



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/Circular

Dated: 02.08.2019

To,

All Sections in Main Office
All Sub-Offices

Sub: Transfer Estt. DAD : Volunteers for Northern Region.

Ref: HQrs Office letter No. 0600/AN/X/Tenure/2019/Volunteers/Vol.II dated 30.07.2019 (available on CGDA website)

HQrs Office vide letter under reference has called for volunteers from AAOs/Sr. Adr/Auditors/Clks/MTS who have completed minimum 03 years at the present serving station for posting to centrally controlled stations of Northern Region viz. Bhadarwah, Kargil, Leh, Poonch, Rajouri & Srinagar.

2. Therefore, details of volunteers in Annexure 'A-1' (copy enclosed) in r/o officer/staff of your section/office may please be get filled from the individual concerned duly signed by them and be forwarded immediately so as to reach this office by **14.08.2019 (AN)**.

3. Individuals, who once apply for the above Volunteer List will not be allowed to withdraw during the validity of the List unless there are pressing medical/personal reasons. 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:

✓ PDP Section: for uploading the website.

h 9/11/19
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)				
(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 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))		