



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -  
226002  
Office of the Principal Controller of Defence Accounts (Central  
Command) Cariappa Road, Cantt., Lucknow, Pin Code - 226002  
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No. AN/1A/1004/Port Blair

Dated: 09/02/2021

TO,

All Sub Offices of Organization  
All Sections of Main Office  
Regional Training Centre, Lucknow  
IFA (CC), Lucknow

**SUB : Volunteers for Port Blair (2020-21) : AAOs**

**REF : HQrs Office letter No. AN/Estt. AAO/9010/Port Blair/2020-21 Date: 04.02.2021**

Please refer to the HQrs Office circular cited under reference, wherein it has been sought volunteers amongst the AAOs serving under your office for transfer to Port Blair. In this regard it is requested to furnish the name of interested AAOs alongwith full particular and APAR grading for the last three year and other details in the enclosed Annexure 'A-1' latest by 12/02/2021.

Applications of volunteers are invited on the basis of following criteria:-

- The Officers should have completed minimum 02 years of service in the present serving station and for AAOs on provisioning, they should have completed 03 years stay at their present place of posting.
- Individuals, who will have residual service of at least 02 years at the time of selection will be considered for posting to Port Blair and will be repatriated to one of their three choice stations on completion of prescribed tenure.
- The officers, who once volunteers for Port Blair station, will not be allowed to withdraw during the validity of volunteers list unless there are compelling medical/ personal reasons and recommended by the PCDA under a DO letter clearly bringing out the genuineness of the support with relevant documents/ certificates. Further request for cancellation will not be entertain after issue of transfer order.
- Nil report is also required.

Enclosure: Annexure-'A'

— ईस्टी —  
JT.CDA



Copy to,

Officer-in- charge  
OA Cell  
(Local)

: for uploading to PCDA website.

— ईस्टी —  
AO (AN)

**“हर एक काम देश के नाम”**

	<p>कार्यालय रक्षा लेखा महानियंत्रक OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNT उलान बटार रोड, पालम, दिल्ली छावनी – 10 ULAN BATAR ROAD, PALAM, DELHI CANTT. - 10</p>	
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**CIRCULAR**

No. AN/Estt. AAO/9010/Port Blair/2020-21

Dated: 04.02.2021

To,

✓ All PCsDA/PCA(Fys)/CsDA

**Sub: Volunteers for Port Blair (2020-21): AAOs.**

The Competent Authority has decided to invite application of volunteers from AAOs for Port Blair station on the following criteria:

(i) Officers should have completed minimum 02 years of service in the present serving station and for AAOs on provisioning, they should have completed 03 years stay at their present place of posting.

(ii) Officers, who will have a residual service of at least 02 years at the time of selection will be considered for posting to Port Blair and will be repatriated to one of their three different choice stations on completion of prescribed tenure.

(iii) The full service particulars of the volunteers along with APAR gradings for the last three years and the other details may be forwarded in Annexure “A-1” as prescribed vide HQrs circular dated 08.08.2014.

(iv) In case the officers has also applied for transfer to some other station in the volunteer list, an endorsement may be made against his name in the list.

2. **Officers, who once volunteer for Port Blair station, will not be allowed to withdraw during the validity of volunteer list unless there are compelling medical / personal reasons and recommended by the of Principal Controller / Controller under a DO letter clearly bringing out the genuineness of the case supported with relevant documents/certificates. Further, requests for cancellation will not be entertained after issue of transfer order.**

3. It is requested to forward original application of all the volunteers strictly as per Annexure ‘A-1’ along with connected data in Annexure ‘B-1’ as prescribed vide HQrs circular dated 08.08.2014 by **20<sup>th</sup> February 2021**. Annexure ‘B-1’ may also be forwarded in **MS Office Excel format** to CGDA AN (Estt. AAO) Email ID ([admnix.cgda@nic.in](mailto:admnix.cgda@nic.in)).

4. **The application received after due date will not be considered.**


**NIL report** is also required.  
Copy by post may not be awaited.



(Sunil Srivastava)  
AO (Admin)

Copy to:

- 1) AN-Pay Section (Local) – For information w.r.t. above and necessary action please.
- 2) IT & S Wing (Local) - With a request to upload on CGDA Website.

  
(Sunil Srivastava)  
AO (Admin)



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

1	<b>ACCOUNT NO</b>				
2	<b>GENDER</b> (Male / Female)				
3	<b>NAME</b>				
4	<b>CATEGORY</b> (GENERAL/OBC/SC/ST/PH)				
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</b> (DD/MM/YYYY)				
7	<b>DATE OF APPOINTMENT (in DAD)</b> (DD/MM/YYYY)				
8	<b>DATE OF PROMOTION</b> (DD/MM/YYYY) (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</b> (Yes / No)	<b>Station</b>	<b>From Date</b> (dd/mm/yyy y) <b>To Date</b> (dd/mm/yyy y)
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	<b>PORT BLAIR</b>		
		Second Preference			
		Third Preference			

14	Whether EDP trained (Yes/No) (If yes, specify project)			
15	<b>APAR GRADING</b> (Upto two decimal places)			
16	<b>Brief Grounds for transfer:</b>			
<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>				
17	<b>UNDERTAKING</b> It is to undertake that the information furnished above are correct.			
18	Date: / /20	(SIGNATURE OF APPLICANT)		
<b>(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</b>				
<b>(To be filled by the Controller's office)</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__	(SIGNATURE AND SEAL OF GO(AN))		

