

रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी- 781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI
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AN/1A/2085/Volunteers/Vol-XIV

Date: 12/12/2014

IMPORTANT CIRCULAR- 72

To

1. All section in Main Office
2. All Sub-offices under CDA Guwahati.

Subject: Posting of volunteers to Port Blair (Panel 2014-15): AAOs/SOs(A) .

The HQrs Office, Delhi Cantt. vide their letter No.AN/IX/9010/1/IDS/2014/P.B Dt: 03-12-2014 has called for volunteers below 56 years for Port Blair amongst AAOs/SOs(A). The full service particulars of the volunteers along with other details may be forwarded in the enclosed Annexure-A. The officers selected for posting to Port Blair will be repatriated to one of their choice stations on completion of the prescribed tenure. In case officers have applied for transfer to some other station in the volunteers list, an endorsement may please be made against his name in the list.

The names of willing AAOs/SOs(A) may be furnished to this office by FAX latest by 12/12/2014 positively.

'Nil' report is also required.

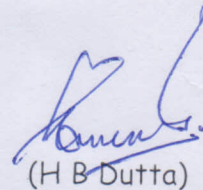
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(H B Dutta)

Sr. Accounts Officer (Admin)

Copy to:-

- 1.The Officer in-Charge: For uploading in the CDA Guwahati website.
(EDP Section)



(H B Dutta)

Sr. Accounts Officer (Admin)

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/JHT/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/yy yy)	To Date (dd/mm/yy yy)
13	CHOICE STATION on repatriation (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						

14	Whether EDP trained (Yes/No) (If yes, specify project)			
15	APAR GRADING (Upto two decimal places)	APAR1	APAR2	APAR3
16	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.				
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))		