



कार्यालय, रक्षा लेखा महानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
उलान बटार रोड, पालम, दिल्ली छावनी - 10
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CIRCULAR

हर काम देश के नाम

No. AN/Estt.Others/10012/1/2020

Dated: 26/10/2020

To

1. The PCsDA/PIFAs/PCA(Fys)/CsDA/CsDA(Training Estt.)/IFAs/CsFA(Fys)

Sub: Volunteer for Mumbai and Pune Station : Sr. Auditors/Auditors/Clerks

It has been decided by Competent Authority to call for names of volunteers amongst Sr. Auditors/Auditors/Clerks for posting to Mumbai and Pune stations.

2. (i) After completion of stay of 02 years in Mumbai/Pune station the individuals will be posted to one of the three choice stations furnished by them as per availability of vacancy.
(ii) Transfer orders for posting to choice station on reversion would be issued within one month after receipt of choice stations through proper channel.
3. Accordingly, Controllers are requested to ensure that wide publicity is given to this circular and the names of the willing staff members may be forwarded to HQrs office by **13.11.2020** in the format enclosed as Annexure to this circular. It may be brought to the notice of the applicants that withdrawal of the name unless there are pressing medical/personal grounds for the same, will not be allowed/ request for cancellation after issue of transfer orders will also not be entertained.
4. Further, this circular is issued as a special measure. Above stated dispensation will not be available for the volunteers whose names will be received after the closing date of this circular.

Copy to- (i) IT&S Wing (Local)
(ii) AN (Pay) (Local)

For uploading on HQrs web site please.
For information and necessary action please.


(Rajeev Ranjan kumar)
Dy. CGDA (AN)


(Rajeev Ranjan kumar)
Dy. CGDA (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(Add)/SUPERVISOR(A/C)/Sr.AUDITOR/AUDITOR/CLERK/PS/STENO/HT/IHT/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/yyyy)	To Date (dd/mm/yyyy)
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:		
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.			
17	UNDERTAKING It is to undertake that the information furnished above are correct.		
18	Date: ___/___/20___	(SIGNATURE OF APPLICANT)	
(ALL COLUMNS ARE MANDATORY 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 Guideline, 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))	