

“हर काम देश के नाम

कार्यालय रक्षा लेखा महानियंत्रक

उलान बटार मार्ग , पालम, दिल्ली छावनी -110010



OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
ULAN BATAR MARG, PALAM, DELHI CANTT. -110010



दूरभाष/Ph: 011-25665500/55, 25674870 ई-मेल/Email : hqan2.cgda@gov.in वेबसाइट/website : http://cgda.nic.in

CIRCULAR

No. AN/II/2153/CDA(IDS)

Dated:- 23/10/2020

To

All PCsDA/CsDA/PCA(Fys)/PIFAs/IFAs


Sub: Volunteers for Port Blair (2020-21): SAOs/AOs.

Please ascertain and furnish the names of volunteers (SAOs/AOs) for posting to Port Blair. The complete service particulars of the volunteers along with APAR gradings for the last three years and other details may be forwarded as per the enclosed Annexure 'A'. The officers may be informed that only those who will have residual service of at least 02 years as on 01/01/2021 will be considered for posting to Port Blair and will be repatriated to one of their choice stations on completion of the prescribed tenure as administratively feasible.

2. The officer, who once volunteers for Port Blair Station, will not be allowed to withdraw his/her candidature during the validity of the panel (2020-21) unless there are compelling medical/personal reasons and will be considered with the due recommendation of Principal Controller/Controller under a DO letter clearly bringing out the genuineness of the case supported with relevant documents/certificates. Further, requests for cancellation will not be entertained after issue of transfer order.

3. It is requested to forward original applications of all the volunteer SAOs/AOs strictly as per Annexure 'A' to this Hqrs. office by 9<sup>th</sup> November 2020. Soft copy of the same may also be mailed to CGDA Admin (Estt-Officers) section's Email ID (hqan2.cgda@gov.in).

**NIL report** is also required.

  
(Dr. Amit Gupta)  
Sr. Dy. CGDA (AN)

Copy to:

- 1) AN-Pay Section (Local) – For information w.r.t. above and necessary action please.
- 2) IT & S Wing (Local) - With a request to upload on CGDA Website.

— sd/ —  
(Dr. Amit Gupta)  
Sr. Dy. CGDA (AN)

**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>					
6	<b>DATE OF BIRTH</b> (DD/MM/YYYY)					
7	<b>DATE OF APPOINTMENT (in DAD)</b> (DD/MM/YYYY)					
8	<b>DATE OF PROMOTION</b> (DD/MM/YYYY) (As AO/SAO)					
9	<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					
10	<b>SERVICE PROFILE (in DAD)</b>					
	<b>Name of Office</b>	<b>Organisation</b>	<b>Whether Sensitive Assignment</b> (Yes / No)	<b>Station</b>	<b>From Date</b> (dd/mm/yy yy)	<b>To Date</b> (dd/mm/yy yy)
11	<b>CHOICE STATION</b>		First Preference		<b>PORT BLAIR</b>	
			Second Preference			
			Third Preference			

12	Whether <b>EDP</b> trained (Yes/No) (If yes, specify project)			
13	<b>APAR GRADING</b> (Upto two decimal places)			
14	<b>Brief Grounds for posting:</b>			
15	<p><b><u>UNDERTAKING</u></b></p> <p>It is to undertake that the information furnished above are correct.</p> <p>Date:    /    /20</p> <p align="right">(SIGNATURE OF APPLICANT)</p> <p align="center"><b>(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</b></p>			
<b><u>(To be filled by the Controller's office)</u></b>				
16	Whether Recommended or not			
17	If Not recommended reasons thereof			
18	Whether any disciplinary case is pending against the Officer.			
<p>Date:    /    /20</p> <p align="right">(SIGNATURE AND SEAL OF GO(AN))</p>				