



कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद – 500009 OFFICE  
OF THE CONTROLLER OF DEFENCE ACCOUNTS  
No.1, STAFF ROAD, SECUNDERABAD-500009  
दूरभाष/TELE: 040-27847957 EX: 315 फैक्स/FAX:040-27810499  
ई-मेल/Email: secd-ansn-cda@nic.in



No.AN/I/1005/Yly Volunteers/2022

Date:22/07/2022.

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

To

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

**Subject :- Yearly volunteers for transfer to choice stations / Inter Commands - 2022-23.**

1. The details of volunteers [**Group 'B' officers & Group 'B' & 'C' staff**] for the **Year ending 31.08.2022** for transfer to their choice stations / inter command transfers, serving in your office may please be forwarded to this office in **duplicate** in the prescribed format enclosed along with necessary declarations so as to reach this office **on or before 16.08.2022**.

2. The volunteers up to the grade of AAOs may please be advised to apply in the prescribed format **Annexure-A** which is enclosed herewith.

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

- a) Applications in respect of officers/staff who have not completed two years in the station are not to be entertained / forwarded.
- d) 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 entertained.
- e) Newly promoted AAO will have to serve for 3 years at their allotted place of posting.
- d) The list in respect of staff & officers should be sent separately.

4. Specific recommendation of the I/c of the Sub-offices may invariably be indicated while sponsoring the names to Main Office.

5. Applications received after **16/08/2022** may not be forwarded.

( S. VATSALA )  
Asst. Controller (AN)

Encls: As above.

Copy to:

The IT Section, Local:- For uploading in the website please.

(K. Ramakrishna)  
Accounts Officer (AN)

**VOLUNTEER APPLICATION**

(To be submitted to Main Office in Duplicate)

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 & 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's 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>	