

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,
NEW DELHI.**

No. 936 –Staff (App)-I/01-2024/Vol.I

Dated: 08.05.2025

To

1. All the Heads of Department in IA&AD
2. Director (P)
3. Principal Director (Commercial)

Subject: Filling up the post of Internal Audit Officer in National Productivity Council, New Delhi on deputation basis.

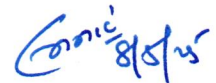
Sir / Madam,

I am directed to forward the vacancy circular issued by National Productivity Council, New Delhi to fill up the post of Internal Audit Officer on deputation basis vide letter No. 4220/Admn/2025-ADMN-HQ NPC dated 11.03.2025 (*copy enclosed*)

2. In this regard, it is requested to kindly recommend the names of eligible officers who are willing and can be spared immediately in the event of their selection for such posts on deputation basis after following the provisions given in Deputation Policy for non-IA&AS Officers for deputation outside IA&AD as circulated vide circular No. 1050-Staff (App)-I/05-2022 dated 28.06.2022. The recommendations accompanied with the necessary documents / certificates (as detailed in the vacancy circular) may kindly be sent to the **Asstt. Comptroller and Auditor General (N)-I latest by 25.05.2025**. Applications received after 25.05.2025 will not be considered under any circumstance.

3. In case of selection, the candidate will not be allowed to withdraw the application. In case of withdrawal of willingness after selection, the candidate will be debarred from applying to the deputation for 03 years from the date of communication of the selection by the borrowing department.

Yours faithfully,



(Sanjay Kumar)

Sr. Administrative Officer (Staff App-I)

Encls:-As above



राष्ट्रीय उत्पादकता परिषद्
उद्योग संवर्धन एवं आंतरिक व्यापार विभाग
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)
उत्पादकता भवन 5-6, इन्स्टीट्यूशनल एरिया,
लोधी रोड, नई दिल्ली - 110 003

NATIONAL PRODUCTIVITY COUNCIL
Department for Promotion of Industry and Internal Trade
(Under Ministry of Commerce & Industry, Govt. of India)
Utpadakta Bhavan, 5-6, Institutional Area,
Lodhi Road, New Delhi - 110 003

विकसित भारत
अभियान
1947 TO 2047

Reminder-II

Comp. File No. 4220/Admn./2025-ADMN HQ NPC

Date:- 11.03.2025

To,

The Comptroller & Auditor General of India,
9, Deen Dayal Upadhyay Marg,
New Delhi-110124

Subject:- Filling up of Internal Audit Officer on deputation basis-regarding.

Sir/Madam,

This has reference to our letter No. 4220/Admn./2025-ADMN HQ NPC dated 12th November 2024 regarding on the above subject. We request to please circulate for a suitable person for the above mentioned post in our last letter.

A copy of our last letter is attached for your kind perusal.

Thanking you,

Yours faithfully,

Amitava Ray
11/3/25

(Amitava Ray)

Director & Group Head (Admin.)

Encl: As above

अमिताभ राय/AMITAVA RAY

निदेशक/Director

समूह प्रमुख (प्रशासन)/Group Head (Administration)

राष्ट्रीय उत्पादकता परिषद्
NATIONAL PRODUCTIVITY COUNCIL
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)
(Under Ministry of Commerce & Industry, Govt. of India)
लोधी रोड, नई दिल्ली/Lodhi Road, New Delhi-110003



AppE

2320827

(PS)



राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)
उत्पादकता भवन 5-6, इन्स्टीट्यूशनल एरिया,
लोदी रोड, नई दिल्ली - 110 003

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

Utpadakta Bhavan, 5-6, Institutional Area,
Lodi Road, New Delhi - 110 003



Comp. File No: 4220/admin-11/1/2024-ADMN HQ NPC

Date: 12th November, 2024

To,
The Comptroller & Auditor General of India,
9, Deen Dayal Upadhyay Marg,
New Delhi- 110124.

Subject: - Filling up of Internal Audit Officer on deputation basis - regarding

Madam/Sir,

The undersigned is directed to say that the National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, GOI and promotes productivity consciousness in the country for sustainable socio-economic development by productivity promotion and dissemination through consultancy, research, and training activities in different sectors of economy.

2. NPC, Head Quarter (HQ), New Delhi proposes to fill up 1 (one) post of Internal Audit Officer on deputation basis. The post is in the Pay Matrix Level 10 of the 7th Central Pay Commission (Rs.56,100 – Rs.1,77,500)on Deputation basis. As per the Recruitment Rules of this Council the post will be filled by deputation as follows:

"Incumbent will be on deputation from Comptroller & Auditor General's Office or nomination by Comptroller & Auditor General from any of the allied offices."

