

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/VOLUNTEERS

Dated: 25-08-2015

To

All Sections of Main Office
All Sub Offices under CDA Secunderabad

Sub : Transfer Estt-DAD: Volunteer for Northern Region.

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HQrs have called for volunteers amongst AAOs/Sr.Auds/Auditors/Clerks/MTS who have completed minimum 03 years at the present serving station, for posting to the six centrally controlled stations of Northern Region viz., Bhadarwah, Kargil, Leh, Poonch, Rajouri & Srinagar.

The full service particulars of the volunteers and other details may be forwarded as per the enclosed Annexure 'A-1'. The individuals may be informed that only those who will be having residual service of at least 02 years at the time of selection, will be considered for posting to the Northern Region. In case, the applicant has also applied for transfer to some other station in the volunteer list/panel, an endorsement may be made against his/her name in the list.

Hqrs. Office has further directed to intimate that the individuals, who once apply for the panel, will not be allowed to withdraw during the validity of the panel unless there are pressing medical/personal reasons. Requests for cancellation will not be entertained after issue of transfer order.

The report should reach this office positively by **05-09-2015**.

NIL report is also required.


SR.ACCOUNTS OFFICER (AN)

✓ Copy to:

The EDP Centre, Local

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For uploading the same in the website.


SR.ACCOUNTS OFFICER (AN)

VOLUNTEER APPLICATION
(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/PS/STENO/HT/HTT/DEO/LIBRARIAN/MTS/DRIVER)					
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	ROSTER No. (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)					
	If DAD office not available at Home town, nearest Station to Home town where DAD office is situated					
12	SERVICE PROFILE (In DAD)					
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yyyy) y)	To Date (dd/mm/yyyy) y)
13	CHOICE STATION (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			

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Total 16 Pages

14	Whether EDP trained (Yes/No) (If yes, specify project)	
15	APAR GRADING (Upto two decimal places)	
16	Brief Grounds for tranfer:	
<i>Attach latest MedicalCertificate (NOT MEDICAL PRESCRIPTION & TEST REPORTS) in respect of medical cases and Service certificate showing Station & Department from the employer in case of spouse.</i>		
17	UNDERTAKING It is to undertake that the information furnished above are correct.	
18	Date: ___/___/20___	(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: ___/___/20___	(SIGNATURE AND SEAL OF GO(AN))