

OFFICE OF THE CHIEF COMMISSIONER OF CUSTOMS
GUJARAT ZONE : AHMEDABAD
CUSTOM HOUSE: NEAR AKASHWANI: NAVRANGPURA: AHMEDABAD - 380 009

F.No: II/7-1/Estt/CCO/2014

Date: 12.01.2015

To,
The Commissioner,
Customs,
Ahmedabad, Jamnagar, Kandla, Mundra

Sir,

Sub: Circulation of letters for deputation - reg.

Please find enclosed herewith following letters received from the Under Secretary to the Government of India, Ministry of Finance, Department of Revenue, CBEC, New Delhi, regarding deputation for various posts for information and further necessary action at your end please.

Sr. No.	Subject	F.No. and Date
1.	Selection for the post of Members of the Central Board of Excise & Customs under the Department of Revenue.	F.No. A. 35017/95/2014-Ad.II dated 12.12.2014
2.	Filling up to the post of Joint Director / Deputy Director in Wildlife Crime Control Bureau, New Delhi under the Ministry of Environment and Forest on deputation basis.	F.No. A-35017/97/2014-Ad.II dated 23.12.2014.
3	Filling up of the post under Government of Andhra Pradesh on deputation basis.	F.No. A.35017/60/2014-Ad.II dated 24.12.2014.
4	Filling up the post of Director General V.V. Dirl National Labour Institute (VVGNI), Noida.	F.No. A.35017/96/2014-Ad.II dated 24.12.2014.
5	Filling up the post of DS/Director in Central Board of Excise & Customs under the Deputation of Revenue.	F.No. A.35017/26/2014-Ad.II dated 12.12.2014.

Yours faithfully,

Encl: as above

h18
12/1/15
(Mansi Trivedi)
Deputy Commissioner

Encl: Copy of above letters are available at cbec.gov.in.

15631
20 JAN 2015

F.No.- A. 35017/ 95 /2014 - Ad.II
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs

Handwritten signature

IMMEDIATE

09 JAN 2015

North Block, New Delhi

Dated, the 12th December, 2014

To

All Chief Commissioners / Directors General under the Central Board of Excise and Customs.

Subject: Selection for the post of Members of the Central Board of Excise & Customs under the Department of Revenue - reg.

Sir / Madam

The Department of Revenue, vide their letter No. A. 12026/24/2014-Ad.I dated 08.12.2014, has invited the nominations from officers for appointment to the posts of Members of the Central Board of Excise & Customs under the Department of Revenue likely to fall vacant during the year 2015-16 (copy enclosed).

2. The willing and eligible IRS (C&CE) officers are requested to send their applications, dully filled in the prescribed performa, to the Board urgently latest by **29.12.2014.**

Encl: As above

Yours faithfully,

Handwritten signature
(Jai Prakash Sharma)

Under Secretary to the Govt of India
Tele- Fax : 23095520

Copy to: The Website Manager, Directorate of Systems, New Delhi with the request to put the above circular in the Department's Website.

5090
12/1

F.No.A.12026/24/2014-Ad.I
Government of India
Ministry of Finance
Department of Revenue

New Delhi, the 8th December, 2014

OFFICE MEMORANDUM

Subject: Selection for the post of Members of the Central Board Excise and Customs under the Department of Revenue- reg.

The undersigned is directed to state that some posts of Members in the Central Board of Excise and Customs in the Department of Revenue in the pay scale of Rs. 80,000/- (Fixed) are likely to fall vacant in the next financial year i.e. **2015-16**. The following categories of officers are eligible for appointment to these posts:

(I) Officers of the Central Government having one year regular service in the grade of HAG pay scale of Rs. 67,000-79,000/- per month.


AND

(II) possessing the following essential qualifications :-

- (i) Having at least fifteen years of experience in administering and running the indirect tax administration in the Central Government with at least ten years of experience in the field formations of Central Board of Excise and Customs.
- (ii) Having high professional merit and excellence; and
- (iii) Having impeccable reputation of integrity.

