
 DEPARTMENT	<p align="center"><b>Office of the Controller of Defence Accounts</b></p> <p align="center">No. 1 Staff Road, Secunderabad – 500 009</p> <p align="center">Ph. No. 040-27843385, 27847957      Fax No.040-27810499</p> <p align="center">e-mail : <a href="mailto:secd-ansn-cda@nic.in">secd-ansn-cda@nic.in</a></p>	
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No. AN/I/1144/Misc

Dated: 20.04.2020

**CIRCULAR**

To

The DCDA I/c, PAO (ORs) EME, Sec'bad.  
 The DCDA I/c, AAO (Army) Vizag.  
 The ACDA I/c, PAO (ORs) AOC, Sec,bad.  
 All GOs in Main Office (Local).  
 All SAOs/AOs & All Sections of Main Office (Local).  
 All Sub Offices at Sec'bad/Hyd & Vizag.  
 The AAO AGE (AF) Suryalanka, AAO AGE (Fys) Eddumailaram.

Subject:      Calling for Volunteers among AAOs/Staff for posting to Assistant Local Audit Office (ALAO) at Tirupati' - Reg.

In this context, it is conveyed that HQrs Office has agreed 'in principle' to open 'Assistant Local Audit Office (ALAO) at Tirupati' shortly with a proposed strength of 01 AAO and 01 Sr. Aud/Aud.

2.      Names of the willing AAOs/Staff may be obtained and forwarded (proforma enclosed) to Main Office latest by 24.04.2020. The AAOs/Staff who are under HQrs Office Orders of transfer/have not completed minimum tenure of two years at the Station may not volunteer to the above.

3.      Further, it is hereby informed that AAOs/Staff, who applied for the above, will not be allowed to withdraw unless there are compelling medical grounds. Also, requests for cancellation will not be entertained after issue of the transfer order.

*(Sd/-)*  
 (S.Vatsala)

Asst. Controller (AN)

Encl: As above

**Copy to**

The SAO I/c      For uploading in CDA Secunderabad website.  
 IT Sn (Local).

*(Signature)*  
 SAO (Admin)

**VOLUNTEER APPLICATION**

1	<b>Account No.</b>					
2	<b>Gender</b> (Male/Female)					
3	<b>Name</b>					
4	<b>Category</b> (General/OBC/SC/ST/PH)					
5	<b>Grade</b>					
6	<b>Date of Birth</b> (dd/mm/yyyy)					
7	<b>Date of Appointment</b> (in DAD) (dd/mm/yyyy)					
8	<b>Date of promotion</b> (dd/mm/yyyy) (As Group "C" in r/o Staff and SO (A) in r/o Officers)					
9	<b>Roster No</b> (mandatory in case of AAO)					
10	<b>Whether appearing in ensuing SAS Part-II</b> (in case of SAs/Auds/Clerks/Stenos/DEOs)					
11	<b>Home Town</b> (Specific District as per Service Record not Village or State)					
12	<b><u>Service Profile (In DAD)</u></b>					
	<b>Name of the Office</b>	<b>Organisation</b>	<b>Whether on Sensitive Assignment (Yes/No)</b>	<b>Station</b>	<b>From Date (dd/mm/yyyy)</b>	<b>To Date (dd/mm/yyyy)</b>

13	<b>Choice Station :</b> 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	<b>Whether EDP trained</b> (if Yes specify project)			
15	<b>APAR Grading</b>	2016-17	2017-18	2018-19
16	<b>Brief Grounds for Transfer:</b>			
<i>Attach latest Medical Certificate (NOT MEDICAL PRESCRIPTION &amp; TEST REPORTS) in respect of medical cases and Service certificate showing station &amp; department from the employer in case of spouse.</i>				
17	<p><b><u>UNDERTAKING</u></b></p> <p>I hereby certify that the information furnished above are correct.</p>  <p>Date:____/____/2020 <span style="float:right">(SIGNATURE OF APPLICANT)</span></p> <p align="center">(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</p>			

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

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