



कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद - 500009  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
No.1, STAFF ROAD, SECUNDERABAD-500009  
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ई-मेल/Email: secd-ansn-cda@nic.in



No. AN/I/1005/Volunteers/NR/2022

Dated: 03.11.2022

**CIRCULAR**  
**(Through Website Only)**

To

1. The Jt.CDA I/c, PAO(ORs)EME, Sec'bad.
2. The Group Officers (local).
3. The ACDA I/c., PAO (ORs)AOC, Sec'bad
- 4.. The ACDA I/c, AAO(Army) Visakhapatnam.
5. All Sections in Main Office.
6. All sub-offices located at Secunderabad/Hyderabad/Eddumailaram/Suryalanka.

**Subject: Transfer Estt-DAD: Volunteer for Northern Region.**

HQrs Office has called for volunteers amongst **Sr.Advs/Auditors/Clks/MTSs** who have completed minimum 03 years at the present serving station, for posting to centrally controlled stations of Northern Region viz., Bhadarwah, Kargil, Leh, Poonch, Rajouri & Srinagar vide Lr.No. 0600/AN/10/Tenure/2023/Vol.I/volunteers Dated 01.11.2022.

The contents of Hqrs Office letter may be brought to the notice of all concerned and applications from the volunteers may be forwarded in Annexure 'A-1' (copy enclosed). The individuals may be informed that only those who will be having residual service of at least 02 years at the time of posting will be considered for posting to the Northern Region.

HQrs. Office has further directed to intimate that the individuals, who once apply in this Volunteer List, will not be allowed to withdraw during the validity of the panel unless there are pressing medical/personal reasons. Requests for cancellation will not be entertained after issue of transfer orders.

The Applications of the volunteers should reach this office positively by **12-11-2022** for onward transmission to HQrs office.

**NIL report is also required.**

*[Signature]*  
(K. Ramakrishna)  
Accounts Officer (AN)

Copy to:

The IT Section, Local -

For uploading the same in the website.

*[Signature]*

(K. Ramakrishna)  
Accounts Officer (AN)





“हर काम देश के नाम”

रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली छावनी-110010

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665500/54, 25665554 Fax: 011-25674777 email: admnx.cgda@nic.in.web.www.cgda.nic.in



हर काम देश के नाम

No.0600/AN/10/Tenure/2023/Vol.I/Volunteers

Dated: 01.11.2022

To

All PCsDA / PCA (Fys.) / PIFAs / CsDA / IFAs / CsDA (Trg.-Estt.)  
(through CGDA website)

Subject: Transfer Estt. DAD : Volunteers for Northern Region.

Reference:HQrs. office letter No. AN/X/0600/XIX/2009/PF dated 26.10.09.

As per transfer policy of posting to centrally controlled stations of Northern Region viz. Bhadarwah, Kargil, Leh, Poonch, Rajouri & Srinagar, volunteers are called for to facilitate repatriation of individuals posted there. The Competent Authority has decided to invite applications of volunteers amongst Sr.Adrs/Auditors/Clks/MTSs, who have completed minimum 03 years at the present serving station, for posting to the above six centrally controlled stations of Northern Region.

2. In view of the above, details of volunteers in Annexure 'A-1' (copy enclosed) may please be obtained. The officials may also be informed that only those, who will be having a residual service of at least 02 years at the time of posting, will be considered for posting to the Northern Region. In case, the applicant has applied for transfer to some other station through the volunteer list/panel, an endorsement may be made against his name in the remarks column of Annexure 'B-1'.

3. Individuals, who once apply in this Volunteer List will not be allowed to withdraw during the validity of the List unless there are pressing medical/personal reasons. Requests for cancellation will not be entertained after issue of transfer orders.

4. It is, therefore, requested to obtain & forward the application (in original) of all the volunteers in Annexure 'A-1' only along with connected data in Annexure 'B-1' **by 14.11.2022**. Annexure 'B-1' and 'C' containing individual details & service profile may also be forwarded in MS Office Excel through CGDA WAN/E-mail (admnx.cgda@nic.in).  
Nil report is also required.

(साहिल गोयल)

रक्षा लेखा उप महानियंत्रक (प्रशा.)

प्रतिलिपि सेवा में :

(i) प्रशा - वेतन (स्थानीय)

(ii) सूचना प्रौद्योगिकी एवं प्रणाली (स्थानीय) -

उपर्युक्त के अनुसार अपेक्षित कार्रवाई हेतु।

कृपया परिपत्र को कार्यालय की वेबसाइट पर डालें।

(साहिल गोयल)

रक्षा लेखा उप महानियंत्रक (प्रशा.)





14	Whether EDP trained (Yes/No) (if yes, specify project)			
15	APAR GRADING (upto two decimal places)			

16

Brief Grounds for transfer:

*Attach latest Medical Certificate (NOT MEDICAL PRESCRIPTION & TEST REPORTS) in respect of medical cases and Service certificate showing Station & Department from the employer in case of spouse.*

17. **UNDERTAKING**

It is to undertake that the information furnished above are correct.

18 Date: \_\_\_/\_\_\_/20\_\_\_

(SIGNATURE OF APPLICANT)

**(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)**

(To be filled by the Controller's office)

19 **GROUND FOR RECOMMENDATION**

(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 Whether any disciplinary case is pending against the individual.

22 Date: \_\_\_/\_\_\_/20\_\_\_

(SIGNATURE AND SEAL OF GO(AN))