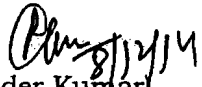
Note:


1. The normal eligibility conditions of maximum age of 56 years on the date of closing of applications shall not be applicable in cases of absorption.
2. No person with less than one year residual service on the date of occurrence of vacancy shall be eligible for appointment against the vacancy."
2. For detailed terms and conditions, the Central Board of Excise and Customs (Chairman and Members) Recruitment Rules, 2006, as amended on 30.05.2012, may be seen, which are available on the website of this Department @ http://dor.gov.in/acts_rules. Those who fulfill the eligibility criteria as on the date of occurrence of vacancy will be considered.
3. All eligible officers may forward their applications through the Cadre Controlling Authority latest by **05.01.2015**, in the enclosed proforma. Advance copies of applications received in the Revenue (Headquarters) will not be entertained.


(Rajinder Kumar)
Under Secretary to the Govt. of India
Tele # 2309 3277

Copy to:

1. Chairman, CBEC with the request to circulate the vacancies among all the eligible officers.
2. President, CESTAT with the request to circulate the vacancies among all the eligible Members of CESTAT to enable them to send their applications and to forward their applications along with cadre and vigilance clearance (in Part B & C) not later than **09.01.2015**.
3. Secretary, Department of Legal Affairs for information and necessary action.
4. Commissioner (Coordination), CBEC- for arranging to circulate the vacancies on CBEC Website.
- ✓ 5. Joint Secretary (Admn.-CBEC) with the request to forward the applications of the all the eligible officers alongwith cadre and vigilance clearance (in Part B & C) not later than **09.01.2015**.
6. Section officer, Computer Cell, Department of Revenue, with the request that this circular be posted on the official website of the Department of Revenue.


 (Rajinder Kumar)
 Under Secretary to the Govt. of India

~~URGENT / TIME BOUND~~

 09/12/14

Sh. Chand
 9/11/14

Sp III
 Thm FTS

**PROFORMA FOR APPLICATION TO THE POST OF
MEMBER, CENTRAL BOARD OF EXCISE AND CUSTOMS**

Circular No.A.12026/24/2014-Ad.I dated 8th December, 2014

PART - A

1. NAME :
2. DATE OF BIRTH :
3. SERVICE :
4. PRESENT POST / ORGANISATION :
5. PAY-SCALE :
6. **DETAILS OF EXPERIENCE IN ADMINISTERING & RUNNING THE INDIRECT
TAX ADMINISTRATION IN THE CENTRAL GOVERNMENT**
(EXPERIENCE OTHER THAN THAT SPECIFIED SHOULD NOT BE INDICATED)

S.NO.	POST HELD	PERIOD OF POSTING WITH SPECIFIC DATES	WHETHER FIELD FORMATION OF CBDT OR NOT

7. BRIEF DESCRIPTION OF WORK THAT CAN BE CLASSIFIED AS THAT OF HIGH PROFESSIONAL MERIT & EXCELLENCE IN THE ENTIRE CAREER (NOT MORE THAN 100 WORDS)

8. DATE OF SUPERANNUATION :

DECLARATION

1. I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time I found to have concealed/distorted any material information; my appointment shall be liable to summary termination without notice.
2. I shall not withdraw my candidature after the meeting of the Selection Committee.
3. I shall not decline the appointment, if selected for appointment by the ACC.
4. I will join within 30 days from the date of issue of order of appointment.
5. I am aware that in case I violate any of the conditions mentioned at Sl.No.2 to 4, the Government of India is likely to debar me for a period of three years for consideration for appointment outside the cadre and in any Autonomous Body/Statutory Body/Regulatory Body.

Signature of the candidate

Place:

Date:

PART-B

(TO BE FILLED & SIGNED BY THE CADRE CONTROLLING AUTHORITY)

(INDICATE "YES" OR "NO" IN THE BOX PROVIDED)

1. Whether details of experience in administering & running the indirect tax administration in the Central Government with at least 10 years of experience in the field formations of the Central Board of Excise and Customs indicated by the applicant in Part -A are correct as per records:

2. Whether full History of Posting of the officer is furnished:
(Please give detailed history of postings)

3. Whether cadre clearance is being granted for this post:

4. Whether the office is clear from vigilance angle

5. Whether upto date vigilance status in the attached format is enclosed

(Signature & seal of the cadre controlling authority)

