

"हर काम देश के नाम"

रक्षा लेखा प्रधान नियंत्रक (सेना) करियप्पा मार्ग, लखनऊ छावनी -226002

Principal Controller of Defence Accounts (Army) Cariappa Road,

Lucknow Cantt. - 226002

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(ई-मेल/ स्पीड पोस्ट )

महत्वपूर्ण परिपत्र

सं. प्रशा./1अ/1004/स्वैच्छिक आवेदन /मुख्यालय/2023

दि.08.11.2023

सेवा में,

प्रभारी अधिकारी

1-सभी अधीनस्थ कार्यालय/अनुभाग

2-एकीकृत वित्तीय सलाहकार कार्यालय एवं

3-क्षेत्रीय प्रशिक्षण केंद्र कार्यालय, लखनऊ !

विषय: स्थानांतरण: रक्षा लेखा विभाग |

संदर्भ: मुख्यालय कार्यालय के दि. 07.11.2023 का पत्र संख्या AN/IX/9011/Station Seniors/AAOs & Staff

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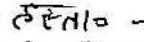
मुख्यालय कार्यालय द्वारा इस संगठन के प्रशासनिक क्षेत्राधिकार में तैनात ऐसे AAOs/Sr.Auditor/ Auditor /Clerks का विवरण निर्धारित प्रारूप (Annexure-A2 व F) में मांगा गया है जिनकी दिनांक- 31.12.2023 तक Station Seniority तथा Command Seniority निम्न प्रकार है -

- (i) ऐसे सहायक लेखाधिकारी जिनकी दिनांक-31.12.2023 तक Station Seniority 03 वर्ष अथवा उनकी Command Seniority 05 वर्ष पूर्ण हो गयी हो |
- (ii) इस संगठन के लखनऊ, कानपुर, वाराणसी स्टेशन पर तैनात ऐसे Sr.Auditor/ Auditor/Clerks जिनकी दिनांक-31.12.2023 तक Station Seniority 03 वर्ष अथवा उनकी Command Seniority 07 वर्ष पूर्ण हो गयी हो |
- (iii) इस संगठन के प्रयागराज, फैजाबाद, झाँसी व बबीना स्टेशन पर तैनात ऐसे Sr.Auditor/ Auditor/Clerks जिनकी दिनांक-31.12.2023 तक Station Seniority 05 वर्ष अथवा उनकी Command Seniority 07 वर्ष पूर्ण हो गयी हो |
- (iv) ऐसे AAOs/Sr.Auditor/ Auditor/Clerks जिनकी आयु दिनांक-31.03.2024 तक 56 वर्ष पूर्ण हो जाएगी, का विवरण इस कार्यालय को प्रेषित न किया जाए |

2. उक्त संबंध में यह सूचित करना है कि उपर्युक्त मापदंड पूरा करने वाले कार्मिक Out Station स्थानांतरण के लिए सचेत रहे तथा साथ ही यह आवश्यक नहीं है कि कार्मिकों का स्थानांतरण उनके द्वारा मांगे गए इच्छित स्टेशन (Choice Station) पर ही किया जाए |

3. उपर्युक्त संबंध में आपसे अनुरोध है कि अपने कार्यालय में तैनात सभी AAOs/Sr.Auditor/ Auditor/Clerks जो उपर्युक्त मापदंड को पूरा करते हैं, का विवरण अनुलग्नक "A-2" व "F" में भरकर Hard व soft कॉपी दोनों इस कार्यालय को E-mail ID [pcdaccan@ladad@gov.in](mailto:pcdaccan@ladad@gov.in) पर दि. 20.11.2023 तक मेल करने का कष्ट करें।

कृपया इसे सर्वोच्च प्राथमिकता दें।

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वरि. लेखाधिकारी (प्रशा.)

प्रतिलिपि:

प्रभारी अधिकारी

स्वचलन कक्ष - र.ले.प्र.नि.(म.क.) लखनऊ की वेबसाइट पर अपलोड करने के लिए।

(स्थानीय)

  
वरि. लेखाधिकारी (प्रशा.)



