

शोभना जोशी, भा.र.ले.से.

Shobhana Joshi, IDAS

रक्षा लेखा महानियंत्रक

CGDA



रक्षा लेखा महानियंत्रक

Controller General of Defence Accounts

उलान बटार मार्ग, पालम

Ulan Batar Road, Palam

दिल्ली छावनी - 110010

Delhi Cantt - 110010

दूरभाष / Tel. : 011-25674782

फैक्स / Fax : 011-25674776

ईमेल / E-mail : sj.cgda@nic.in

DO No. AN-I/1151/I/CSE/2014

Date:- 20th May, 2016

Dear *Shri Anand Achuthankutty*,

I welcome you to the Indian Defence Accounts Service (IDAS), which is the management cadre of the Defence Accounts Department.

2. The Defence Accounts Department traces its origin to the year 1750 and is one of the oldest Departments of the Government of India. It is responsible for financial advice, payment, accounting and internal audit of the receipt and expenditure of the Army, Navy, Air Force and other Defence-related organizations, such as DRDO, Ordnance Factories, Border Roads, Coast Guard and the Canteen Stores Department. The DAD provides necessary assistance in financial management to these organizations across the length and breadth of the country, including in field areas in or out of India, through its more than 1100 offices at 250 locations. Our motto is 'Service to the Services.'

3. The Cadre has a strength of 650 officers who are known for their professionalism. The Service provides ample opportunities for growth and career advancement of its officers. As a result, the IDAS officers have made a name for themselves through their expertise and experience, both within and outside the Department.

4. Your training programme with Professional Training Course at the National Institute of Financial Management, (NIFM), Faridabad, is about to complete in August 2016. Accordingly, you will be required to undergo a brief induction programme at the CENTRAD, Brar Square, Delhi Cantt, before proceeding to NIFM to join other candidates of the batch. I suggest you to join the programme at the earliest.

5. I wish you a bright future in the Department.

With best wishes,

Yours sincerely,

Sh. Anand Achuthankutty
Visakhm
Haritha Nagar, Kalathode
Ollukkara PO
Thrissur, Kerala -680655

Office of the Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt-110010

Tele No. 011-25674810

Fax No. 011-25674785

No. AN-I/1151/1/CSE/2014

Date: 20 May, 2016

To,

**Sh. Anand Achuthankutty
Visakhm
Haritha Nagar, Kalathode
Ollukkara PO
Thrissur, Kerala -680655**

Subject: Appointment to the Indian Defence Accounts Service-CSE 2014 (Main).

On the basis of results of the Civil Services (Main) Examination 2014, you have been selected for appointment to the Central Services Group 'A' and allocated to the **Indian Defence Accounts Service**. Accordingly, the President is pleased to offer you an appointment to the Indian Defence Accounts Service on the following terms:-

- (i) You will be governed by IDAS Rules, 2000 as amended from time to time (copy enclosed).
- (ii) You will be subject to rules and regulations as applicable to the Central Government Employees of Group 'A' Service, including discipline etc.
- (iii) You will be required to take an oath of allegiance to the Constitution of India (or make affirmation to that effect) as per prescribed form (enclosed).
- (iv) You will be initially on probation for a period of two years, during which you will have to qualify for confirmation by passing the prescribed Departmental Examination. This period may be extended by the Government upto a total of four years, if considered necessary. Repeated failure to pass the probation (including extension thereof) will result in termination of your services. Extension of probation beyond the normal period of two years may entail loss of seniority. Further, if during the period of probation, you are held to be unsuitable in any manner for employment in the Indian Defence Accounts Service, your services may be terminated by the Government without notice.
- (v) The Scale of Pay admissible to you will be Rs. 15600-39100 plus Grade pay Rs. 5400/-
- (vi) In respect of pensionary benefits, you will be governed by the National Pension System operative with effect from 01.01.2004.
- (vii) Your acceptance of this appointment to the Indian Defence Accounts Service involves a definite liability for field service in or out of India as well as for service in any part of the country.

2. If you are willing to accept this offer of appointment on the above terms and conditions and intend to join the Indian Defence Accounts Service, you should inform this office in writing immediately but not later than 27/05/2016 and also forward the attached declaration, duly completed, accepting liability for general and field service anywhere in or out of India. Two responsible persons should attest the declaration. Your failure to accept the offer of appointment by the prescribed date is liable to result in cancellation of the offer.

3. You are directed to report to Shri Ajay Mishra, IDAS, Joint Controller General of Defence Accounts (Training), at Centre for Training and Development (CENTRAD), Brar Square, Delhi Cantt. (Ph 25681623, 25694268, 25694298) but not later than ~~27~~ /05/2016. Your appointment to the Indian Defence Accounts Service will take effect from the date of joining at the CGDA's -Centre for Training and Development, Brar Square, Delhi Cantt. However, you should clearly note that your appointment is subject to any change in the constitution of Indian Defence Accounts Service, which the Government of India may think it proper to make and that you would have no claim for any compensation in consequence of such change.

4. You may note that since the report regarding verification of your character and antecedents is still awaited, your appointment to the Indian Defence Accounts Service is **'Provisional'**, which shall be governed by the following conditions:

(i) In case the enquiry as envisaged under Rule 20 of Civil Services Examination Rules is pending in your case, your appointment to a service will be subject to you being found suitable on the basis of such enquiry as may be considered necessary by the Government having regard to your character and antecedents.

(ii) In case, at any stage, it is found that any certificate/Document/Testimonial, etc furnished by you and having a bearing on your eligibility is not in order or any information/material facts having bearing on your eligibility have been hidden/misrepresented by you, then your appointment is liable to be cancelled forthwith without prejudice to any other punitive action under relevant rules.

