



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

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

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सं./No. AN/1A/2085/Volunteer/Vol-XV

दिनांक/Date: 20/03/2018

IMPORTANT CIRCULAR NO. 12

Kindly find HQrs office letter no 0600/AN-X/Volunteer/2018/Vol.II dated 19.03.2018 attached with this circular as Annexure-A whereby volunteers for centrally controlled stations of Northern Region viz. Bhadarwah, Kargil, Leh, Poonch, Rajouri & Srinagar have been called for.

Volunteers among AAOs/SAs/Auds/Clks/MTSs who have completed minimum 03 years at the present serving station may submit their willingness in the prescribed performa annexed with this circular as Annexure- B, so as to reach this section by **27. 03.2018**

— Sd —

(Chayan Das)

Sr. Accounts Officer (AN)

Copy to (Through Website)

1. All sections, Main Office, CDA Guwahati
2. All sub offices, CDA Guwahati

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For information and necessary action please

— Sd —

(Chayan Das)

Sr. Accounts Officer (AN)

कार्यालय, रक्षा लेखा महानियंत्रक
उलान बटार मार्ग, पालम, दिल्ली छावनी-110010

(Through website)

No.0600/AN-X/Volunteer/2018/Vol.II

Dated: 19.03.2018

To

The PCA/PCsDA/CsDA

Subject: Transfer Estt. DAD : Volunteers for Northern Region.

Reference: HQrs. office letter No. AN/X/0600/XIX/2009/PF dated 26.10.09.

As per transfer policy of posting to centrally controlled stations of Northern Region viz. Bhadarwah, Kargil, Leh, Poonch, Rajouri & Srinagar, volunteers are called for, to facilitate repatriation of individuals serving there.

2. The Competent Authority has decided to invite applications of volunteers from amongst AAOs/Sr.Adr./Auditors/CIks/MTS, who have completed minimum 03 years at the present serving station, for posting to the above six centrally controlled stations of Northern Region.

3. In view of the above, details of volunteers in Annexure 'A-1' (copy enclosed) may please be obtained. The officials may also be informed that only those, who will be having a residual service of at least 02 years at the time of selection, will be considered for posting to the Northern Region. In case, the applicant has applied for transfer to some other station through the volunteer list/panel, an endorsement may be made against his name in the remarks column of Annexure 'B-1' (copy enclosed).

4. 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 orders.

5. It is further requested to forward the original application of all the volunteers as per Annexure 'A-1' only along with connected data in Annexure 'B-1' **by 02.04.2018**. Annexure 'B-1' and 'C' containing individual details & service profile may also be forwarded in MS Office Excel through CGDA WAN/E-mail (admnx.cgda@nic.in).

Nil report is also required.


(कविता गर्गी)

र.ले.व.उ.म.नि. (प्रशा)

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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(Add)/SUPERVISOR(A/C)/Sr.AUDITOR/AUDITOR/CLERK/PS/STENO/HT/JHT/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

23

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:			
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.				
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))		

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