

रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी  
उदयन विहार, नारंगी, गुवाहाटी- 781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI  
UDAYAN VIHAR, NARANGI, GUWAHATI-781171

IMPORTANT CIRCULAR NO:-09

No. AN/1A/IC/Adr/Vol-XXVI

Dated : 04/09/2013

To

1. All Section in MO CDA Guwahati
2. All Sub-Offices

**Subject: Half yearly report for Inter -Command Transfer: SA/Adr/ Clk**

\*\*\*\*\*

Half Yearly report for Inter-Command transfer in respect of staff, to be furnished during 10/2013 to HQrs. Office Delhi Cantt.

Accordingly, willing staffs may prefer their applications for Inter -Command transfer to their choice stations as per "Proforma" attached, so as to reach this office latest by 25/09/2013.


As regards the request of new recruits for Inter-Command transfer, it is stated that the newly recruited staffs are required to serve at the initial stations of posting for 3(Three) years before seeking a choice station of posting. In the case of newly recruited lady employees, the period is, however, 2 (two) years.

Encl: As Above

sd  
( R. Sinha )  
Sr. Accounts Officer (AN)

Copy to: The Officer-in charge  
EDP Section

It is requested to upload the same in the official website of  
CDA Guwahati.

  
( R. Sinha )  
Sr. Accounts Officer (AN)

**PROFORMA for half yearly transfer request of SA/Aud/Cik/DEO**

Sl No.	Name, Grade & A/C No.	Organisation	Office where serving	Date of appointment	Date of Birth	Home Town	Ground	Deputation on	Station where served since appointment	Period of Serving	Choice Stations	APAR Grading	Whether EDP trained	Expenditure State/Own
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

*Signature*