5. Attestation form (five sets) for verification of character & antecedents is enclosed which may be returned to this office immediately, duly completed.


(Sham Dev)

Joint CGDA (Admin)

Copy to:

1. The Ministry of Personnel,
Public Grievances & Pensions,
Department of Personnel & Training,
North Block, New Delhi-110 001.
(Kind attention : Shri Amit Srivastava,
Under Secretary to the GoI) - For information with reference to their
Office Memorandum No.
13015/12/2015-AIS-I dated 04.05.2016.
2. The Secretary,
Union Public Service Commission,
Dholpur House, Shahjahan Road,
New Delhi-110 011. - For information please.
3. The Ministry of Defence (Finance)
DAD (Coord),
South Block, New Delhi-110 011. - For information with reference to
Ministry of Defence (Finance) ID No.
F.2(1)/C/2014 dated 12.05.2016.
4. The CENTRAD
CGDA's Centre for Training and
Development, Brar Square, Delhi Cantt-
110 010 - It is requested that all documents
(including educational and caste
certificates) may be verified in terms of
the Department of Personnel & Training
Office Memorandum dated 05/05/2016
(copy enclosed). It is also requested that

a detailed report may be sent to the UPSC in terms of Department of Personnel & Training Office Memorandum dated 05/05/2016 under intimation to this HQrs office. The possibility of deputing the candidate to the NIFM, Faridabad may also be explored.

5. **The CDA (Training) & Director**
NADFM
Golibar Maidan, Pune-411 001. - For information and necessary action please.
6. Personal file
7. APAR/PIS/Pink List/
Web-site/Guard file - It is requested that copies of assessment /work and performance reports may be forwarded to the Commission for a period of five years subsequent to their appointment (for APAR task).



(Sham Dev)
Joint CGDA (Admin)

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DO No. AN-I/1151/I/CSE/2014
Date:- 20th May, 2016

Dear Ms Vidyavathi RS

I welcome you to the Indian Defence Accounts Service (IDAS), which is the management cadre of the Defence Accounts Department.

2. The Defence Accounts Department traces its origin to the year 1750 and is one of the oldest Departments of the Government of India. It is responsible for financial advice, payment, accounting and internal audit of the receipt and expenditure of the Army, Navy, Air Force and other Defence-related organizations, such as DRDO, Ordnance Factories, Border Roads, Coast Guard and the Canteen Stores Department. The DAD provides necessary assistance in financial management to these organizations across the length and breadth of the country, including in field areas in or out of India, through its more than 1100 offices at 250 locations. Our motto is 'Service to the Services.'

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5. I wish you a bright future in the Department.

With best wishes,

Yours sincerely,

Ms. Vidyavathi RS
Plot No. 3, Opposite Verghese Appartments,
Santosh colony, Udanoor Road, Gulbarga
Station Bazar Post Office Near Railway Station
Gulbarga, Karnataka 585102

Office of the Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt-110010

Tele No. 011-25674810

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No. AN-I/1151/1/CSE/2014

Date: 20th May, 2016

To,

**Ms. Vidyavathi RS
Plot No. 3, Opposite Verghese Appartments,
Santosh colony, Udanoor Road, Gulbarga
Station Bazar Post Office Near Railway Station
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North Block, New Delhi-110 001.
(Kind attention : Shri Amit Srivastava,
Under Secretary to the GoI) - For information with reference to their
Office Memorandum No.
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Union Public Service Commission,
Dholpur House, Shahjahan Road,
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3. The Ministry of Defence (Finance)
DAD (Coord),
South Block, New Delhi-110 011. - For information with reference to
Ministry of Defence (Finance) ID No.
F.2(1)/C/2014 dated 12.05.2016.
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CGDA's Centre for Training and
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the Department of Personnel & Training
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(copy enclosed). It is also requested that a detailed report may be sent to the UPSC in terms of Department of Personnel & Training Office Memorandum dated 05/05/2016 under intimation to this HQrs office. The possibility of deputing the candidate to the NIFM, Faridabad may also be explored.

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Golibar Maidan, Pune-411 001. - For information and necessary action please.
6. Personal file
7. APAR/PIS/Pink List/
Web-site/Guard file - It is requested that copies of assessment /work and performance reports may be forwarded to the Commission for a period of five years subsequent to their appointment (for APAR task).



(Sham Dev)
Joint CGDA (Admin)

To be filled in by the candidate in his own handwriting
No. F./ /20 R Roll No.

हाल ही के पासपोर्ट आकार
(5 से.मी. X 7 से.मी.) के
हस्ताक्षरित फोटो की प्रति
चिपकाइए
Affix signed passport
size (5cm X 7 cm approx)
copy of recent
photograph

साक्ष्यांकन फार्म/ATTESTATION FORM
चेतावनी/WARNING

साक्ष्यांकन फार्म में झूठी सूचना देना या किसी तथ्य को छिपाना अनर्हता समझी जाएगी तथा उसके कारण उम्मीदवार को सरकारी नौकरी के लिए आयोग समझे जाने की संभावना है।

The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification and is likely to render the candidate unfit for employment under the Government.

