

Executive Record Sheet for Indian Cost Accounts Service Officers

1. Name : Smt. Aruna Sethi
 2. Date of Birth : 4th May 1960
 3. Sex (Male/Female) : Female
 4. Place of Domicile : Delhi
 5. Languages
 a) Mother Tongue : Hindi
 b) Indian Languages Known : Hindi, Punjabi (Spoken)
 c) Foreign Languages Known : English
 6. Date of Joining ICoAS & Allotment Year : 6th Dec 1985 & 1985
 7. Category (SC/ST/OBC/UR) : UR
 8. Email Address : arunasethi.icoas@nic.in
 9. Qualification Details

S.No.	Degree/ Diploma	Institution/ University	Main Subject(s)	Year of Passing/ Division
1.	M.Phil in Social Sciences (Awarded by Punjab Univ. after acceptance of dissertation/thesis while undergoing APPPA training at IIPA)	Punjab University	Social Sciences	2005
2.	FICWA-Fellow Member of the Institute of Cost Accountants of India	Institute of Cost Accountants of India	Cost Accounting, Financial Accounting, Financial Management	1984
3.	B.A(Hons) in Economics	Delhi University	Economics	1979

10. Experience Details (Only After Joining the Indian Cost Accounts Service) :

S.No.	Designation	Level/ Grade	Department/ Office	Cadre Post or Deputation Post (Central Staffing or others)	Major Experience	Period (From/To)
1.	Chief Adviser (Cost)	APEX	Min. of Finance, Deptt. of Expenditure, Office of Chief Adviser Cost	Cadre Post	Head of Department in O/o CAC and ICoAS	01-04-2017 till date

2.	Addl. Chief Adviser (Cost)	HAG+	Ministry of Finance, Deptt. of Expenditure, Office of Chief Adviser Cost	Cadre Post	Head of Department in O/o CAC and ICoAS	01-04-2016 to 31-03-2017
3.	Principal Adviser (Cost)	HAG	Ministry of Finance, Deptt. of Expenditure, Office of Chief Adviser Cost	Cadre Post	Head of Department in O/o CAC and ICoAS	01-02-2016 to 31-03-2016
4.	Principal Adviser (Cost)	HAG	Deptt. of Food and Public Distribution	Cadre Post	Finalisation of Procurement Incidentals, rendering professional advice to Policy division in settling final subsidy claims and to Directorate of Sugar in settling various sugar margin cases of various state govts/agencies.	04-09-2016 to 31-01-2016
5.	Adviser (Cost)	SAG	Ministry of Corporate Affairs, Cost Audit Branch	Cadre Post	Dealt with matters falling under sections 209(1)(d) and 233B of Companies Act, 1956 and Sec 148 of Companies Act, 2013. Rendering professional advice to Institute of Cost Accountants of India in Developing Cost Accounting Standards, Guidance Notes, Management Guidelines etc.	02-09-2013 to 04-09-2014
6.	Adviser (Cost)	SAG	Min. of Finance, Deptt. of Expenditure, Office of Chief Adviser Cost	Cadre Post	Advising/Assisting Ministries and Deptts in areas of pricing, cost management and cost reduction, concurrent audit, resolving inter ministerial disputes on pricing and allied issues.	04-07-2008 to 02-09-2013
7	Director (Cost)	NFSG	Ministry of Commerce and Industry, Deptt. of Commerce, Dte General of Anti-Dumping	Cadre Post	Anti Dumping investigations under sections 9A of Customs Tariff Act, 1975 read with section of 9B ibid and the Rules made	30-01-2007 to 04-07-2008

					there under.	
8.	Director (Cost)	NFSG	Ministry of Finance, Deptt. of Expenditure, Office of Chief Adviser Cost	Cadre Post	Advising/Assisting Ministries and Deptts in areas of pricing, cost management and cost reduction, concurrent audit, resolving inter ministerial disputes on pricing and allied issues	26-06-2004 to 31-01-2007
9	Director (Finance)	NFSG (Grant of NFSG w.e.f 06-06-2000)	Ministry of Defence	Deputation – Central Staffing	Safeguarding economy & efficiency of public funds, ensure justification of expenditure, monitoring & vetting of budget estimates, examining procurement proposals, delegation of financial powers, vetting of CCS notes, investment appraisals etc.	20-11-2002 to 27-06-2004 (inc end tenure leave from 04-06-2004 to 25-06-2004 sufficing 26 th and 27 th June)
10.	Deputy Financial Adviser	JAG	Ministry of Defence	Deputation- Central Staffing	Safeguarding economy & efficiency of public funds, ensure justification of expenditure, monitoring & vetting of budget estimates, examining procurement proposals, delegation of financial powers, vetting of CCS notes, investment appraisals etc.	04-06-1999 to 20-11-2002
11.	Joint Director (Cost)	JAG	Tariff Commission	Cadre Post	To conduct cost price studies and arrive at normative pricing. During this period, I was also in- charge of Drug Cell and was involved in recommending formulation prices.	13-07-1995 to 03-06-1999
12.	Deputy Director (Cost)	STS	Ministry of Corporate Affairs, Cost Audit Branch	Cadre Post	Examine Cost Audit Reports, deal with Appointment of Cost Auditors	11-10-1991 to 12-07-1995
13	Deputy Director (Cost)	STS	Bureau of Industrial Costs and Prices	Cadre Post	To Conduct cost price studies and arrive at normative pricing,	02-03-1989 to 11-10-1991

					recommending formulation prices.	
14	Assistant Director (Cost)	JTS	Bureau of Industrial Cost and Prices	Cadre Post	Examine the data furnished by Pharmaceutical companies and, recommend formulation prices.	06-12-1985 to 02-03-1989

11. Training Details (Domestic/Foreign) :

S.No.	Year	Training Name	Institution	City/ Country	Domestic/ Foreign	Duration (In Weeks)
1	1998	Project and Management Development	University of Bradford	Bradford, U.K.	Foreign	12 Weeks
2	2003	Strategic Leadership for Policy	Tata Management Training Centre	Pune, India	Domestic	1 Week
3	2004-05	Advanced Professional Programme in Public Administration	Indian Institute of Public Administration	Delhi, India	Domestic	9 Months
4	2016	Supervise mid-career training for ICoAS Officer	NIFM	Delhi, India	Domestic + Foreign Component	3 Weeks (1 week Domestic + 2 weeks at Seneca College, Canada
5	2017	Supervise mid-career training for ICoAS Officer	NIFM	Delhi, India	Domestic + Foreign Component	3 Weeks (2 week Domestic + 1 weeks at ICPE, Slovenia

12. Awards/Publication Details : Pursued research work and prepared dissertation titled 'Private Sector Participation in Defence Production' and submitted to IIPA/ Punjab University for award of M.Phil degree.

Signature