



No. A. 12034/11/2021-E-III /426

भारत सरकार

Government of India

जल शक्ति मंत्रालय

Ministry of Jal Shakti

जल संसाधन नदी विकास और गंगा संरक्षण विभाग

Department of Water Resources, River Development and Ganga Rejuvenation

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated: 24<sup>th</sup> July, 2025

**C I R C U L A R**

**Subject: Vacancy Circular for 03 (three) Statutory posts of Brahmaputra Board - regarding.**

The Ministry of Jal Shakti (Department of Water Resources, River Development & Ganga Rejuvenation) invites applications for the following positions in the Brahmaputra Board, Guwahati, which is a Statutory Body, under this Department, immediately:

S.No.	Name of Post	Pay Level under 7th Pay Commission	Posts
1	Vice Chairman	L-14 (Rs.144200-218200/-)	1
2	Financial Adviser	L-14 (Rs.144200-218200/-)	1
3	Chief Engineer (Level-II)	L-13A (Rs.131100-216600)	1

2. Details of these posts along with its eligibility criteria for each posts are given in the Annexure-1 to 4 of this Circular.

3. Appointment on deputation basis in respect of a serving Central Government Officer will attract benefits as provided under the Department of Expenditure's O.M. No. 11(2)/97-E.II(B), dated 22.09.1998, O.M. No. 11(6)/2008-E.II(B), dated 02.04.2013 and O.M. No. 28/1/2017-E.II(B), dated 14.08.2018, as amended from time to time.

4. In respect of applicants borne in the Cadre of Central Water Engineering(Group-A) Service of this Department, the period of appointment on deputation basis in the Brahmaputra Board shall be counted as "Field Experience" for consideration of their promotion in the SAG of the same service.

5. All organizations are hereby requested to give wide publicity to this Circular among their officers and nominate eligible and willing officers for consideration of appointment in the aforementioned posts, to **Shri Ravi Ranjan, Room No. 635, Under Secretary, Department of Water Resources, River Development & Ganga**

**Rejuvenation, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001, within 45 days from the date of publication of this advertisement in the Employment News.**

*R Ranjan*

**(Ravi Ranjan)**

**Under Secretary to the Government of India**

**Tel: 23718165**

**To**

- 1. The Secretaries of all Ministries/ Departments of Govt. of India.**
- 2. Chief Secretaries of all State Govts./ UT Administrations.**
- 3. All Organisations under Department of WR,RD&GR.**

## **Annexure-1**

Details of eligibility criteria for the post of Vice Chairman are mentioned below-

### **Post-1: Vice Chairman**

Applications are invited for filling up of the one (01) post of Vice-Chairman in the Level-14 (Rs.1,44,200-2,18,200/-) by deputation (including short-term contract) in the Brahmaputra Board, Guwahati a statutory body setup under an Act of Parliament (46 of 1980) under the administrative control of the Department of Water Resources, River Development & Ganga Rejuvenation.

#### **2. BRIEF JOB RESPONSIBILITIES:**

In the absence of Chairman, the Vice Chairman shall preside over the meetings of the Board. He shall exercise such of those powers and duties of the Chairman as may be delegated to him by the Chairman and also perform such other functions as may be decided by the Chairman.

#### **3. ELIGIBILITY CRITERIA:**

Deputation (including short-term contract) :

**A.** Officers under the Central Government or State Government or public sector undertakings or recognised research institutions or autonomous bodies or statutory organisations:

- (a) (i) holding an analogous post on regular basis in the parent cadre or department; or
- (ii) with two years service rendered after appointment to the post on a regular basis in level- 13 A (Rs.1,31,100-2,16,600/-) in the pay matrix or equivalent; or
- (iii) with three years service rendered after appointment to the post on a regular basis in level-13 (Rs.1,23,100-2,15,900/-) in the pay matrix or equivalent; and

- (b) possessing Degree in Civil Engineering from a recognised University.

#### **Desirable:**

Working experience in the field of Water Resources Management.

#### **B. All India Service officers :**

- (i) holding an analogous post in the Central Government or State Government on regular basis and having working experience in the field of Water Resources Management; or
- (ii) with two years service rendered after appointment to the post on a regular basis in level- 13 A (Rs.1,31,100-2,16,600/-) in the pay matrix or equivalent; or with three years service rendered after appointment to the post on a regular basis in level-13 (Rs. 1,23,100-2,15,900/-) in the pay matrix or equivalent; and having working experience in the field of Water Resources Management.



