



## रक्षा लेखा महानियंत्रक

Controller General of Defence Accounts

उलन बटार रोड, पालम, दिल्ली छावनी-110010

Ulan Batar Road, Palam, Delhi Cantt.-110010

Ph: 011-25665568, Fax : 25674806 e-mail : admnx.cgda@nic.in



No. AN/II/2153/IT Policy/Volunteers/2025

Dated: 19.03.2025

To

The PCsDA/CsDA/PIFAs/IFAs

**Subject:** Calling for Volunteers from SAOs, AAOs and Staff for posting in various IT Roles as per Policy for management of IT personnel in DAD notified vide HQrs Office No. AN/II/2153/Trf Policy/2023, dated 14.09.2023

Volunteers are hereby called for from SAOs, AAOs and Staff for different IT roles in HQrs Office.

2. It is therefore requested that names of the willing and eligible Officers and Staff, who have previously worked in IT/with IT experience may please be sent to HQrs Office, duly filled with the requisite Performa (enclosed as Annexure-I) latest by 24.03.2025. The requisite information may please be submitted to AN-II Section of HQrs Office through email at [hqan2.cgda@gov.in](mailto:hqan2.cgda@gov.in).

Nil report is also required to be furnished.

*Geetika Singh Battu*  
(Geetika Singh Battu)  
Dy.CGDA (Admin)

**Copy to:**

1. Officer-In-Charge  
Admin IV Section (Local)

For information and similar necessary action please.

2. Officer-in-Charge  
IT&S Wing, HQrs Office

For uploading on CGDA's web-site please.

*- sd -*  
(Geetika Singh Battu)  
Dy.CGDA (Admin)

## Performa for volunteers for various IT Roles in the DAD

(Authority: CGDA letter No. AN/II/2153/IT Policy/Volunteers/2025, dated 14.03.2025)

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:																	
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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 posting as IT Professional in DAD.

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