



आज़ादी का  
अमृत महोत्सव

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/1/1003/SAO/HS-TS/2023

Date: 28.12.2023

**CIRCULAR**

(Through Website/e-Mail)

To

1. The CDA, IT&SDC, Secunderabad.
2. The Jt. CDA I/c PAO (ORs) EME, Secunderabad.
3. The DCDA I/c, AAO (Army), Visakhapatnam.
4. The Sr. Dy. IFA, IFA Hyd/Sec'bad.
5. The DCDA I/c, PAO (ORs) AOC, Secunderabad.
6. All SAOs in Main Office
7. All Sub-Offices in Sec'bad/Hyderabad/Visakhapatnam.

**Subject :** Transfer Estt: DAD-SAOs Calling for Volunteers amongst SAOs for posting in Offices located at Hard / Tenure Stations.

**Reference :** Hqrs. Office Lr. No. AN/II/2153/HS-TS/Repatriation/2023, dt. 27.12.2023.

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HQrs Office has called for Volunteers from SAOs for posting to Hard / Tenure Stations (complete details of stations, vacancy position & format of volunteer application are enclosed herewith), who fulfill the following criteria:

1. The SAOs who have completed minimum **02** years at the present serving station and currently not under transfer to other station are eligible for posting to the hard/tenure stations.
2. Having a residual service of at least **05** years at the time of posting, will be considered for posting to the hard station.

Further, Hqrs. Office has stated that the Officer posted in Hard/Tenure station on volunteer basis shall preferably be repatriated to their first valid choice station on completion of the requisite Hard/Tenure Station period, however, in the event if it is not administratively feasible to post in first choice station he / she will be posted to second or third choice stations. The efforts will be made to issue order regarding repatriation from Hard/Tenure station 03 months before completion of prescribed tenure.

The tenure would start from the date of joining in the new office of posting. Any deviation from the stipulated period would be exigency and only in exceptional circumstances. The minimum physical stay will be 20 months for 02 years tenure and 10 months for 01 year tenure.

Contd/-

The applicants should apply for specific stations (priority-wise) mentioned in Hqrs. Office letter. The vacancies shown in circular are purely tentative/anticipated and it may be brought to the notice of all concerned that merely applying for the specific station cannot claim as right since posting of Volunteers will be carried out based on the recommendation of the DAPB and as per administratively feasibility. Further, those who have applied for Hard/Tenure Station in AVL are also requested to apply as volunteer afresh in response to this circular.

It is therefore, requested to obtain and forward the applications (in original) of all the volunteers in prescribed proforma as Annexure-A to this Office **latest by 03.01.2024.**


***NIL report is also required.***

  
( M Subhash Kumar )  
ACDA (AN)

**Copy to:-**

The Officer I/c, IT Section

- for uploading the same on website.

  
( K Ramakrishna )  
SAO (AN)

## Proforma for Volunteer applying for Hard/Tenure Stations

(Ref: AN/II/2153/HS-TS Repatriation/2023, dated 27.12.2023)

ALL COLUMNS ARE MANDATORY TO BE FILLED AS APPLICABLE IN BOLD LETTERS

1.	Name & A/C No.			
2.	Date of Birth			
3.	Present Office			
4.	Organisation			
5.	Present Station			
6.	(i) Date of Serving in Present Office			
	(ii) Date of Serving in Present Station			
7.	Whether Enlisted as IT Professional as per HQrs Office Circular dated 14.09.2023			
8.	Whether currently deployed in IT/EDP			
9.	Whether any Disciplinary action is pending or contemplated against the officer			
10.	Detail of Discipline case and penalty if imposed during the service			
11.	APAR Grading of Last 03 Years	<b>2022-23</b>	<b>2021-22</b>	<b>2020-21</b>
12.	Hard/Tenure Choice Station opted as per Vacancy Statement enclosed with the circular.	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
		4 <sup>th</sup>	5 <sup>th</sup>	


13.	<b><u>UNDERTAKING</u></b>
I, Mr/Ms/Miss..... hereby undertake that the information furnished by me above are correct and I am solely responsible for the above mentioned details.	
Date...../...../2023 (Signature of Applicant)	
14.	<p><b><u>To be filled by the Controller's Office:</u></b></p> <p>(i). Whether Recommended or Not (Yes/No)..... If Not reasons thereof.....</p> <p>(ii). Whether information provided as above by the applicant is correct (Yes/No)..... If No specify the same.....</p> <p>(iii). Remarks if Any.....</p> <p>Date...../...../2023 Signature and Seal of GO(AN)</p>

## Hard/Tenure: Vacancy Statement for SAOs

(Authority: CGDA letter No.AN/II/2153/HS-TS/Repatriation/2023, dated 27.12.2023)

S. No	Station	Vacancy
1	AKHNOOR	1
2	BHUJ	1
3	CAR NICOBAR	1.
4	DAPORIJO	1
5	DIGLIPUR	1.
6	DIMAPUR	3
7	FATEHGARH	2
8	GOPALPUR	3
9	HALWARA	2
10	JAISALMER	2
11	JAMNAGAR	2
12	JHAKRI	1
13	JOSHIMATH	2
14	KARGIL	2
15	KARWAR	3
16	KHIRMOO	1
17	KOHIMA	1
18	KUPWARA	1
19	LADDAKH	1
20	LANSDOWNE	2
21	LEH	5
22	MANALI	1
23	PULGAON	1
24	PORBANDAR	5
25	PORT BLAIR	8
26	PUNE(Dehu Road)	2
27	RAJOURI	1
28	RANIKHET	3
29	SAUGOR	1
30	SHIMLA	1
31	SRINAGAR	6
32	SUBATHU	3
33	UDHAMPUR	3
34	UTTARKASHI	1
35	WELLINGTON	4
36	YOL	3

**Note:** The vacancies shown above are purely as tentative and anticipated and actual vacancies will be worked out/decided (as per administrative requirement) at the time of processing of Posting Plan.

  
प्रदीप कुमार / Pradeep Kumar  
वरिष्ठ लेखा अधिकारी / Senior Accounts Officer