

A-21012/2011/MF.CGA/Gr.A/Database/ 45
Office of the Controller General of Accounts
Government of India
Ministry of Finance
(Department of Expenditure)
Lok Nayak Bhawan, Khan Market
New Delhi - 1100513.

Dated: 5th January 2012

OFFICE MEMORANDUM

A human resource database has been a long felt need in the Indian Civil Accounts Department. Accordingly, an application is being developed for Group 'A' officers of ICAS by this office and would be ready for deployment soon. The application captures personal and professional details and will ensure efficient and effective cadre management.

2. A data input sheet for the information required for making the application operational is enclosed. The same is also available on <http://www.cga.nic.in>. You are requested to furnish the required information in the prescribed proforma (hard copy) latest by 31st January 2012 so as to enable this office to complete data entry.

3. A soft copy of a recent photograph along with the duly filled in proforma should also be sent electronically to groupacga@yahoo.com.

4. Since the exercise needs to be completed in a time bound manner, cooperation of all ICAS officers is solicited.



(S.M.Kumar)

Addl. Controller General of Accounts

Encl.: As above.

To

All ICAS officers

A. PERSONAL DETAILS

1. Name :
2. Father's name :
3. Date of Birth :
4. Date of Joining Government Service:
5. Date of Joining/ Induction into ICAS:
6. Address:

Permanent (1)	Present (2)	For correspondence (3)

7. E-mail address :

Office (1)	Personal (2)

8. Phone Number :

Mobile No. (1)	Office Telephone No. (2)	Residence Telephone No. (3)

9. Languages known:

10. Whether residing in Government accommodation : Yes / No

11. Home Town :

12. Marital Status : Married / Unmarried

13. Details of Spouse

Name of spouse (1)	Date of birth (2)	Nationality of spouse (3)	Designation if spouse is working (4)	Name & Address of organization (5)	Telephone number (Office) (6)	Organisation type (7)

14. Details of children:

	Name of children (1)	Sex (2)	Date of birth (3)
(i)			
(ii)			
(iii)			
(iv)			

15. Number of dependent members (other than wife and children):

16. Details of dependent members

	Name of dependent (1)	Sex (2)	Date of birth (3)	Relationship (4)
(i)				
(ii)				

B. QUALIFICATION

Educational Qualification details:

Qualification	Discipline	Specialization	Year of Passing	Institute/ College/ University	Place / City	Country	Remarks
(1)	(2)	(3)	(5)	(6)	(7)	(8)	(9)
12th							
Bachelors							
Masters							
Others							
Others							

Professional Qualification details:

Qualification	Year of Passing	Institute / Organization	Place / City	Country	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

Note: In case of Educational / Professional Qualification over and above those mentioned in the Classified list 2011, you are requested to attach a photo copy of certificate of the Educational/Professional qualification proposed to be added.

C. POSTING DETAILS

1. (A) Present Posting:

Current office of posting (1)	Whether in Cadre / Ex-Cadre (Deputation) (2)	Office Telephone Number (3)	Office Fax Number (4)

(B) Pay details :

Pay Band (1)	Grade Pay (2)	Personal Pay (3)	Current Basic Pay (4)	Date from which Grade Pay being drawn (5)	Remarks (6)

2. Posting History (Since joining ICAS):

Ministry	Posting Period		Designation	Station	Experience (Give brief details)	Remarks
	From	To				
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Add extra sheet if required

D. TRAINING DETAILS

DOMESTIC

Name of Course	Institute Name and Place	Course details or subject covered	Training Period	Certificate / Diploma obtained if any
(1)	(2)	(3)	(4)	(5)

ABROAD

Name of Course	Institute Name and Place	Course details or subject covered	Training Period	Certificate / Diploma obtained if any
(1)	(2)	(3)	(4)	(5)

E. LEAVE DETAILS

Balance of Leave details (As on 01.01.2012) :

Earned Leave (1)	Half Pay Leave (2)	Child Care Leave (3)

Details of Study Leave availed :

From Date (1)	To Date (2)	Institute Name (3)	Course title (4)	Subject covered (5)	Score in % (6)	Certificate/ Diploma obtained (7)

Signature: _____

Name: _____

Note: A recent passport size photograph with white background jpeg format (height and width 50mm) to be sent electronically to groupacga@yahoo.com.