



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: 04.04.2019

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 dated 01.04.2019  
(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 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 **12.04.2019 (AN)**.

3. Individuals, who once apply for the above Volunteer List will not 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.

Copy to:

✓ EDP Section: for uploading the website.

—Sd—  
(Sanjeev Tandon)  
Sr. AO (AN)

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**VOLUNTEER APPLICATION**  
(Original copy to be forwarded to HQrs.)

1	<b>ACCOUNT NO</b>					
2	<b>GENDER</b> (Male / Female)					
3	<b>NAME</b>					
4	<b>CATEGORY</b> (GENERAL/OBC/SC/ST/PH)					
5	<b>GRADE</b> (AAO/SO(A)/SAS(App)/SUPERVISOR(A/c)/Sr.AUDITOR/AUDITOR/CLERK/PS/STENO/HT/JHT/DEO/LIBRARIAN/MTS/DRIVER)					
6	<b>DATE OF BIRTH</b> (dd/mm/yyyy)					
7	<b>DATE OF APPOINTMENT</b> (in DAD) (dd/mm/yyyy)					
8	<b>DATE OF PROMOTION</b> (dd/mm/yyyy) (As Group 'C' in r/o staff & as SO(A) in r/o Officers)					
9	<b>ROSTER No.</b> (Mandatory in case of AAO)					
10	<b>Whether appearing in ensuing SAS Part-II</b> (in case of Sr. Auds/Auditors/Clerks/Stenos/DEOs)					
11	<b>HOME TOWN</b> (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	<b>SERVICE PROFILE (in DAD)</b>					
	Name of Office	Organisation	Whether Sensitive Assignment (Yes/No)	Station	From Date (dd/mm/yy yy)	To Date (dd/mm/yy yy)
13	<b>CHOICE STATION</b> (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	<b>APAR GRADING</b> (Upto two decimal places)			
16	<b>Brief Grounds for transfer:</b>			
<p><i>Attach latest Medical Certificate (NOT MEDICAL PRESCRIPTION &amp; TEST REPORTS) in respect of medical cases and Service certificate showing Station &amp; Department from the employer in case of spouse.</i></p>				
17	<b>UNDERTAKING</b>			
	It is to undertake that the information furnished above are correct.			
18	Date: ___/___/20___	(SIGNATURE OF APPLICANT)		
<b>(ALL COLUMNS ARE MENDATORY AS PER APPLICABILITY)</b>				
<i>(To be filled by the Controller's office)</i>				
19	<b>GROUND FOR RECOMMENDATION</b> (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	<b>Whether any disciplinary case is pending against the individual.</b>	_____ _____		
22	Date: ___/___/20___	(SIGNATURE AND SEAL OF GO(AN))		