

CIRCULAR

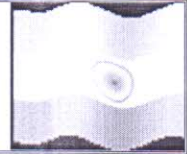


**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS**

No.1, STAFF ROAD, SECUNDERABAD-500009

TELE: 040-27843385

FAX:040-27817275



No.AN/I/1005/Yly -08.2016/Volunteers

Date: 09.06.2016.

TO

The CDA ,IT&SDC, Sec.bad

All Sections of Main Office & all Sub-Offices under CDA Secunderabad

**Sub :- Yearly volunteers for transfer to choice stations / Inter Commands.**

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Hqrs office vide letter No. AN/X/10001/2/2014 dated 21.09.2015 instructed that transfer requests of individuals to their choice stations twice in a year viz. April and October may hence forth be annual exercise instead of Half yearly. Accordingly the transfer requests of individuals to their choice stations may be obtained only once in a year and the report may be sent to Hqrs office latest by 31 August each year. The main purpose is to synchronize transfers with school Academic session as far as possible.

2. Hence the details of volunteers [**Group-B officer & Group C staff**] for the **Year 2016** for transfer to their choice stations / inter command transfers, serving in your office may please be forwarded to this office in duplicate, on the prescribed format enclosed along with necessary declarations so as to reach this office **on or before 11/07/2016**

The volunteers up to the grade of AAOs may please be advised to apply on the prescribed format enclosed **Annexure-A1** and SAO/AO/Asst Director(OL) may please be advised to apply on the prescribed format enclosed in **Page:4**.

3. While forwarding the applications, the following guidelines may be kept in view:-

a) Applications in respect of officers/staff who have not completed two years in the station are not to be entertained/forwarded.

b) The list in respect of staff & officers should be sent separately.

c) New recruits / individuals joined through SSC/IDT, who have not completed 3 years (male) and 2 years (female) in the station are not to be entertained.

d) Individuals requesting for transfer to offices of other command within the same station (including ladies) should be above 55 years of age, the distance between the present office and the office being asked for should not be less than 20 KMs and should have completed 3 years of service in the present office.

4. While sponsoring the names to main office, specific recommendation of the I/c of the Sub-offices may invariably be indicated.

5. Applications received **after 11/07/2016** may not be forwarded.

Sd/-

**(B. Bala Jawahar)**  
**Dy. Controller (AN)**

Encls: As above.

Copy to:

The EDP Centre  
Local

For uploading please.

**(G. Jayasurian Nair)**  
**Sr. Accounts Officer (AN)**

**VOLUNTEER APPLICATION**  
(Original copy to be forwarded to HQrs.)

1	<b>ACCOUNT NO</b>					
2	<b>GENDER (Male / Female)</b>					
3	<b>NAME</b>					
4	<b>CATEGORY (GENERAL/OBC/SC/ST/PH)</b>					
5	<b>GRADE (AAO/SO(A)/SAs(App)/SUPERVISOR(A)/Sr. A/JUDITOR/AUDITOR/CLERK/PS/STENO/HT/INT/DEO/LIBRARIAN/MTS/DRIVER:</b>					
6	<b>DATE OF BIRTH (DD/MM/YYYY)</b>					
7	<b>DATE OF APPOINTMENT (In DAD) (DD/MM/YYYY)</b>					
8	<b>DATE OF PROMOTION (DD/MM/YYYY)</b> (As Group 'C' in r/o Staff & as SO(A) in r/o officers)					
9	<b>ROSTER No.</b> (Mandatory in case of AAO)					
10	<b>Whether appearing in ensuing SAS Part-II</b> (in case of Sr. Auds/Auditors/Clerks/Stenos/DEOs)					
11	<b>HOME TOWN</b> (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	<b>SERVICE PROFILE (In DAD)</b>					
	<b>Name of Office</b>	<b>Organisation</b>	<b>Whether Sensitive Assignment (Yes / No)</b>	<b>Station</b>	<b>From Date (dd/mm/yyyy)</b>	<b>To Date (dd/mm/yyyy)</b>
13	<b>CHOICE STATION</b> (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	<b>APAR GRADING</b> (Upto two decimal places)			
16	<b>Brief Grounds for transfer:</b>			
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.				
17	<b>UNDERTAKING</b> it is to undertake that the information furnished above are correct.			
18	Date: ___/___/20___	(SIGNATURE OF APPLICANT)		
<b>(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</b>				
<b>(To be filled by the Controller's office)</b>				
19	<b>GROUND FOR RECOMMENDATION</b> (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))		

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Proforma for Volunteer List- Sr. AO/AO/SPS/Asst. Director (OL).

Sl No.	Name	Date of Birth	Grade	Account No.	Date of Appointment	Office where serving	Organization	Date of Promotion to AO's grade
1	2	3	4	5	6	7	8	9

Whether EDP trained (Yes/No)	Home town	If DAD office not available at home town, nearest Station to home town where DAD office exist	APAR Gradings of last 3 years	Station Seniority	First Choice Station	Second Choice Station	Third Choice Station	State/Own
10	11	12	13	14	15	16	17	18

Station Served	From Date	To Date	Physically handicapped (Yes/No)	Disciplinary Case pending (Yes/No)	Spouse working (Yes/No)	Grounds for Transfer	Recommendation of PCsDA/CsDA (Reasons for not recommending must be provided)
19	20	21	22	23	24	25	26

- Necessary certificates wherever required may be furnished.
- Station means station where DAD office exist.