
	<p>रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171 Controller of Defence Accounts, Udayan Vihar, Narangi, Guwahati- 781171 Fax: 0361-2640204, Phone: 0361-2640394, 2641142 e-mail: cdaguwadmin1a.dad@hub.nic.in</p>	
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No.AN/1A/2085/Volunteer/Vol-XV

Date: 28 /02/2023

To

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

**Subject:** Transfer Estt. : DAD – Port Blair.


Please find enclosed HQrs Office letter No.AN/X10092/6/2023/PB, dated 27/02/2023 on the above subject, which is self-explanatory. The necessary report may please be forwarded to this office in Annexure-A1 by **03/03/2023** for onward transmission to HQrs Office.


Encl: As stated.

-sd  
(Debabrata Das)  
Sr. Accounts Officer (Admin)

Copy to:-  
The IT&SW  
(Local)

For uploading on the official website of CDA Guwahati.

  
(Debabrata Das)  
Sr. Accounts Officer (Admin)

	<p>कार्यालय, रक्षा लेखा महानियंत्रक OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS उलान बटार रोड, पालम, दिल्ली छावनी - 10 ULAN BATAR ROAD, PALAM, DELHI CANTT.-10 Ph. 011-25665568 Email:admnx.cgda@nic.in</p>	
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No. AN/X10092/6/2023/PB

Dated: 27/02/2023

To

1. The PCsDA/PCA(Fys)/PIFAs/CsDA/CsDA(Training Estt.)

Sub:Transfer Estt.: DAD- Port Blair

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The Competent Authority has decided to invite application of volunteers from SAs/Auditors/Clerks for Port Blair on the following criteria:

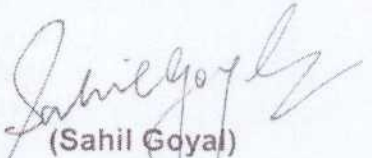
- He/She should have completed minimum 02 years in the present serving station. For a new recruit, he/she should have completed 03 years stay at their initial place of posting.
- Individuals, who will have a residual service of at least 02 years at the time of selection will be considered for posting to Port Blair and will be repatriated to one of their three choice stations on completion of prescribed tenure.
- The full service particulars of the volunteers along with APAR gradings for the last three years and the other details may be forwarded in Annexure 'A-1' as prescribed vide HQrs circulars dated 08.08.2014.
- In case the individual has also applied for transfer to some other station in the volunteer list, an endorsement may be made against his name in the list.

2. Individuals, who once apply for volunteer for Port Blair will not be allowed to withdraw during the validity of volunteer list unless there are compelling medical/personal reasons and recommended by the Principal Controller/ Controller under a DO letter clearly bringing out the genuineness of the case supported with relevant documents/ certificates. Further, request for cancellation will not be entertained after issue of transfer order.

3. It is requested to forward original application of all the volunteers strictly as per Annexure 'A -1' along with connected data in Annexure 'B-1' as prescribed vide HQrs circular dated 08.08.2014 by 06/03/2023 to this office. Annexure 'B-1' may also kindly be forwarded in MS Excel through E-Mail ([admnx.cgda@nic.in](mailto:admnx.cgda@nic.in)).

4. Nil report is also required.

5. Copy by post may not be awaited please.

  
(Sahil Goyal)  
Dy. CGDA (Admin)

Copy to :-

(i) The IT&S Wing (Local) : For uploading on HQrs office website.

(ii) The AN-IV Section (Local) : For information and necessary action please.

- scd -  
(Sahil Goyal)  
Dy. CGDA (Admin)

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

1	<b>ACCOUNT NO</b>					
2	<b>GENDER</b> (Male / Female)					
3	<b>NAME</b>					
4	<b>CATEGORY</b> (GENERAL/OBC/SC/ST/PH)					
5	<b>GRADE</b> (AAO/SO(A)/SAs(App)/SUPERVISOR(A/e)/Sr. AUDITOR/AUDITOR/CLERK/PS/STENO/HI/DHI/DEO/LIBRARIAN/MTS/DRIVER)					
6	<b>DATE OF BIRTH</b> (DD/MM/YYYY)					
7	<b>DATE OF APPOINTMENT (in DAD)</b> (DD/MM/YYYY)					
8	<b>DATE OF PROMOTION</b> (DD/MM/YYYY) (As Group 'C' in r/o Staff & as SO(A) in r/o officers)					
9	<b>ROSTER No.</b> (Mandatory in case of AAO)					
10	<b>Whether appearing in ensuing SAS Part-II</b> (in case of Sr. Auds/Auditors/Clecks/Stenos/DEOs)					
11	<b>HOME TOWN</b> (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	<b>SERVICE PROFILE (In DAD)</b>					
	<b>Name of Office</b>	<b>Organisation</b>	<b>Whether Sensitive Assignment</b> (Yes / No)	<b>Station</b>	<b>From Date</b> (dd/mm/yyyy)	<b>To Date</b> (dd/mm/yyyy)
13	<b>CHOICE STATION</b> (Station (NOT Office) where DAD offices are located and BHUTAN/ PORTBLAIR may not be opted as a separate panel exists for these stations)		<b>First Preference</b>			
			<b>Second Preference</b>			
			<b>Third Preference</b>			

14	Whether FDP trained (Yes/No) (If yes, specify project)			
15	APAR GRADING (Upto two decimal places)			
16	Brief Grounds for transfer:			
<p><i>Attach latest Medical Certificate (NOT MEDICAL PRESCRIPTION &amp; TEST REPORTS) in respect of medical cases and Service certificate showing Station &amp; Department from the employer in case of spouse.</i></p>				
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 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))		