



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
NO.1 STAFF ROAD, SECUNDERABAD-500 009
TELEPHONE NO.040-27843385, FAX NO.040-27810499



No. AN/I/1004/AAO/2021

Dated: 23.11.2021

CIRCULAR
(Through Website)

To

1. The Group Officers (local)
2. The Jt. CDA I/c, PAO (ORs) EME, Secunderabad
3. The ACDA I/c, PAO (ORs) AOC Secunderabad
4. All sub-offices located at Sec'bad/Hyd/Eddumailaram/Suryalanka /Tirupati
5. All AAOs in Main Office.

Subject: Calling for Volunteers amongst AAOs to Visakhapatnam Station.

Competent Authority has decided to call for volunteers from AAOs grade for posting to various Offices in Visakhapatnam Station. Applications from the willing AAOs may be obtained in the prescribed format enclosed as Annexure-A, and forwarded to Main Office latest by 26.11.2021. AAOs who have not completed minimum tenure at present station may not be forwarded.

Further, it is informed that AAOs, who applied for the posting, will not be allowed to withdraw unless there are compelling medical grounds. Also, requests for cancellation will not be entertained after issue of the transfer order.

sl/
(S VATSALA)
ACDA (AN)

Copy to:

Officer I/c

IT Section (Local) - for uploading the same in CDA Sec'bad website.

M. V. Subrahmanyam
(M V SUBRAHMANYAM)
SAO (AN)

VOLUNTEER APPLICATION

1	Account No.					
2	Gender (Male/Female)					
3	Name					
4	Category (General/OBC/SC/ST/PH)					
5	Grade					
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 and 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 SAs/Auds/Clerks/Stenos/DEOs)					
11	Home Town (Specific District as per Service Record not Village or State)					
12	<u>Service Profile (In DAD)</u>					
	Name of the Office	Organisation	Whether on Sensitive Assignment (Yes/No)	Station	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)

13	Choice Station : Station (Not office) where DAD Offices are located and BHUTAN/PORT BLAIR may not be opted as a separate panel exists for these stations	First Preference	VISAKHAPATNAM	
		Second Preference	-	
		Third Preference	-	
14	Whether EDP trained (if Yes specify project)			
15	APAR Grading	2017-18	2018-19	2019-20
16	Brief Grounds for Transfer:			
<i>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.</i>				
17	<p>UNDERTAKING I hereby certify that the information furnished above are correct.</p> <p>Date: ____/____/2021</p> <p align="right">(SIGNATURE OF APPLICANT)</p> <p align="center">(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</p>			

(To be filled by the Controller' office)

18	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)	
19	REASON (If not recommended)	
20	Whether any disciplinary case is pending against the individual:	
21	<p>Date: ____/____/2021</p> <p align="right">SIGNATURE AND SEAL OF GO (AN)</p>	