



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/1003/Staff/765BRTF/2019

dt: 01.03.2019

**CIRCULAR**  
(Through Website)

To

1. The DCDA, I/c PAO (ORs) EME, Secunderabad
2. The DCDA, I/c PAO (ORs) AOC, Secunderabad
3. The officer I/c, AAO (Army), Visakhapatnam
4. All Sections in Main Office.
5. All Sub-offices located at Secunderabad/Hyderabad/Eddumailaram/Suryalanka.

**Subject :** Volunteers for posting to 765 BRTF Dharchula, Uttarakhand : SAs/Aud/Clks

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HQrs Office has called for Volunteers among SAs/Aud/Clks for posting to 765 BRTF, Dharchula, Uttarakhand, vide circular No: AN/10/10098/6/2019 dated 27.02.2019.

HQrs office has assured that

- i. Officials would be posted to one of their choice station on reversion from Dharchula after completion of prescribed tenure of 02 years as per administrative feasibility..

Applications should reach this office positively by 06-03-2019

NIL report is also required.

Copy to:

The SAO EDP Centre - for uploading on CDA Sec'bad website.

Sd/-  
DCDA (AN)

SAO (AN)

**VOLUNTEER APPLICATION**  
(Original copy to be forwarded to HQrs.)

1	<b>ACCOUNT NO</b>					
2	<b>GENDER (Male / Female)</b>					
3	<b>NAME</b>					
4	<b>CATEGORY (GENERAL/OBC/SC/ST/PH)</b>					
5	<b>GRADE</b> (AAO/SO(A)/SAs(App)/SUPERVISOR(A/C)/Sr. AUDITOR/AUDITOR/CLERK/PS/STENO/HT/IHT/DEO/LIBRARIAN/MTS/DRIVER)					
6	<b>DATE OF BIRTH (DD/MM/YYYY)</b>					
7	<b>DATE OF APPOINTMENT (in DAD) (DD/MM/YYYY)</b>					
8	<b>DATE OF PROMOTION (DD/MM/YYYY)</b> (As Group 'C' in r/o Staff & as 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 Sr. Auds/Auditors/Clerks/Stenos/DEOs)					
11	<b>HOME TOWN</b> (Specific District as per Service Record & not Village or State)					
	If DAD office not available at Home town, nearest Station to Home town where DAD office is situated					
12	<b>SERVICE PROFILE (In DAD)</b>					
	<b>Name of Office</b>	<b>Organisation</b>	<b>Whether 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/ PORTBLAIR may not be opted as a separate panel exists for these stations)		First Preference			
			Second Preference			
			Third Preference			

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Total 16 Pages

14	Whether EDP trained (Yes/No) (If yes, specify project)			
15	<b>APAR GRADING</b> (Upto two decimal places)			
16	<b>Brief Grounds for transfer:</b>			
<p>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.</p>				
17	<b><u>UNDERTAKING</u></b>			
	It is to undertake that the information furnished above are correct.			
18	Date: ___/___/20___	(SIGNATURE OF APPLICANT)		
<b>(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</b>				
<b><u>(To be filled by the Controller's office)</u></b>				
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	If Not recommended reason thereof	_____		
		_____		
21	Whether any disciplinary case is pending against the individual.	_____		
		_____		
22	Date: ___/___/20___	(SIGNATURE AND SEAL OF GO(AN))		