



हर काम देश के नाम  
कार्यालय, रक्षा लेखा नियंत्रक, न.1 स्टाफ रोड, सिकंदराबाद - 500 009  
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/1003/SAO/AO/HSV/2021

Date: 17.03.2021

**CIRCULAR**  
(Through Website/e-Mail)

To

1. The CDA, IT&SDC, Secunderabad.
2. The DCDA, I/c PAO (ORs) EME, Secunderabad
3. The ACDA, I/c PAO (ORs) AOC, Secunderabad
4. The ACDA I/c, AAO (Army), Visakhapatnam
5. All SAOs/AOs (Local)
6. All SAOs/AOs in Sub-Offices – Through website

**Subject :** Volunteers for BRTF Offices under PCDA (BR) : SAOs / AOs

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HQrs Office has called for Volunteers among SAOs/AOs for posting to different BRTF Offices under PCDA (BR) Delhi Cantt. vide circular No. AN/II/2407/PCDA (BR) Delhi, dt. 15.03.2021, who fulfill the criteria listed as under:

- i. The applicant should have completed minimum 03 years at the present serving station.
- ii. The applicant presently posted in sensitive assignment is not eligible for this posting.
- iii. The applicant should have completed his cooling-off period after his sensitive posting.

The details of the Stations :

Sl. No.	Station	Sl. No.	Station	Sl. No.	Station	Sl. No.	Station
1.	Daporijo	5.	Gangtok	9.	Hanumangarh	13.	Akhnoor
2.	Along	6.	Kalingpong	10.	Jeori	14.	Srinagar
3.	Khirmu	7.	Siliguri	11.	Uttarkashi	15.	Leh
4.	Kohima	8.	Jodhpur	12.	Dharchula	16.	Rajouri

The Officers, who once apply for the panel, will not be allowed to withdraw during the validity of this List unless there are pressing medical/personal reasons and recommended by the CDA under a DO letter clearly bringing out the genuineness of the cases supported with relevant documents/certificates. Further, request for cancellation will not be entertained after issue of transfer order. Names of willing SAOs / AOs may be called for and forwarded in Annexure A-1 (copy enclosed) duly filled in, to the Main Office latest by **22.03.2021**.

NIL report is also required.

*sd/*  
( S VATSALA )  
ACDA (AN)

**Copy to:-**

The Officer I/c, IT Section

- for uploading the same on website

*M.V. Subrahmanyam*  
( M V SUBRAHMANYAM )  
SAO (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</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 Accounts officer & Sr. Accounts Officer)					
9	<b>ROSTER No.</b> (AO/SAO)					
10	<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					
11	<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>
12	<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			

13	Whether EDP trained (Yes/No) (If yes, specify project)		
14	APAR GRADING (Upto two decimal places)		
15	Brief Grounds for transfer:		
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.			
16	<b>UNDERTAKING</b>		
It is to undertake that the information furnished above are correct.			
17	Date: ___/___/20___	(SIGNATURE OF APPLICANT)	
<b>(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</b>			
<b>(To be filled by the Controller's office)</b>			
18	<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)		
19	If Not recommended reason thereof		
20	Whether any disciplinary case is pending against the individual.		
21	Date: ___/___/20___	(SIGNATURE AND SEAL OF GO(AN))	