



कार्यालय, रक्षा लेखा नियंत्रक,
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

नं. 1, स्टाफ रोड, सिकंदराबाद - 500 009

No.1, STAFF ROAD, SECUNDERABAD-500009

दूरभाष/ TELE: 040-27843385

फैक्स/FAX:040-27817275



No.AN/I/1005/ Vol/2019

Date:20.02.2019.

CIRCULAR
(Through Website)

To.

1. The DCDA I/c, PAO(ORs)EME, Sec'bad.
2. The DCDA I/c, PAO(ORs)AOC, Sec'bad..
3. All Sections in Main Office.
4. All sub-offices located at Secunderabad/Hyderabad/Eddumailaram/Suryalanka

Sub:-Volunteers among Sr.Aud/Aud/Clk for posting to Visakhapatnam-reg

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It has been decided by the competent authority to call for volunteers among SA/Aud/Clk for posting to sub offices at Visakhapatnam under CDA Secunderabad. Posting to Visakhapatnam is subject to availability of vacancies and Administrative exigencies.

The names of volunteers interested for posting to sub offices at Visakhapatnam may please be forwarded to AN-I sn of this office along with application duly furnishing service particulars in the enclosed proforma **on or before 27.02.2019**. The officials already applied during FY 2018-19 need not apply.

While sponsoring the names to Main office, specific recommendation of the i/c of the Sub-offices may invariably be indicated.

NIL report is also required.

CDA has seen.

Sd/-

(Siva Sankar Bandi)
DY. CONTROLLER(AN)

Copy to:

The EDP Centre,Local - For uploading the same in the website.

(L Padmapani)
SR.ACCOUNTS OFFICER(AN)

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

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/G)/Sr. AUDITOR/AUDITOR/CLERK/PS/STENO/HT/IHT/DEO/LIBRARIAN/MTS/DRIVER)					
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	ROSTER No. (Mandatory in case of AAO)					
10	Whether appearing in ensuing SAS Part-II (in case of Sr. Auds/Auditors/Clerks/Stenos/DEOs)					
11	HOME TOWN (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	SERVICE PROFILE (In DAD)					
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)
13	CHOICE STATION (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	APAR GRADING (Upto two decimal places)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;"></td> <td style="width:33%;"></td> <td style="width:33%;"></td> </tr> </table>			
16	Brief Grounds for transfer:				
<p><i>Attach latest Medical Certificate (NOT MEDICAL PRESCRIPTION & TEST REPORTS) in respect of medical cases and Service certificate showing Station & Department from the employer in case of spouse.</i></p>					
17	UNDERTAKING				
It is to undertake that the information furnished above are correct.					
18	Date: ___/___/20___	(SIGNATURE OF APPLICANT)			
(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)					
(To be filled by the Controller's office)					
19	GROUND FOR RECOMMENDATION (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))			