



भारत सरकार, रक्षा मंत्रालय,
Government of India, Ministry of Defence,
रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी-781171
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IMPORTANT CIRCULAR No.-74

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

दिनांक/Dated: 22 /06/2020

To

- 1) All sections in Main Office
- 2) All Sub-offices,
- 3) IFA HQr, (EAC) Shillong, IFA, HQr 3 Corps,
IFA, HQr 4 Corps, IFA 10 Wing Jorhat

Subject:- Volunteers for Bhadarwah, Kargil, Leh, Poonch Rajouri:
AAOs /SAs /Auds/Clks /MTS

HQrs Office, Delhi Cantt. vide their letter No.0600/AN/Estt-Others/Tenure/2020/Volunteers dated 17/06/2020 has called for volunteers amongst AAOs /SAs /Auds /Clks /MTS who have completed minimum three years at present serving station for posting to DAD Offices in Bhadarwah, Kargil, Leh, Poonch Rajouri & Srinagar to facilitate repatriation of individuals posted there.

In view of the above details of volunteers in Annexure A-1 (copy enclosed) may please be furnished . It is also informed that official who will be having a residual service of at least 02 years at the time posting will be considered for posting in Northern Region .

Individuals , who once apply in this Volunteer List will not be allowed to withdraw during the validity of list unless there are pressing medical /personnel reasons . Request for cancellation will not be entertained after issue of transfer orders.

It is therefore, requested to furnish the names of the volunteers among the AAOs /SAs /Auds /Clks /MTS, in the enclosed proforma ie, Annexure -A so as to reach this office latest by 26/06/2020 positively by return Fax /Email .

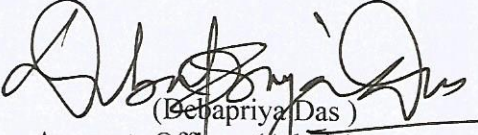
'NIL' report is also required.

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

Copy to:-

1. IT & SW (Local):

For uploading in CDA Guwahati website.


(Debapriya Das)
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(App)/SUPERVISOR(A/c)/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				

Annexure 'A-1' (contd)

14	Whether EDP trained (Yes/No) (If yes, specify project)			
15	APAR GRADING (Upto two decimal places)			
16	Brief Grounds for tranfer:			
<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))		