कार्यालय रक्षा लेखा महानियंत्रक  
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
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ULAN BATAR ROAD, PALAM, DELHI CANTT. 110010

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सं.प्रशा/LX/9011/Station Seniors/AAOs & Staff

दिनांक:-07.11.2023

To

All PCsDA/CsDA/PIFAs/IFAs  
(Through e-mail)

Subject: Transfer – DAD Establishment.

(Station / Organization senior on proforma strength in respect of AAOs & Staff)

Keeping in view the receipt of large number of transfer requests, of AAOs/ and Staff serving at various stations including Hard/Tenure stations etc. for posting to their choice stations, the Competent Authority has decided to call for details of station / organization senior in order to repatriate / accommodate eligible volunteers and to address the resultant crucial vacancies. It is, therefore, requested to forward details on prescribed formats of all AAOs & Staff serving under your organization as per the details mentioned below:-

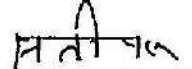
- (i). Station seniors (AAOs):- who are completing three years at station as on 31.12.2023
- (ii). Organization seniors (AAOs):- who are completing five years in your organization as on 31.12.2023
- (iii). Station seniors (Sr.Adrs/Adrs/Clerks):- who are completing five years at station as on 31.12.2023 except those who are completing three years at special category stations as mentioned in Annexure "A" of HQrs letter dated 24.03.2023
- (iv). Organization seniors (Sr.Adrs/Adrs/Clerks):- who are completing seven years in your organization as on 31.12.2023

(2). The information may be furnished in the Annexure circulated vide HQrs circular No. AN/X/10050/10/2014 Dated 08/08/2014 keeping in view the instructions relevant to the respective Annexure. In addition to above, the following additional guidelines may also be kept into view while rendering detail of station / organization seniors.

- (a). It may please be ensured that 'Annexure-A/2' (in ORIGINAL) in respect of each station / organization senior must be enclosed duly completed in all respects.
- (b). Service profile in 'Annexure - C' in respect of station / organization senior irrespective of Command / Organization along with 'Annexure-D' indicating the date up to which the transfer is deferred.
- (c). Details of station / organization senior in 'Annexure-E' who were exempted earlier and details of station senior seeking exemption in current year may be furnished in 'Annexure-F'. It may please be ensured that in case name of any individual is also included in 'Annexure - B/2', the Sl. No. of 'Annexure-E & F', as the case may be, must be mentioned in remarks column of 'Annexure-B/2' for proper linking and to avoid any unwarranted transfer.

- (3). While forwarding the above Annexure, it may please be ensured that names of those individuals who have completed / completing 56 years of age as on 31.03.2024 are not to be included in the list of Station / organization senior.
- (4). If name of any of the individual has been sponsored for deputation or other panel like Bhutan / Port Blair / Northern Region etc., as on the date of forwarding list, the same should invariably be mentioned in the remarks column against the name of the individual in Annexure – B/2. Besides, any subsequent change in status of individual on any ground effecting decision related to his transfer may also be intimated.
- (5). Service rendered by an employee in erstwhile Group 'D' grade, if any, may be excluded while determining his / her station / organization seniority for the purpose of transfer. The date of promotion to the grade from erstwhile Group 'D' to Group 'C' in case of Clerks / Auditors / Sr. Auditors may invariably be indicated against affected officials in terms of directions as contained in HQrs circular dated 26/02/1983 (copy available on CGDA website in order to correctly arrive at Station / Organization seniority of an official.
6. Individuals seeking exemption as per guidelines contained in the transfer policy may be advised to submit supporting documents (Specific certificates only) along with 'Annexure-A/2' to enable this office to examine the requests for exemption from transfers.
7. Further, it is also requested that all transfer / exemption requests on medical ground should be screened at Controller level before forwarding the same to HQrs office. Only relevant medical certificate should be attached with the applications/request. In this connection, a proforma may also please be forwarded with recommendation of GO (AN) as per this office letter No. AN/X/10050/AVL-10/2023 Dated 14/07/2023.
8. All the station / Organization seniors may please be alerted and informed that they are likely to be transferred out by the end of the current academic session. It may also be clarified that they may also be transferred to other than their choice station, as per administrative requirement. It may also be noted that no internal rotation of AAOs and staff within the organization is carried out after furnishing this report to HQrs save as provisions contained in para 2 (i) of circular dated 08.08.2014.
9. This report in MS-Excel may kindly be furnished to this office through email ([admnix\\_cgda@nic.in](mailto:admnix_cgda@nic.in)) in case of AAOs and to ([admnx\\_cgda@nic.in](mailto:admnx_cgda@nic.in)) in case of Staff and information in hard copy along with other documents by 30.11.2023 positively.

