

**Office of the Controller General of Defence Accounts**  
**Ulan Batar Road, Palam, Delhi Cantt**

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File No. AN-I/1331/3/NDC/54-57

Date: 16.12.2016

To

1. The IFA (ANC)  
Port Blair

2. The CDA (IDS)  
Port Blair

Subject:- 57<sup>th</sup> NDC Course at National Defence College, New Delhi commencing from 09<sup>th</sup> Jan, 2017.

The undersigned has been directed to inform that Smt. Alka Sharma, IDAS, presently serving as IFA (ANC) in office of the IFA (ANC), Port Blair has been selected to attend 57<sup>th</sup> Course at National Defence College, New Delhi commencing from 09<sup>th</sup> January 2017. The officer may, therefore, be relieved of her duties accordingly, so as to report for the course on 9<sup>th</sup> January 2017. TA and joining time is admissible to the officer as per extant rules.

2. During the period of course, Smt. Alka Sharma, IDAS will be borne on the proforma strength of the office of the CGDA, Delhi Cantt. and all expenditure, including tuition fee, pay & allowances and other expenditure in connection with the Course in respect of the officer, is to be borne by the office of the CGDA, Delhi Cantt.

3. Further, it is intimated that prior to joining the NDC course the officer will be required to execute a 'Bond' and submit the same to the Cadre Controlling Authority stating that she would serve the Government for a period of five years and she would be willing to work in Ministry of Home Affairs, Ministry of Defence, Ministry of External Affairs, NSCS and other security related organizations on completion of the course, or to repay the total expenses incurred on the NDC Course in the event of her resignation, voluntary retirement or quitting the NDC Course without completing it.

4. A blank MTPAR form is enclosed for initiating the MTPAR of the officer till date of relief from the present charge/post. The same may please be handed over to the officer after completing Part I of the form with the request to complete the Part-II (Self Appraisal) and submit the same to the respective Reporting Officer, within 15 days from the date of relief, under intimation to the HQrs office. The officer may also be informed that if she fails to submit her appraisal within the aforesaid period, action would be initiated to get the MTPAR reported by the Reporting Officer without her self appraisal.

5. The date of relief of the Officer may please be intimated through fax and the copy of the Part II office order issued in this regard may please be sent in due course.

  
(Sham Dev)  
Jt. CGDA (AN)

**Copy to:**

1.	PPS to FA (DS) South Block, New Delhi	For kind information of the FA(DS).
2.	SPS to CGDA	For kind information of the CGDA.
3.	Addl. CGDA (VP)/Addl. CGDA (PNS)/Addl. CGDA(SP)	
4.	Member (Fin.), OFB, Kolkata	
5.	The Commandant National Defence College 6, Tees January Marg, New Delhi	With reference to MoD letter No. 12(9)/NDC/2016-D(GS-II) dated 16.09.2016 & 01.12.2016. A copy of office order issued on joining of Smt. Alka Sharma, IDAS for the 57th Course in NDC may be sent to this office.
6.	Smt. Devika Raughuvanshi, Addl. FA & JS MoD(Fin), South Block, New Delhi	For information.
7.	Jt. CGDA(IFA)/Jt. CGDA(IT&S)/ Jt. CGDA (HRD)/ Jt. CGDA (AN)/ Jt. CGDA (P)/Jt. CGDA (AT-I,II,III)/Jt. CGDA (Accounts & Budget/ Jt. CGDA(IA)	
8.	The Under Secretary Ministry of Defence, South Block, New Delhi	With reference to MoD letter No. 12(9)/NDC/2016/D(GS-II) dated 16.09.2016 & 01.12.2016.
9.	Smt. Alka Sharma, IDAS, IFA (ANC), Port Blair	
10.	Dy.CGDA (AN) Local	For information and necessary action please.
11.	Hindi Cell (for Hindi Version)/IFA Wing/IA Wing-I/AN-IV/IT & S /CENTRAD(Local)	
12.	PC/ACR/Guard File/Website/Pink List/PIS/DPC Task	
13.	Personal File	
14.	AN-I/1201/1/XXVII	

*Sd-*  
**(Sham Dev)**  
**Jt. CGDA (AN)**