2- इस फार्म को भरने और भेजने के बाद यदि उम्मीदवार को नजरबन्द, गिरफ्तार किया जाता है, उस पर मुकदमा चलाया जाता है, बन्दी, जुर्माना, दण्डित, विवर्जित, दोषमुक्त आदि किया जाता है तो उसकी सूचना तत्काल संघ लोक सेवा आयोग को अथवा उस अधिकारी को यथास्थिति भेजी जानी चाहिये, जिसको पहले साक्ष्यांकन फार्म भेजा गया है। ऐसा न करने पर यह समझा जायेगा कि वास्तविक सूचना छिपाई गई है।

If detained, arrested, prosecuted, bond down, fined, convicted, debarred, acquitted etc. subsequent to the completion and submission of his form the details should be communicated immediately to the Union Public Service Commission or the authority to whom the attestation form has been sent earlier, as the case may be, failing which it will be deemed to be a suppression of factual information.

3- यदि किसी व्यक्ति के सेवाकाल में यह पता चलता है कि साक्ष्यांकन फार्म में झूठी सूचना दी गई है या किसी तथ्य को छिपाया गया है तो उसकी सेवाएं समाप्त की जा सकेंगी।

If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of a person, his services would be liable to be terminated.

	उपनाम Surname	नाम Name
1. पूरा नाम (साफ अक्षरों में) उपनामों सहित (यदि आपने अपने नाम या उपनाम में किसी समय कुछ बढ़ाया या घटाया है तो कृपया बताएं।) Name in full (in Block Capitals), with aliases, if any please indicate if you have added or dropped at any stage, any, part of your name or surname).		
2. वर्तमान पूरा पता (अर्थात् ग्राम, थाना और जिला या मकान नं., गली/सड़क/मार्ग और नगर) Present address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town)		
3. (क) घर का पूरा पता (अर्थात् ग्राम, थाना और जिला या मकान नं., गली/सड़क/मार्ग और नगर और जिले के मुख्यालय का नाम) (a) Home address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town and name of District Headquarter)	(क) (a)	
(ख) यदि पाकिस्तान का मूल निवासी है तो उस देश में पता और भारत संघ में प्रजनन की तारीख (b) If originally a resident of Pakistan the address in that country and the date of migration to Indian Union.	(ख) (b)	

4. उन स्थानों का ब्यौरा (रहने की अवधियों सहित) जहां आप पिछले पांच वर्षों से अधिक समय तक रहे हों। यदि विदेशों में (पाकिस्तान सहित) रहे हों तो उन स्थानों का ब्यौरा देना चाहिए जहां आप एक वर्ष से अधिक समय तक 21 वर्ष की आयु होने के बाद रहे हों।

Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

कब से From	कब तक To	निवास स्थानों के पूरे पते (अर्थात् ग्राम, थाना और जिले या मकान नम्बर, गली/सड़क/मार्ग और नगर) Residential address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town)	पिछले खाने में दिये गये स्थान के जिले के मुख्यालय का नाम Name of the District Headquarters' of the place mentioned in the preceding column

5. (क)

(a)

रिश्ता नाम Relation Name	राष्ट्रीयता (जन्म से और/या अधिवास से) Nationality (by birth and/or by domicile)	जन्म स्थान Place of birth	व्यवसाय (यदि सेवा में हो तो पूरा पदनाम और कार्यालय का पूरा पता दिया जाये) Occupation (if employed give full designation & official address)	डाक का पता (यदि मृतक हो तो पिछला पता) Present postal address (if dead give last address)	घर का स्थाई पता Permanent Home address
(i) पिता (पूरा नाम, उपनामों सहित यदि कोई हों) (Name in full aliases, if any) (ii) माता Mother (iii) पत्नी/पति Wife/ Husband (iv) भाई Brother(s) (v) बहनें Sister(s)					

5. (ख) विदेश में पढ़ रहे/रह रहे पुत्र/(पुत्रों) और/या पुत्री/(पुत्रियों) के मामले में प्रस्तुत की जाने वाली सूचना।

(b) Information to be furnished with regard to son(s) and/or daughter(s) in case they are studying/living in a foreign country.

नाम Name	राष्ट्रीयता (जन्म से और/या अधिवास से) Nationality (by birth and/or domicile)	जन्म का स्थान Place of birth	देश का नाम जहां पढ़ रहे/रह रहे हैं पूरा पता Country in which studying/living with full address	पिछले कालम में दिये गये देश में जिस तारीख से पढ़/रह रहे हैं Date from which studying/living in the country mentioned in previous column

6. राष्ट्रीयता
Nationality

7.	(क) जन्म की तारीख (ईस्वी संवत् में) (a) Date of birth (in Christian era) (ख) वर्तमान आयु (b) Present Age (ग) मैट्रिक के समय आयु (c) Age at Matriculation	(क) (a) (ख) (b) (ग) (c)
8.	(क) जन्म स्थान, जिला और राज्य जिसमें यह स्थित है (a) Place of birth, District and State in which situated (ख) आप किस जिले और राज्य के हैं (b) District and State to which you belong (ग) आपके पिता मूल रूप से किस जिले और राज्य के हैं (c) District and State to which your father originally belongs	(क) (a) (ख) (b) (ग) (c)
9.	(क) आपका धर्म (a) Your religion (ख) क्या आप अनुसूचित जाति/जनजाति/अन्य पिछड़ी जाति के हैं? उत्तर हां या नहीं के रूप में दें। (b) Are you a member of a SC/ST/OBC? Answer 'yes or no'.	(क) (a) (ख) (b)

10. 15 वर्ष की आयु से किन-किन स्कूलों और कालेजों में और किन-किन वर्षों में शिक्षा प्राप्त की उसके स्थानों को वर्षों के साथ दिखाते हुए शिक्षा सम्बन्धी योग्यताएं।
Educational qualification showing places of education with years in Schools and Colleges since 15th year of age:

