



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: 05/08/2022.

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 AOs/SAOs in Main Office.
6. All sub-offices located at: Secunderabad/Hyderabad/Eddumailaram.

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

1. The details of volunteers [AOs/SAOs] 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 19.08.2022**.
2. The volunteers may please be advised to apply in the prescribed format **Annexure-B** which is enclosed herewith.
3. Applications in respect of the officers, who have not completed two years in the station, are not to be entertained / forwarded.
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 **19/08/2022** may not be forwarded.

Jt. Controller (AN)

Encls: As above.

Copy to:

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

sdl-
(K. Ramakrishna)
Accounts Officer (AN)

Proforma for Volunteer List – SAOs/AOs

Name			
Date of Birth (dd/mm/yyyy)			
Grade			
Account No.			
Date of Appointment			
Office where serving			
Organisation			
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			
First Choice station			
Second Choice station			
Third 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)