



रक्षा लेखा नियंत्रक, उदयन विहार, नारंगी, गुवाहाटी-781171  
Controller of Defence Accounts, Udayan Vihar, Narangi,  
Guwahati-781171  
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IMPORTANT CIRCULAR No.- 92

No. AN/1A/2085/Volunteer/Vol-XV  
To

दिनांक/Dated: 11/10/2019

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

Subject:- **Transfer DAD Estt : Senior auditors/Auditors/Clerks: Bhutan Panel-2019-20**

It has been decided by the HQrs Office, New Delhi vide their letter No. AN/X /10098/6/2019/BTN Dated 10.10.2019 to call for Volunteers for posting at Bhutan. Names of willing Senior Auditors/Auditors/Clerks for posting at Bhutan, along with full service profiles indicating the previous service in sensitive assignments, if any, may be forwarded for further action. Names of Senior Auditors/Auditors/Clerks who fulfill the following criteria may be forwarded, duly endorsed a certificate to the above effect.

- i) The applicants are eligible for only one tenure at Bhutan in the entire service.
- ii) The applicants need to have 'Very Good' or above grading in the APARs for the last five years to be eligible for empanelment.
- iii) They should not be facing any disciplinary proceedings and should not have earned any penalty, including even a 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 applicants should be left with minimum three years' of service as on 31.03.2020 before superannuation .

**Desirable**

- vi) Experience of working in a DAD office attached with MES or Border Roads Formation;
- vii) Experience of working on computers.

The names of willing Senior Auditors/Auditors/Clerks may be furnished to this Office latest by **21.10.2019** positively, as per Annexure A. Application/Nomination received after 21.10.2019 will not be entertained.

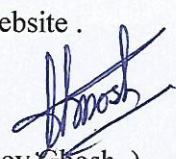
'NIL' report is also required.

Sd-  
(Moloy Ghosh)  
Sr. Accounts Officer.(AN)

Encl: Annexure -A

Copy to:-

1. EDP Cell (Local): For uploading the same on official website .

  
(Moloy Ghosh )  
Sr. Accounts Officer.(AN)

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	<b>UNDERTAKING</b>					
16	It is to undertake that the information furnished above are correct. (SIGNATURE OF APPLICANT) Date: ___/___/20___ (ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)					
17	(To be filled by the Controller's office)					
18	GROUND FOR RECOMMENDATION					
19	If Not recommended reason thereof					
19	Whether any disciplinary case is pending					
20	Date: ___/___/20___ (SIGNATURE AND SEAL OF GO(AN))					