



हर काम देश के नाम  
कार्यालय, रक्षा लेखा नियंत्रक, न.1 स्टाफ रोड, सिकंदराबाद - 500 009  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
No.1 STAFF ROAD, SECUNDERABAD-500 009  
TELEPHONE No. 040-27843385, FAX No. 040-27810499



No. AN/1/1004/AAO/ 2022

Date: 19.10.2022

**CIRCULAR**  
(Through Website)

To

1. The CDA, IT&SDC, Secunderabad.
2. The Jt. CDA, I/c PAO (ORs) EME, Secunderabad.
3. The ACDA I/c, AAO (Army), Visakhapatnam.
4. The ACDA, I/c PAO (ORs) AOC, Secunderabad.
5. All Sub-Offices located in Hyderabad/Sec'bad/Tirupati/Suryalanka/Eddumailaram.
6. All AAOs / Staff (Local).

**Sub: Transfer Estt-DAD: Volunteers for AO 47 BRTF (Munsiari) & AO 13 BRTF (Padam).**

**Ref: Hqrs. Office Lr. No. AN-IX/9010/BR/2022, dt. 18.10.2022.**

HQrs Office vide letter cited under reference has called for volunteers amongst AAOs and Sr. Auditors/Auditors/Clerks, who are willing to serve at newly created offices of AO 47 BRTF (Munsiari) & AO 13 BRTF (Padam) under PCDA (BR) Delhi Cantt.,

The AAOs/Sr. Auditors/Auditors/Clerks serving in your Office may be informed accordingly. The Applications from willing / eligible volunteers may be forwarded as per the enclosed proforma -Annexure 'A-1'.

The Applications of the volunteers should reach AN-I Section positively by 01.11.2022 for onward transmission to HQrs office.

'NIL' report is also required.

Encls : Proforma

sd/-  
ACDA (AN)

Copy to :  
The Officer I/c  
IT Section

- for uploading in website.

( K Ramakrishna )  
AO (AN)

**VOLUNTEER APPLICATION**  
(Original copy to be forwarded to HQrs.)

1	<b>ACCOUNT NO</b>					
2	<b>GENDER</b> (Male / Female)					
3	<b>NAME</b>					
4	<b>CATEGORY</b> (GENERAL/OBC/SC/ST/PH)					
5	<b>GRADE</b> (AAO/SO(A)/SAS(App)/SUPERVISOR(A/c)/Sr.AUDITOR/AUDITOR/CLERK/PS/STENO/HT/JHT/DEO/LIBRARIAN/MTS/DRIVER)					
6	<b>DATE OF BIRTH</b> (DD/MM/YYYY)					
7	<b>DATE OF APPOINTMENT (in DAD)</b> (DD/MM/YYYY)					
8	<b>DATE OF PROMOTION</b> (DD/MM/YYYY) (As Group 'C' in r/o Staff & as SO(A) in r/o officers)					
9	<b>ROSTER No.</b> (Mandatory in case of AAO)					
10	<b>Whether appearing in ensuing SAS Part-II</b> (in case of Sr. Auds/Auditors/Clerks/Stenos/DEOs)					
11	<b>HOME TOWN</b> (Specific District as per Service Record & not Village or State)					
	If DAD office not available at Home town, nearest Station to Home town where DAD office is situated					
12	<b>SERVICE PROFILE (In DAD)</b>					
	<b>Name of Office</b>	<b>Organisation</b>	<b>Whether Sensitive Assignment</b> (Yes / No)	<b>Station</b>	<b>From Date</b> (dd/mm/yyyy)	<b>To Date</b> (dd/mm/yyyy)
13	<b>CHOICE STATION</b> (Station (NOT Office) where DAD offices are located and BHUTAN/ PORTBLAIR may not be opted as a separate panel exists for these stations)		First Preference			
			Second Preference			
			Third Preference			

Annexure 'A-1' (contd)

14	Whether <b>EDP</b> trained (Yes/No) (If yes, specify project)			
15	<b>APAR GRADING</b> (Upto two decimal places)	A 2018-19	A 2019-20	A 2020-21
16	<b>Brief Grounds for tranfer:</b>			
<i>Attach latest Medical Certificate (NOT MEDICAL PRESCRIPTION &amp; TEST REPORTS) in respect of medical cases and Service certificate showing Station &amp; Department from the employer in case of spouse.</i>				
17	<b><u>UNDERTAKING</u></b> It is to undertake that the information furnished above are correct.			
18	Date: ___/___/20___	<b>(SIGNATURE OF APPLICANT)</b>		
<b>(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</b>				
<b><u>(To be filled by the Controller's office)</u></b>				
19	<b>GROUND FOR RECOMMENDATION</b> (Hard Tenure Completion, Age, Physically Challenged %, Medical Self, Medical Dependent, Serving Spouse - As per DoPT Guideline, Lady Seeking Repatriation, Home Town, Stay Away)			
20	If Not recommended reason thereof	_____		
21	<b>Whether any disciplinary case is pending against the individual.</b>	_____		
22	Date: ___/___/20___	<b>(SIGNATURE AND SEAL OF GO(AN))</b>		