



रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी 78117-1  
Controller of Defence Accounts, Udyan Vihar, Narangi,  
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**IMPORTANT CIRCULAR NO: -36**

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

Dated: 20/07/2016

To

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

**Subject: Annual Report for Inter-Command Transfer in r/o Gp. B & Gp. C Staff upto AAO Level for the year 2016-17.**

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Annual Report for Inter-Command transfer in respect of staff is to be furnished for the year 2016-17 to HQrs. Office Delhi Cantt.

Accordingly, willing Officers/staffs may prefer their applications for Inter-Command transfer to their choice stations as per "Proforma" attached, so as to reach this office latest by 12/08/2015. Application received after the scheduled date will under no circumstances be entertained.

As regards 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 3(Three) years as on 31.08.2016 before seeking a choice station of posting. In the case of newly recruited lady employees, the period, however, is 2 (two) years.

Encl: As Above

—sd—

(H B Dutta)

Sr. Accounts Officer (AN)

Copy to: The Officer-in charge  
EDP Section

It is requested to upload the same in the official website of  
CDA Guwahati.

(H B Dutta)

Sr. Accounts Officer (AN)

**VOLUNTEER APPLICATION**  
(Original copy to be forwarded to HQrs.)

1	<b>ACCOUNT NO</b>					
2	<b>GENDER (Male / Female)</b>					
3	<b>NAME</b>					
4	<b>CATEGORY (GENERAL/OBC/SC/ST/PH)</b>					
5	<b>GRADE</b> (AAO/SO(A)/SAS(App)/SUPERVISOR(A/c)/Sr.AUDITOR/AUDITOR/CLERK/PS/STENO/HT/JHT/DEO/LIBRARIAN/MTS/DRIVER)					
6	<b>DATE OF BIRTH (DD/MM/YYYY)</b>					
7	<b>DATE OF APPOINTMENT (in DAD) (DD/MM/YYYY)</b>					
8	<b>DATE OF PROMOTION (DD/MM/YYYY)</b> (As Group 'C' in r/o Staff & as SO(A) in r/o officers)					
9	<b>ROSTER No.</b> (Mandatory in case of AAO)					
10	<b>Whether appearing in ensuing SAS Part-II</b> (in case of Sr. Auds/Auditors/Clerks/Stenos/DEOs)					
11	<b>HOME TOWN</b> (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	<b>SERVICE PROFILE (In DAD)</b>					
	<b>Name of Office</b>	<b>Organisation</b>	<b>Whether Sensitive Assignment (Yes / No)</b>	<b>Station</b>	<b>From Date (dd/mm/yyyy)</b>	<b>To Date (dd/mm/yyyy)</b>
13	<b>CHOICE STATION</b> (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			

14	Whether EDP trained (Yes/No) (If yes, specify project)			
15	<b>APAR GRADING</b> (Upto two decimal places)	APAR1	APAR2	APAR3
16	<b>Brief Grounds for transfer:</b>			
<p><i>Attach latest Medical Certificate (NOT MEDICAL PRESCRIPTION &amp; TEST REPORTS) in respect of medical cases and Service certificate showing Station &amp; Department from the employer in case of spouse.</i></p>				
17	<b><u>UNDERTAKING</u></b>			
It is to undertake that the information furnished above are correct.				
18	Date: ___/___/20___	<b>(SIGNATURE OF APPLICANT)</b>		
<b><u>(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</u></b>				
<b><u>(To be filled by the Controller's office)</u></b>				
19	<b>GROUND FOR RECOMMENDATION</b> (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___	<b>(SIGNATURE AND SEAL OF GO(AN))</b>		