

**IMPORTANT CIRCULAR**

**(Through Website)**



**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/2022**

**Date : 16.06.2022**

To

1. The Group Officers (local)
2. The Jt. CDA I/c, PAO (ORs) EME, Secunderabad
3. The ACDA I/c, AAO (Army), Visakhapatnam
4. The ACDA I/c, PAO (ORs) AOC, Secunderabad
5. All sub-offices located at Sec'bad/Hyderabad/Suryalanka/Vizag/Tirupati.
6. All Sections in Main Office.

**Subject:** Transfer Estt DAD – Annual List of Volunteers (Within the Organisation).

**\*\* \*\* \***

HQrs office vide their letter no. 0600/AN-X/Vol,XXI dated 28.03.2014 has circulated transfer policy approved by the Competent Authority to be followed by the CGDA's Office and field PCsDA/CsDA while carrying out transfers of the members of the Department excluding IDAS Officers, from one station to another.

2. The scope of the policy is to ensure transparent transfers of staff to repatriate individuals serving at tenure and difficult stations; to give all members a chance to serve at popular stations of their choice, as far as possible and to shift individuals employed on sensitive assignments after completion of the prescribed tenure.

3. In view of the guidelines enumerated in the HQrs letter mentioned above and AN/X/10050/10/2014 dated 08.08.2014 for transfer to choice stations/Inter commands on yearly volunteers basis, the transfer policy being followed for posting/transfer of **AAOs & staff** of this organisation who have volunteered to their **choice stations within this command** has been reviewed by the Competent Authority. It has been decided to receive such requests at a fixed interval i.e once in a year in the month of JUNE/JULY each year as it would be possible to consider them all together. However, extremely deserving cases can always be sent for consideration independent of the Annual list of Volunteers.

4. Accordingly, the details of volunteers (**AAOs & Staff**) serving in your office/group for the **Year ending 30.06.2022** for transfer to their choice stations **within the organisation** may please be forwarded to this office, in the prescribed format enclosed as **Annexure-A1**, along with the necessary declarations so as to reach this office **on or before 30.06.2022**.

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

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

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- b) The list in respect of staff and AAOs should be sent separately
- c) Applications from 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 accepted.

6. Specific recommendation of the Officer i/c of the Sub-offices may invariably be indicated while sponsoring the names to main office.

7. Further, the volunteers may be informed that the application for transfer to their choice station would be considered subject to availability of vacancy, administrative feasibility and discretion of the Competent Authority ONLY. The Competent Authority will also have the discretion to cancel / withhold the Volunteers List on administrative exigencies at any point of time.

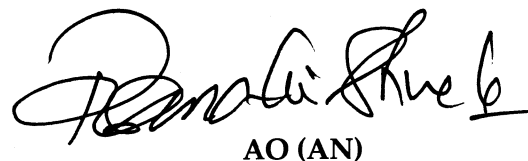
8. Applications received after 30.06.2022 may not be forwarded.

CDA has seen.

sd/-  
ACDA (AN)

Copy to:

The Officer i/c, IT Section (Local) : for uploading

  
AO (AN)

**VOLUNTEER APPLICATION**

1	<b>Account No.</b>					
2	<b>Gender</b> (Male/Female)					
3	<b>Name</b>					
4	<b>Category</b> (General/OBC/SC/ST/PH)					
5	<b>Grade</b>					
6	<b>Date of Birth</b> (dd/mm/yyyy)					
7	<b>Date of Appointment</b> (in DAD) (dd/mm/yyyy)					
8	<b>Date of promotion</b> (dd/mm/yyyy) (As Group "C" in r/o Staff and 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 SAs/Auds/Clerks/Stenos/DEOs)					
11	<b>Home Town</b> (Specific District as per Service Record not Village or State)					
12	<b>Service Profile (In DAD)</b>					
	<b>Name of the Office</b>	<b>Organisation</b>	<b>Whether on 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/PORT BLAIR may not be opted as a separate panel exists for these stations	First Preference		
		Second Preference		
		Third Preference		
14	<b>Whether EDP trained</b> (if Yes specify project)			
15	<b>APAR Grading</b>	2018-19	2019-20	2020-21
16	<b>Brief Grounds for Transfer:</b>			
<i>Attach latest Medical Certificate (NOT MEDICAL PRESCRIPTION &amp; TEST REPORTS) in respect of medical cases and Service certificate showing station &amp; department from the employer in case of spouse.</i>				
17	<p><b><u>UNDERTAKING</u></b> I hereby certify that the information furnished above are correct.</p> <p>Date: ____/____/2022 <span style="float: right;"><b>(SIGNATURE OF APPLICANT)</b></span></p> <p align="center"><b>(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</b></p>			

**( To be filled by the Controller' office )**

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	<b>REASON</b> (If not recommended)	
20	Whether any disciplinary case is pending against the individual:	
21	<p>Date: ____/____/2022 <span style="float: right;"><b>SIGNATURE AND SEAL OF GO (AN)</b></span></p>	