

## IMPORTANT CIRCULAR



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

TELE: 040-27843385

FAX:040-27810499

No. AN/I/1004/AAO/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

Subject: Transfer Estt DAD – Annual List of Volunteers (within the Organisation).

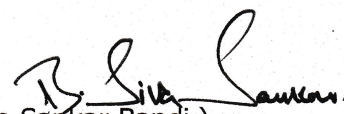
Reference: This office letter no. AN/I/1004/AAO/2017 dated 21.07.2017.

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The details of volunteers (**AAOs & Staff**) serving in your office/group for the **Year ending 30.06.2018** for transfer to their choice stations within the organisation may please be forwarded to this office in duplicate, in the prescribed format enclosed **Annexure-A1** along with the necessary declarations so as to reach this office **on or before 15.06.2018.**


2. While forwarding the applications, the following guidelines may be kept in view:
  - a) Applications in respect of AAOs/Staff who have not completed two years in the station are not to be entertained/forwarded.
  - b) The list in respect of staff and AAOs should be sent separately
  - c) 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 accepted.
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 15.06.2018 may not be forwarded.

CDA has seen.

  
( Siva Sankar Bandi )  
DCDA (AN)

Copy to:

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

  
( L Padmapani )  
SAO (AN)

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**VOLUNTEER APPLICATION**  
(To be submitted in duplicate to main office )

1	ACCOUNT NO.					
2	GENDER (Male/Female)					
3	NAME (in BLOCK Letters )					
4	CATEGORY(General/OBC/SC/ST/PH)					
5	GRADE (AAO/SO(A)/SAS(App)/SUP(A/Cs)/Sr.Aud/Aud/Clerk/PS/Steno/HT/JHT/DEO/LIBRARIAN/MTS/DRIVER)					
6	DATE OF BIRTH (dd/mm/yy)					
7	DATE OF APPOINTMENT (in DAD) (dd/mm/yy)					
8	DATE OF PROMOTION (dd/mm/yy) (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)					
12	<b><u>SERVICE PROFILE (In DAD)</u></b>					
	Name of Office	Organization	Whether Sensitive Assignment (Yes/No)	Station	From date (dd/mm/yy)	To date (dd/mm/yy)
13	<b>CHOICE STATION</b> (Station (NOT Office) Where DAD offices are located and BHUTAN/PORTBLAIR may not be opted as a separate panel exists for these stations)		<b>First Preference</b>			
			<b>Second Preference</b>			
			<b>Third Preference</b>			
14	Whether EDP trained (Yes/No) (if yes ,specify project)					

15	APAR GRADING ( Up to two decimal places )	2013-14	2014-15	2015-16
16	Brief Grounds for transfer:			

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.

17	<b>UNDERTAKING:</b> It is to undertake that the information furnished above are correct
18	Date: ___ / ___ / 2017.
(SIGNATURE OF THE APPLICANT )	
( ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)	

**(To be filled by the Controller's office )**

19	<b>GROUND FOR RECOMMENDATION</b> (Hard Tenure Completion , Age, Physically Challenged %, Medical Self, Medical Dependent, Serving Spouse- As per DoPT Guideline, Lady Seeking Repatriation, Home Town, Stay Away)	
20	<b>If Not Recommended reason thereof</b>	
21	<b>Whether any disciplinary case is pending against the individual.</b>	
22	Date: ___ / ___ / 2017.	(SIGNATURE AND SEAL OF GO(AN))