

## कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद – 500009

ई-मेल/Email: secd-ansn-cda@nic.in

## OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS No.1, STAFF ROAD, SECUNDERABAD-500009

दूरभाष/TELE: 040-27847957 EX: 315

फैक्स/FAX:040-27810499



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.
- 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.

- The volunteers up to the grade of AAOs may please be advised to apply in the prescribed 2. format (Annexure-A-1) which is enclosed herewith.
- While forwarding the applications, the following guidelines may be kept in view:-3.
  - 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.
- 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.

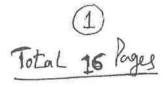
Dv.Controller (AN)

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 (AAD/SO(A)/SAS(AGDI/SUPERVISION(A/KYS/AUDITOR/AUDITOR/CLERK/PS/STENO/HT/IHT/ DEO/LIBRARIAN/MTS/DRIVER)					
6	ATE OF BIRTH (DD/MM/YYYY)					
7	ATE 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 5r. Auds/Auditors/Clerks/Stenos/DEOs)					
11	HOME TOWN (Specific District as per Service Record & not Village or State)				ALC: N	
	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		To Date (dd/mm/yyy y)
					-	
						"-
13	CHOICE STATION Station (NOT Office)where DAD offices					
	are located and BHUTAN/ PORTBLAIR	Second Preference				
	may not be opted as a separate panel exists for these stations)					



14	Whether EDP trained (Yes/No) (If yes, specify project)					
15	APAR GRADING (Upto two decimal places)	APARI	nents2	What		
16	Brief Grounds for tranfer:		2			
*	Attach latest MedicalCertificate (NOT MEDICAL PRESCRIPTION & TEST REPORT: certificate showing Station & Department from the employer in case of spouse.		edical cases	and Service		
17	UNDERTAKING					
	It is to undertake that the information furnished above are correct.					
18	Date://20	(SIGNATURE	OF APPLICA	ANT)		
	(ALL COLUMNS ARE MANDATORY AS PER APPLICA	ABILITY)				
19	(To be filled by the Controller's office) GROUND FOR RECOMMENDATION (Hard Tenure Completion, Age, Physically Challenged %, Medical Self, Medical Dependent, Serving Spouse - As per DoPT Guideline, Lady Seeking Repatriation, Home Town, Stay Away)					
20	If Not recommended reason thereof					
21	Whether any disciplinary case is pending against the Individual.					
22	te://20 (SIGNATURE AND SEAL OF GO(AN))					