4. PERIOD OF DEPUTATION:

The period of deputation (including short-term contract) in another ex-cadre post held immediately proceeding this appointment in the same or some other organisation or department of the Central Government or State Governments shall not exceed five years.

5. AGE: The maximum age-limit for appointment by deputation or short term contract appointment shall be not exceeding fifty-eight years as on the closing date of receipt of applications.

6. The cut-off date for determining the qualifying service/experience and age of the candidate for the post will be the last date of receipt of application.

7. Any officer once selected shall not be allowed to withdraw or refuse to join; and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of the issue of the appointment order.

8. The officer selected will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of pay of the deputation post in terms of Department of Personnel & Training O.M. No.6/8/2009-Estt.(Pay II), dated 17.06.2010 (as amended from time to time).

9. Applications with full particulars of the applicant in **Annexure- 4** should reach to Shri Ravi Ranjan, Room No. 635, Under Secretary, Department of Water Resources, RD & GR, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110 001 **within 45 days** from the date of publication of this advertisement in the Employment News. All applications will be treated in strict confidence. Those from Government and Public Sector should apply "Through Proper Channel." Applications without full details as asked for are liable to be rejected.

10. Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied with (i) Bio-data (in quadruplicate) in the Proforma (ii) Photocopies of ACRs/APARs for the last five years duly attested by an officer not below the rank of Under Secretary (iii) Vigilance clearance (iv) Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years (v) Integrity Certificate and (vi) Cadre Clearance. All the requisite information/documents should be as per the proforma in **Annexure- 4**.

1.	Name of Post	:	Vice Chairman, Brahmaputra Board
2.	Number of Posts	:	01 (one)
3.	Classification	:	Group 'A', Non-Ministerial
4.	Pay Band	:	Level-14 (Rs.1,44,200-2,18,200/-)
5.	Grade Pay	:	
6.	Period of deputation	:	The period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-

		cadre post held immediately proceeding this appointment in the same or some other organisation or department of the Central Government or State Governments shall not exceed five years.
7.	Duties and responsibilities of the post	: In the absence of Chairman, the Vice Chairman shall preside over the meetings of the Board. He shall exercise such of those powers and duties of the Chairman as may be delegated to him by the Chairman and also perform such other functions as may be decided by the Chairman.
8.	Pay & Allowances	: The officer selected will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of pay of the deputation post in terms of Department of Personnel & Training O.M. No.6/8/2009-Estt.(Pay II), dated 17.06.2010 (as amended from time to time).
9.	Qualifications, Experiences and Eligibility required for the post	: Deputation (including short-term contract) : <b>A.</b> Officers under the Central Government or State Government or public sector undertakings or recognised research institutions or autonomous bodies or statutory organisations: (a) (i) holding an analogous post on regular basis in the parent cadre or department; or (ii) with two years service rendered after appointment to the post on a regular basis in level- 13 A (Rs.1,31,100-2,16,600/-) in the pay matrix or equivalent; or (iii) with three years service rendered after appointment to the post on a regular basis in level-13 (Rs. 1,23,100-2,15,900/-) in the pay matrix or equivalent;and (b) possessing Degree in Civil Engineering from a recognised University. <b>Desirable:</b> Working experience in the field of Water Resources Management. <b>B.</b> All India Service officers : (i) holding an analogous post in the Central Government or State Government on regular basis and having working experience in the field of Water Resources Management; or



		<p>(ii) with two years service rendered after appointment to the post on a regular basis in level- 13 A (Rs.1,31,100-2,16,600/-) in the pay matrix or equivalent; or with three years service rendered after appointment to the post on a regular basis in level-13 (Rs. 1,23,100-2,15,900/-) in the pay matrix or equivalent; and having working experience in the field of Water Resources Management.</p> <p>Any officer once selected shall not be allowed to withdraw or refuse to join; and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of the issue of the appointment order.</p>
10.	Age	<p>The maximum age-limit for appointment by deputation or short term contract appointment shall be not exceeding fifty-eight years as on the closing date of receipt of applications.</p>

## **Annexure-2**

Details of eligibility criteria for the post of Financial Adviser are mentioned below-

### **Post-2: Financial Adviser**

Applications are invited for filling up of the one (01) post of Financial Adviser in the Level-14 (Rs.1,44,200-2,18,200/-) by deputation (including short-term contract) in the Brahmaputra Board, Guwahati a statutory body setup under an Act of Parliament (46 of 1980) under the administrative control of the Department of Water Resources, River Development & Ganga Rejuvenation.

