



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
NO.1 STAFF ROAD, SECUNDERABAD-500 009
TELEPHONE NO.040-27843385, FAX NO.040-27817275



No.AN/I/1005/Yly Volunteers /2020

Dated: 29.07.2020

CIRCULAR
(Through Website)

To

1. The Group Officers (local).
2. The DCDA I/c, PAO(ORs)EME, Sec'bad.
3. The DCDA I/c, AAO(Army) Visakhapatnam.
4. The ACDA I/c, PAO(ORs)AOC, Sec'bad.
5. All Sections in Main Office.
6. All sub-offices located at Secunderabad/Hyderabad/Eddumailaram/Suryalanka.

Subject :- Yearly volunteers for transfer to choice stations / Inter Commands - 2020-21.

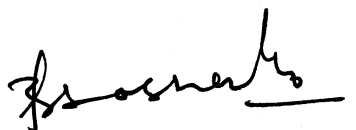
1. The details of volunteers [**Group-B officer & Group C staff**] for the **Year ending 31.08.2020** for transfer to their choice stations / inter command transfers, serving in your office may please be forwarded to this office in **duplicate** in the prescribed format enclosed along with necessary declarations so as to reach this office **on or before 14.08.2020**.
2. The volunteers up to the grade of AAOs may please be advised to apply in the prescribed format **Annexure-A** and SAOs/AOs in **Annexure-B** which are 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 I/c of the Sub-offices may invariably be indicated while sponsoring the names to Main Office.
5. Applications received after **14/08/2020** may not be forwarded.

Sd/-
(S. VATSALA)
Asst. Controller (AN)

Encls: As above.

Copy to:

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


Accounts Officer (AN)

VOLUNTEER APPLICATION

(To be submitted to Main Office in Duplicate)

1	Account No.					
2	Gender (Male/Female)					
3	Name					
4	Category (General/OBC/SC/ST/PH)					
5	Grade					
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 & 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 SAs/Auds/Clerks/Stenos/DEOs)					
11	Home Town (Specific District as per Service Record not Village or State)					
12	<u>Service Profile (In DAD)</u>					
	Name of the Office	Organisation	Whether on 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/PORT BLAIR may not be opted as a separate panel exists for these stations	First Preference	
		Second Preference	
		Third Preference	
14	Whether EDP trained (if Yes specify project)		
15	APAR Grading	2016-17	2017-18 2018-19
16	Brief Grounds for Transfer:		
	<i>Attach latest Medical Certificate (NOT MEDICAL PRESCRIPTION & TEST REPORTS) in respect of medical cases and Service certificate showing station & department from the employer in case of spouse.</i>		
17	<p>UNDERTAKING I hereby certify that the information furnished above are correct.</p> <p>Date: ____/____/2020 (SIGNATURE OF APPLICANT)</p> <p align="center">(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</p>		

(To be filled by the Controller's office)

18	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)	
19	REASON (If not recommended)	
20	Whether any disciplinary case is pending against the individual:	
21	<p>Date: ____/____/2020 SIGNATURE AND SEAL OF GO (AN)</p>	

Proforma for Volunteer List – SAOs/AOs

Name			
Date of Birth (dd/mm/yyyy)			
Grade			
Account No.			
Date of Appointment			
Office where serving			
Organisation			
Date of Promotion to AO's grade			
Whether EDP trained (Yes/No)			
Home Town			
If DAD office not available at Home Town, nearest station to Home Town where DAD office exists			
APAR Gradings of last three years	2016-17	2017-18	2018-19
Station seniority			
First Choice station			
Second Choice station			
Third Choice station			
State/Own			

