms and short terms advances;
- (v) Checking of interest on GPF, Calculation of Income Tax (TDS).
- (vi) Filing of Quarterly TDS report
- (vii) Submitting of various monthly/quarterly/annually reports on expenditure.
- (viii) Checking of monthly salary Bills and other Bills under various objective heads of "Non-Plan" and "Plan",
- (ix) Consolidation /Submission of action taken report on various Audit reports;
- (x) Other duties/works assigned by the Department according to the need/attached with the post.

4. It is requested that the application in duplicate of eligible and willing Officers whose services can be spared immediately on selection may be forwarded to the undersigned, in the prescribed proforma (Annexure-2) enclosed, to this Department within 30 days from the issue of this letter or from the date of advertisement of vacancy in the Employment News, whichever is later, along with the following documents:-

- (i) Copies of last five years Confidential Reports Dossier, each page duly attested by an officer not below the rank of Under Secretary,
- (ii) Duly attested cadre clearance certificate,
- (iii) Duly attested minor/major penalties certificate of last ten years,
- (iv) Duly attested vigilance clearance certificate,
- (v) Duly attested integrity certificate.

5. The maximum age limit for appointment by deputation/absorption shall be not exceeding 56 years as on the closing date of receipt of applications and the candidates will not be allowed to withdraw their names later. Incomplete applications or application received after closing date will not be entertained.

**(B.K Singh)**  
**Under Secretary to the Government of India**  
**Tel: 23401440**  
**Annexure-I**

**1. Name of Post:** Accountant in the Department of Administrative Reforms and Public Grievances.

**2. Number of post:** 01 (one)

**3. Classification:** General Central Service Group 'B' Non-Gazetted, Ministerial

**4. Pay Band and Grade Pay or Pay Scale :** Pay Band-2; Rs. 9300-34800 plus Grade Pay of Rs. 4200/-

**5. Method of recruitment:** Deputation/absorption

**6. Eligibility:** Upper Division Clerks of Central secretariat Clerical Service in Pay Band-1; Rs. 5200-20200 plus grade pay of Rs. 2400 with eight years' regular service in the grade: who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management (ISTM) or equivalent and possess three years' experience of cash accounts and budget work; failing which,

Officers under the Central Government

(A) (I) holding analogous posts on regular basis in the parent cadre or Department **or**  
(II) with six years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-1 Rs 5200-20200 with grade pay of Rs. 2800 or equivalent in the parent cadre or Department; **or**

(III) with eight years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-1 Rs. 5200-20200 with grade pay of Rs. 2400 or equivalent in the parent cadre or Department; and

(B) who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management (ISTM) or equivalent and possess three years' experience of cash, accounts and budget work; **or**

A Pass in subordinate account service examination or equivalent conducted by any of the organised Accounts Department of the Central Government.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment In the same or some other organisation or department shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation/absorption shall not be exceeding 56 years as on the closing date of receipt of applications.)

**Note:** For the purpose of appointment on deputation/absorption basis, the service rendered on a regular basis by an Officer prior to 1st January, 2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.

**Annexure-II**

**Application for The Post of Accountants In The Department of  
Administrative Reforms and Public Grievances.**

1. Name (in capital letters):
2. Post held at present and since when:
3. Whether permanent/quasi permanent/Temporary against the post:
4. Complete Office Address and Telephone No.
5. Date of birth and age:
6. Qualification:
  - (i) Academic
  - (ii) Professional
7. Details of training in Cash & Accounts Course as given in para-6 of Annexure-I (Attested copy of certificate(s) to be enclosed)
8. Experience in Cash and Accounts Work
9. Present Pay in Pay Band and Grade Pay
10. Date of return from last deputation

Place: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Designation: \_\_\_\_\_  
Name of Department: \_\_\_\_\_

**Certificate  
(To Be Furnished By the Employer)**

Office \_\_\_\_\_  
1. Certified that the particulars given by Shri/Smt. Kum. \_\_\_\_\_ have been verified from his/her service record and found correct.  
2. Certified that Shri/Smt./Kum. \_\_\_\_\_ has rendered \_\_\_\_\_ years of service in the post \_\_\_\_\_ in the pay band of Rs. \_\_\_\_\_ equivalent/grade/post \_\_\_\_\_.  
3. We have no objection in relieving the officer upon his/her selection to the post applied for by him/her.  
4. No vigilance case is either pending or contemplated against him/her.  
Place: \_\_\_\_\_ Signature of the forwarding authority  
Date: \_\_\_\_\_ SEAL: \_\_\_\_\_

EN 7/53