



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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No. AN/1A/IC/Adr/Vol-XXIX

Date: 19.06.2018

IMPORTANT CIRCULAR NO- 28

To,

1. All sections in Main Office CDA Guwahati (Through Website)
2. All sub Offices under CDA Guwahati (Through Website)

Subject: Annual report for Inter Command transfer in respect of SA/Aud/Clk for the year 2018-19

Annual report for inter command transfer in respect of staff for the year 2018-19 is to be furnished to the HQrs office, Delhi Cantt.

Accordingly, willing staff may prefer their applications for inter command transfer (**in duplicate**) to their choice stations as per proforma attached, so as to reach this office latest by **31.07.2018**. Application received after the scheduled date will under no circumstances be entertained.

Regarding the request of new recruits for inter command transfer, it is stated that the newly recruited staff are required to serve at the initial stations of posting for 03 years as on 31.08.2017 before seeking a choice station of posting. In case of newly recruited lady staff, the period however is 02 years.

GO (AN) has seen.

Enclosure: As above

(S. C. Adhikari)
Sr. Accounts Officer (AN)

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/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

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:			
<p><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></p>				
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))		