



रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी 78117-1
Controller of Defence Accounts, Udyan Vihar, Narangi,
Guwahati-781171

Fax: 0361-2640204,

Phone: 0361-2640394, 2641142

e-mail: cda-guw@nic.in



AN/1A/IC/AO/SAO/Vol-III

Dt.20/07/2016

IMPORTANT CIRCULAR NO. - 37

To

- 1) All SAOs/AOs in Main Office CDA Guwahati
- 2) All SAOs/AOs in Sub-Offices (Including IFAs)

Subject: Annual Report for Inter-Command Transfer: SAOs/AOs

Annual Report for the year 2016-17 on a/c of Inter-Command transfer in respect of SAOs/AOs, is to be furnished to HQrs. Office, Delhi Cantt.

Accordingly, willing SAOs /AOs may prefer their applications for Inter-Command transfer to their choice stations as per "Proforma" attached, so as to reach this office latest by 12/08/2016. Application received after the scheduled date will under no circumstances be entertained.

Encl: As Above

-sd-

(H B Dutta)

Sr. Accounts Officer (AN)

Copy to:-

EDP Section (local):-

For uploading in the official website of CDA Guwahati.

(H B Dutta)

Sr. Accounts Officer (AN)

SI No.	Name	Date of Birth	Grade	A/C No	Date of Appt.	Office where serving	Orgn.	Date of Promotion to AO's Grade
1	2	3	4	5	6	7	8	9

Whether EDP Trained, Yes/No.	Home Town	If DAD office not available at home town, nearest Station to home town where DAD office exist	ACR gradings of last 3 years 13-14 14-15 15-16	Station Seniority	First Choice Station	Second Choice Station	Third Choice Station	State/ Own
10	11	12	13	14	15	16	17	18

Station Served	From Date	To Date	Physically handicapped (Yes/No)	Disciplinary Case pending (Yes/No)	Spouse Working (Yes/No)	Grounds for Transfer	Recommendation of PCDA/CDA
19	20	21	22	23	24	25	26

* Necessary certificates wherever required may be furnished.

(Signature of Applicant)

Office of the Controller General of Defence Accounts
West Block - 5, R.K.Puram, New Delhi - 110 066

Important Circular

No. AN/II/2153/Gen

Dated: 25/10/2007

To,

All PCsDA / CsDA / PCA (Fys)

Sub: Half Yearly List of volunteers- AOs / Sr.AOs.

Ref: This Hqrs letter bearing No AN/II/2153/Gen dated 31.05.2007.

Till date, the names of AOs / SAOs who apply for posting to their choice stations through yearly / half yearly transfer reports duly recommended by the concerned PCsDA / CsDA, were being included in the volunteer list for choice stations opted by the officers and were continued to be kept in the list till transfer of the officer to choice station.

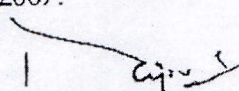
2. In recent past, it has been observed that few officers chose to withdraw their requests on the pretext of changed circumstances, after orders for their transfer to the choice station were issued. Since, in certain cases chain of transfers is involved, the same gets held up after an officer chose to forgo transfer as stated above. This interalia, increases all round correspondence and results in delay in implementation of transfer orders. The position in this regard has been reviewed and it has been decided that for the half yearly transfer report for 10/2007 and onwards the following guidelines may be kept in view:

- a) For each half year, a fresh list of volunteers amongst AOs / SAOs may be prepared and sent to this HQrs even though their names were forwarded in earlier half yearly reports duly recommended.
- b) This fresh list will only be considered for inclusion of names of the officers in the volunteer list and the existing list of volunteers from the previous half yearly list will become as null and void.

3. The names of the officers on your proforma strength serving in IFAs offices or other offices are also to be included in the reports. It is also clarified to all concerned that an officer will not be allowed to withdraw request for transfer after issue of transfer orders, under any circumstances.

4. In cases, where half yearly reports have already been forwarded a supplementary list may sent, so as to reach this Hqrs. Office by 30.11.2007.

Kindly acknowledge receipt.


(Rajiv Sharma)
Sr. Dy. CGDA (Admin)

Copy to:

AN-IV, IFA Cell, Pr. IFA (Local) ... for information please.