



No. AN/I/1003/SAO/AO/2022

Dated: 16.06.2022

**CIRCULAR**  
**(Through Website)**

To

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

**Subject:** Transfer Estt. DAD -SAOs/AOs- Annual List of Volunteers (Within the Organisation).

HQrs office vide Lr. No. AN/II/2153/2009-AOGE dt. 26.06.2019 & revised circular dated 04.10.2019 has empowered the PCsDA/CsDA/PCA(Fys) to carry out rotation/transfer/posting of SAOs/AOs (including AO GEs/ AO BRTFs) within their command/jurisdiction w.e.f. 01.07.2019.

2. 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.

3. In view of the guidelines enumerated in the HQrs letters mentioned above, it has been decided by the Competent Authority to call for volunteers amongst SAOs/AOs for posting/transfer to their choice station within the CDA Secunderabad jurisdiction.

4. Accordingly, the details of volunteers amongst SAOs/AOs serving in your office/group for transfer to their choice stations **within the organisation** may please be forwarded to this office, in the prescribed format enclosed as **Annexure-A**, along with the necessary declarations so as to reach this office on or before **30.06.2022**. Applications in respect of SAOs/AOs who have not completed two years in the station are not to be entertained/forwarded.

5. 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.

6. 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 in the website.

AO (AN)

**Proforma for Volunteer List – SAOs/AOs**  
**(Within Organisation)**

Name			
Date of Birth (dd/mm/yyyy)			
Grade			
Account No.			
Date of Appointment			
Office where serving			
Date of Promotion to AO's grade			
Whether EDP trained (Yes/No)			
Home Town			
If DAD office not available at Home Town, nearest station to Home Town where DAD office exists			
APAR Gradings of last three years	2018-19	2019-20	2020-21
Station seniority			
Choice station			
State/Own			

Station served	From Date	To Date
Physically Handicapped (Yes/No)		
Disciplinary case pending (Yes/No)		
Spouse Working (Yes/No)		
Grounds for Transfer		

**Date :**

**(SIGNATURE)**