#### **2. BRIEF JOB RESPONSIBILITIES:**

The Financial Adviser shall be under the administrative control of the Board. He shall advise the Board on all matters relating to revenue and expenditure. He shall have the right to refer to the Board any matter which in his opinion ought to be brought to its notice. He shall be responsible for the maintenance of the accounts of the Board and conduct internal audit of these accounts. He shall also exercise such powers and duties as prescribed in the rule 16 of the subordinate legislation under the Brahmaputra Board Act, 1980.

#### **3. ELIGIBILITY CRITERIA:**

##### **Deputation (including short-term contract):**

Officers in the Central Government or State Governments or Union territory administrations:

(a)(i) holding analogous post on regular basis in the parent cadre or department; or

(ii) holding a post in level-13A in the pay matrix (Rs. 131100-216600) or equivalent with two years regular service, in the grade; or

(iii) holding the post in level-13 in the pay matrix (Rs. 123100-215900) or equivalent with three years regular service, in the grade;  
and

(b) possessing the following educational qualification and experience, namely:- Degree in Commerce or Economics from a recognised University or Institute.

##### **Desirable qualifications:**

(i) Qualified Chartered Accountant or Cost Accountant or Master of Business Administration with specialization in Finance with fifteen years experience in handling corporate accounting and corporate finance matters, in the Central Government or State



Governments or public sector undertakings or statutory or autonomous organizations under the Central Government or a State Government or Union territory administrations.

4. PERIOD OF DEPUTATION:

The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government or State Governments shall ordinarily not exceed five years.

5. AGE: The maximum age-limit for appointment by deputation shall not be exceeding fifty-eight years as on the closing date of receipt of applications.

6. The cut-off date for determining the qualifying service/experience and age of the candidate for the post will be the last date of receipt of application.

7. Any officer once selected shall not be allowed to withdraw or refuse to join; and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of the issue of the appointment order.

8. The officer selected will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of pay of the deputation post in terms of Department of Personnel & Training O.M. No.6/8/2009-Estt.(Pay II), dated 17.06.2010 (as amended from time to time).

9. Applications with full particulars of the applicant in **Annexure- 4** should reach to Shri Ravi Ranjan, Room No. 635, Under Secretary, Department of Water Resources, RD & GR, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110 001 **within 45 days** from the date of publication of this advertisement in the Employment News. All applications will be treated in strict confidence. Those from Government and Public Sector should apply "Through Proper Channel." Applications without full details as asked for are liable to be rejected.

10. Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied with (i) Bio-data (in quadruplicate) in the Proforma (ii) Photocopies of ACRs/APARs for the last five years duly attested by an officer not below the rank of Under Secretary (iii) Vigilance clearance (iv) Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years (v) Integrity Certificate and (vi) Cadre Clearance. All the requisite information/documents should be as per the proforma in **Annexure- 4**.

1.	Name of Post	:	Financial Adviser, Brahmaputra Board
2.	Number of Posts	:	01 (one)
3.	Classification	:	Group 'A', Non-Ministerial
4.	Pay Band	:	Level-14 (Rs.1,44,200-2,18,200/-)
5.	Grade Pay	:	
6.	Period of deputation	:	The period of deputation including period of



		deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government or State Governments shall ordinarily not exceed five years.
7.	Duties and responsibilities of the post	: The Financial Adviser shall be under the administrative control of the Board. He shall advise the Board on all matters relating to revenue and expenditure. He shall have the right to refer to the Board any matter which in his opinion ought to be brought to its notice. He shall be responsible for the maintenance of the accounts of the Board and conduct internal audit of these accounts. He shall also exercise such powers and duties as prescribed in the rule 16 of the subordinate legislation under the Brahmaputra Board Act, 1980.
8.	Pay & Allowances	: The officer selected will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of pay of the deputation post in terms of Department of Personnel & Training O.M. No.6/8/2009-Estt.(Pay II), dated 17.06.2010 (as amended from time to time).
9.	Qualifications, Experiences and Eligibility required for the post	: <b>Deputation (including short-term contract):</b>  Officers in the Central Government or State Governments or Union territory administrations:  (a)(i) holding analogous post on regular basis in the parent cadre or department; or  (ii) holding a post in level-13A in the pay matrix (Rs. 131100-216600) or equivalent with two years regular service, in the grade; or  (iii) holding the post in level-13 in the pay matrix (Rs. 123100-215900) or equivalent with three years regular service, in the grade; and  (b) possessing the following educational qualification and experience, namely:- Degree in Commerce or Economics from a recognised University or Institute.