स्कूल/कालेज का नाम और पूरा पता Name of School/College with full address	प्रवेश की तारीख Date of Entering	छोड़ने की तारीख Date of leaving	परीक्षा Examination

11. (क) क्या आप इस समय केन्द्रीय या राज्य सरकार या अर्ध सरकारी या स्थायीवत सरकारी निकाय या स्वशासी निकाय या सार्वजनिक उपक्रम की किसी गैर सरकारी उपक्रम या संस्था के अन्तर्गत कार्य कर रहे हैं या पहले कभी कार्य किया है? यदि हां तो नियोजन की तारीख सहित पूर्ण विवरण दें।
(a) Are you holding or have any time held an appointment under the Central or State Government or a semi-Government or a quasi-government body or an autonomous body, or a public undertaking or a private firm or institution? If so give full particulars with dates of employments up-to-dates:

अवधि Period		पद, परिलब्धियां तथा रोजगार का स्वरूप Designation, emoluments and nature of employment	नियोक्ता का पूरा नाम व पता Full name and address of employer	पहली नौकरी छोड़ने का कारण Reasons of leaving previous service
से From	तक To			

11. (ख) क्या पिछली सेवा भारत सरकार/राज्य सरकार/भारत सरकार या किसी राज्य सरकार के स्वामित्व या संचालित किसी उपक्रम, किसी स्वायत्त निकाय, विश्वविद्यालय/स्थानीय निकाय के अधीन थी, यदि आपने केन्द्रीय सिविल सेवायें (अस्थाई सेवा) नियम 1965 के नियम 5 के अधीन या किन्हीं इसी प्रकार के नियमों के अधीन एक महीने का नोटिस देकर सेवा छोड़ी थी तो क्या आपके विरुद्ध कोई अनुशासनिक कार्यवाही की गई थी या जब आपने सेवा को समाप्त करने के लिए नोटिस दिया गया था या बाद में आपकी सेवा के वास्तव में समाप्त होने से पहले तक आपसे किसी मामले में आपके आचरण के लिए स्पष्टीकरण मांगा गया था?

- (b) If the previous employment was under the Government of India/State Government/ an Undertaking owned or controlled by the Govt. of India or a State Government Autonomous body/University/local body. If you had left service on giving a month notice under Rule 5 of the Central Civil Services (Temporary Service) Rules, 1965 or any similar corresponding rules were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date before your services actually terminated?

4

12. (क) क्या आप कभी गिरफ्तार किये गये? (a) Have you ever been arrested? हां/नहीं Yes/No
(ख) क्या आप कभी मुकदमा चला है? (b) Have you ever been prosecuted? हां/नहीं Yes/No
(ग) क्या आप कभी नजरबंद रखे गये? (c) Have you ever been kept under हां/नहीं Yes/No

- detention?
- (घ) क्या आप कभी बंदी बनाये गये? (d) I have you ever been bound down? हां/नहीं Yes/No
- (ङ) क्या आप पर किसी विधि न्यायालय द्वारा जुर्माना किया गया है? (e) Have you ever been fined by a Court of Law? हां/नहीं Yes/No
- (च) क्या आप कभी किसी अपराध के लिये न्यायालय द्वारा दोषी ठहराए गए हैं? हां/नहीं
- (f) Have you ever been convicted by a Court of Law for any offence? Yes/No
- (छ) क्या आप कभी किसी परीक्षा के लिए विवर्जित ठहराए गए या किसी विश्वविद्यालय या किसी अन्य जिलाधिकारण/संस्था द्वारा निकाले गए ? हां/नहीं
- (g) Have you ever been debarred from any examination or rusticated by any any University or any other educational authority/Institution? Yes/No
- (ज) क्या आप कभी किसी से लोक सेवा आयोग/कर्मचारी चयन आयोग द्वारा उसकी किसी परीक्षा में बैठने/चयन के लिए विवर्जित/आयोग्य ठहराए गए हैं ? हां/नहीं
- (h) Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of their examination/selection ? Yes/No
- (झ) इस साक्ष्यांकन फार्म को भरते समय क्या किसी न्यायालय में आपके विरुद्ध मुकदमा चल रहा है ? हां/नहीं
- (i) is any case pending against you in any court of law at the time of filling up this attestation form ? Yes/No
- (ञ) इस साक्ष्यांकन फार्म को भरते समय क्या किसी शैक्षिक प्राधिकरण संस्था में आपके विरुद्ध कोई मामला चल है ? हां/नहीं
- (j) is any case pending against you in any University or any other educational authority/Institution at the time of filling up this attestation form ? Yes/No
- (ट) क्या सरकार के अधीन किसी प्रशिक्षण संस्थान से कार्य मुक्त/निष्कासित/प्रत्याह्व किया गया अथवा अन्यथा है ? हां/नहीं
- (k) Whether discharged/expelled/withdrawn from any training institution under the Govt. or otherwise ? Yes/No
- (ठ) उपरोक्त किसी भी प्रश्न का उत्तर यदि हां में हो तो मामला/गिरफ्तार/नजरबन्द/ जुर्माना/अपराधी/कारावास/सजा आदि के होने और/या इस फार्म की भरते समय न्यायालय/विश्वविद्यालय/शैक्षिक प्राधिकरण/संस्था में चल रहे मुकदमों के मामले के संबंध में ब्यौरा दीजिए। हां/नहीं
- (l) If the answer to any of the above mentioned question is 'yes', give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc. and/or the name of the case pending in the Court/University/Educational Authority etc. at the time of filling up this form. Yes/No

टिप्पणी: (1) कृपया इसका साक्ष्यांकन फार्म के ऊपर दी गई चेतावनी को भी देखिए।
Please also see the "Warning" at the top of this Attestation Form.

