



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/1004/1005/AAOs & Staff/2025

Date : 04.04.2025

**CIRCULAR**  
**(Through Website/e-Mail)**

To

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

Subject : Calling for volunteers amongst AAOs and Staff for posting in Hqrs. Office, Delhi Cantt.,

Reference : Hqrs. Office Lr. No. AN/IX/9010/HQrs Office/2025, dt. 03.04.2025.

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Hqrs. Office vide letter cited under reference has called for volunteers amongst AAOs and Staff for posting in HQrs Office, Delhi Cantt., in terms of the Transfer-Posting Policy for HQrs. Office issued vide letters dated 20.04.2023 & 04.07.2023. In addition to the guidelines mentioned in Transfer & Posting Policy for posting in Hqrs. Office, the minimum 02 years stay in present station is mandatory for applying as volunteer for the posting.

It is therefore requested to give wide publicity to this Circular and forward the applications (in the enclosed proforma [Annexure-I]) from willing AAOs and Staff from your Office(s) to AN-I Section of Main Office latest by **3 PM – 09.04.2025** for onward transmission to Hqrs. Office. Applications received after the due date/time will not be considered.

Encl: As above.

*sd/-*  
( Nikhil Dubey, IDAS )  
DCDA (AN)

Copy to

The Officer I/c - for uploading the same in CDA Sec'bad website.  
IT Section (Local)

*P Rama Kishore*  
( P Rama Kishore )  
SAO (AN)

**Proforma for volunteers of AAOs & Staff for posting in HQrs Office, Delhi**  
(Authority- HQrs Office letter No. AN/IX/9010/HQrs Office/2025 dated 03.04.2025)

1	Account Number					
2	Name					
3	Gender (Male/Female)					
4	Grade					
5	Date of Birth					
6	Date of Appointment in DAD					
7	Education 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	Organisation	From	To	Brief description of duties performed and experience acquired during the tenures.
(i)						
(ii)						
(iii)						
(iv)						
12	Please state the area of Expertise in terms of HQrs Office Circular no.					
13	The final Grading of APARs of Last 03 years and also enclosed certified copies thereof.					
(i)	2023-24					
(ii)	2022-23					
(iii)	2021-22					
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 documentry proofs)					
(i)	Award					
(ii)	Office Appreciations/Commendations					
(iii)	Other Special achievements if any					

The information/details provided by the official in the above/Proforma have been verified from the records available in the office and found correct.

It is certified that the information/details provided by me in the above Proforma are correct and true to the best of my knowledge.

Group Officer (AN)

Name & Signature of the Candidate