



सत्यमेव जयते

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: 10/08/2018

To,

All Section, Main Office CDA Guwahati (Through Website)
All Sub Offices under CDA Guwahati (Through Website)

Subject: Transfer: DAD Estt: SA/Aud/Clerk: Bhutan Panel 2018-19

HQrs office has called for volunteers amongst SA/Aud/Clerk for Bhutan Panel 2018-19. It is requested to sponsor the names of volunteers together with their full service profile, indicating the previous service in sensitive assignments, if any and APAR grading for last 05 years on proforma enclosed.

While forwarding the names of the volunteers, it may be ensured that the following criteria are strictly kept in view and only those names who fulfill the criterion are forwarded:

- i. The applicants are eligible for only one tenure in Bhutan in the entire service
 - ii. The applicants need to have "Very Good" or above grading in the APARs for the last 05 years to be eligible for empanelment.
 - iii. They should not be facing any disciplinary proceedings and should not have earned any penalty including a recorded warning at any time in their career.
 - iv. They should have completed a period of three years after their last sensitive assignment.
 - v. The applicants should be left with minimum three years of service as on 31.03.2019 before superannuation
- Desirable**
- vi. Experience of working in DAD office attached with the MES or Border Roads formation
 - vii. Experience of working in Computers

It is pressed that names of only those volunteers who fulfill the above criterion may be forwarded.

Name of the volunteers filled in the prescribed proforma in all respect may be forwarded to this office by FAX/E-Mail/By Hand so as to reach this office latest by **24.08.2018**. Application received after the due date will not be entertained.

Encloser: As Above


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

VOLUNTEER APPLICATION

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)/d/Sr.AUDITOR/AUDITOR/CLERK/PS/STENO/HT/JHT/					
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	Whether appearing in ensuing SAS Part-II (in case of Sr. Auds/Auditors/Clerks/Stenos/DEOs)					
10	HOME TOWN If DAD office not available at Home town, nearest Station to Home town where DAD office is situated					
11	SERVICE PROFILE (In DAD)					
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)
12	CHOICE STATION (Station (NOT Office) where DAD	First Preference Second Preference Third Preference	BHUTAN			
13	Whether EDP trained (Yes/No) (If yes, specify project)					
14	APAR GRADING	APAR1	APAR2	APAR3	APAR4	APAR5
15	UNDERTAKING It is to undertake that the information furnished above are correct.					
16	Date: ___/___/20___			(SIGNATURE OF APPLICANT)		
	(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)					
	(To be filled by the Controller's office)					
17	GROUND FOR RECOMMENDATION					
18	If Not recommended reason thereof					
19	Whether any disciplinary case is pending					
20	Date: ___/___/20___			(SIGNATURE AND SEAL OF GO(AN))		