

	<p style="text-align: center;">भारत सरकार, रक्षा मंत्रालय, Government of India, Ministry of Defence, रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी-781171 Controller of Defence Accounts, Udyan Vihar, Narangi, Guwahati-781171 Fax: 0361-2640204, Phone: 0361-2640394, 2641142 e-mail: cda-Cdaguwadmin1a.dad@hub.nic.in</p>	
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IMPORTANT CIRCULAR No.-11

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

दिनांक/Dated: 08/ 02/2021

To

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

Subject:- **Transfer DAD Estt : Senior auditors/Auditors/Clerks: Bhutan Panel-2021-22**

It has been decided by the HQrs Office, New Delhi vide their letter No. प्रशा/स्था-अन्य /10098/6/2021/BTN dated 05.02.2021 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 **two years** after their last sensitive assignment.
- v) The applicants should be left with minimum three years of service as on 31.03.2021 before superannuation .

The names of willing Senior Auditors/Auditors/Clerks may be furnished to this Office latest by **25.02.2021** positively, as per Annexure A1 Application/Nomination received after 25.02.2021 will not be entertained.

'NIL' report is also required.

Sd-
(Debapriya Das)
Accounts Officer.(AN)

Enclo: Annexure -A 1

Copy to:-

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


(Debapriya Das)
Accounts Officer.(AN)

Annexure "A-1"
VOLUNTEER APPLICATION

1	Account No.	
2	Gender (Male/Female)	
3	Name	
4	Category (General/OBC/SC/ST/PH)	
5	Grade(AAO/SAS(App)/Supervispr(A/Cs)/ Sr.Auditor/Auditor/Clerk)	
6	Date of Birth (DD/MM/YYYY)	
7	Date of Appointment (In DAD)(DD/MM/YYYY) AS.....(MTS/Clerk/Auditor/SAS(APP)) As.....
8	Date of Promotion (DD/MM/YYYY) As Clerk..... As Auditor..... As Sr. Auditor..... As AAO.....	As Clerk..... As Auditor..... As Sr. Auditor..... As AAO.....
9	Whether appearing in ensuing SAS Part II (In case of Sr. Aud/Auditor/Clerk)	
10	Home Town (Specific District as per Service Record)	

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	First Preference Second Preference Third Preference	BHUTAN
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13	Whether EDP trained (yes/No) (If yes, specify project)					
14	APAR Grading	APAR 1(15-16)	APAR2 (16-17)	APAR3 (17-18)	APAR 4(18-19)	APAR 5(19-20)

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

(SIGNATURE OF APPLICANT)

16 Date: ___/___/20___
(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))