
	<p>रक्षा लेखा नियंत्रक का कार्यालय, उदयन विहार, नारंगी, गुवाहाटी 78117-1  Office of the Controller of Defence Accounts, Udayan Vihar, Narangi,  Guwahati-781171  Fax: 0361-2640204, Phone: 0361-2640394, 2641142  e-mail: Cdaguwadmin1a.dad@hub.nic.in</p>	
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No. AN/1A/Misc /Corr/Vol-XV

Date: 22 /07/2022

**IMPORTANT CIRCULAR No. 70**

To,


1. All sections in Main Office CDA Guwahati (Through Website)
2. All sub Offices under CDA Guwahati (Through Website)

**Subject; Annual report for Inter Command transfer : DAD Estt**

Reference : HQrs Office letter No AN/X//10050/10-2022 dated 21/ 07/2022

With reference to HQrs Office letter cited above, it is intimated that the officials volunteered for Inter Command transfer are required to fill up their applications in prescribed format (attached) and must indicate their three valid choice stations for transfer. The applications having repetition of choice stations will not be entertained and may be considered for posting on administrative ground for such offices where requirement exists. and forward the same to this office in prescribed proforma so as to reach in this office **on or before 19/08/2022 positively. Application received beyond the prescribed date will not be entertained.**

Enclo: As stated above.

  
(Debabrata Das)  
Accounts Officer (AN)

(To be filled by applicant)

**Annexure 'A-1'**

## VOLUNTEER APPLICATION

(Original copy to be forwarded to HQrs.)

1	ACCOUNT NO					:	
2	GENDER (Male / Female)					:	
3	NAME					:	
4	GRADE					:	
5	DATE OF BIRTH					:	
6	DATE OF APPOINTMENT (DAD)					:	
7	DATE OF PROMOTION (As Clerk in r/o Staff & as SO(A) in r/o officers)					:	
8	ROSTER No. & CATEGORY (Mandatory in case of AAO)					:	
9	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					:	
10	SERVICE PROFILE (In DAD)						
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)	
11	CHOICE STATION (Station (NOT Office) where DAD offices are located)		First Preference				
			Second Preference				
			Third Preference				

P.T.O.

(To be filled by applicant)

Annexure 'A-1'

**VOLUNTEER APPLICATION**

(Original copy to be forwarded to HQrs.)

12	Whether EDP trained (Yes/No) (If yes, specify project)			
13	APAR GRADING (Upto two decimal places)	APAR1	APAR2	APAR3
14	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.				
If Spouse serving in DAD, Specify Office & Station of present posting.				
Station for which Spouse has applied as volunteer/Station Senior				

**UNDERTAKING**

It is to undertake that the information furnished above are correct.

Date:

(SIGNATURE OF APPLICANT)

**(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)**

**(To be filled by the Controller's office)**

16	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)	
17	If Not recommended reason thereof	
18	Whether any disciplinary case is pending against the individual.	

Date:

(SIGNATURE AND SEAL OF GO(AN))