(2) यथास्थिति ह्रां या झही को काट कर प्रत्येक प्रश्न का उत्तर अलग-अलग दिया जाना चाहिए।
Specific answer to each of the question should be given by striking out "yes" or "no" as the case may be.

13. अपने इलाके को दो जिम्मेदार व्यक्तियों के नाम या ऐसे दो व्यक्तियों के नाम दीजिए जो आपको जानते हों 1.
Name of two responsible persons of your locality or two references to whom you are know. 2.

मैं प्रमाणित करता/करती हूँ कि ऊपर दी गई सूचना जहां तक मुझे पता है तथा विश्वास है सही तथा पूर्ण है। मैं ऐसी किसी स्थिति से परिचित नहीं हूँ जिसके कारण मैं सरकार के अधीन नौकरी के लिए योग्य न हो सकूँ।

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

तारीख _____
Date

उम्मीदवार के हस्ताक्षर _____
Signature of candidate

स्थान _____
Place

-----को पिछले-----वर्षों-----महीने से जानता हूँ और जहाँ

तक मुझे पता है और विश्वास है कि उसने जो ब्यौरे दिये हैं वे सही हैं।

Certified that I have known Shri/Shrimati/Kumari_____ son/daughter of
Shri_____ for the last_____ years_____

months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

हस्ताक्षर-----
Signature

पदनाम या हैसियत और पता-----
Designation or Status and address

स्थान-----
Place

तारीख-----
Date

(कार्यालय द्वारा भरा जाने के लिए)
(To be filled by the Office)

- (1) नियुक्ति प्राधिकारी का नाम, पदनाम तथा पूरा पता
Name, designation and full address of the appointing authority.
- (2) पद जिसके लिए उम्मीदवार के संबंध में विचार किया जा रहा है।
Post for which the candidate is being considered.

IDENTITY CERTIFICATE

प्रमाण पत्र निम्नलिखित किसी एक के द्वारा हस्ताक्षरित किए जाने के लिए:-
Certificate to be signed by any of the following:-

- (1) केन्द्रीय या राज्य सरकार के राजपत्रित अधिकारी;
Gazetted Officers of Central or State Government;
- (2) साधारण तथा जहां का उम्मीदवार तथा उसके माता-पिता/रक्षक निवासी हैं उस निर्वाचन क्षेत्र के संसद सदस्य या राज्य विधान मण्डल के सदस्य;
Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/guardian ordinarily reside;
- (3) सब डिविजनल मैजिस्ट्रेट/अधिकारी;
Sub-Divisional Magistrate/Officers;
- (4) मैजिस्ट्रेट की शक्तियों का प्रयोग करने के लिए प्राधिकृत तहसीलदार या नायब उप-तहसीलदार;
Tehsildar or Naib/Dy. Tehsildar authorised to exercise magisterial powers;
- (5) जहां उम्मीदवार पहले पढ़ता रहा हो वहां से मान्यता प्राप्त स्कूल/कालेज/संस्था का प्रिंसिपल/मुख्याध्यापक;
Principal/Headmaster of the recognized School/College/Institution where the candidate studied last;
- (6) ब्लॉक विकास अधिकारी;
Block Development Officers;
- (7) पोस्टमास्टर और
Postmaster; and
- (8) पंचायत निरीक्षक
Panchayat Inspectors

FORM OF OATH/AFFIRMATION

I.....
do swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by Law established and that I will carry out the duties of my office loyally, honestly and with impartiality.

"So help me God."

(SIGNATURE OF THE INDIVIDUAL)

Name of the Govt. servant	Date on which oath/affirmation was taken/made	Whether an oath or affirmation was taken/made	Designation of officer before whom the oath/affirmation was taken/made	Signature of the officer
1	2	3	4	5

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DECLARATION

I.....hereby declare that by virtue of my appointment to the Indian Defence Accounts Service, I accept the liability for service in any part of India as well as for field service anywhere in or out of India.

Station :.....

Signature :.....

Date :.....

Address :.....

.....

.....

WITNESS

Signature & Addresses

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
(FINANCE DIVISION)

NEW DELHI THE 28th February, 2000

S.R.O.-66 In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Indian Defence Accounts Service Rules 1958 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the Indian Defence Accounts Service, namely:

1. SHORT TITLE AND COMMENCEMENT.- (1) These rules may be called the Indian Defence Accounts Service Rules, 2000.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. DEFINITIONS. - In the rules, unless the context otherwise requires :-

(a) 'Government' means the Central Government.

(b) 'The Commission' means the Union Public Service Commission.

(c) 'Duty Posts' - Duty posts are mentioned in Schedule-I to the rules.

(d) 'Schedule' - Schedule means as Schedule-I, II & III attached to the Rules.

(e) 'The Service' means the Indian Defence Accounts Service.

(f) 'Scheduled Castes' and 'Scheduled Tribes' shall respectively have the same meanings as in Clause (24) and (25) of article 366 of the Constitution of India.

(g) 'Other Backward Classes' shall comprise, the castes and communities notified by the Central Government from time to time.

(h) 'Examination' means the Civil Service Examination for recruitment to Central Services Group 'A' and Group 'B'.

(i) 'Departmental Promotion Committee' means a Committee constituted to consider the promotion to or confirmation in any grade as indicated in Schedule-II to these Rules.

3. **CONSTITUTION OF THE SERVICE.**- (1) There shall be constituted a Service known as Indian Defence Accounts Service consisting of persons appointed to the Service under rules 5 & 6.

