

कार्यालय रक्षा लेखा महानियंत्रक  
**OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS**  
उलान बटार मार्ग, दिल्ली छावनी – 110010  
**ULAN BATAR MARG, PALAM, DELHI CANTT - 110010**

No. AN/X/10001/2/2014

Dated: 21 September 2015

To

All PCsDA/CsDA/PCA (Fys)

Subject: Transfer Establishment: DAD – Introduction of Annual Volunteer List instead of two Half Yearly Volunteer Lists.

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Half Yearly volunteer list of April was re-introduced in the year 2007, keeping in view the difficulties being faced by staff serving in hard/tenure stations and to address the grievances of the individuals regarding non-inclusion of their names in the October volunteer list (main list). Accordingly, individuals, who could not apply in the October list were allowed to forward their names in the April list of following year.

2. The position has been reviewed in the HQrs Office in consultation with both the Associations and the issue was also deliberated in the 47<sup>th</sup> Steering Committee Meeting of JCM III level held in this office on 30/7/15, on the request of Association members. After detailed examination of the subject it has been decided that the transfer requests of individuals to their choice stations which are being forwarded to the HQrs twice in a year viz April and October may henceforth be an annual exercise instead of half yearly. Accordingly, the transfer requests of individuals to their choice stations may be obtained only once in a year and the report may be sent to this HQrs so as to reach this office latest by 31<sup>st</sup> August each year. The main purpose is to synchronize transfers with school Academic session as far as possible.

3. PCsDA/CsDA are requested to forward individual applications as per instructions issued in para 3 of HQrs circular no AN/X/10050/10/2014 dated 8/8/14 in the prescribed manner/format. However, repatriation requests of officials serving at hard and tenure stations will continue to be dealt with para 3.3 of General Transfer Policy, Annexure to para 368 of OM Part I.

4. This change may please be noted and volunteer list for year 2015-16 may please be furnished by 10<sup>th</sup> October 2015 positively to enable HQrs to finalise the transfers by February next year. Requests received after that date will be considered for next year unless there is some compelling ground and requests are furnished through DO letters of Controllers duly indicating the merits and reasons for not submitting the same in time. In this regard it is relevant to mention that considering transfer requests in adhoc manner affects the full chain and should be discouraged at the Controllers level.

5. In view of the above, Para 12 of HQrs letter dated 28/3/14 may please be treated as modified to the above extent.

  
(Kavita Garg)

Sr. Dy. CGDA (Admin)

Copy to:

1. AN-II Section (Local)..... for information please.
2. AN-III Section (Local).....for information and necessary action, if any.
3. AN-IX Section (Local)... for information please.
4. AN-IV Section (Local).... for information please.
5. EDP Centre (Local).... With the request to upload the same on official web-site.

-sd-  
(Manoj Kumar)  
Sr. AO (Admin)