

"हिन्दी राष्ट्र के निर्माण में सहायक है"



रक्षा लेखा प्रधान नियंत्रक (मध्य कमान) करियप्पा मार्ग, लखनऊ छावनी -226002  
Principal Controller of Defence Accounts (Central Command) Cariappa Road,  
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(Through Website)

सं. प्रशा/1अ/1004/मुख्यालय/उत्तरी क्षेत्र

दिनांक :03/09/2021

सेवा में,

क्षेत्रीय प्रशिक्षण केंद्र, लखनऊ (Regional Training Centre, Lucknow)

एकिकृत वित्तीय सलाहकार, लखनऊ (IFA (CC), Lucknow)

प्रभारी अधिकारी, सभी अधीनस्थ कार्यालय (All Sub Offices of Organization)

प्रभारी अधिकारी, सभी अनुभाग (All Sections of Main Office)

विषय : उत्तरी क्षेत्र के लिए स्वैच्छिक आवेदन: व.ले.प./ले.प./लिपिक/एम.टी. एस.

**SUB : Volunteers for Northern Region. : SAs/Auditors/Clerks/MTS.**

संदर्भ : मुख्यालय कार्यालय का पत्र सं. 0600/AN/Estt-Other/Tenure/2022/Vol.I/Volunteers  
दिनांक 24/08/2021.

REF : HQrs Office letter No. 0600/AN/Estt-Other/Tenure/2022/Vol.I/Volunteers dated :  
24/08/2021.

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मुख्यालय कार्यालय के उपरोक्त परिपत्र का संदर्भ ले जिसके द्वारा व.ले.प./ले.प./लिपिक/एम.टी. एस. से निम्नलिखित उत्तरी क्षेत्र के स्टेशनों हेतु आवेदन माँगे गये हैं। इच्छुक व.ले.प./ले.प./लिपिक/एम.टी. एस., जिन्होंने वर्तमान स्टेशन पर अपना 03 वर्ष का कार्यकाल पूरा कर लिया है, अपना आवेदन संलग्न प्रारूप में भरकर इस कार्यालय में दिनांक 15/09/2021 तक प्रेषित करना सुनिश्चित करें।

Please refer to the above cited HQrs Office circular, wherein invited applications of volunteers for the under-mentioned northern region station from SAs/Auditors/Clerks/MTS. Those SAs/Auditors/Clerks/MTS, who have completed minimum 03 years at the present serving station may apply in prescribed proforma (**Annexure 'A-1'**) & confirm the receipt to this office by **15/09/2021**.

1.	भदरवाह /Bhadarwah	2.	कारगिल /Kargil	3.	लेह /Leh
4.	पूँछ /Poonch	5.	राजौरी /Rajouri	6.	श्रीनगर /Srinagar

	<p>कार्यालय, रक्षा लेखा महानियंत्रक  <b>OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS</b>  जलम बटार रोड, पालम, दिल्ली छावनी - 10  <b>ULAN BATAR ROAD, PALAM, DELHI CANTT. - 110010</b>  Phone-011-25665500/55, 25665568  E-mail.admnm.cgda@nic.in.web.www.cgda.nic.in</p>	
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**हर काम देश के नाम**

No.0600/AN/Estt-Other/Tenure/2022/Vol.I/Volunteers

Dated: 24.08.2021

To

All PCsDA / PCA (Fys.) / PIFAs / CsDA / IFAs / CsDA (Trg.-Estt.)  
(through CGDA website)

**Subject: Transfer Estt. DAD : Volunteers for Northern Region.**

**Reference:HQrs. office letter No. AN/X/0600/XIX/2009/PF dated 26.10.09.**

As per transfer policy of posting to centrally controlled stations of Northern Region viz. Bhadarwah, Kargil, Leh, Poonch, Rajouri & Srinagar, volunteers are called for to facilitate repatriation of individuals posted there. The Competent Authority has decided to invite applications of volunteers from amongst Sr.Adrs/Auditors/CIks/MTSs, who have completed minimum 03 years at the present serving station, for posting to the above six centrally controlled stations of Northern Region.

2. In view of the above, details of volunteers in Annexure 'A-1' (copy enclosed) may please be obtained. The officials may also be informed that only those, who will be having a residual service of at least 02 years at the time of posting, will be considered for posting to the Northern Region. In case, the applicant has applied for transfer to some other station through the volunteer list/panel, an endorsement may be made against his name in the remarks column of Annexure 'B-1'.

3. Individuals, who once apply in this Volunteer List will not be allowed to withdraw during the validity of the List unless there are pressing medical/personal reasons. Requests for cancellation will not be entertained after issue of transfer orders.

4. It is, therefore, requested to obtain & forward the application (in original) of all the volunteers in Annexure 'A-1' only along with connected data in Annexure 'B-1' **by 30.09.2021**. Annexure 'B-1' and 'C' containing individual details & service profile may also be forwarded in MS Office Excel through CGDA WAN/E-mail (admnm.cgda@nic.in).  
Nil report is also required.

(राजीव रंजन कुमार)

रक्षा लेखा उप महानियंत्रक (प्रशा.)

प्रतिलिपि सेवा में :

- (i) प्रशा - वेतन (स्थानीय)-  
(ii) सूचना प्रौद्योगिकी एवं प्रणाली (स्थानीय) -

उपर्युक्त के अनुसार अपेक्षित कार्रवाई हेतु।  
कृपया परिपत्र को कार्यालय की वेबसाइट पर डालें।

(राजीव रंजन कुमार)

रक्षा लेखा उप महानियंत्रक (प्रशा.)

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

8

1	ACCOUNT NO					
2	GENDER (Male / Female)					
	NAME					
4	CATEGORY (GENERAL/OBC/SC/ST/PH)					
5	GRADE (AAO/SO(A)/SAS(Add)/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) y)	To Date (dd/mm/yyyy) y)
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				

(1)  
Total 16 Pages

14	Whether EDP trained (Yes/No) (If yes, specify project)	
15	APAR GRADING Up to two decimal places)	

16

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))

②