		<b>Desirable qualifications:</b>  (i) Qualified Chartered Accountant or Cost Accountant or Master of Business Administration with specialization in Finance with fifteen years experience in handling corporate accounting and corporate finance matters, in the Central Government or State Governments or public sector undertakings or statutory or autonomous organizations under the Central Government or a State Government or Union territory administrations.  Any officer once selected shall not be allowed to withdraw or refuse to join; and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of the issue of the appointment order.
10.	Age	The maximum age-limit for appointment by deputation or short term contract shall not be exceeding fifty-eight years as on the closing date of receipt of applications.

### **Annexure-3**

Details of eligibility criteria for the post of Chief Engineer-II are mentioned below-

#### **Post-2: CHIEF ENGINEER (Level-II)**

Applications are invited for filling up the 01 (one) post of Chief Engineer (Level-II) in the Level-13A in the pay matrix (Rs.1,31,100 – 2,16,600/-) by deputation (including short-term contract) in the Brahmaputra Board, Guwahati a statutory body setup under an Act of Parliament (46 of 1980) under the administrative control of the Department of Water Resources, River Development & Ganga Rejuvenation, Ministry of Jal Shakti.

#### **2. BRIEF JOB RESPONSIBILITIES:**

The Chief Engineer-II is the one of the main constituents of Brahmaputra Board, who acts as subordinate to the General Manager, the Chief Executive Authority of the Board. It is a key post responsible for implementation/ execution of all schemes/ works taken up by Brahmaputra Board through the field Circles/ Divisions. The work mainly includes execution of Drainage Development scheme, Anti-erosion schemes, Raised Platforms, Running and maintenance of assets etc. As Chief Engineer-II, he will monitor all works for timely execution without financial over run. He is authority to accord technical sanction of all works to be undertaken under him. He is also the technical head of all works undertaken.



### 3. ELIGIBILITY CRITERIA:

#### **By Deputation (including short-term contract):**

Officers of the Central Government or State Government or Union territory administrations or state electricity boards or public sector undertakings or statutory organisations or autonomous bodies or universities or recognised research institutions:

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) holding the post in level-13 (Rs.1,23,100-2,15,900/-) in the pay matrix with two years regular service in the grade; or
- (iii) holding the post in level-12 (Rs.78,800-2,09,200/-) in the pay matrix with six years regular service in the grade; and
- (b) possessing the Bachelor Degree in Civil Engineering from a recognised University.

#### **Desirable:**

Working experience for three years in the field of Water Resources Management.

Note- The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation (including Short-term contract) basis. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

### 4. PERIOD OF DEPUTATION:

The period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed five years.

### 5. AGE:

The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years, as on the closing date of receipt of applications.

6. The cut-off date for determining the qualifying service/experience and age of the candidate for the post will be the last date of receipt of application.

7. Any officer once selected shall not be allowed to withdraw or refuse to join; and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of the issue of the appointment order.

8. The officer selected will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of pay of the deputation post in terms of Department of Personnel & Training O.M. No.6/8/2009-Estt.(Pay II), dated 17.06.2010 (as amended from time to time).

9. Applications with full particulars of the applicant in **Annexure- 4** should reach to Shri Ravi Ranjan, Room No. 635, Under Secretary, Department of Water Resources, RD & GR, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110 001 **within 45 days** from the date of publication of this advertisement in the Employment News. All applications will be treated in strict confidence. Those from Government and Public Sector should apply "Through Proper Channel." Applications without full details as asked for are liable to be rejected.

10. Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied with (i) Bio-data (in quadruplicate) in the Proforma (ii) Photocopies of ACRs/APARs for the last five years duly attested by an officer not below the rank of Under Secretary (iii) Vigilance clearance (iv) Statement giving details of major or minor penalties imposed on the officer, if any, during the last ten years (v) Integrity Certificate and (vi) Cadre Clearance. All the requisite information/documents should be as per the proforma in **Annexure- 4**.

