


URGENT CIRCULAR

	OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS No.1, STAFF ROAD, SECUNDERABAD-500009	
	TELE: 040-27843385	FAX:040-27817275

NO:AN/I/1005/2016/Volunteers

Date: 16.05.2016

TO

All Sections of Main Office
All Sub Offices under CDA Secunderabad

Sub :- Transfer Estt - DAD - Sr.Aud/Aud/Clks : Bhutan Panel - 2016-17

HQrs has called for volunteers amongst Sr.Aud/Aud/Clerks for posting at Bhutan. While forwarding the names of volunteers, it may be ensured that the following criteria is strictly be kept in view and only those names who fulfill the criteria are forwarded to this office.

- i. Applicants are eligible for only one tenure to Bhutan in the entire service.
- ii. The applicants need to have "Very Good" or above grading in the APARs for the last five years to be eligible empanelment.
- iii. They should not be facing any disciplinary proceedings and they should not have earned any penalty including even a recorded warning at any time in their carrier.
- iv. They Should have completed a period of three years after their last sensitive assignment.
- v. The applicants should be left with minimum three years of service as on 31-03-2016 before superannuation.

Desirable

- Vi Experience of working in DAD office attached with the MES or Boarder Roads Formation.
- Vii Experience of working on Computers.

The report should reach this office positively by 23/05/2016

NIL report is also required.

Sd/-

(B. Bala Jawahar)
Asst. Controller (AN)

Encl: Proforma(Annexure-A)

Copy to:

The EDP Centre Local	For uploading please.
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R. Ch. Sekhri
Sr.Accounts Officer (AN)

VOLUNTEER APPLICATION

1	ACCOUNT NO					
2	GENDER (Male / Female)					
3	NAME					
4	CATEGORY (GENERAL/OBC/SC/ST/PH)					
5	GRADE (AAO/SO(A)/SAS(Appl)/SUPERVISORIA(C)/Sr AUDITOR/AUDITOR/CLERK/PS/STENO/HT/ZHT/)					
6	DATE OF BIRTH (DD/MM/YYYY)					
7	DATE OF APPOINTMENT (in DAD) (DD/MM/YYYY)					
8	DATE OF PROMOTION (DD/MM/YYYY) (As Group 'C' in r/o Staff & as SO(A) in r/o officers)					
9	Whether appearing in ensuing SAS Part-II (In case of Sr. Auds/Auditors/Clerks/Stenos/DEOs)					
10	HOME TOWN If DAD office not available at Home town, nearest Station to Home town where DAD office is situated					
11	SERVICE PROFILE (In DAD)					
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)
12	CHOICE STATION (Station (NOT Office) where DAD	First Preference Second Preference Third Preference	BHUTAN			
13	Whether EDP trained (Yes/No) (If yes, specify project)					
14	APAR GRADING	APAR1	APAR2	APAR3	APAR4	APAR5
15	UNDERTAKING It is to undertake that the information furnished above are correct.					
16	Date: ___/___/20___			(SIGNATURE OF APPLICANT)		
(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)						
(To be filled by the Controller's office)						
17	GROUND FOR RECOMMENDATION					
18	If Not recommended reason thereof					
19	Whether any disciplinary case is pending					
20	Date: ___/___/20___			(SIGNATURE AND SEAL OF GO(AN))		