

रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी- 781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI
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IMPORTANT CIRCULAR NO. -39

No. AN/1A/2085/Volunteer/Vol-XIII

दिनांक/Dated: 08/07/2015

To

- 1 All sections in Main Office
- 2 All Sub-offices,

Subject:- Volunteers for Tenga Valley/Leimakhong/Kumbhigram/Tawang/Lekhapani/Dinjan/
Dahuang/Panitola: AAOs/ SAs/Auds/Clks

MO CDA Guwahati, desires for volunteers amongst AAOs /SAs /Auds /Clks who have completed minimum 03 years in the serving station for empanelment for Tenga Valley/Leimakhong/Kumbhigram/Tawang/Lekhapani/Dinjan/ Dahuang/Panitola in NER Region.

It is intimated that only those who will have a residual service of at least 02 years at the time of selection will be considered for posting to North East Region and will be repatriated to one of their choice station on completion of prescribed tenure, as far as possible.

Individuals, who once apply for the panel, will not be allowed to withdraw during the validity of the panel unless there are pressing medical/personal reasons. Requests for cancellation will not be entertained after issue of transfer order.

It is therefore, requested to forward the names of the volunteers amongst AAOs /SAs /Auds /Clks in the prescribed pro-forma Annexure 'A' , and 'B' so as to reach this office latest by 20/07/2015. 'NIL' report is also required.

-sd-

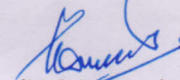
(H B Dutta)

Sr. Accounts Officer. (Admin)

Copy to:-

1. EDP Cell (Local):

For uploading in CDA Guwahati website please.


(H B Dutta)

Sr. Accounts Officer. (Admin)

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(App)/SUPERVISOR(A/c)/Sr. AUDITOR/AUDITOR/CLERK/PS/STENO/HT/IHT/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			

Whether EDP trained (Yes/No) (If yes, specify project)			
APAR GRADING (Upto two decimal places)		APAR1	APAR2
16	Brief Grounds for transfer:		
<p>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.</p>			
17	UNDERTAKING It is to undertake that the information furnished above are correct.		
18	Date: ___/___/20___	(SIGNATURE OF APPLICANT)	
(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)			
(To be filled by the Controller's office)			
19	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)		
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))	

SERVICE PROFILE OF THE INDIVIDUALS

Annexure 'B'

ACCOUNT NO	GRADE	OFFICE	ORGANISATION	STATION	FROM DATE (dd/mm/yyyy)	TO DATE (dd/mm/yy yy)	DEPUTA TION

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