



कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद – 500009
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
No.1, STAFF ROAD, SECUNDERABAD-500009
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ई-मेल/Email: secd-ansn-cda@nic.in



No.AN/I/1005/Staff/Bhutan volunteers/2022-23

Date: 08.07.2022

CIRCULAR
(Through Website)

To

1. The CDA, IT&SDC, Secunderabad.
2. The IFA Secunderabad/Hyderabad.
3. The JCDA I/c, PAO (ORs) EME, Secunderabad.
4. The ACDA I/c, PAO (ORs) AOC, Secunderabad.
5. The ACDA I/c, AAO (Army), Visakhapatnam.
6. The All Sub-offices in Sec'bad/Hyd/Vizag/Suryalanka & Tirupathi.
7. The All sections in Main Office.

Subject: Transfer : DAD Estt. : Sr.Aud./Aud./Clk : Bhutan Panel – 2022-23.

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 is strictly kept in view and only those names who fulfill the criteria may be forwarded to this office.

- i. The 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 **31-08-2022** before superannuation.

The report should reach this office positively by **28.07.2022**.

NIL report is also required.

Asst. Controller (AN)

08.07.22

Encl: Proforma (Annexure-“A-1”)

Copy to :

The IT Section, Local - For uploading please.

Sd/-
(K.Ramakrishna)
Accounts Officer (AN)

“हर काम देश के नाम”



रक्षा लेखा विभाग (र.ले.वि.) मुख्यालय

उलान बटार रोड, पालम, दिल्ली छावनी-110010

DEFENCE ACCOUNTS DEPARTMENT (DAD) HEADQUARTERS
Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665500/54, 25665554 Fax: 011-25674777 email: admnx.cgda@nic.in.web.www.cgda.nic.in



हर काम देश के नाम

सं.प्रशा/10/10098/6/2022/BTN

दिनांक : 07.07.2022

To

All PCsDA / PCA (Fys.) / CsDA

Subject: Transfer: DAD Estt. : Sr. Aud./Aud./Clk : Bhutan Panel – 2022-23.

It has been decided to call for volunteers amongst SAs/Aud./Clks. for posting at Bhutan. It is requested to sponsor the names of volunteers together with their full service profile, indicating the previous service in sensitive assignments, if any, and APAR grading for last five years on the proforma enclosed.

2. While forwarding the names of volunteers, it may be ensured that the following criteria is strictly kept in view and only those names, who fulfill the criteria, are forwarded to HQrs. office:


- (i) The 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 **31.08.2022** before superannuation.

3. **The report should reach this office positively by 01.08.2022.**

4. It is reiterated that the names of volunteers who fulfil the above criteria and proforma duly complete in all respects, should only be forwarded.

5. Nil report is also required.

(Encls: Proforma)


(सतीश कुमार त्रिपाठी)

लेखा अधिकारी (प्रशा.)

Copy to:

- (i) AN-IV Section (local) – For information and necessary action as above.
- (ii) IT&S Section (local) – With request to display the circular on official website.


(सतीश कुमार त्रिपाठी)

लेखा अधिकारी (प्रशा.)

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 Auditor..... As Sr. Auditor..... As AAO.....	As Clerk..... As Auditor..... As Sr. Auditor..... 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 Assignment (Yes/No)	Station	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)

12	Choice Station	First Preference Second Preference Third Preference	BHUTAN
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13	Whether EDP trained (yes/No) (If yes, specify project)	
14	APAR Grading	APAR 1 (16-17) APAR 2 (17-18) APAR 3 (18-19) APAR 4 (19-20) APAR 5 (20-21)

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))