PART - C

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE CLEARANCE IS
BEING SOUGHT**

(To be furnished and signed by the CVO or HOD)

1. Name of the Officer(in full) :
2. Father's name :
3. Date of Birth :
4. Date of Retirement :
5. Date of entry into service :
6. Service to which the officer
Belongs including batch/year
/cadre etc. wherever applicable:
7. Positions Held (during ten preceding years):

S. No.	Organisation (name in full)	Designation & Place of Posting	Administrative/ nodal Ministry/ Department concerned(in case of officers of PSUs etc)	From	To

8. Whether the officer has been placed on the Agreed List or List of Officers of Doubtful Integrity(If yes, details to be given) :
9. Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result(*) :
10. Whether any punishment was awarded to the Officer during the last 10 years and if so the date Of imposition and details of penalty(*) :
11. Is any disciplinary/criminal proceedings or Charge sheet pending against the officer as On date (if so, details to be furnished, including Reference number, if any of the Commission) :
12. Is any action contemplated against the officer As on date(if so, details to be furnished)(*) :

DATE:

(NAME AND SIGNATURE)

(*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.

F.No.A.35017/97/2014-Ad.II
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Excise & Customs)

Immediate

North Block, New Delhi
Dated: 23rd December, 2014

To

All Chief Commissioners/Directors General under Central Board of
Excise and Customs

Subject:- Filling up to post of Joint Director/Deputy Director in Wildlife Crime
Control Bureau, New Delhi under the Ministry of Environment and
Forests on deputation basis – regarding.

Sir/Madam,

The Ministry of Environment, Forest & Climate Change, New Delhi
vide their letter No.12016/01/2014-IFS.I dated 05.12.2014 has invited
application for filling up of post of Deputy Director in Wildlife Crime Control
Bureau on deputation basis. (copy enclosed).

2. It is requested to circulate it among the eligible officers under your
charge and duly filled in applications of willing eligible officers may be sent
to the Board latest by 5th January, 2015.

Encl: As above

Yours faithfully,

(Jai Prakash Sharma)

Under Secretary to the Government of India
Tel: 23095520

Copy to: The Website Manager, Directorate of Systems, New Delhi with
the request to put the above circular in the Department's Website.

085
12/1

FTS No 234529
9/12

Speed Post

No.12016/01/2014-IFS.I

Government of India

Ministry of Environment, Forest & Climate Change

6th Floor, Prithvi Wing,
Indira Priyadarshini Bhawan Jor Bhagh Road,
Ali Ganj, New Delhi- 110003
Dated 5th December, 2014

CH (EC) - on tour
M (P&V)
Dy. Secy (P&V)
Dy. Secy (P&V)

W.D. Jaiswal
11/12/14

OFFICE MEMORANDUM

PAV

Subject: Filling up to post of Joint Director/ Deputy Director in Wildlife Crime Control Bureau, New Delhi under the Ministry of Environment and Forests on deputation basis.

The undersigned is directed to refer to Wildlife Crime Control Bureau's File No. 2-6/WCCB/2007/544 dated 15.05.2014 requesting this Ministry for calling a fresh panel of officers from the respective Cadre Controlling Authorities for filling up the following posts, inter alia, on deputation in Wildlife Crime Control Bureau:

S.No.	Name of Post	Station	Equivalent to post	Service for which earmarked
1.	Deputy Director (Rs.8700 GP)	New Delhi	Deputy Commissioner Customs and Central Excise	Indian Customs And Central Excise Service

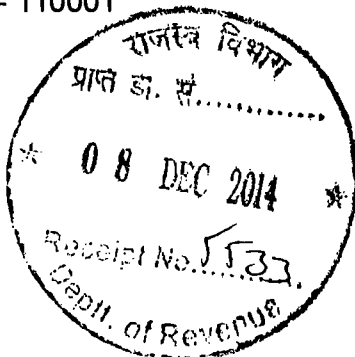
2. In this regards, the Department of Revenue is requested to send a panel of eligible officers of Indian Customs and Central Excise Service along with last 8 years ACRs grading and status of vigilance clearance in respect of the vacancy to this Ministry at the earliest.

Encl. A/a.

