

IMPORTANT CIRCULAR



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

TELE: 040-27843385

FAX:040-27810499

No. AN/I/1005/Yly Volunteers/2018

Dated: 21.05.2018

To

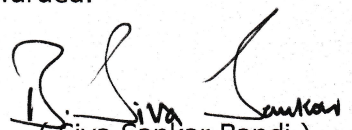
1. The Addl CDA I/c, PAO (ORs) EME, Secunderabad
2. The Group Officers (local)
3. The ACDA I/c, PAO (ORs) AOC, Secunderabad
4. The SAO I/c, AAO (Army), Visakhapatnam
5. All the other sub-offices
6. All Sections in Main Office

Sub: Yearly volunteers for transfer to Choice stations/Inter Commands.

The details of volunteers (**Group-B Officers & Staff**) serving in your office/group for the **Year ending 31.08.2018** for transfer to their choice stations/inter command transfers may please be forwarded to this office in duplicate, in the prescribed format enclosed along with the necessary declarations so as to reach this office **on or before 30.06.2018**.

2. The volunteers upto the grade of AAOs may be advised to apply on the prescribed format **Annexure-A1 in duplicate** and SAOs/AOs/SPS on the **proforma for Volunteers list (enclosed) in duplicate**.
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) Applications from 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 AAOs will have to serve for 3 years at their allotted place of posting.
 - d) The list in respect of officers & staff should be sent separately
3. Specific recommendation of the I/c of the Sub-offices may invariably be indicated while sponsoring the names to main office.
4. Applications received after **30.06.2018** may not be forwarded.

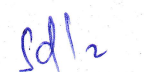
CDA has seen.


(Siva Sankar Bandi)
DCDA (AN)

Encls: as above

Copy to:

The Officer i/c, EDP Centre (Local) : for uploading
Notice Board


(L Padmapani)
SAO (AN)

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 | | | | |
| 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 SAs/Auds/Clerks/Stenos/DEOs) | | | | |
| 11 | Home Town (Specific District as per Service Record not Village or State) | | | | |
| 12 | Service Profile (In DAD) | | | | |
| | Name of Organisation | Whether on Sensitive Assignment (Yes/No) | Station | From Date (dd/mm/yyyy) | To Date (dd/mm/yyyy) |
| | | NO | | | |
| | | NO | | | |
| | | NO | | | |
| | | NO | | | |
| | | NO | | | |
| | | NO | | | |
| | | NO | | | |

Contd..2..

| | | | | |
|--|---|-------------------|---------|---------|
| 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 | 2014-15 | 2015-16 | 2016-17 |
| 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><u>UNDERTAKING</u> I hereby certify that the information furnished above are correct.</p> <p>Date: -2018 (SIGNATURE OF APPLICANT)</p> <p align="center">(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</p> | | | |
| 18 | (To be filled by the Controller' office) | | | |
| 19 | 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 | REASON (If not recommended) | | | |
| 21 | Whether any disciplinary case is pending against the individual: | | | |
| 22 | Date: -2018 SIGNATURE AND SEAL OF GO (AN) | | | |

Proforma for Volunteer List- Sr. AO/AO/SPS/Asst. Director (OL).

| Sl No. | Name | Date of Birth | Grade | Account No. | Date of Appointment | Office where serving | Organization | Date of Promotion to AO's grade |
|--------|------|---------------|-------|-------------|---------------------|----------------------|--------------|---------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

| Whether EDP trained (Yes/No) | Home town | If DAD office not available at home town, nearest Station to home town where DAD office exist | APAR Gradings of last 3 years | Station Seniority | First Choice Station | Second Choice Station | Third Choice Station | State/Own |
|------------------------------|-----------|---|-------------------------------|-------------------|----------------------|-----------------------|----------------------|-----------|
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |

| Station Served | From Date | To Date | Physically handicapped (Yes/No) | Disciplinary Case pending (Yes/No) | Spouse working (Yes/No) | Grounds for Transfer | Recommendation of PCsDA/CsDA (Reasons for not recommending must be provided) |
|----------------|-----------|---------|---------------------------------|------------------------------------|-------------------------|----------------------|--|
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |

- Necessary certificates wherever required may be furnished.
- Station means station where DAD office exist.