



भारत सरकार, रक्षा मंत्रालय

Government of India, Ministry of Defence,

रक्षा लेखा नियंत्रक का कार्यालय, उद्यान विहार, नारंगी, गुवाहाटी-781171

Office of the Controller of Defence Accounts, Udyan Vihar, Narangi, Guwahati-781171

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सं./No. AN/1A/25/Trans/AAO/Vol-XXVIII

दिनांक/Date: 20/10/2016

IMPORTANT CIRCULAR No.

To,

1. All AAOs/SAS Apps/SUP A/Cs. Of MO Guwahati
2. All Sub Offices.

Subject: Transfer : DAD Estt: Station/Organization Seniors among AAOs/SAS App SUP A/Cs.

Reference: HQrs Office letter No. AN/IX/9010/1/Sr.Out/2016 dated 07/10/2016.

Please find enclosed a copy of HQrs letter cited under reference on the subject mentioned above. In this context it is requested to furnish required details in the Annexure- A/2 format enclosed herewith to this office latest by **27/10/2016** under following categories:


1. AAOs/SAS App/SUP A/Cs posted in Guwahati/Shillong since 01/04/2011.
2. AAOs/SAS App/SUP A/Cs posted under:
 - (a) CDA Guwahati organization for 10 years or more as on 31.03.2017
 - (b) Proforma control of CDA Guwahati organization for 10 years or more as on 31.03.2017 i.e, IFA HQ (EAC) Shillong & IFA HQ (EC) Kolkata.
 - (c)

It is also informed by the HQrs. office that all the Organization Seniors and Station Seniors may please be alert that they likely to be transferred out at the end of the current academic session.

- sd -
(k. Lalbiakchhunga)
ACDA (AN)

Copy to:

EDP Centre: For uploading on official website.


(H B Dutta)
Sr. Accounts Officer (AN)

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

1	ACCOUNT NO					
2	GENDER (Male / Female)					
3	NAME					
4	CATEGORY (GENERAL/OBC/SC/ST/PH)					
5	GRADE (AAO/SO(A)/SA(SApp)/SUPERVISORIA/G/Sr. AUDITOR/AUDITOR/CLERK/PS/STENO/HT/IHT/DEO/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/Stenos/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 panel exists for these stations)		First Preference			
			Second Preference			
			Third Preference			

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Total 16 Pages

14	Whether EDP trained (Yes/No) (If yes, specify project)			
15	APAR GRADING (Upto two decimal places)	APAR1	APAR2	APAR3
16	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>				
17	UNDERTAKING			
It is to undertake that the information furnished above are correct.				
18	Date: __/__/20__	(SIGNATURE OF APPLICANT)		
(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)				
(To be filled by the Controller's office)				
19	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)			
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))		

AN/IA

कार्यालय, रक्षा लेखा महानियंत्रक

OFFICE OF THE CONTORLLER GENERAL OF DEFENCE ACCOUNTS

उलान बटार रोड, पालम , दिल्ली छावनी - 110 010

ULAN BATAR ROAD, PALAM DELHI CANTT - 110 010

NO. AN/IX/9010/1/Sr. Out/10/2016

Dated: 07.10.2016

To

The CDA
Guwahati

Subject: Transfer: DAD Establishment – Station / Organization Seniors among AAOs/SAS App/Sup (A/Cs).

Keeping in view receipt of large number of transfer requests, of AAOs/SAS App/ Sup (A/Cs) serving at various stations including hard/tenure stations, for posting to their choice stations, the competent authority has decided to call for details of organization senior AAOs/SAS App/ Sup (A/Cs) who have completed 10 years or more as on 31.03.2017 in order to repatriate/accommodate eligible volunteers and to address the resultant crucial vacancies.

Besides above, it is also requested to furnish the detail of station seniors AAOs / SAS App/ Sup (A/Cs) as per annexed Appendix.

2. The information may be furnished in the Annexure circulated vide Hqrs circular No. AN/X/10050/10/2014 dated 08.08.2014 keeping in view the instructions relevant to the respective Annexure.

a) It may please be ensured that 'Annexure-A/2' (in original) in respect of each station senior and also organization senior has been enclosed separately duly completed in all respects,

b) On the basis of Annexure A/2 furnished by the officers, Controllers are requested to prepare Annexure B/2.

c) Service profile in 'Annexure-C' (whether EDP trained or not) in respect of all the AAOs/SAS App/ Sup (A/Cs) who are Station/Organization senior.

d) A list showing officials who have already been transferred and subsequently granted deferment by Hqrs may also be furnished in 'Annexure-D' indicating the date up to which the transfer is deferred.

Count...p/2

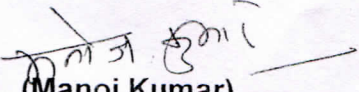


*Pl advise
to the
office by
21.10.2016*

SAO (AN)

- e) Details of station seniors in 'Annexure-E' who were exempted earlier and detail of station seniors seeking exemption in current yearly transfers may be furnished in 'Annexure-F'. It may please be ensured that in case name of any official is also included in 'Annexure-B/2', the Sl.No. of 'Annexure-E & F', as the case may be, has been mentioned in remarks column of 'Annexure-B/2' for proper linking and to avoid any unwarranted transfer.
3. While forwarding the above Annexure, it may please be ensured that names of those officials who have completed/completing 56 years of age as on 31.03.2017 may not be included in the list of Station Senior/Organization senior.
4. If name of any of the official has been sponsored for deputation or other panel like Bhutan/Port Blair panel etc., as on the date of forwarding of list, the same should invariably be mentioned in the remarks column against the name of the official in Annexure- B/2. Besides, any subsequent change in status of official on any ground effecting decision related to his transfer may also be intimated.
5. It may please be ensured that the Roster No. of AAOs is invariably furnished in the list. The fact as to whether the AAOs belong to General or Reserved category may also be intimated. The date of promotion to the grade of SO(A)/AAO in respect of AAOs may invariably be indicated against each official.
6. Officials seeking exemption as per provisions of the transfer policy may be advised to submit supporting documents (specific certificates only) duly certified by AO(AN)/GO(AN) along with 'Annexure-A/2' to enable this office to examine the requests for exemption from transfers . It may invariably be ensured that copies of prescriptions, X-ray/ Pathology Reports are not forwarded to this office.
7. Please furnish station wise authorized/posted strength of AAOs/SAS App/ Sup (A/Cs) as on 01.01.2017 taking into account retirements up to 31.03.2017.
8. All the Organization Seniors and Station Seniors may please be alerted and informed that they are likely to be transferred out at the end of the current academic session. It may also be noted that no internal rotation of officers within the organization is carried out after furnishing this report without prior concurrence of Hqrs office.
9. The report may kindly be furnished to this HQrs by 31.10.2016 positively.

Encl:- As stated.


(Manoj Kumar)

Sr. Accounts Officer (AN)