



हर काम देश के नाम
कार्यालय, रक्षा लेखा नियंत्रक, नं.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-Staff/2023/Orgn & Stn Srs

Dated: 09.11.2023

To

1. The Jt. CGDA I/c, IT & SDC, Sec'bad.
2. The Jt. CDA I/c, PAO (ORs) EME, Sec'bad.
3. The DCDA I/c, AAO (Army) Vizag.
4. The DCDA I/c, PAO (ORs) AOC, Sec'bad.
5. The All Group Officers (Local).
6. Sub-Offices concerned.

Sub : Transfer Establishment : DAD – AAOs & Staff – Station/Organisation Seniors.

** ** *

Hqrs Office vide Lr. No. AN/IX/9011/Station Seniors/AAOs & Staff, dt. 07.11.2023 has called for the details of Station Seniors / Organisation Seniors in respect of AAOs & Staff [Senior Auditors/Auditors /Clerks] serving under CDA Secunderabad Organisation as per the details mentioned below:

1. Station Seniors (AAOs):- who are completing **three years** at station as on 31.12.2023.
2. Organization Seniors (AAOs):- who are completing **five years** in the Organisation as on 31.12.2023.
3. Station Seniors (Sr. Auditors/Auditors/Clerks):- who are completing **five years** at station as on 31.12.2023.
4. Organization Seniors (Sr. Auditors/Auditors/Clerks):- who are completing **seven years** in the Organization as on 31.12.2023.

Accordingly, the AAOs & Staff members, serving in your Office/Group, who are covered under the above mentioned criteria may be alerted and informed that they may be transferred out by the end of the current academic session and directed to submit their applications in the **Annexure-'A-2'** (copy enclosed) for posting to choice station / exemption etc., if any **in duplicate**. It may also be clarified that they may be transferred to other than their choice station, as per administrative requirement.

The above requisite information/applications may be forwarded to AN-I Section, so as to reach **positively** by **22.11.2023** for onward transmission to Hqrs Office.

Encl: as above.

Sd/-
(M Subhash Kumar)
ACDA (AN)

Copy to :

The Officer I/c, IT Section (local) : for uploading on website please.


(K Ramakrishna)
SAO (AN)

FORMAT TO BE FILLED BY STATION SENIORS
(Original copy to be forwarded to HQrs)

1	ACCOUNT NO					
2	GENDER (Male/Female)					
3	NAME					
4	CATEGORY (Gen/OBC/SC/ST/PH)					
5	GRADE					
6	DATE OF BIRTH (DD/MM/YYYY)					
7	DATE OF APPOINTMENT (In DAD) DD/MM/YYYY					
8	DATE OF PROMOTION (As Group 'C' in r/o Staff & SO(A) in r/o of Officer)					
9	ROSTER No. & CATEGORY (mandatory in case of AAO)					
10	Whether appearing in ensuing SAS Part-II (in case of Staff)					
11	HOME TOWN (Specific District as per Service Record & Not Village or State)					
12	SERVICE PROFILE (IN DAD)					
	Name of Office (mention Sensitive assignment also)	Organisation	Whether on sensitive assign- ment (Yes/No)	Station	From Date dd/mm/yyyy	To Date dd/mm/yyyy
13	CHOICE STATION (Station (NOT Office) where DAD offices are located and BHUTAN/PORT BLAIR may not be opted as a separate panel exists for these stations)			First Preference		
Second Preference						
Third Preference						

14	Whether EDP trained (if yes, specify project)			
15	APAR GRADING	2019-20	2020-21	2021-22
16	BRIEF GROUNDS FOR EXEMPTION (If requesting and as per Transfer policy)			
<i>Attach latest Medical Certificate (NOT MEDICAL PRESCRIPTION)/Relevant certificate in other cases.</i>				
	DETAIL OF CERTIFICATE			
	ISSUING AUTHORITY			
	ISSUE DATE			
	GROUND MENTIONED IN CERTIFICATE			
	NAME MENTIONED IN CERTIFICATE			
	RELATION WITH EMPLOYEE			
	PERIOD OF EXEMPTION REQUESTED			
	PREVIOUS EXEMPTIONS (if any)			
17	UNDERTAKING I hereby certify that the information furnished above are correct Date: _____ (SIGNATURE OF APPLICANT)			
(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)				
(To be filled by the Controller's Office)				
18	RECOMMENDATION (Yes/No)			
19	REASON (if not recommended)			
20	Whether any disciplinary case is pending against the individual			

Date :

SIGNATURE & SEAL OF GO (AN)