[Signature]
(R.S. Negi)

Under Secretary to the Govt. of India.
Tel: 24695357

Department of Revenue,
[Sh. Kaushal Srivastava, Chairman]
Central Board of Excise & Custom,
1st Floor, North Block,
New Delhi- 110001



1c pr up to minister
8/11/14
SK USP
11/12/14



Wildlife Crime Control Bureau
वन्यजीव अपराध नियंत्रण ब्यूरो

GOVERNMENT OF INDIA
भारत सरकार
MINISTRY OF ENVIRONMENT AND FORESTS
पर्यावरण एवं वन मंत्रालय

File No: 2-6/WCCB/2007/ 544

Dated: 15, May, 2014

To,

Mohd. Moniruzzaman,
Deputy Secretary,
IFS Division,
Ministry of Environment & Forests,
Parvavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi.

Sub: Deputation of officers of Indian Police Service and Customs & Central Excise Service in the Wildlife Crime Control Bureau – reg.

Sir,

This is to inform you that the following post which are to be filled by taking officers of Indian Police Service and Indian Customs & Central Excise Service on deputation, are presently lying vacant in the Wildlife Crime Control Bureau:

S.No.	Name of the Post	Station	Equivalent to post	Service for which earmarked
1.	Joint Director	New Delhi	Deputy Inspector General of Police	Indian Police Service
2..	Deputy Director	New Delhi	Deputy Commissioner of Customs & Central Excise	Indian Customs & Central Excise Service

2. You are therefore requested to call fresh panel of officers from the respective Cadre Controlling Authorities for filling up the aforesaid post on deputation in Wildlife Crime Control Bureau.

Yours faithfully,

(S.B. Negi)
Additional Director

150 (IFS)
9/6/14
341 (DSC/IFS)
20/5/14

In dark.
16/5/14

16 (IFS)

9/6/14

1384
21/5/14

IMMEDIATE

F.No.- A. 35017/ 60 /2014 - Ad.II
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs

Code: ****

09 JAN 2015

North Block, New Delhi
Dated, the 24th December, 2014

To

All Chief Commissioners / Directors General under the Central Board of Excise and Customs.

Subject: Filling up of the post under Government of Andhra Pradesh on deputation basis - reg.

Sir / Madam

The Government of Andhra Pradesh vide their letter No. 636/SC.A/A.2/2014-1 dated 10.09.2014 and No. 636/SC.A/A.2/2014-2 dated 03.12.2014 has invited nominations of officers to be utilized in Finance/Planning Departments as Special Secretary in Pay Band of Rs. 37,400-67,000/- with Grade Pay of Rs. 10,000/- on deputation basis (copies enclosed).

2. It is requested that the above post may kindly be circulated among the eligible IRS (C&CE) officers under your charge and duly filled in applications of willing officers may be sent to the Board by 05.01.2015 positively.

Encl: As above

Yours faithfully,


(Jai Prakash Sharma)

Under Secretary to the Govt of India
Tele- Fax : 23095520

Copy to: The Website Manager, Directorate of Systems, New Delhi with the request to put the above circular in the Department's Website.

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9/12

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SC.A) DEPARTMENT

Letter No.636/SC.A/A.2/2014-2

Dated:-03-12-2014

From
Sri I.Y.R.Krishna Rao, IAS
The Chief Secretary to Government,
Government of Andhra Pradesh,
General Administration(SC.A)Department,
A.P.Secretariat, Hyderabad-22

To
The Secretary to Government of India,
Ministry of Finance,
North Block
New Delhi-110001.

Handwritten notes and signatures:
Mundlo
CH (EC) - on tour
MCP & V
Dis Ad
19/11/14

Sir,

Sub: DEPUTATION – Sri.Naresh Penumaka, IRS, Additional Director General, NACEN, RTI, Mumbai, – Request for deputation to Government of Andhra Pradesh for a period of two years - Regarding.