(2) All the posts included in the Service shall be Group 'A' posts.

4. **GRADES, AUTHORISED STRENGTH AND ITS REVIEW.**- (1) The authorized permanent strength of the various grades of the Service on the date of commencement of these rules and the number of posts in each grade and the pay scales attached to them and the special conditions of service attaching to them shall be as specified in Schedule-1 to these rules.

(2) The President may make such alteration to the strength of a grade as deemed necessary from time to time subject to any general or special orders that may be issued by the Government.

5. **MEMBERS OF THE SERVICE.**- (1) The following persons shall be the member of the service, namely :-

(a) Persons deemed to have been appointed to duty posts under rule 6; and

(b) Persons appointed to duty posts under rule 7.

(2) A person referred to in Clause (a) of the Sub Rule (1) shall be a member of the service in the appropriate grade applicable to him from the date of such appointment.

6. **INITIAL CONSTITUTION.**- (1) The Service shall, on the date of commencement of these rules consist of officers who have already been appointed on a regular basis to the Indian Defence Accounts Service in the various grades as specified in Schedule-1 and the officers so appointed shall be deemed to have been appointed to the respective grades at the initial constitution of the Service.

(2) The regular continuous service of officers mentioned in sub rule (1) in the respective corresponding grades rendered prior to the publication of these rules shall count as qualifying service for the purpose of seniority, confirmation, promotion and pension.

7. **FUTURE MAINTENANCE.**- (1) Initial recruitment to the Service after commencement of these rules shall be made in the following manner :-

(i) **BY DIRECT RECRUITMENT.** - By direct recruitment in the Junior Time Scale on the basis of results of the Civil Services Examination conducted by the

Commission in accordance with the rules notified for the purpose or any other scheme of examination that may be notified by Government in consultation with the Commission from time to time in this regard:

Provided that overall strength of Direct Recruit officers shall not at any time exceed 65% of the total posts authorized to the service from time to time.

(ii) BY PROMOTION OF OFFICERS FROM GROUP 'B' SERVICES. - (1) By promotion of Senior Accounts Officer in accordance with rule 10:

Provided that the overall strength of promotee officers shall not at any time exceed 35% of the total posts authorized to the Service from time to time.

(2) Appointments to the posts in the Junior Time Scale and above grades in the Service shall be made:-

(a) By promotion from the officers in the lower grade(s) in accordance with Schedule-11.

(b) By deputation in accordance with rule 11, provided that the vacancies cannot be filled in the manner as specified under clause (a) above or when such deputations are necessary as a result of a 'Exchange Scheme' in operation among the various services.

8. SENIORITY. - (1) The relative seniority of members of the Service appointed to any grade in accordance with rule 5 at the time of initial constitution of the Service, shall be governed by their relative seniority obtaining on the date of commencement of these rules, provided that, if the seniority of any such member had not been specifically determined on the said date, the same shall be determined in accordance with the rules applicable prior to the commencement of these rules.

(2) The Seniority of officers, who are appointed to the Service after the commencement of these rules, shall be regulated in accordance with the principles mentioned below:-

(a) Seniority of persons recruited on the basis of results of Civil Services Examination conducted by the Commission in any year to the posts in the Junior Time Scale shall be fixed in accordance with the rules and orders on the subject and with reference to their merit position as recommended by the Union Public Service Commission based on the competitive examination.

Provided that any probationer appointed on the basis of earlier selection shall rank above the person appointed on the basis of subsequent selection.

- (b) Officers appointed to the Service in terms of provisions of rule 10 shall be given two years' weightage in seniority vis-a-vis the officers appointed in the same year through competitive examination.
- (c) Among the officers appointed through the competitive examination in a particular year and the promoted officers assigned to that year after allowing weightage in terms of sub-rule (b) above, the latter shall be placed en-bloc below the junior most direct recruit of that year.

Provided that those promoted on the basis of earlier selection will rank senior to those promoted on the basis of later selection.

(3) The inter-se-seniority of Officers appointed to the Senior Time Scale, Junior Administrative Grade, Senior Administrative Grade and Higher Administrative Grade comprising the posts of Additional Controller General of Defence Accounts and Principal Controller of Defence Accounts and equivalent, shall be determined in the order of their position in the respective select lists for promotion to the such grades and those promoted on the basis of an earlier selection shall rank senior to those promoted on the basis of subsequent selection.

9. PROBATION. - (1) Every officer on appointment to the Service, either by direct recruitment or by promotion to the Junior Time Scale from Group 'B' Service, as the case may be, shall be on probation for a period of two years:

Provided that the Government may extend the period of probation in accordance with the instructions issued by the Government from time to time.

- (2) On completion of the period of probation or any extension thereof, a directly recruited officer, shall, if considered fit for permanent appointment, be confirmed in his appointment on the recommendations of a duly constituted Departmental Promotion Committee, the composition of which will be as shown in Schedule-111. As regards an officer promoted to the Junior Time Scale, if the officer is considered fit for continued appointment to the Service, an order will be passed by the appointing authority that the officer has successfully completed the probation, on the recommendations of a duly constituted Departmental Promotion Committee, the composition of which will be as shown in Schedule-111.

- (3) If during the period of probation or any extension thereof, as the case may be, the Government is of the opinion that the officer has not successfully completed the period of probation, the Government may discharge the directly recruited officer from the Service, or revert the promoted officer to the post held by him prior to his appointment in the Service.
- (4) During the period of probation, or any extension thereof, directly recruited officers may be required by the Government to undergo such courses of training and instruction as the Government may deem fit, and will have to pass a Departmental Examination in two parts, namely, Part-I and Part-II. Passing of the Departmental Examination is a pre-condition to be declared as having satisfactorily completed the probation.
- (5) As regards other matters relating to probation, the candidates will be governed by the instructions issued by the Government in this regard from time to time.

