सं./No. AN/I/1143/Misc. Corr.,   दिनांक/Date : 20.03.2025

परिपत्र/CIRCULAR
(वेबसाइट/ ई-मेल के माध्यम से /Through Web Site/e-Mail)

सेवा में /To
1. र.ले.नि. आई टी एस डी सी, सिकंदराबाद/ The CDA, IT&SDC, Sec'bad.
2. प्रभारी र.ले.सं.नि., वे.ले.का.(अ.श्रे.), ई.एम.ई, सिकंदराबाद/The Jt.CDA I/c, PAO(ORs)EME, Sec'bad.
3. समूह अधिकारीगण (स्थानीय)/The Group Officers (Local).
4. प्रभारी र.ले.उ.नि.वे.ले.का.(अ.श्रे.),से.आ.को, सिकंदराबादThe DCDA I/c, PAO(ORs)AOC, Sec'bad.
5. प्रभारी र.ले.स.नि., क्षे.ले.का.(थलसेना),विशाखापट्टणम/The ACDA I/c, AAO(Army) Visakhapatnam.
6. आई एफ ए 43/44 (ई डी), हकीमपेट/The IFA 43/44 (ED), Hakimpet.
7. मुख्य कार्यालय के सभी अनुभाग/All Sections in Main Office.
8. सिकंदराबाद/हैदराबाद/सूर्यलंका/तिरुपति में स्थित सभी उप- कार्यालय/All sub-offices located at Secunderabad/Hyderabad/Suryalanka/Tirupathi.

विषयः	मुख्यालय कार्यालय द्वारा अधिसूचित दिनांक 14/09/2023 की पत्र सं.AN/II/2153/Trf Policy/2023 र.ले.वि.में आई.टी. कार्मिकों के प्रबंधन के लिए नीति के अनुसार विभिन्न आई टी कार्य में तैनात के लिए व.ले.अ,स.ले.अ.तथा कर्मचारियों से स्वयंसेवकों के लिए बुलाना ।
Sub :	**Calling for Volunteers from SAOs, AAOs and Staff for posting in various IT Roles as per Policy for management of IT Personnel in DAD notified vide Hqrs Office Lr. No. AN/II/ 2153/Trf Policy/2023, dt. 14.09.2023**

संदर्भ /Ref: Hqrs. Office Lr. No.AN/II/2153/IT Policy/Volunteers/2025, dated 19.03.2025.

** ** **

कृपया उपरोक्त विषय पर मुख्यालय कार्यालय का संलग्न पत्र देखें । अपने पत्र के माध्यम से मुख्यालय कार्यालय ने मुख्यालय कार्यालय में विभिन्न आई.टी कार्य के लिए व.ले.अ,स.ले.अ.तथा कर्मचारियों में से स्वयं सेवकों को बुलाया है, जिन्होंने पहले आई टी में काम किया है / आई टी अनुभव के साथ काम किया है ।

Please find enclosed herewith HQrs. Office letter on the subject cited above. Hqrs. Office vide their letter has called for volunteers amongst SAOs, AAOs and Staff,who have previously worked in IT/with IT experience for different IT roles in HQrs. Office.

अतः अनुरोध है कि कृपया इच्छुक व.ले.अ,स.ले.अ.तथा कर्मचारियों से निर्धारित प्रारूप में अनुलग्नक-1 (इस परिपत्र के साथ संलग्न) में इसका विवरण प्राप्त कर इस कार्यालय को दिनांक 24/03/2025 को अपराह्न 3 बजे तक प्रेषित किया जाए ताकि उसे मुख्यालय कार्यालय को भेजा जा सके ।

It is therefore, requested that the details of the same may please be obtained from willing SAOs, AAOs & Staff in the prescribed format as Annexure-I [enclosed with this circular] and forwarded to this Office latest by 3PM on 24.03.2025 for onward transmission to Hqrs. Office.

शून्य रिपोर्ट भी भेजना आवश्यक है I/ NIL report is also required.

संलग्न/Encl: उपरोक्तानुसार/As above.

<div align="right">
हस्ता/-
(निखिल दुबे, भा.र.ले.से)
उप नियंत्रक(प्रशा)
</div>

प्रति सेवा में /Copy to:
आई टी अनुभाग,स्थानीय/The IT Section,Local-इसे वेबसाइट पर अपलोड करने हेतु /For uploading the same in website

<div align="right">
(पी. राम किशोर)
वरिष्ठ लेखा अधिकारी (प्रशा)
</div>

Performa for volunteers for various IT Roles in the DAD

(Authority: CGDA letter No. AN/II/2153/IT Policy/Volunteers/2025, dated 14.03.2025)

Sl. No.	Details particulars	
1.	Name	
2.	Designation and A/c No.	
3.	Qualification	
4.	Present office and Organization	
5.	Role Opted for (please choose from the following roles) (Developer/Programmer, Operator & Maintainer, System Administrator/Data Analyst/Network Analyst, Cyber Specialist/Security Audit Specialist and Document Writer)	
6.	Whether presently deployed in any IT project/task	
(i)	If yes, please give brief details thereof with the specific role assigned in the said project/task (i.e as Developer/Programmer, Operator & Maintainer, System Administrator/Data Analyst/Network Analyst, Cyber Specialist/Security Audit Specialist and Document Writer)	
(ii)	Period from which deployed	
7.	Whether deployed in any IT projects/tasks in the past	
(i)	If yes, please give period with the specific role assigned in the said projects/tasks (i.e as Developer/Programmer or as Operator/ Maintainer)	
(ii)	Period of deployment	
8.	If Developer/Programmer, please state the followings	
(i)	Area of expertise in the programming viz Data Base/System Architecture (web based technology or JZEE or Framework etc)/Language/JAVA/PHP/COBOL etc	
(ii)	How the expertise acquired viz through formal training given by the department OR by outside agency OR by self learning	
9.	If applied as Operator & Maintainer, System Administrator/Data Analyst/Network Analyst, Cyber Specialist/Security Audit Specialist and Document Writer please state the followings	
(i)	How the expertise/knowledge acquired i.e through formal training given by the department, or by outside agency, or by self learning	
(ii)	In case of no past experience but having inclination to serve in IT field then please mentioned in brief the reasons/motivation for the same (preferably in a separate sheet)	

10	Training Provided:			
	Imparted by	**Subject**	**Year**	**Duration**
	CGDA			
	PCDA/CDA			
	Other			

Signature of the official

It is certified that the above information furnished by the official have been duly verified from the record available in the office and found correct. Accordingly, the official is recommended by the PCDA/CDA for posting as IT Professional in DAD.

Group Officer (Admin)
With office Seal