



कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद - 500009  
**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS**  
No.1, STAFF ROAD, SECUNDERABAD-500009  
दूरभाष/TELE: 040-27847957 EX: 315 फैक्स/FAX:040-27810499  
ई-मेल/Email: secd-ansn-cda@nic.in



No. AN/I/1005/2023

Dated: 07.09.2023

**CIRCULAR  
(THROUGH WEB SITE)**

To

1. The CDA , IT&SDC, Sec'bad.
2. The Jt.CDA I/c, PAO(ORs)FME, Sec'bad.
3. The Group Officers (local).
4. The DCDA I/c, AAO(Army) Visakhapatnam.
5. The DCDA I/c, PAO(ORs)AOC, Sec'bad.
6. The IFA 43/44 (ED), Hakimpct.
7. All Sections in Main Office.
8. All sub-offices located at Secunderabad/Hyderabad/Iddumailaram/Suryalanka/Tirupathi.

**Subject :- Transfer Policy.**

**Reference: Hqrs. Office Lr. No.0600/AN-X/Vol. XXII dated 11.08.2023.**

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Hqrs. Office has desired to maintain a database of employees who are suffering from any disability for better examination of transfer requests of affected individuals.

In this regard it is requested to furnish the details of all employees up to Sr. AO level serving in your office, who are suffering from any disability or their dependent family member whose name is recorded in service book. In support of the data, relevant 'Medical Certificate' issued by the appropriate Govt. authority may also be enclosed in respect of each individual. The details and connected documents in respect of concerned employee may please be forwarded to the Main Office by 13/09/2023 for onward transmission to Hqrs. Office.

NIL report is also required.

*Sd/-*  
(M. Subhash Kumar)  
Asst. Controller (AN)

Copy to:

The IT Section, Local - For uploading the same in the website.

*K. Ramakrishna*  
(K. Ramakrishna)  
Sr. Accounts Officer (AN)