
	<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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IMPORTANT CIRCULAR No. 96

To

1. All sections of Main Office, CDA Guwahti.
2. All Sub-offices under CDA Guwahati Organisation.
3. All IFA Offices under Proforma Controller of CDA Guwahati

Subject: Transfer and Posting policy in respect of SAO/AO/AD(OL)/AAO and staff in HQrs Office

Reference: HQrs Office letter No. AN/II/2153/Transfer Policy/2023 Dated 04/07/2023
(Copy enclosed)

Please refer to HQrs Office letter cited under reference vide which some amendments/additions have been approved in the transfer policy issued by Hqrs office vide letter No. AN/II/2153/Transfer Policy/2023 Dated 20/04/2023 Now, HQrs Office vide letter cited under reference has again called for volunteer amongst SAOs/AOs/AD (OL) /AAOs and staff with some amendments /additions.

It is, therefore, requested to forward the names of willing and eligible officers/staff in your office along with the prescribed proforma (Annexure-1) attached latest by 25/07/2023 for onward transmission to HQrs Office.

File No. AN/1A/2085/Volunteer/Vol-XVI

Dated : 07/07/2023


(N. Gohain, IDAS)
Dy. Controller (AN)

Copy to :

The Officer –In-Charge,
IT & SW (Local) }

.....For uploading the same on CDA Guwahati
Official website.

Sd-
(S. Basumatary)
Sr. Accounts officer (AN)



रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts
उलन बटार रोड, पालम, दिल्ली छावनी-110010
Ulan Batar Road, Palam, Delhi Cantt. -110010
Ph: 011-2566702, Fax : 25674806 e-mail : hqan2.cgda@gov.in

No. AN/II/2153/Transfer Policy/2023

Dated: 04 .07.2023

To

All the PCsDA/CsDA/PCA (Fys)/PIFAs/IFAs

Subject: Transfer and Posting policy in respect of SAO/AO/AD (OL)/AAO and staff in HQrs Office.

Reference: This HQrs Office letter No. AN/II/2153/Transfer Policy/ 2023, dated 20.04.2023.

Please refer to this HQrs Office above cited letter dated 20.04.2023 under which transfer posting policy in respect of SAO/AO/AD (OL)/AAO and staff in HQrs Office was promulgated. Now the following amendments/additions in the above policy have been approved by the competent authority:

- (i) The APAR criteria is slightly relaxed as " Out of last three years APAR grading one APAR grading may be less than 9 but not below 8.
- (ii) The minimum 02 years stay in present station is mandatory for applying as volunteer for posting in HQrs Office.
- (iii) Those who are under transfer are not eligible for applying as volunteer for posting in HQrs office.

2. The above amendments/addition in the subject transfer policy may be brought to the notice of all concerned.

3. Further, it is requested to call for the volunteer among SAOs/AOs/AD (OL)/AAOs and staff for posting in HQrs Office as per the above revised/relaxed criteria from your organization (including PIFAs/IFAs under your proforma control). The name of willing and eligible officers/staff may please be sent to HQrs Office along with the prescribed proforma (Annexure-I) by 28.07.2023.

4. Nil report is also required.

Copy to:

IT & S Wing (Local) } For uploading on CGDA's web-site please.

Sahil Goyal
(Sahil Goyal)
Dy.CGDA (Admin)

Sd-
(Sahil Goyal)
Dy.CGDA (Admin)

VOLUNTEER APPLICATION

(Original copy to be forwarded to HQrs.)

1	ACCOUNT NO					
2	GENDER (Male / Female)					
3	NAME					
4	CATEGORY (GENERAL/ODC/DC/ST/PH)					
5	GRADE					
6	DATE OF BIRTH (DD/MM/YYYY)					
7	DATE OF APPOINTMENT (in DAD) (DD/MM/YYYY)					
8	DATE OF PROMOTION (DD/MM/YYYY) (As Accounts officer & Sr. Accounts Officer)					
9	ROSTER No. (AO/SAO)					
10	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					
11	SERVICE PROFILE (In DAD)					
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)
12	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			

13	Whether EDP trained (Yes/No) (If yes, specify project)			
14	APAR GRADING (Upto two decimal places)			
15	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.				
16	UNDERTAKING It is to undertake that the information furnished above are correct.			
17	Date: ___/___/20___	(SIGNATURE OF APPLICANT)		
(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)				
(To be filled by the Controller's office)				
18	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)			
19	If Not recommended reason thereof			
20	Whether any disciplinary case is pending against the individual.			
21	Date: ___/___/20___	(SIGNATURE AND SEAL OF GO(AN))		