



सत्यमेव जयते

कार्यालय रक्षा लेखा प्रधान नियंत्रक (द.प.क.), जयपुर-12

Principal Controller of Defence Accounts (SWC)

Khatipura Road, Jaipur

Tel No.: 0141-2388451, 2388458, Fax No. 0141-2388463 Email: pcdaswc.cgda@nic.in



Circular

No. AN/I/101

Dated: 02.09.2019

To,

All Sections in Main Office

All Sub-Offices

Sub: Volunteers for Port Blair (2019-20): AAOs.

Ref: HQrs Office letter No. AN/IX/9010/Port Blair/2019-20 dated 26.08.2019
(available on CGDA website)

HQrs Office vide letter under reference has called for volunteers (below 56 years) from AAOs for posting to Port Blair. The officer will be repatriated to one of their choice stations on completion of the prescribed tenure.

2. Therefore, details of volunteers in Annexure 'A-1' (copy enclosed) in r/o your section/office may please be get filled from the officer concerned duly signed by them and be forwarded immediately so as to reach this office by **10.09.2019 (AN)**.

3. Individual, who once volunteers for Port Blair Volunteer, will not be allowed to withdraw his candidature during the validity of volunteer list unless there are pressing medical/personal reasons and will be considered with the due recommendation of Principal Controller/Controller under a DO letter clearly bringing out the genuineness of the case supported with relevant documents/certificates. Requests for cancellation will not be entertained after issue of transfer orders by HQrs.

GO (AN) has seen.

Sd-
(Sachchidanand)
Accounts Officer (AN)

Copy to:

✓ EDP Section: for uploading the website.

h9114
Accounts Officer (AN)

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/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 (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)			
16	Brief Grounds for transfer:	<p><i>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.</i></p>		
17	UNDERTAKING It is to undertake that the information furnished above are correct.			
18	Date: ___/___/20___	(SIGNATURE OF APPLICANT)		
(ALL COLUMNS ARE MENDATORY AS PER APPLICABILITY)				
<i>(To be filled by the Controller's office)</i>				
19	GROUND FOR RECOMMENDATION (Hard Tenure Completion, Age, Physically Challenged %, Medical Self, Medical Dependent, Serving Spouse - As per DoPT Guidline, 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))		