

रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी- 781171
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AN/1A/IC/ADR/Vol-XXVII

Dt.20/02/2014

IMPORTANT CIRCULAR NO.04

To

1. All Section in MO CDA Guwahati
2. All Sub-Offices

Subject: Half yearly report for Inter -Command Transfer: SA/Adr/ Clk

Half Yearly report for Inter-Command transfer in respect of staff, to be furnished during 03/2014 to HQrs. Office, is due in March 2014.

Accordingly, willing staffs may prefer their applications for Inter - Command transfer to their choice stations as per "Proforma" attached, so as to reach this office latest by 08/03/2014. Application received after the scheduled date will under no circumstances be entertained.

As regards the request of new recruits for Inter-Command transfer, it is stated that the newly recruited staffs are required to serve at the initial stations of posting for 03(three) years before seeking a choice station of posting. In the case of newly recruited lady employees, the period is, however, 02 (two) years.

Encl: As Above

Sat-

(B Borah)

Sr. Accounts Officer (AN)

Copy to:-

✓ EDP Section (local):-For uploading in the official website of CDA Guwahati



(B Borah)

Sr. Accounts Officer (AN)

Proforma for Half Yearly Inter Command Transfer Request of SA/Aud/CIK/DEO

Sl No.	Name, Grade & A/C No.	Organisation	Office where serving	Date of appointment	Date of Birth	Home Town	Grounds For Transfer	Deputation
1	2	3	4	5	6	7	8	9

Station where served since appointment	Period of Serving	Choice Stations	APAR Grading	Whether EDP trained	Expenditure State/Own
10	11	12	13	14	15

Signature