



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-guw@nic.in



Volunteer/Vol-XVI

Date: 21/06/2017

CIRCULAR No. 35

To

1. All sections in Main Office
2. All Sub-offices under CDA Guwahati.
[Through CDA Guwahati Website]

Subject:- **Transfer Estt DAD: Volunteers for Port Blair 2017-18**

It has been decided by the HQrs Office, vide letter No. AN/X/10092/2017/PB dated .06.2017 to call for volunteers amongst SA/Auditors/Clerks for posting to Port Blair.

The applicant should have completed minimum 02 years at the present serving station. For new recruits the applicant should have completed 03 years stay at their initial place of posting. The applicant should have residual service of at least 02 years at the time of selection and will be repatriated back to one of their choice stations on completion of prescribed tenure.

Individuals, who once apply for the panel will not be allowed to withdraw during the validity of the panel unless there are pressing medical/personal reasons. Requests for cancellation will not be entertained after issue of transfer order.

It is therefore, requested to furnish the names of the volunteers amongst the SAs/Auds/Clks in the enclosed pro-forma along with so as to reach this office latest by **28/06/2017** to enable this office to send a consolidated report to HQrs office. In case the individual has applied for transfer to some other station in the volunteer list, an endorsement may be made in this regard.

'NIL' report is also required.

Encl: Proforma (Annexure 'A-2')

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

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)/SAS(Agnl)/SUPERVISOR(A)/Sr.AUDITOR/AUDITOR/CLERK/PS/STENO/HT/JHT/DEO/IBRARIAN/MIS/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			

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