



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171
Controller of Defence Accounts, Udayan Vihar, Narangi, Guwahati-781171
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No.AN/1A/2085/Volunteer/Vol-XV

Date: 04/05/2023

To

1. All Sections in Main Office
 2. All Sub-Offices.
- (Through official website)

Subject: Calling for volunteers amongst SAOs/AOs/(OLs)/AAOs and Staff for posting to HQrs Office Delhi Cantt.

Please find enclosed HQrs Office letter AN/II/2153/Volunteers-HQrs/2023, dated 03/05/2023 on the above subject, which is self-explanatory. The necessary report may please be forwarded to this office in Annexure-I by **26/05/2023** for onward transmission to HQrs Office.

Encl: As stated.

sdr

(Ranadhir Seal)
Sr. Accounts Officer (Admin)

Copy to:-
The IT&SW
(Local)

For uploading on the official website of CDA, Guwahati.

(Ranadhir Seal)
Sr. Accounts Officer (Admin)



रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts
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Ph: 011-2566702, Fax : 25674806 e-mail : hqan2.cgda@gov.in

No. AN/II/2153/Volunteers-HQrs/2023

Dated:03.05.2023

To

All the PCsDA/CsDA/PCA (Fys)/PIFAs/IFAs

Subject: Calling for volunteers amongst SAOs/AOs/(OL)/AAOs and staff for posting in HQrs Office. Delhi Cantt.

Reference: This HQrs Office letter No. AN/II/2153/Transfer Policy/2023, dated 20.04.2023

The competent authority has decided to call for volunteers amongst SAOs/AOs/ADs (OL)/AAO and Staff for posting in HQrs Office in terms of the Transfer-Posting Policy for HQrs Office issued vide above cited letter No. AN/II/2153/Transfer Policy/2023, dated 20.04.2023.

It is, therefore, requested to give wide publicity to this circular and forward names of the officers and staff from your organization (including PIFAs/IFAs under your proforma control) who are willing/volunteers for posting in HQrs Office along with the prescribed format (Annexure-I). The names of the volunteers should reach in this HQrs office by 31.05.2023.

Nil report is also required.


(Mugdha Kaur Jaggi)
Sr.Dy.CGDA (Admin)

Copy to:

IT & S Wing (Local) } For uploading on CGDA's web-site please.


(Mugdha Kaur Jaggi)
Sr.Dy.CGDA (Admin)

ANNEXURE-I

Proforma for Volunteers of SAOs/AOs/ADs(OL)/AAOs & Staff for posting in HQrs Office, Delhi

(Authority: HQrs Office letter No. AN/11/2153/Volunteers-HQrs/2023, dated 03.05.2023)

1	Account No.	
2	Name	
3	Gender (Male/Female)	
4	Grade	
5	Date of Birth	
6	Date of Appointment in DAD	
7	Education Qualification	
8	Date of Retirement	
9	The Initial Post on which appointed in DAD	
10	Details of promotions if earned in the Department so far with date	
11	Service Profile (In DAD)	
	Name of the Office in which posted	Station Organization From To Brief description of nature of duties performed and expertise acquired during the tenure.
(i)		
(ii)		
(iii)		
(iv)		
12	Please state the areas of expertise in terms of HQrs Office circular No. AN/11/2153/Transfer Policy/2023, dated 20.04.2023	
13	The Final Grading of APARs of last 03 years and also enclosed certified copies thereof	
(i)	2021-22	
(ii)	2020-21	
(iii)	2019-20	
14	Details of penalty/penalties, if any, imposed during the last 10 years	
15	Achievements (Please indicate information with regard to the followings duly supported with documentary proofs)	
(i)	Award	
(ii)	Office Appreciations/Commendations	
(iii)	Other special achievements if any	

The information/details provided by the official in the above Proforma have been verified from the records available in the office and found correct.

Group Officer (Admin)

It is certified that the information/details provided by me in the above Proforma are correct and true to the best of my knowledge.

Name & Signature of the candidate