1.	Name of Post	: Chief Engineer (Level-II), Brahmaputra Board, a statutory body
2.	Number of Posts	: 01 (one)
3.	Classification	: Group 'A', Non-Ministerial
4.	Pay Band	: Level-13A in the pay matrix (Rs.1,31,100 – 2,16,600/-)
5.	Grade Pay	: Level-13A in the pay matrix (Rs.1,31,100 – 2,16,600/-)
6.	Period of deputation	: The period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed five years.
7.	Duties and responsibilities of the post	: The Chief Engineer (Level-II) is the one of the main constituents of Brahmaputra Board, who acts as subordinate to the General Manager, the Chief Executive Authority of the Board. It is a key post responsible for implementation/execution of all schemes/ works taken up by Brahmaputra Board through the field Circles/ Divisions. The work mainly includes execution of Drainage Development scheme, Anti-erosion schemes, Raised Platforms, Running and maintenance of assets etc. As Chief Engineer-II, he will monitor all works for timely execution without financial over run. He is authority to accord technical sanction of all works to be undertaken under him. He is



		also the technical head of all works undertaken.
8.	Pay & Allowances	The officer selected will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of pay of the deputation post in terms of Department of Personnel & Training O.M. No.6/8/2009-Estt.(Pay II), dated 17.06.2010 (as amended from time to time).
9.	Qualifications, Experiences and Eligibility required for the post	<p><b>By Deputation (including short-term contract):</b>  Officers of the Central Government or State Government or Union territory administrations or state electricity boards or public sector undertakings or statutory organisations or autonomous bodies or universities or recognised research institutions:</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or  (ii) holding the post in level-13 (Rs.1,23,100-2,15,900/-) in the pay matrix with two years regular service in the grade; or  (iii) holding the post in level-12 (Rs.78,800-2,09,200/-) in the pay matrix with six years regular service in the grade; and  (b) possessing the Bachelor Degree in Civil Engineering from a recognised University.</p> <p><b>Desirable:</b>  Working experience for three years in the field of Water Resources Management.</p> <p>Note- The departmental officers in the feeder grade who are in direct line of promotion shall not be eligible for consideration for appointment on deputation (including Short-term contract) basis. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Any officer once selected shall not be allowed to withdraw or refuse to join; and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of the issue of the appointment order.</p>

10.	Age	The maximum age-limit for appointment by deputation (including short-term contract) shall be not exceeding fifty-six years, as on the closing date of receipt of applications.
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#### Annexure-4

#### Bio Data Proforma

1. Name and address (in Block Letters) :  
Telephone Number :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central Government Rules:
4. Educational Qualifications:
5. Whether educational and other qualifications required for the posts are satisfied (if any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same)

Qualifications / Experience Required	Qualifications / Experience possessed by the Officer
Essential	
Desirable	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/Institution/organisation	Post held and service / cadre to which it belongs	From	To	Pay in the pay band and classification of post	Nature of duties

8. Nature of present employment, i.e.,
  - i. Ad-hoc basis
  - ii. Regular / on temporary basis
  - iii. Pay in the Pay Band
  - iv. Grade Pay drawn
9. In case the present employment is held on deputation/contract basis, please state:
  - a. The date of initial appointment
  - b. Period of appointment on deputation/contract
  - c. Name of the parent office/organisation to which you belong



10. Additional details about present employment. Please state whether working under:

- a. Central Government
- b. State Government
- c. Autonomous organisation
- d. Government Undertaking
- e. Universities

11. Are you in the Revised Pay Structure? If yes, give the Date from which the revision took place and also Indicate the pre-revised scale

12. Total emoluments per month now drawn:

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

14. Whether belonging to SC/ST

15. Remarks

Signature of the candidate

Date :

It is certified that information furnished by the applicant is verified with his / her service record and found correct.

Countersigned with office seal by the authorized signatory of the parent office

Signature of the Competent Authority

### **VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case or disciplinary proceedings or criminal proceedings is either \_\_\_\_\_ pending \_\_\_\_\_ or \_\_\_\_\_ contemplated \_\_\_\_\_ against Dr./Shri/Smt./Ms. \_\_\_\_\_, who has applied for the post of \_\_\_\_\_ in the \_\_\_\_\_ on deputation basis.

(Authorised signatory)

Name & Office Seal :

Date:

### **NO PENALTY CERTIFICATE**

Certified that no minor/major penalty has been imposed during the last ten years on Dr./Shri/Smt./Ms. \_\_\_\_\_, who has applied for the post of \_\_\_\_\_ in \_\_\_\_\_

the \_\_\_\_\_ on  
deputation basis.

(Authorised signatory)  
Name & Office Seal :  
Date:

**INTEGRITY CERTIFICATE**

After scrutinizing Annual Confidential Report of  
Dr./Shri/Smt./Ms.....,  
who has applied for the post of \_\_\_\_\_ in  
the \_\_\_\_\_ on  
deputation basis, it is certified that his/her integrity is beyond doubt.

(To be signed by an officer of the rank of Deputy Secretary or above)  
Name & Office Seal :  
Date: