



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
NO.1 STAFF ROAD, SECUNDERABAD-500 009
TELEPHONE NO.040-27843385, FAX NO.040-27810499



No. AN/I/1004/AAOs/HQrs Panel/2019-20

Dt. 19.03.2019

IMPORTANT CIRCULAR
(Through Website)

To

1. The CDA, IT&SDC, Secunderabad.
2. All Sub-offices
3. All Sections in main office

Subject: Posting of SAOs/AOs, AAOs and Sr.Auditors/Auditors/Clerks to CGDA's Office – Panel for the year 2019-20.

HQrs office has informed that policy for posting of staff/officers up to the level of SAOs in HQrs office has been examined in the HQrs office. As per the approval of the competent authority it has been decided to prepare a panel of SAOs/AOs, AAOs/Sr Aud/Aud/Clerks yearly for posting to the CGDA office, as per the criteria laid down in sub-paras (i) to (iii) below and having experience in any of the area of work mentioned in sub-paras (iv) to (vi) below. The panel will lapse on 31st March of every year.

ELIGIBILITY & EXPERIENCE

- i) Minimum APAR grading should be 8 and above for last five years.
 - ii) At least 5 years of left over service i.e. maximum age 55 years.
 - iii) No disciplinary/indebtedness case is pending against them.
 - iv) Working experience in main office of Regional Controllers/Functional Controllers in the following area: - Store Contract, Pension, Pay-Tech, Factory accounting, Local Audit exposure (Army/Navy/AF/MES and Border Road)
 - v) Working experience in IFA offices.
 - vi) Work experience in pension matters.
2. Minimum tenure will be five years in the HQrs office. Further extension in the period, for administrative reasons, in an exceptional case, would be considered on case to case basis in HQrs office.
3. As an exception, AAOs and staff who having put in less than five years of total service, would be considered for posting to HQrs IT & S Wing on requirement basis taking into account relevant background/qualification in the desired field. Therefore their names will also be considered for the panel.

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4. The officers/staff on completion of prescribed tenure in HQrs office may be considered for posting to their choice station(s) if administratively feasible.

5. It is therefore, requested that names of willing SAOs/AOs, AAOs and Sr.Auditors/Auditors/Clerks having requisite experience and fulfilling the criteria may be called for and furnished to the main office alongwith the Annexure 'A' duly completed latest by **25.03.2019**.

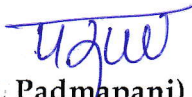
In case there are no willing candidates NIL report is also required.

CDA has seen.


(Siva Sankar Bandi)
DCDA (AN)

Copy to;

The AAO I/c : for uploading in the official website pl.
EDP Centre
(Local)


(L Padmapani)
SAO(AN)

PROFORMA FOR POSTING IN HQrs. OFFICE
(Original copy to be forwarded to HQrs.)

1	ACCOUNT NO					
2	ROSTER No. (Mandatory in case of SAO/AO/AAO)					
3	GENDER (Male / Female)					
4	NAME					
5	GRADE (SAO/AO/AAO/Sr.AUDITOR/AUDITOR/CLERK)					
6	DATE OF BIRTH (DD/MM/YYYY)					
7	DATE OF APPOINTMENT (In DAD) (DD/MM/YYYY)					
8	DATE OF PROMOTION (DD/MM/YYYY) (In the present grade)					
9	Whether appearing in ensuing SAS Part-II (in case of Staff)					
10	HOME TOWN (Specific District as per Service Record & not Village or State)					
11	SERVICE PROFILE (In DAD)					
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yy yy)	To Date (dd/mm/yy yy)
12	APAR GRADING (Upto two decimal places)					
13	Nature of Experience (refer para 1 of the circular)					
14	Whether EDP trained (Yes/No) (If yes, specify project)					
15	Educational / Technical Qualification (with detail)					
It is to undertake that the information furnished above are correct.						
16	Date: ___/___/20___				(SIGNATURE OF APPLICANT)	
(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)						
(To be filled by the Controller's office)						
17	REMARKS					
18	Date: ___/___/20___				(SIGNATURE AND SEAL OF GO(AN))	

20/11