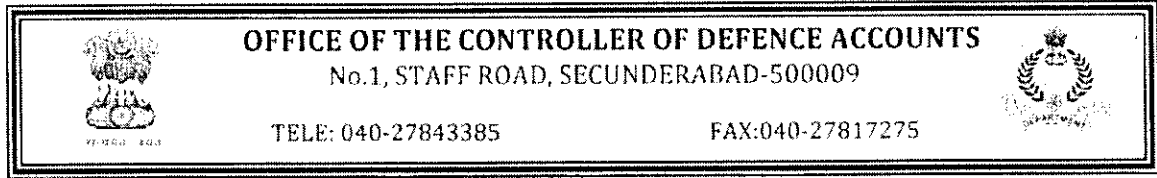


**URGENT CIRCULAR**



NO.AN/I/1005/VOLUNTEERS

Dated: 15 .10.2015

To

All Sections of Main Office  
All Sub Offices under CDA Secunderabad

Sub : Deputation of staff of DAD to Ministry of Defence (Fin) New Delhi.

-000-

HQrs have called for volunteers amongst Sr.Auditors/Auditors for the post of Asstt ( Excluded) in Min of Defence (Fin) New Delhi on deputation basis, who have completed 03 years of service in the grade and earned at least three Very Good reports during the last three years with at least two years stay at the same station.

The full service particulars of the volunteers and other details may be forwarded as per the proforma enclosed. While forwarding the names of volunteers please ensure that the age of all concerned staff volunteers for deputation is not exceeding 56 years of age as on 30-10-2015 and has completed mandatory "Cooling Off" period of 03 years in case the individual has recently served on a deputation post.


The report should reach this office positively by **26 .10.2015**.

**NIL report is also required.**

  
SR.ACCOUNTS OFFICER (AN)

Copy to:

✓ The EDP Centre, Local - For uploading the same in the website.

  
SR.ACCOUNTS OFFICER (AN)

## Application Proforma

1. Name and Grade \_\_\_\_\_
2. Account No. \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Date of appointment \_\_\_\_\_
5. Education qualification \_\_\_\_\_
6. Date of promotion as Auditors/Sr. Auditors \_\_\_\_\_
7. Station/offices served with period in Chronological order \_\_\_\_\_
8. Last three years APAR gradings (i) 2012-13  
(ii) 2013-14  
(iii) 2014-15

Sign of candidate