



रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी-781171
Controller of Defence Accounts, Udyan Vihar, Narangi, Guwahati-781171
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AN/1A/2085/Volunteers/Vol-XIV

Date: 08/02/2016

IMPORTANT CIRCULAR- 7

To

1. All section in Main Office
2. All Sub-offices under CDA Guwahati.

Subject: Posting of volunteers to Port Blair (Panel 2016-17): AAOs .

The HQrs Office, Delhi Cantt. vide their letter No. AN/IX/9010/1/Port Blair/2016-17 Dt: 04-02-2016 has called for volunteers below 56 years for Port Blair amongst **AAOs**. The full service particulars of the volunteers along with other details may be forwarded in the enclosed Annexure-A. The officers selected for posting to Port Blair will be repatriated to one of their choice stations on completion of the prescribed tenure. In case officers have applied for transfer to some other station in the volunteers list, an endorsement may please be made against his name in the list.

2. Individual, 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. Request for cancellation will not be entertained after issue of the transfer order.

3. The names of willing AAOs/SOs(A) may be furnished to this office by **FAX latest by 25/02/2016 positively** to enable this office to send a consolidated report to HQrs. Office.

'Nil' report is also required.

(H B Dutta)

Sr. Accounts Officer (Admin)

Copy to:-

1. The Officer in-Charge: For uploading in the CDA Guwahati website.
(EDP Section)

(H B Dutta)

Sr. Accounts Officer (Admin)

APPLICATION OF VOLUNTEER FOR PORTBLAIR
(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/ /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)	
	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/yy)
		To Date (dd/mm/yy)
13	CHOICE STATION on repatriation (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

Whether EDP trained (Yes/No) (If yes, specify project)					
APAR GRADING (Upto two decimal places)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;"></td> <td style="width:25%;"></td> <td style="width:25%;"></td> <td style="width:25%;"></td> </tr> </table>				
6 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))