

BY FAX/ SPEED POST



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
No.1, STAFF ROAD, SECUNDERABAD-500009

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CIRCULAR

No.AN/1/1004/AAOs/Port Blair/2017-18

Date: 20.06.2017

To

- ✓ 1. The Addl CDA I/c, PAO (ORs) EME, Secunderabad
2. The ACDA I/c, PAO (ORs) AOC, Secunderabad
3. The SAO I/c, AAO (Army), Visakhapatnam
4. The RAO (MES), Secunderabad
5. The LAO (A)/(B)/DAD Secunderabad/Hyderabad
6. The AAO AGE (I) AF, Suryalanka
7. The AAO AGE (I) (Fy) Eddumailaram
8. The AAO BSO (N)/(S)/K'bagh
9. All Sections in Main Office

Sub: Posting of volunteers to Port Blair (Panel 2013-14) AAOs.

Hqrs. Office has called for volunteers from amongst AAOs for posting to Port Blair. Names of the AAOs below 56 years, who are willing for posting to Port Blair may be called for and forwarded to this office in the prescribed proforma (enclosed) latest by **30.06.2017** for onward transmission to Hqrs. Office.

It may also be brought to the notice of the volunteers that only those who will have residual service of at least 02 years at the time of selection will be considered for posting to Port Blair and will be repatriated to one of their choice stations on completion of the prescribed tenure.

Volunteers, who once apply for the panel, will not be allowed to withdraw during the validity of volunteer list unless there are compelling medical/personal reasons. Further, requests for cancellation will not be entertained after issue of transfer order.

'Nil' report is also required. This may be accorded '**TOP PRIORITY**'.

Encls : as above

DCDA (AN)

APPLICATION OF VOLUNTEER FOR PORTBLAIR

ANNEXURE - 'A'

~~**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 (GENERAL/OBC/SC/ST/PH)					
5	GRADE (AAO/SO(A)/SAS(App)/SUPERVISOR(A/c)/Sr.AUDITOR/AUDITOR/CLERK)					
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 officer)					
9	ROSTER No. & CATEGORY (Mandatory in case of AAO)					
10	Whether appearing in ensuing SAS Part-II (in case of Sr. Auds/Auditors/Clerks/Stenos/DEOs)					
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 Assignment (Yes / No)	Station	From Date (dd/mm/y yyy)	To Date (dd/mm/y yyy)
13	CHOICE STATION on repatriation (Station (NOT Office) where DAD offices are located and BHUTAN/ PORTBLAIR may not be opted as a separate panel exists for these stations)		First Preference			
			Second Preference			
			Third Preference			

Annexure 'A' (contd)

14	Whether EDP trained (Yes/No) (If yes, specify project)			
15	APAR GRADING (Upto two decimal places)	2012-13	2013-14	2014-15
16	Brief Grounds for transfer:	<p><i>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.</i></p>		
17	UNDERTAKING It is to undertake that the information furnished above are correct.			
18	Date: <u> / 06/2017 </u>	(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: <u> / /2017 </u>	(SIGNATURE AND SEAL OF GO(AN))		