

रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी- 781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI  
UDAYAN VIHAR, NARANGI, GUWAHATI-781171  
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No. AN/1A/2085/Volunteer/Vol-XIV

दिनांक/Dated:13/05/2015

**IMPORTANT CIRCULAR No.- 29**

To,

- 1.All Sections in Main Office
- 2.All Sub-Offices

Subject: Transfer : DAD Estt. : SA/Aud/Clk : Bhutan Panel : 2015-2016.

It has been decided by the HQrs Office, New Delhi vide their letter No.AN/X/10098/6/2015/BTN dated 11/05/2015 to call for volunteers amongst **SAs/Aud./Clks** for posting to **Bhutan** who fulfill the criteria as listed below:

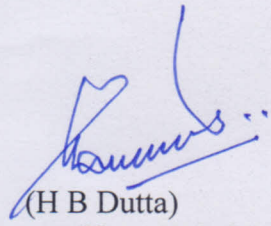
- i) The applicant is eligible for only one tenure to Bhutan in the entire service.
  - ii) The applicant needs to have 'Very Good' or above grading in the APARs for the last five years to be eligible for empanelment.
  - iii) The applicant should not be facing any disciplinary proceedings and should not have earned any penalty including recorded warning at any time in their career.
  - iv) They should have completed a period of three years after their last sensitive assignment.
  - v) The applicant should be left with minimum three years of service as on 31/03/2015 before superannuation.
  - vi) Experience of working in DAD office attached with the MES or Border Roads Formation is desirable.
  - vi) Experience of working on Computers is desirable.
3. The names of willing staff may be forwarded in the prescribed format to this office latest by **20/05/2015** positively by return **FAX**.  
'NIL' report is also required.

Encl : Proforma (Annexure-'A-1')

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

Copy to:

EDP Section (Local) : For uploading in the official website of CDA Guwahati

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

**VOLUNTEER APPLICATION**

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/JHT/)					
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	Whether appearing in ensuing SAS Part-II (in case of Sr. Auds/Auditors/Clerks/Stenos/DEOs)					
10	HOME TOWN If DAD office not available at Home town, nearest Station to Home town where DAD office is situated					
11	<b>SERVICE PROFILE (In DAD)</b>					
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)
12	CHOICE STATION (Station (NOT Office) where DAD	First Preference Second Preference Third Preference	BHUTAN			
13	Whether EDP trained (Yes/No) (If yes, specify project)					
14	APAR GRADING	APAR1	APAR2	APAR3	APAR4	APAR5
15	<b>UNDERTAKING</b>					
	It is to undertake that the information furnished above are correct.					
16	Date: ___/___/20___			(SIGNATURE OF APPLICANT)		
	<b>(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</b>					
	<b>(To be filled by the Controller's office)</b>					
17	GROUND FOR RECOMMENDATION					
18	If Not recommended reason thereof					
19	Whether any disciplinary case is pending					
20	Date: ___/___/20___			(SIGNATURE AND SEAL OF GO(AN))		