Nil report is also required.

  
(सतीश कुमार त्रिपाठी)  
वरिष्ठ लेखा अधिकारी (प्रशासन)

**FORMAT TO BE FILLED BY STATION SENIORS**  
(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/SO(A)/SAS(App)/SUPERVISOR(A/c)/Sr.AUDITOR/AUDITOR/CLERK)					
6	DATE OF BIRTH (DD/MM/YYYY)					
7	DATE OF APPOINTMENT (In DAD) (DD/MM/YYYY)					
8	DATE OF PROMOTION (As Group 'C' in r/o Staff & SO(A) in r/o officer)					
9	ROSTER No. & CATEGORY (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)					
12	SERVICE PROFILE (In DAD)					
	Name of Office (Mention Sensitive assignment also)	Organisation	Whether on Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/y yyy)	To Date (dd/mm/y yyy)
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						

ANNEXURE - 'A-2' (Contd.)

14	Whether EDP trained (If yes, specify project)	
15	APAR GRADING	
16	BRIEF GROUNDS FOR EXEMPTION (If requesting and as per Transfer Policy)	
Attach Latest Medical Certificate (NOT MEDICAL PRESCRIPTION) /Relevant certificate in other cases.		
DETAIL OF CERTIFICATE		
ISSUING AUTHORITY		
ISSUE DATE		
GROUND MENTIONED IN CERTIFICATE		
NAME MENTIONED IN CERTIFICATE		
RELATION WITH EMPLOYEE		
PERIOD OF EXEMPTION REQUESTED		
PREVIOUS EXEMPTIONS (if any)		
17	<u>UNDERTAKING</u> I hereby certify that the information furnished above are correct.	
18	Date: _____ (SIGNATURE OF APPLICANT) <b>(ALL COLUMN ARE MANDATORY AS PER APPLICABILITY)</b>	
<b>(To be filled by the Controller's office)</b>		
19	RECOMMENDATION (Yes/No)	
20	REASON (If Not recommended)	
21	Whether any disciplinary case is pending against the individual:	
22	Date: _____ (SIGNATURE AND SEAL OF GO(AN))	

4

ANNEXURE - 'E'

Name of Station/Organisation Seniors From the Organisation - already EXEMPTED

SL NO	ACOUNT NO	GENDER (M-Male F-Female)	NAME	TRADE	Date of Birth (dd/mm/yyyy)	Date of Appointment (dd/mm/yyyy)	HOME TOWN (District only)	STATION where Serving	GROUND FOR EXEMPTION (as per Transfer Policy)
1	2	3	4	5	6	7	8	9	10

ANNEXURE - 'F'

Name of Station Seniors From the Organisation - seeking exemption

SLNO	ACCOUNT NO	SEX (M-Male F-Female)	NAME	GRADE	DOB Date of Birth (dd/mm/y YY)	DOA Date of Appointm ent (dd/mm/y YY)	HOME TOWN (District only)	STATION where Serving	OFFICE	SERVING DATE (dd/mm/y YY)
1	2	3	4	5	6	7	8	9	10	11

15



