

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

कार्यालय दूरभाष सं.-0522-2451547

कार्यालय फैक्स सं.-0522-2451993

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No. AN/1A/1004/HQrs/Northern Region

Dt: 25.04.2017

### CIRCULAR

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To,

The CDA, RTC Lucknow  
The IFA (CC) Lucknow  
All Sub-Offices  
All Sections in Main Office

**Sub:- Transfer Estt DAD: Volunteer for Northern Region: AAOs/ SA/ Aud./ Clerk/ MTS**

Please ascertain and intimate name of volunteers amongst AAOs/ SA/ Aud./ Clerks/ MTS, who have completed minimum 03 years at the present serving station, for posting to centrally controlled stations of Northern Region viz. Bhadarwah, Kargil, Leh, Poonch, Rajouri & Srinagar in J&K Region so as to reach this office latest by 09.05.2017.

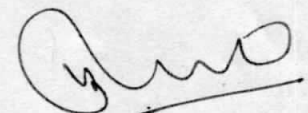
2. While forwarding names of volunteers, the service particulars of the volunteers and other details may be forwarded in the enclosed 'Annexure A-1 & C'. Only those individual who have a residual service of at least 02 years at the time of selection will be considered for posting to Northern Region.
3. Individuals, who once apply for the panel will not be allowed to withdraw during the validity of the panel unless there are compelling medical/ personal reasons. Request for cancellation will not be entertained after issue of transfer order.
4. Nil report is also required.

-sd-

(S.K. Gupta)  
SAO (AN)

Copy to -

- (ii) The OI/c, - for uploading on PCDA (CC) website  
OA Cell  
[Local]



(S.K. Gupta)  
SAO (AN)

**VOLUNTEER APPLICATION**  
(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(ADD)/SUPERVISORIA/c/Sr.AUDITOR/AUDITOR/CLERK/PS/STENO/HT/BHT/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) To Date (dd/mm/yyyy)
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			

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Total 16 Pages

Annexure 'A-1' (contd)

14	Whether EDP trained (Yes/No) (If yes, specify project)			
15	APAR GRADING (Upto two decimal places)	APAR1	APAR2	APAR
16	Brief Grounds for transfer:			
<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___	<b>(SIGNATURE OF APPLICANT)</b>		
<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___	<b>(SIGNATURE AND SEAL OF GO(AN))</b>		

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