

रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी- 781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI  
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IMPORTANT CIRCULAR NO.-16

AN/1A/2085/Volunteer/Vol-XIV

Date: 01/05/2014

To

1. All section in Main Office
2. All Sub-offices.

**Subject: Transfer Estt DAD. Port Blair (Panel 2014-15).**

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The HQrs Office, Delhi Cantt. vide their letter No.AN/X/10092/6/2014//PB Dt: 30/04/2014 has called for volunteers for Port Blair amongst SAs/Auditors/Clerks. The full service particulars of the volunteers along with other details may be forwarded in the enclosed Annexure-A. The individuals selected for posting to Port Blair will be repatriated to one of their choice stations on completion of the prescribed tenure. In case individual has applied for transfer to some other station in the volunteers list, an endorsement may please be made against his name in the list.

The names of willing SAs/Auditors/Clerks may be furnished to this office latest by 20/05/2014 positively.

'Nil' report is also required.

Sd/-  
(B Borah)  
Sr. Accounts Officer (Admin)

Encl:- 1 (One)

Copy to:-

1. The Officer -in-Charge:  
(EDP Section)

For uploading in the CDA Guwahati website.

बी. बोरा  
(B Borah)  
Sr. Accounts Officer (Admin)

Annexure 'A'

**APPLICATION OF VOLUNTEER FOR PORTBLAIR**

(For Panel Year - \_\_\_\_\_)

- 1 **ACCOUNT NO** : \_\_\_\_\_
- 2 **GENDER** : \_\_\_\_\_
- 3 **NAME** : \_\_\_\_\_
- 4 **GRADE** : \_\_\_\_\_
- 5 **DATE OF BIRTH** : \_\_\_\_\_
- 6 **DATE OF APPOINTMENT** : \_\_\_\_\_
- 7 **HOME TOWN** : \_\_\_\_\_  
 (Specific District as per Service Record Not  
 Village or State)

8 **SERVICE PROFILE**

Name of Office	Organisation	Station	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)

- 9 **CHOICE STATION**  
 (Station (NOT Office) where DAD offices are located and BHUTAN may not be opted as a separate panel exists for these stations)
- 10 Whether EDP trained (Yes/No)
- 11 **APAR GRADING**  
 (Upto two decimal places)
- |         |         |         |
|---------|---------|---------|
| Choice1 | Choice2 | Choice3 |
| Yes     | No      |         |
| APAR1   | APAR2   | APAR3   |

- 12 **UNDERTAKING**  
 It is to undertake that the information mentioned above are correct to the best of my knowledge and will not withdraw name during the validity of the panel.

- Date: \_\_\_\_\_ (SIGNATURE OF APPLICANT)
- 13 **RECOMMENDATION**  
 (Yes/No/Conditional)

- 14 **REASON**  
 If No/Conditional, than reason thereof -  
 (Short Stay etc.)

- 15 Whether any disciplinary case is pending against the individual:  
 Date: \_\_\_\_\_ (SIGNATURE AND SEAL OF GO(AN))