

URGENT CIRCULAR



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/1005/2019/Volunteers

Date: 14.10.2019

TO

All Sections of Main Office
All Sub Offices under CDA Secunderabad

Sub :- Transfer Estt - DAD - Sr.Aud/Aud/Clks : Bhutan Panel - 2019-20.

* * * * *

HQrs has called for volunteers amongst Sr.Aud/Aud/Clerks for posting at Bhutan. While forwarding the names of volunteers, it may be ensured that the following criteria is strictly be kept in view and only those names who fulfill the criteria are forwarded to this office.

- i. Applicants are eligible for only one tenure to Bhutan in the entire service.
- ii. The applicants need to have "Very Good" or above grading in the APARs for the last five years to be eligible for empanelment.
- iii. They should not be facing any disciplinary proceedings and should not have earned any penalty including a recorded warning at any time in their career.
- iv. They Should have completed a period of three years after their last sensitive assignment.
- v. The applicants should be left with minimum three years of service as on **31-03-2020** before superannuation.

Desirable

- Vi Experience of working in DAD office attached with the MES or Boarder Roads Formation.
- Vii Experience of working on Computers.

The report should reach this office positively by **21/10/2019.**

NIL report is also required.

Encl: Proforma (Annexure-A)

Copy to : The EDP Centre - For uploading please
Local

Sd/-
GO (AN)

yjw
SAO (AN)

VOLUNTEER APPLICATION

1	ACCOUNT NO				
2	GENDER (Male / Female)				
3	NAME				
4	CATEGORY (GENERAL/OBC/SC/ST/PH)				
5	GRADE (AAO/SO(A)/SAS(App)/SUPERVISOR(A/C)/Sr.AUDITOR/AUDITOR/CLERK/PS/STENO/HT/JHT/)				
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	Whether appearing in ensuing SAS Part-II (In case of Sr. Auds/Auditors/Clerks/Stenos/DEOs)				
10	HOME TOWN If DAD office not available at Home town, nearest Station to Home town where DAD office is situated				
11	SERVICE PROFILE (In DAD)				
	Name of Office	Organisation	Whether Sensitive Asslgnment (Yes / No)	Station	From Date (dd/mm/yyyy) To Date (dd/mm/yyyy)
12	CHOICE STATION (Station (NOT Office) where DAD	First Preference Second Preference Thlrd Preference	BHUTAN		
13	Whether EDP trained (Yes/No) (If yes, specify project)				
14	APAR GRADING	APAR1	APAR2	APAR3	APAR4 APAR5
15	UNDERTAKING				
16	It is to undertake that the information furnished above are correct. Date: ___/___/20___				(SIGNATURE OF APPLICANT)
(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)					
(To be filled by the Controller's office)					
17	GROUND FOR RECOMMENDATION				
18	If Not recommended reason thereof				
19	Whether any disciplinary case is pending				
20	Date: ___/___/20___				(SIGNATURE AND SEAL OF GO(AN))