



रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी-781171
Controller of Defence Accounts, Udyan Vihar, Narangi, Guwahati-781171
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No. AN/1A/2085/Volunteer/Vol-XIV

दिनांक/Dated: 13/05/2016

IMPORTANT CIRCULAR No.-22

1. All Sections in Main Office
2. All Sub-Offices

Subject: Transfer: DAD Estt.: SAs/Aud./Clk : Bhutan Panel - 2016-17.

It has been decided by the HQrs Office, New Delhi vide their letter No. AN/X/10098/6/2016/BTN dated 13/05/2016 to call for volunteers amongst **SAs/Aud./Clks** for posting to **Bhutan** who fulfill the criteria as listed below:

- i) The applicant is eligible for only one tenure to Bhutan in the entire service.
- ii) The applicant needs to have 'Very Good' in the APARs for the last five years to be eligible for empanelment.
- iii) The applicant should not be facing any disciplinary proceedings and should not have earned any penalty including recorded warning at any time in their career.
- iv) They should have completed a period of three years after their last sensitive assignment.
- v) The applicant should be left with minimum three years of service as on 31/03/2016 before superannuation.

Desirable

- vi) Experience of working in DAD office attached with the MES or Border Roads Formation.
- vii) Experience in working on Computers.

2. The names of willing staff may be forwarded in the prescribed format to this office latest by **24/05/2016** positively by return **FAX**.

'NIL' report is also required.

Encl: Proforma

-sd-
(H B Dutta)
Sr. Accounts Officer (Admin)

Copy to:

EDP Section (Local) : For uploading in the official website of CDA Guwahati.

(H B Dutta)
Sr. Accounts Officer (Admin)

VOLUNTEER APPLICATION

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/C)/Sr.AUDITOR/AUDITOR/CLERK/PS/STENO/HT/JHT/)					
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	Whether appearing in ensuing SAS Part-II (in case of Sr. Auds/Auditors/Clerks/Stenos/DEOs)					
10	HOME TOWN If DAD office not available at Home town, nearest Station to Home town where DAD office is situated					
11	SERVICE PROFILE (In DAD)					
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)
12	CHOICE STATION (Station (NOT Office)where DAD	First Preference Second Preference Third Preference	BHUTAN			
13	Whether EDP trained (Yes/No) (If yes, specify project)					
14	APAR GRADING	APAR1	APAR2	APAR3	APAR4	APAR5
15	UNDERTAKING 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	GROUND FOR RECOMMENDATION					
18	If Not recommended reason thereof					
19	Whether any disciplinary case is pending					
20	Date: ___/___/20___			(SIGNATURE AND SEAL OF GO(AN))		