

URGENT CIRCULAR



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
NO.1 STAFF ROAD, SECUNDERABAD-500 009
TELEPHONE NO.040-27843385, FAX NO.040-27817275



NO:AN/I/1005/2021/Bhutan- Volunteers

Date: 10.02.2021.

TO

All Sections of Main Office
All Sub Offices under CDA Secunderabad

Subject :- Transfer Estt – DAD – Sr.Aud/Aud/Clks : Bhutan Panel - 2021-22.

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 are strictly be kept in view and only those names who fulfill the criteria may be 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 for empanelment.
- iii. They should not be facing any disciplinary proceedings and should not have earned any penalty including a recorded warning at any time in their career.
- iv. They Should have completed a period of two years after their last sensitive assignment.
- v. The applicants should be left with minimum three years of service as on **31-03-2021** before superannuation.

The report should reach this office positively by **22/02/2021**.

NIL report is also required.

**Sd/-
Asst. Controller (AN)**

Encl: Proforma (Annexure-“A-1”)

Copy to :

The IT Section, Local - For uploading please.

M V. Subrahmanyam
Sr. Accounts Officer (AN)

Annexure "A-1"
VOLUNTEER APPLICATION

1	Account No.					
2	Gender (Male/Female)					
3	Name					
4	Category (General/OBC/SC/ST/PH)					
5	Grade(AAO/SAS(App)/Supervispr(A/Cs)/Sr.Auditor/Auditor/Clerk)					
6	Date of Birth (DD/MM/YYYY)					
7	Date of Appointment (In DAD)(DD/MM/YYYY)				
	AS.....(MTS/Clerk/Auditor/SAS(APP)	As.....				
8	Date of Promotion (DD/MM/YYYY)	As Clerk.....				
	As Clerk.....	As Auditor.....				
	As Auditor.....	As Sr. Auditor.....				
	As Sr. Auditor.....	As AAO.....				
	As AAO.....					
9	Whether appearing in ensuing SAS Part-II (In case of Sr. Aud/Auditor/Clerk)					
10	Home Town (Specific District as per Service Record)					
11	Service Profile (In DAD)					
	Name of Office	Organisation	Whether Sensitive Assignmmt (Yes/No)	Station	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)
12	Choice Station	First Preference	BHUTAN			
		Second Preference				
		Third Preference				
13	Whether EDP trained (yes/No) (If yes, specify project)					
14	APAR Grading	APAR 1(15-16)	APAR2 (16-17)	APAR3 (17-18)	APAR 4(18-19)	APAR 5(19-20)
15	UNDERTAKING					
	It is to undertake that the information furnished above are correct.					
	(SIGNATURE OF APPLICANT)					
16	Date: ___/___/20___					
	(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))						