



रक्षा लेखा नियंत्रक, उदयन विहार, नारंगी, गुवाहाटी-781171
Controller of Defence Accounts, Udayan Vihar, Narangi,
Guwahati-781171 Fax: 0361-26 40204, Phone: 0361-2640394,
2641142
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No. AN/1A/IC/Adr/Vol-XXX

Date: 13 /07/2020

IMPORTANT CIRCULAR NO- 78

To,

1. All sections in Main Office CDA Guwahati (Through Website)
2. All sub Offices under CDA Guwahati (Through Website)

Subject: Annual report for Inter Command transfer in respect of SA/Aud/Clk for the year 2020-21

Annual report for inter command transfer in respect of staff for the year 2020-21 is to be furnished to the HQrs office, Delhi Cantt.

Accordingly, willing staff may prefer their applications for inter command transfer **(in duplicate)** to their choice stations as per proforma attached, so as to reach this office latest by **14.08.2020**. Application received after the scheduled date will under no circumstances be entertained.

Regarding the request of new recruits for inter command transfer, it is stated that the newly recruited staff are required to serve at the initial stations of posting for 03 years as on 31.08.2020 before seeking a choice station of posting. In case of newly recruited lady staff, the period however is 02 years.

GO (AN) has seen.

Enclosure: As above

(Debapriya Das)
Accounts Officer (AN)

N.O.O.

The Officer in Charge :
IT & SW (Local)

For uploading in the website

(Debapriya Das)
Accounts Officer (AN)



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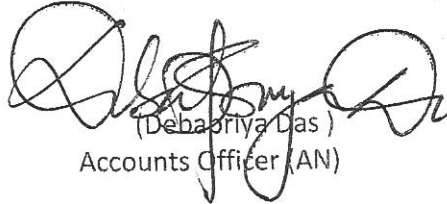
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GO (AN) has seen.

Enclosure: As above


(Debaratiya Das)
Accounts Officer (AN)

(To be filled by applicant)

Annexure 'A-I'

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

1	ACCOUNT NO					:	
2	GENDER (Male / Female)					:	
3	NAME					:	
4	GRADE					:	
5	DATE OF BIRTH					:	
6	DATE OF APPOINTMENT (DAD)					:	
7	DATE OF PROMOTION (As Clerk in r/o Staff & as SO(A) in r/o officers)					:	
8	ROSTER No. & CATEGORY (Mandatory in case of AAO)					:	
9	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					:	
10	SERVICE PROFILE (In DAD)						
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)	
11	CHOICE STATION (Station (NOT Office) where DAD offices are located)		First Preference				
			Second Preference				
			Third Preference				
P.T.O.							

(To be filled by applicant)

Annexure 'A-1'

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

12	Whether EDP trained (Yes/No) (If yes, specify project)			
13	APAR GRADING (Upto two decimal places)	APAR1	APAR2	APAR3
14	Brief Grounds for transfer:			
<i>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.</i>				
If Spouse serving in DAD, Specify Office & Station of present posting.				
Station for which Spouse has applied as volunteer/Station Senior				

UNDERTAKING

It is to undertake that the information furnished above are correct.

Date:

(SIGNATURE OF APPLICANT)

(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)

(To be filled by the Controller's office)

16	GROUND FOR RECOMMENDATION (Hard Tenure Completion, Age, Physically Challenged %, Medical Self, Medical Dependent, Serving Spouse - As per DoPT Guideline, Lady Seeking Repatriation, Home Town, Stay Away)	
17	If Not recommended reason thereof	
18	Whether any disciplinary case is pending against the individual.	

Date:

(SIGNATURE AND SEAL OF GO(AN))