



**IMPORTANT CIRCULAR NO.- 23**

(Through Website Only)

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

दिनांक/Dated: 10/03/2021

To

- 1 All sections in Main Office
- 2 All Sub-offices,
- 3 IFA (EAC) Shillong, IFA 3 Corps, IFA 4 Corps, IFA (AF) Chabua

Subject:- Volunteers for Northern Region : SAs/Adrs/Clks/MTSs

As per transfer policy of posting to centrally controlled stations of Northern Region viz, Bhadarwah, Kargil, Leh, Poonch, Rajouri and Srinagar volunteers are called for to facilitate repatriation of individual posted there. In this regard HQr Office vide letter No 0600/AN/Estt-Others/Tenure/2021/Vol.II/Volunteers dated 08/03/2021 has decided to invite applications of volunteers from amongst SAs/Adrs/Clks/MTSs who completed minimum three years at the present serving station for posting to the above six centrally controlled stations of Northern Region

2. It is intimated by HQ office that only those who will have a residual service of at least 02 years at the time of selection will be considered for posting to Northern Region.
3. Individuals, who once apply in this volunteer list, will not be allowed to withdraw during the validity of the panel unless there are pressing medical/personal reasons. Requests for cancellation will not be entertained after issue of transfer order.
4. It is therefore, requested to forward the names of the volunteers amongst SAs/Adrs/Clks/MTSs in the prescribed pro-forma Annexure-A1 (copy enclosed) 'so as to reach this office latest by 17/03/2021 to enable this office to send a consolidated report to HQrs office.

  
(Debapriya Das)  
Accounts Officer (AN)

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

1	ACCOUNT NO				
2	GENDER (Male / Female)				
3	NAME				
4	CATEGORY (GENERAL/DBC/SC/ST/PH)				
5	GRADE (AAO/SOA/SAS/Asst. SUPERVISOR/Asst. SUPERVISOR (TECHNICAL)/Asst. SUPERVISOR (NON-TECHNICAL)/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/Stenog/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 part exists for these stations)	First Preference	PORT BLAIR		
		Second Preference			
		Third Preference			

14	Whether EDP trained (Yes/No) (If yes, specify project)			
15	APAR GRADING (Upto two decimal places)			
16	Brief Grounds for transfer:			
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.				
17	<b>UNDERTAKING</b> It is to undertake that the information furnished above are correct.			
18	Date: / /20	(SIGNATURE OF APPLICANT)		
<b>(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</b>				
<b>(To be filled by the Controller's office)</b>				
19	<b>GROUND FOR RECOMMENDATION</b> (Hard Tenure Completion, Age, Physically Challenged & Medical Self, Medical Dependent, Serving Spouse - As per DoFT 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))		