- Ref:-1. From Sri.Naresh Penumaka, IRS, Additional Director General, NACEN, RTI, Mumbai, Letter 6.8.2014.
- 2. State Govt.Lr.No.636/SC.A/A2/2014, dt.18.09.2014.
- 3. From Under Secretary to the Government of India, Ministry of Finance, Department of Revenue, Central Board of Excise & Customs F.No.A.35017/60/2014-Ad.II, dated 17.11.2014

I am directed to invite your attention to the reference 3rd cited and to inform that the services of Sri.Naresh Penumaka, IRS, will be utilised in Finance/Planning Departments as Special Secretary. He will draw pay and allowances which he is drawing in his parent cadre i.e. in the pay band of Rs.37,400-Rs.67,000 with grade pay of Rs. 10,000/- on reporting to duty in the State Government.

2. I am directed to request to convey cadre clearance in respect of Sri Naresh Penumaka, I.R.S at an early date. The attested copies of A.C.Rs of the officer for the last 5 years and vigilance clearance may also be furnished.

Yours faithfully,

B.R. Arimanan

FOR CHIEF SECRETARY TO GOVERNMENT

Copy to:

Sri.Naresh Penumaka, IRS, Additional Director General, NACEN, RTI, Mumbai.

Handwritten notes:
Re process immediately
Back
B. R. Arimanan
Dy No - 73/2014/SC-21 Ad-2
12/12/14



F.No.A.35017/96/2014-Ad.II
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Excise & Customs)

Mulata
Immediate

09 JAN 2015

North Block, New Delhi
Dated: 23rd December, 2014
24/12

To

All Chief Commissioners/Directors General under Central Board of
Excise and Customs

Subject:- Filling up the post of Director General V.V. Giri National Labour
Institute (VVGNI), Noida – regarding.

Sir/Madam,

The Ministry of Labour & Employment, New Delhi vide their letter No.A-12024/2/2013-ESA (NLI) dated 11/11/2014 has invited application for filling up of one post of Director General, V.V. Giri National Labour Institute (VVGNI), Noida on deputation basis. (copy enclosed).

2. It is requested to circulate it among the eligible officers under your charge and duly filled in applications of willing/eligible officers may be sent to the Board latest by 31st December, 2014.

Yours faithfully,

Encl: As above

Jai Prakash Sharma
(Jai Prakash Sharma)
Under Secretary to the Government of India
Tel: 23095520

Copy to: The Website Manager, Directorate of Systems, New Delhi with the request to put the above circular in the Department's Website.

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12/11

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No.A-12024/2/2013-ESA(NLI)
Government of India
Ministry of Labour & Employment

....

Shram Shakti Bhawan, Rafi Marg
New Delhi, the 11th November, 2014

OFFICE MEMORANDUM

Subject: Filling up of the post of Director General, V. V. Giri National Labour Institute (VVGNI), NOIDA.

....

In continuation of this Ministry's earlier Office Memorandum of even number dated 27th December, 2013 on the subject above, the undersigned is directed to say that interview for the post of Director, General, VVGNI was held on 22nd and 24th September, 2014 and for this seven candidates appeared and no one was found suitable for the said post of DG, VVGNI, therefore it has been decided to re-advertise to fill up one post of Director General in the pay scale of Rs. 37,400-67000 + Grade Pay of Rs. 10,000/-, in V.V. Giri National Labour Institute, NOIDA, an Autonomous Body, under the administrative control of Ministry of Labour & Employment.

2. The Institute is located at Sector-24, NOIDA. The Institute is spread over an area of approximately 12.45 acres. The campus has a faculty-cum-administrative block along with seminar and library blocks, hostel, electric substation and a small residential complex. The Director General of the Institute will be provided residential accommodation within the premises of Institute Complex.

3. The Director General of the Institute, as the Principal Executive Officer of the Institute, shall be responsible for the proper administration of the affairs of the Institute and shall exercise powers under direction and guidance of the Executive Council. It shall be duty of the Director General of the Institute to coordinate and exercise general supervision over all the activities of the Institute. He/she shall prescribe the duties of all faculties, officers and staff of the Institute and shall, subject to Memorandum of Association & Rules and Regulation and Bye-laws if any, exercise such supervision and disciplinary control as may be necessary. He is the Head of the Department for all Budget, Accounts, Expenditure and Audit purposes. He is the Member Secretary of the General Council/Executive Council of the Institute, Chairman, of the Standing Committee on Education, Training and Orientation and Standing Committee on Research and is the member of the Standing Committee of Finance.