10. RECRUITMENT BY PROMOTION.-

Recruitment by promotion to the posts in the Junior Time Scale of the Service shall be made by selection (with due regard to seniority) from amongst Senior Accounts Officers (Group 'B' Gazetted) in the pay scale of Rs. 8000-13500 with five years' (combined) service in the grade of Senior Accounts Officer/Accounts Officer on the recommendations of the Departmental Promotion Committee, the composition of which will be as shown in Schedule-111. The eligibility of officers from the feeder grade shall be determined in accordance with provisions of Note (1) and (2) below Schedule-11. The number of vacancies to be filled up by promotion will be determined in accordance with proviso to rule 7(1)(ii).

11. APPOINTMENTS BY DEPUTATION. -

The Government may take on deputation, for specified period, officers of the same grade and pay scale from Central Services Group 'A', for holding posts in the Defence Accounts Department in Senior Time Scale and upto SAG level.

Note -1. The Commission shall not be consulted for selection of officer(s) for deputation from the other Group 'A' Services.

Note -2. The period of deputation in the Service shall be two years initially, extendable upto 3 years.

Note -3. Officers appointed in the Service on deputation shall be entitled to deputation (duty) allowance in accordance with the orders issued by the Government from time to time.

Note -4. If an officer who, after selection for appointment on deputation to a post in the Service, is posted to any post carrying any special pay/special allowances, he will not be entitled to such special pay/special allowances but will draw only the deputation allowance permissible under Note (3) above.

12. CONDITIONS OF SERVICE.

(1) Officers appointed to the Service shall be liable to serve anywhere in India including field service in or out of India.

(2) The conditions of service of the members of the Service in respect of matters for which no provision is made in these rules shall be the same as are applicable, from time to time, to the officers of Central Civil Services in general.

13. DISQUALIFICATION. -

No person, -

(a) Who has entered or contracted a marriage with a person having a spouse living.

OR

(b) Who having a spouse living has entered into or contracted marriage with any person:

Shall be eligible for appointment to the service Provided that the Govt. may, if satisfied such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this rule.

14. POWERS TO RELAX. -

Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Commission, relax any of the provisions of these rules with respect to any class or category of persons.

15. **SAVING.** -

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

16. **INTERPRETATION.** -

If any question arises relating to the interpretation of these rules, it shall be referred to the Government who shall decide the same.

17. **RESIDUARY MATTERS.** -

In regard to matters not specifically covered by these rules, or regulations or orders made or issued thereunder or by special order, the members of the Service shall be governed by the rules, regulations and orders applicable to the officers of Central Civil Services in general.

File No. F.9(4)/Coord/97

Sd/-
(RAJINDERMOHAN)
DEPUTY FINANCIAL ADVISER (COORD)

SCHEDULE-I
(See Rule 4)

Designation, Number and Scale of Pay of posts included in the various Grades of the Indian Defence Accounts Service.

1. Duty Posts:-

Sl. No.	Grade & Scale of Pay	No. of posts
i)	Controller General of Defence Accounts (Rs. 26000) (fixed)	01
ii)	Additional Controller General of Defence Accounts and equivalent posts (Rs. 24050-650-26000)	02
iii)	Principal Controllers of Defence Accounts and equivalent posts (Rs. 22400-525-24500)	12
iv)	Senior Administrative Grade including three encadared posts of Finance Managers (Rs. 18400-500-22400)	61
v)	Junior Administrative Grade (Non-Functional Selection Grade) (Rs. 14300-400-18300)	126
vi)	Junior Administrative Grade (Rs. 12000-375-16500)	170
vii)	Senior Time Scale	181
viii)	Junior Time Scale (Rs. 8000-275-13500)	553
Total duty posts		553

2. Reserves:-

i)	Probationer' Reserve	24
ii)	Deputation Reserve	61
iii)	Leave Reserve	05
iv)	Training Reserve	05

Total Reserve Posts **95**

Total authorized strength : **648**
(Total of Duty posts and Reserves)

SCHEDULE-II

Method of Recruitment, Field of Promotion and Minimum Qualifying Service in the next Lower Grade for Appointment of Officers on promotion to Duty Posts included in the various Grades of the Indian Defence Accounts Service.

Sl. No.	Grade	Method of Recruitment	Field of Selection and the minimum qualifying service for promotion
1.	2.	3.	4.
1.	Controller General of Defence Accounts	By promotion on the basis of selection.	Officers in the posts carrying the Pay Scale of Rs. 22400-525-24500 with 2 years regular service in the grade, including the service, if any, in the posts carrying the Pay Scale of Rs. 24050-650-26000.
2.	Additional Controller General of Defence Accounts and equivalent posts	By promotion on the basis of selection.	Officers in the posts carrying the Pay Scale of Rs. 22400-525-24500.
3.	Principal Controller of Defence Accounts and equivalent posts	By promotion on the basis of selection.	Officers in the Senior Administrative Grade (Rs. 18400-500-22400) with 3 years' regular service in the grade.
4.	Senior Administrative Grade	By promotion on the basis of selection.	(i) Officers in the Junior Administrative Grade with 8 years' regular service in the grade (including Non-functional Selection Grade of the Junior Administrative Grade (Rs. 14300-400-18300)
5.	Non-Functional Selection Grade of the Junior Administrative Grade	By promotion according to seniority based on suitability.	Officers in the Junior Administrative Grade (Rs. 12000-375-16500) provided officer has entered the 1 st year of Grade 'A' service on the 1 st January of the year calculated from year of

6.	Junior Administrative Grade	By promotion on the basis of selection.	examination on the basis of which he/she was recruited. Officers in the Senior Time Scale (Rs. 10000-325-15200) with 5 years' regular service in the grade.
7.	Senior Time Scale	By promotion according to seniority based on suitability.	Officers in the Junior Time Scale (Rs. 8000-275-13500) with 4 years' regular service in the grade.
8.	Junior Time Scale	By selection.	Senior Accounts Officers in the scale of Rs. 8000-275-13500 with 5 years' combined service in the grade of Senior Accounts Officer/ Accounts Officer.

