

**IMPORTANT CIRCULAR**



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

**TELE: 040-27843385**

**FAX: 040-27817275**

No. AN/I/1004/AAO/2017

Dated: 21 .07.2017

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.

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Requests for transfers to stations of their choice **within the organisation** on compassionate and other grounds are being received from time to time from officers and staff serving in this organisation. Presently these transfers on volunteer basis are being carried out on the lines of the seniority in the volunteers' lists for various stations, being maintained by this office.

2. HQrs office vide their letter no. 0600/AN-X/Vol,XXI dated 28.03.2014 has circulated transfer policy approved by the Competent Authority to be followed by the CGDA's Office and field PCsDA/CsDA while carrying out transfers of the members of the Department excluding IDAS officers, from one station to another.

3. The scope of the policy is to ensure transparent transfers of staff to repatriate individuals serving at tenure and difficult stations; to give all members a chance to serve at popular stations of their choice, as far as possible and to shift individuals employed on sensitive assignments after completion of the prescribed tenure.

4. In view of the guidelines enumerated in the HQrs letter mentioned above and AN/X/10050/10/2014 dated 08.08.2014 for transfer to choice stations/Inter commands on yearly volunteers basis, the transfer policy being followed for posting/transfer of **AAOs & staff** of this organisation who have volunteered to their **choice stations within this command** has been reviewed by the Competent Authority. It has been decided to receive such requests at a fixed interval i.e once in a year in the month of JUNE each year as it would be possible to consider them all together. However, extremely deserving cases can always be sent for consideration independent of the Annual list of Volunteers.

5. Accordingly, the details of volunteers (**AAOs & Staff**) for this year serving in your office may please be forwarded to this office in duplicate; in the prescribed format enclosed, as per **ANNEXURE-A1** along with necessary declarations so as to reach this office on or before **04.08.2017**.

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6. While forwarding the applications, the following guidelines may be kept in view:
- Applications in respect of AAOs/Staff who have not completed two years in the station are not to be entertained/forwarded.
  - The list in respect of staff and AAOs should be sent separately
  - 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.
7. Specific recommendation of the I/c of the Sub-offices may invariably be indicated while sponsoring the names to main office.
8. Applications received after **04.08.2017** may not be forwarded.
9. This transfer policy in respect of transfer on volunteer basis supercedes the earlier policy on the subject.

CDA has approved.

*Sd/*  
DCDA (AN)

Copy to:

The Officer i/c : for uploading on website  
EDP Centre (Local)

Notice Board

*H. S. Sarda*  
SAO (AN)