



कार्यालय, रक्षा लेखा महानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS

उलान बटार रोड, पालम, दिल्ली छावनी - 10
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हर काम देश के नाम

सं.प्रशा/स्था-अन्य/10098/6/2021/BTN

दिनांक : 05.02.2021

To

All PCsDA / PCA (Fys.) / CsDA

Subject: Transfer: DAD Estt. : Sr. Aud./Aud./Clk : Bhutan Panel – 2021-22.

It has been decided to call for volunteers amongst SAs/Aud./Clks. for posting at Bhutan. It is requested to sponsor the names of volunteers together with their full service profile, indicating the previous service in sensitive assignments, if any, and APAR grading for last five years on the proforma enclosed.

2. While forwarding the names of volunteers, it may be ensured that the following criteria is strictly kept in view and only those names, who fulfill the criteria, are forwarded to HQrs. office:
 - (i) The applicants are eligible for only one tenure to Bhutan in the entire service.
 - (ii) The applicants need to have "Very Good" or above grading in the APARs for the last five years to be eligible for empanelment.
 - (iii) They should not be facing any disciplinary proceedings and should not have earned any penalty including a recorded warning at any time in their career.
 - (iv) They should have completed a period of two years after their last sensitive assignment.
 - (v) The applicants should be left with minimum three years of service as on 31.03.2021 before superannuation.

3. **The report should reach this office positively by 01.03.2021.**

4. It is reiterated that the names of volunteers who fulfil the above criteria and proforma duly complete in all respects, should only be forwarded.

5. Nil report is also required.

(Encls: Proforma)

(सुनील श्रीवास्तव)

लेखा अधिकारी (प्रशा)

Copy to:

- (i) AN-Pay Section (local) – For information and necessary action as above.
- (ii) IT&S Section (local) – With request to display the circular on official website.

(सुनील श्रीवास्तव)

लेखा अधिकारी (प्रशा)

Annexure "A-1"
VOLUNTEER APPLICATION

1	Account No.				
2	Gender (Male/Female)				
3	Name				
4	Category (General/OBC/SC/ST/PH)				
5	Grade(AAO/SAS(App)/Supervispr(A/Cs)/Sr.Auditor/Auditor/Clerk)				
6	Date of Birth (DD/MM/YYYY)				
7	Date of Appointment (In DAD)(DD/MM/YYYY)			
	AS.....(MTS/Clerk/Auditor/SAS(APP))	As.....			
8	Date of Promotion (DD/MM/YYYY)				
	As Clerk.....	As Clerk.....			
	As Auditor.....	As Auditor.....			
	As Sr. Auditor.....	As Sr. Auditor.....			
	As AAO.....	As AAO.....			
9	Whether appearing in ensuing SAS Part-II (In case of Sr. Aud/Auditor/Clerk)				
10	Home Town (Specific District as per Service Record)				
11	Service Profile (In DAD)				
	Name of Office	Organisation	Whether Sensitive Assignment (Yes/No)	Station	From Date (dd/mm/yyyy) To Date (dd/mm/yyyy)
12	Choice Station	First Preference	BHUTAN		
		Second Preference			
		Third Preference			
13	Whether EDP trained (yes/No) (If yes, specify project)				
14	APAR Grading	APAR 1(15-16)	APAR2 (16-17)	APAR3 (17-18)	APAR 4(18-19) APAR 5(19-20)

15 UNDERTAKING

It is to undertake that the information furnished above are correct.

(SIGNATURE OF APPLICANT)

16 Date: ___/___/20__

(All Columns are mandatory as per Applicability)

(To be filled by the Controller's office)

17 **Ground for Recommendation** _____

18 If not recommended reason thereof _____

19 Whether any disciplinary case is pending _____

20 Date: ___/___/20__

(SIGNATURE AND SEAL OF GO(AN))