Note-1. First January of the year to which the vacancies pertain, shall be crucial date for determining the eligibility of officers for promotion to various grades. The officers who do not fulfill the requirement of minimum qualifying service with reference to the crucial date shall be considered only against vacancies for the subsequent DPC year.

Note-2. Where juniors who have completed their qualifying service/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of requisite/eligibility service by more than half such qualifying service/eligibility service or two years' whichever is less and have successfully completed their probation period for promotion to next higher grade along with their juniors who have already completed such qualifying/eligibility service.

SCHEDULE-III

Composition of Departmental Promotion Committee for considering cases of Promotion and confirmation of Group 'A' officers of the Indian Defence Accounts Service.

Sl. No.	Grade	Departmental Promotion Committee for considering promotion	Departmental Promotion Committee for considering confirmation
1.	2.	3.	4.
1.	Controller General of Defence Accounts (Rs. 26000/- fixed)	(i) Chairman/Member, Union Public Service Commission - Chairman (ii) Secretary, Ministry of Defence - Member (iii) Secretary (Defence Finance)/ Financial Adviser (Defence Services) - Member	
2.	Additional Controller General of Defence Accounts and equivalent posts (Rs. 24050-650-26000)	(i) Chairman/Member, Union Public Service Commission - Chairman (ii) Secretary (Defence Finance)/ Financial Adviser (Defence Services) - Member (iii) Controller General of Defence Accounts - Member	
3.	Principal Controller of Defence Accounts and equivalent posts (Rs. 22400-525-24500)	(i) Chairman/Member, Union Public Service Commission - Chairman (ii) Secretary (Defence Finance)/ Financial Adviser (Defence Services) - Member (iii) Controller General of Defence Accounts - Member	
4.	Senior Administrative Grade (Rs. 18400-500-22400)	(i) Chairman/Member, Union Public Service Commission - Chairman	

		<p>(ii) Secretary (Defence Finance)/ Financial Adviser (Defence Services) - Member</p> <p>(iii) Controller General of Defence Accounts - Member</p>	
5.	Non-Functional Selection Grade of the Junior Administrative Grade (Rs. 14300-400-18300)	<p>(i) Secretary (Defence Finance)/ Financial Adviser (Defence Services) - Chairman</p> <p>(ii) Controller General of Defence Accounts - Member</p> <p>(iii) Additional Financial Adviser MOD (Finance Division) - Member</p> <p>(iv) Joint Secretary (AN), Ministry of Home Affairs as nominee of Establishment Officer, Department of Personnel & Training - Member</p>	
6.	Junior Administrative Grade (Rs. 12000-375-16500)	<p>(i) Chairman/Member, Union Public Service Commission - Chairman</p> <p>(ii) Secretary (Defence Finance)/Financial Adviser (Defence Services) - Member</p> <p>(iii) Controller General of Defence Accounts - Member</p> <p>(iv) Additional Financial Adviser, MOD (Finance Division) - Member</p> <p>(v) Controller of Defence Accounts/Controller of Finance and Accounts (Factories)/Integrated Financial Adviser - Member</p>	

7.	Senior Time Scale (Rs. 10000-325-15200)	<p>(i) CGDA/Addl. CGDA - Chairman</p> <p>(ii) Principal Controller of Defence Accounts/Principal Controller of Accounts (Factories) - Member</p> <p>(iii) Controller of Defence Accounts/Integrated Financial Adviser - Member</p> <p>(iv) Additional Financial Adviser, MOD (Finance Division) - Member</p> <p>(v) Director/DFA (Coord) MOD (Finance) - Member</p>	
8.	Junior Time Scale (Rs. 8000-275-13500)	<p>(i) Chairman/Member, Union Public Service Commission - Chairman</p> <p>(ii) Controller General of Defence Accounts - Member</p> <p>(iii) Additional Financial Adviser, / Deputy Financial Adviser MOD (Finance Division) - Member</p> <p>(iv) Principal Controller of Defence Accounts/Principal Controller of Accounts (Factories)/Joint Controller General of Defence Accounts/Controller of Defence Accounts/Controller of Finance & Accounts (Fys)/Integrated Financial Adviser - Member</p>	<p>1) Controller General of Defence Accounts / Addl. CGDA - Chairman</p> <p>2) Additional Financial Adviser/DFA, MOD (Fin) - Member</p> <p>3) Joint Controller General of Defence Accounts/Controller of Defence Accounts/Controller of Finance & Accounts (Fys)/Integrated Financial Adviser - Member</p>

Note: The Indian Defence Accounts Service Rules, 2000 were published under SRO No. 66 dated 28th February 2000, Gazette of India Part II - Section 4 dated March 11, 2000. These Rules are amended by SRO No. 89 dated 4th July 2006, Gazette of India, Part II-Section 4 dated July 9-July 15, 2006.