1. In view of the provision in our Recruitment Rules it is requested to inform within 15 days if it will be possible to depute interested and suitable officer/official holding analogous post on regular basis in the parent cadre/department in Level 10 (Rs.56,100 –177,500) or with 5 years regular service in the parent cadre/department in Level 7 (Rs.44,900 –142,400) dealing with Accounts & Audit Function. In case it is possible to depute suitable officer, application in the format placed at Annex- I along with certificate of forwarding Authority in format at Annex-II may be sent to the undersigned as to reach on or before 15 November 2024.

Yours faithfully,

(Amitava Ray)

Group Head (Administration)

Enclosed: - Annexure-I & II.

Annexure - I

Application Form

To:
Group Head (Administration)
National Productivity Council
Utpadakta Bhawan,
5-6 Institutional Area,
Lodhi Road,
New Delhi - 110003

Subject: - Application for appointment to the 1 (one) post of Internal Audit Officer on Deputation.

Sir,

I hereby apply for the post of Internal Audit Officer on Deputation in National Productivity Council, for which applications have been invited vide circular no. ____/____, dated ____ October 2024, and furnish details as under:

2. Post and location applied for: Internal Audit Officer
3. Basic details:

2.1	Name of applicant: (in BLOCK letters)					Recent passport size photograph (to be pasted)				
2.2	Gender:	Male	Female		Third gender					
	Tick as applicable:									
2.3	Date of birth:									
		D	D	M	M	Y	Y	Y	Y	
2.4	Date of superannuation:									
		D	D	M	M	Y	Y	Y	Y	
2.5	Contact details:	(a) Correspondence address:								
		(b) Mobile number:								
		(c) Email: (in BLOCK letters)								

2.6	Education qualification (graduation/diploma level and above):					
	Qualification (degree, diploma, certificate etc.)	Year	Name of university, institution or other qualification-awarding body	Percentage of marks / Grade Point Average	Discipline / branch / specialisation	
2.7	If applicant is a member of an organised service, full name of the service:					
2.8	Details of employment: (in reverse chronological order, for preceding 10 years; enclose a separate self-authenticated sheet, if required)					
	Organisation	Position held	Period (month and year)		Scale of pay	Brief description of nature of duties
			From	To		

2.9	Present post held on:	Regular basis	Deputation basis
	Tick as applicable:		
2.10	If present post is held on regular basis, name of the post, details of the same:	(a) Level/scale of pay:	
		(b) Date of appointment:	
2.11	If present employment is on deputation basis, details of the same:	(a) Date of appointment:	
		(b) Approved period of deputation:	
		(c) Parent organisation:	
2.12	Training/ courses attended:		
2.13	Details of awards, honours, appreciation etc.:		
2.14	Details of application forwarding authority:	(a) Name:	
		(b) Full designation:	
		(c) Full office address:	
		(d) Office telephone number:	

Date:

Place:

Signature of applicant

Certified that the service particulars given by the applicant above have been verified from his/her service records and found to be correct.

Signature with stamp of office of the forwarding authority

Annexure - II

Certificate from forwarding authority
(on the letter head of the organisation)

No. _____

Date: _____

1. Dr/Mr/Ms _____, if selected for appointment on deputation in the Unique Authority of India, will be relieved for a period of _____¹ years.
2. The information furnished by the said officer has been checked against his/her service records and is correct.
3. Integrity of the officer is certified.
4. No vigilance case is either pending or being contemplated against the officer.
5. It is certified that no penalty has been imposed on the officer during the last 10 years.

Or

The details of penalties imposed on the officer during the last 10 years are given in the duly signed and stamped enclosed statement.²

6. Photocopies of ACRs/APARs for the last five years are enclosed herewith, duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or an officer of equivalent rank.

Encls.: as above

Signature

Name:

Designation:

Telephone:

Email:

[Stamp of office]

Date: _____

Place: _____

¹Period for which the officer shall be relieved should not be less than three years. In respect of officers borne on any cadre of services or posts of the Central Government, this confirmation regarding the relieving of the applicant officer in the event he/she or she is selected should be made only with the requisite approval or no objection or "cadre clearance" from the relevant cadre controlling authority. In case no authority is specified as such in respect of the parent organisation, such authority as is competent to approve the relieving of the officer on deputation is to be considered as the cadre controlling authority for the purposes of this circular.

²Please strike out whichever is not applicable.