



हर काम देश के नाम

कार्यालय, रक्षा लेखा नियंत्रक, नं 1, स्टाफ रोड, सिकंदराबाद - 500 009
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/1144/Misc

Date : 14.05.2024

CIRCULAR
(Through Website/e-Mail)

To

1. The Officer I/c, IT&SDC, Secunderabad.
2. The Addl. CDA I/c, PAO (ORs) EME, Sec'bad.
3. The DCDA I/c, PAO (ORs) AOC, Sec'bad.
4. The Dy. IFA I/c, IFA 43/44 ED (AF) Hakimpet.
5. The Dy. IFA, IFA (Hyderaba/Sec'bad).
6. The ACDA I/c, AAO (Army), Vizag.
7. All the Group Officers in Main Office.
8. All SAOs in Main Office.
9. All Sub-Offices located at Sec'bad/Hyd'bad/Vizag/Suryalanka.

Sub : Calling for volunteers amongst SAOs for posting in Hqrs Office, Delhi Cantt.,

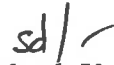
Ref : Hqrs. Office Lr. No. AN/II/2153/Volunteers-HQrs/2024, dt. 10.05.2024.

** ** *

Hqrs Office vide letter cited under reference has called for volunteers amongst SAOs for posting in Hqrs Office interm of Para 3.1 (a) of the Transfer/Posting Policy of SAO notified vide Hqrs Office letter No. AN/II/Transfer Policy/SAO/2024, dt. 31.01.2024. It is also mentioned by the Hqrs. Office that the SAOs on selection for posting to Hqrs. Office will be entitled for the specific benefit as mentioned Para 3.2 (i) & (iii) of the ibid Transfer Policy dated 31.01.2024.

2. It is therefore, requested to give vide publicity to this Circular and forward names of the willing SAOs from your office(s) for posting in Hqrs. Office along with the prescribed format (annexure-I) to this Office latest by 17.05.2024 for onward transmission to Hqrs. Office.

3. **NIL Report is also required.**


(M Subhash Kumar)
ACDA (AN)

Copy to:

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


(K Ramakrishna)
SAO (AN)

ANNEXURE-I

Proforma for Volunteers of SAOs for posting in HQrs Office, Delhi

(Authority: HQrs Office letter No. AN/II/2153/Volunteers-HQrs/2024, dated 10.05.2024)

1	Account No.				
2	Name				
3	Gender (Male/Female)				
4	Grade				
5	Date of Birth				
6	Date of Appointment in DAD				
7	Educational Qualification				
8	Date of Retirement				
9	The Initial Post on which appointed in DAD				
10	Details of promotions if earned in the Department so far with date				
11	Service Profile (In DAD)				
	Name of the Office in which posted	Station	Organization	From	To
(i)					
(ii)					
(iii)					
(iv)					
12	Please state the areas of expertise in terms of Para 3.1 (a) (ii) of HQrs Office Transfer Policy on SAOs No. AN/II/2153/Transfer Policy/SAO/2024 dated 31.01.2024				
13	The Final Grading of APARs of last 03 years and also enclosed certified copies thereof				
(i)	2022-23				
(ii)	2021-22				
(iii)	2020-21				
14	Details of penalty/penalties, if any, imposed during the last 10 years				
15	Achievements (Please indicate information with regard to the following duly supported with documentary proofs)				
(i)	Award				
(ii)	Office Appreciations/Commendations				
(iii)	Other special achievements, if any				
The information/details provided by the officer in the above Proforma have been verified from the records available in the office and found correct.		Group Officer (Admin) Name and Signature of the candidate			