



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/1003/1005/Yly Volunteers/2025

Date:23.07.2025.

CIRCULAR

To

1. IFA (Army) Secunderabad.
2. The CDA, IT&SDC, Sec'bad.
3. The Jt.CDA I/c, PAO (ORs) AOC, Sec'bad
4. The Officer I/c, PAO (ORs) EME, Sec'bad.
5. The Group Officers (local).
6. The ACDA I/c, AAO (Army) Visakhapatnam.
7. IFA 43/44 ED, Hakimpet.
8. All Sections in Main Office.
9. All sub-offices under CDA Secunderabad.

Subject :- Transfer Establishment : DAD – AVL-2025- reg.

Reference: HQrs. Office Lr. No.AN/X/10050/AVL/10-2025 dated 14-07-2025

The details of volunteers [AAOs/Staff] for the Year ending **31.07.2025** for transfer to their choice stations/inter command transfers, serving in your office/section may please be forwarded to this office in the prescribed format enclosed along with necessary declarations so as to reach this office **on or before 14.08.2025**.

2. The volunteers up to the grade of AAOs may please be advised to apply in the prescribed format (**Annexure-A-1**) 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.
 - b) 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.
 - c) 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 In-charge of the Sub-offices may invariably be indicated while sponsoring the names to Main Office.
5. Applications received after **14.08.2025** may not be forwarded.

(Nikhil Dubey, IDAS)
Dy.Controller (AN)

Encl: Annexure-A-1

VOLUNTEER APPLICATION
(Original copy to be forwarded to HQrs.)

1	ACCOUNT NO					
2	GENDER (Male / Female)					
3	NAME					
4	CATEGORY (GENERAL/OBC/SC/ST/PH)					
5	GRADE (AAO/SO(A)/SAS(App)/SUPERVISOR(A/C)/Sr. AUDITOR/AUDITOR/CLERK/PS/STENO/HT/IHT/DEO/LIBRARIAN/MTS/DRIVER)					
6	DATE OF BIRTH (DD/MM/YYYY)					
7	DATE OF APPOINTMENT (In DAD) (DD/MM/YYYY)					
8	DATE OF PROMOTION (DD/MM/YYYY) (As Group 'C' in r/o Staff & as SO(A) in r/o officers)					
9	ROSTER No. (Mandatory in case of AAO)					
10	Whether appearing in ensuing SAS Part-II (In case of Sr. Auds/Auditors/Clerks/Stenos/DEOs)					
11	HOME TOWN (Specific District as per Service Record & not Village or State) If DAD office not available at Home town, nearest Station to Home town where DAD office is situated					
12	SERVICE PROFILE (In DAD)					
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)
13	CHOICE STATION (Station (NOT Office) where DAD offices are located and BHUTAN/ PORTBLAIR may not be opted as a separate panel exists for these stations)		First Preference			
Second Preference						
Third Preference						

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Total 16 Pages

