

**URGENT CIRCULAR**



**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS**

No.1, STAFF ROAD, SECUNDERABAD-500009

TELE: 040-27843385

FAX:040-27817275

NO:AN/I/1005/2017/Volunteers

Date: 09.06.2017

TO

All Sections of Main Office  
All Sub Offices under CDA Secunderabad

**Sub :- Transfer Estt - DAD - Sr.Aud/Aud/Clks : Bhutan Panel - 2017-18**

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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 empanelment.
- iii They should not be facing any disciplinary proceedings and they should not have earned any penalty including a recorded warning at any time in their carrier.
- 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 31-03-2017 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 16/06/2017

NIL report is also required.

DY.CONTROLLER (AN)

**Encl: Proforma(Annexure-A)**

Copy to:

The EDP Centre  
Local

For uploading please.

Sr.Accounts Officer (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	<b>SERVICE PROFILE (in DAD)</b>						
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)	
12	CHOICE STATION	First Preference	BHUTAN				
	(Station (NOT Office) where DAD	Second Preference					
		Third Preference					
13	Whether EDP trained (Yes/No) (If yes, specify project)						
14	APAR GRADING	APAR1	APAR2	APAR3	APAR4	APAR5	
15	<b>UNDERTAKING</b> It is to undertake that the information furnished above are correct.						
16	Date: ___/___/20___			(SIGNATURE OF APPLICANT)			
<b>(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</b>							
<b>(To be filled by the Controller's office)</b>							
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))			