

Executive Record Sheet for Indian Cost Accounts Service Officers

1. Name : Geeta Chhabra
2. Date of Birth : 06th April 1963
3. Sex (Male/Female) : Female
4. Place of Domicile : New Delhi
5. Languages
a) Mother Tongue : Hindi
b) Indian Languages Known : Hindi, English
c) Foreign Languages Known : Nil
6. Date of Joining ICoAS & Allotment Year : 29th November 1991
7. Category (SC/ST/OBC/UR) : UR
8. Email Address : geetachhabra.icoas@nic.in
9. Qualification Details

S.No.	Degree/ Diploma	Institution/ University	Main Subject(s)	Year of Passing/ Division
1	B.Com	Delhi University	English, Costing, Economics, Commerce & Accounts	1983
2	Chartered Accountant	ICAI, New Delhi	Costing, Accounts, Auditing, Company Law, Financial Management etc.	1986
3	Company Secretary	ICSI, New Delhi	Company Law, Costing, Income Tax, Accounts , Financial Management	1991

10. Experience Details

:

S.No.	Designation	Level/ Grade	Department/ Office	Cadre Post or Deputation Post (Central Staffing or others)	Major Experience	Period (From/To)
1	Assistant Director (Cost)	JTS	Ministry of Chemicals & Petro-Chemicals	Cadre Post	Costing/ Drug Pricing	29.11.1991 to 31.12.1992
2	Assistant Director (Cost)	JTS	BICP, DIPP, Ministry of Commerce & Industry	Cadre Post	Costing/ Drug Pricing	01.01.1993 to 29.11.1996
3	Deputy Director (Cost)	STS	Cost Audit Branch	Cadre Post	Cost Audit	29.11.1996 to 07.01.2004
4	DGM (Finance) & Admin	Dy. Secy Level	MTNL	Deputation	Costing & Finance Functions	08.01.2004 to 30.03.2005
5	Deputy Director (Cost)	STS	Tariff Commission	Cadre Post	Costing & Secretariat Functions	31.03.2005 to 14.07.2006
6	Joint Director (Cost)	JAG	Acquisition Wing, Ministry of Defence	Cadre Post	Costing	14.07.2006 to 05.02.2007
7	Director (Cost & Admin)	JAG	Office of Chief Adviser Cost, Department of Expenditure, Ministry of Finance	Cadre Post	Costing & Cadre Admin	06.02.2007 to 14.10.2013
8	Director (Cost) & Secy-TC	JAG	Tariff Commission	Cadre Post	Costing & Admin	14.10.2013 to 14.01.2015
9	Adviser (Cost)	SAG	CBEC, Department of Revenue	Cadre Post	Costing	14.01.2015 till date

11. Training Details (Domestic/Foreign)

:

S.No.	Year	Training Name	Institution	City/ Country	Domestic/ Foreign	Duration (In Weeks)
1	1996	Project Management	University of Bradford	Bradford, UK	Foreign	12 Weeks

12. Awards/Publication Details :

Signature