

No.5-6/2004-Admn.IV
Government of India
Ministry of Agriculture
Department of Animal Husbandry & Dairying

Krishi Bhavan, New Delhi.
Dated the 28th May 2004

OFFICE MEMORANDUM

Subject: - Filling up of the post of Deputy General Manager (Admn.) in Delhi Milk Scheme on deputation basis

The undersigned is directed to say that one post of Deputy General Manager (Admn.), belonging to the General Central Service Group 'A' is processed to be filled up in Delhi Milk Scheme, a subordinate office of this Department. The post carries a pay scale of Rs.12, 000-375-16,500/-

2. In accordance with the notified Recruitment Rules, the post of Deputy General Manager (Admn) Delhi Milk Scheme is required to be filled up by transfer on deputation basis from amongst suitable officers, of the Indian Administrative Service (IAS) or Class-I Central Service. (Period of deputation ordinarily not exceeding 4 years).
3. The officer selected will have the option to draw his grade pay plus deputation (duty) allowance or to have his fixed in the time scale of the pay attached to this post in accordance with the Ministry of Finance O.M. No.15/7/IC/86 dated the 13th March, 1987, as amended from time to time.
4. It is requested that particulars of the eligible officers, who could be spared in the event of their selection, may kindly be sent to this Department in the enclosed proforma together with their up-to-date C.R.Dossiers within 45 days from the date of issue of this O.M. The particulars of the officers received without their C.R. Dossiers or after the due date, may not be considered. It may also be made clear that the officers, who volunteer for this post, will not be allowed to withdraw their names later on.
5. It is requested that the vacancy may please be given a wide publicity in their subordinate and attached offices and autonomous bodies under their administrative control.

Deputy Secretary to the Government of India

PROFORMA

1. Name :
2. Date of Birth :
3. Date of entry in Government service and the service to which belongs :
4. Date of retirement under the Central Government rules :
5. Educational Qualification and training if any :
6. Experience as per details of service :

Name of the post & employer	From	To	Scale of pay and its clarification	Nature of appointment i.e. whether regular or adhoc or on deputation	Whether appointed through UPSC or State Public Service Commission or otherwise	Nature of duties performed (in brief)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

7. Name of post held substantively if any :
8. Present pay & the date from which it is being drawn (scale of pay also to be indicated) :
9. Whether belongs to SC/ST :

10. Remarks :

(Signature of the candidate)

1. Certified that the above particulars have been verified and found to be correct.
2. There is no vigilance case pending and/or contemplated against the officer.
Integrity of the office is also certified.

(Signature of the Head of the Department)
(With Seal)