4. As per the Recruitment Rules, the post of Director General, VGNLI is to be filled up by deputation of Officers of the Central Government:-

- (a) (i) holding analogous posts on regular basis; or
- (ii) with two years regular service in the pay scale of Rs.37400-67000 + Grade Pay of Rs. 8900 or equivalent; or
- (iii) with three years regular service in the pay scale of Rs. 37400-67000 + Grade Pay of Rs. 8700; and

(b) possessing the qualification and experience as follows:-

- (i) experience as a Divisional Head or Group leader for project teams; or
- (ii) administrative and financial experience; or
- (iii) experience in policy advice or development management or training or planning or programme funding.

5. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organizations or Department of the Central Government shall not exceed five years.

6. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

7. The Department of Pension and Pensioners' Welfare has exempted the post of Director General, VGNLI from the purview of the principle of immediate absorption.

8. The terms & conditions and pay & allowances of the officers selected for appointment on deputation basis will be regulated as per the provisions contained in Govt. of India, DOPT's OM No. 6/08/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time.

9. All the Ministries/Departments under the Central/State Governments/UT administrations are requested to circulate the vacancy amongst their employees and the applications (in duplicate) in the prescribed proforma from the eligible officers who are willing to be considered and could be spared in the event of their selection may be furnished to the undersigned within 60 days from the date of publication of this circular in the 'Employment News', along with the documents listed below:

- a. Copies of the Annual Confidential Reports for the last five years (duly attested by the competent authority).
- b. Certificate to the effect that no vigilance/disciplinary proceeding is either pending or contemplated against the applicant.
- c. Integrity Certificate.

10

- d. Details of minor/major penalties imposed upon the applicant during the last 10 years.
10. Applications received after the last date or without complete documents will not be entertained and liable to be rejected. While forwarding the applications, it may be verified and certified that the particulars furnished by the officer are correct and he/she is clear from vigilance angle as per records of the office.
11. Candidates, who apply for the post, will not be permitted to withdraw later.
12. Hindi version will follow.

N. Gaur
(Nishu Gaur)

Under Secretary to the Government of India
Tele: 23473278

To

1. Department of Personnel and Training (EO's office) with the request that suitable & eligible officers may be nominated to fill up the post of Director General, VVGNLI, Noida.
2. All Joint Secretaries & Bureau Heads, Ministry of Labour & Employment
3. All Ministries/Departments of the Government of India.
4. Chief Secretaries of all the State Governments/Union Territory.
5. Welfare Division/DGE&T/DGFASLI/CLC(C).
6. Director General, VVGNLI, NOIDA.
7. Anuvad Anubhag, Ministry of Labour & Employment for Hindi translation.
8. NIC, Ministry of Labour & Employment for posting a copy of the circular in website of the Ministry of Labour & Employment.
9. Technical Director, NIC Room No. 11/A, North Block, New Delhi-110001. {For posting on the DOPT website (under the heading vacancy in Autonomous organization)}.

F.No.- A. 35017/ 26 /2014 - Ad.II
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs

IMMEDIATE

09 JAN 2015

North Block, New Delhi
Dated, the 12th December, 2014

To

All Chief Commissioners / Directors General/
Commissioners in-charge under the Central Board of Excise and Customs.

Subject: Filling up of the post of DS/ Director in Central Board of Excise & Customs under the Department of Revenue - reg.

Sir / Madam

I am directed to say that the following posts of DS/ Director is proposed to be filled up from amongst the eligible officers of IRS (C&CE) cadre:

S.No.	Post	Wing
1	Deputy Secretary/ Director	Anti-Smuggling
2		PAC
3		Review Cell
4.		Narcotics Control

2. The officer in the grade of Joint/ Additional Commissioner of Customs & Central Excise are eligible for the aforesaid post.

3. It is requested that the above vacancy may be *circulated* amongst all the eligible officers under your charge. The applications of the willing and eligible officers alongwith their bio-data may be sent to this office urgently, latest by **31.12.2014**.

Yours faithfully

(Jai Prakash Sharma)

Under Secretary to the Govt of India
Tele- Fax : 2309 5520

Copy to:

The Website Manager, Directorate of Systems, New Delhi. It is requested that the above circular may be uploaded in the Department's Website.

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