

Circular

AN/1/707/B/45
OFFICE OF THE PCDA
LOWER AGRAM ROAD
BANGALORE
DT: 23.06.16.

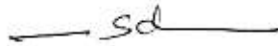
TO

ALL SECTIONS IN MAIN OFFICE
ALL SUB OFFICES UNDER PCDA BANGALORE(Through website/WAN)
IFAs under the proforma strength.

SUB: Transfer Estt: DAD

It has been decided by Competent Authority to call for volunteers amongst SAO's/AO's, AAO's willing to be posted to the office being newly raised (i.e) AO(DAD)HAL Korwa Division, Amethi, Sultanpur at Korwa.

1. A copy of the Proforma for volunteer list in r/o Sr.A.O/A.O and Annexure 'A-1' and Annexure 'C' in r/o AAO's are enclosed.
2. Names of the volunteers fulfilling the criteria may be forwarded so as to reach AN I SN by 12.07.16.
3. NIL Report is also required.


Sr. Accounts Officer [AN]

Copy To:

THE OFFICER I/C,
EDP SN(LOCAL)

For uploading in the web site.


Sr. Accounts Officer [AN]

Volunteers to Ao (DAD) HAC KORWA District

Annexure 'A-1'

VOLUNTEER APPLICATION (Original copy to be forwarded to HQ's.)

1	ACCOUNT NO	
2	GENDER (Male / Female)	
3	NAME	
4	CATEGORY (GENERAL/OBC/SC/ST/PH)	
5	GRADE (AAO/SCA/SAS/Asst/SUPERVISORIA/Asst. AUDITOR/AUDITOR/CLERK/PS/STENOGR/M/DO/ALIBARIAN/MTS/DEWER)	
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
		KORWA = =

Annexure 'A-1' (contd)

14	Whether EDP trained (Yes/No) (If yes, specify project)		
15	APAR GRADING (Upto two decimal places)	APAR1	APAR2
16	Brief Grounds for transfer:		
<p><i>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.</i></p>			
17	UNDERTAKING		
It is to undertake that the information furnished above are correct.			
18	Date: ___/___/20___	(SIGNATURE OF APPLICANT)	
<u>(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</u>			
<u>(To be filled by the Controller's office)</u>			
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))	

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Annexure 'C'

SERVICE PROFILE OF THE INDIVIDUALS

ACCOUNT NO	GRADE	OFFICE	ORGANISATION	STATION	FROM DATE (dd/mm/yyyy)	TO DATE (dd/mm/yy yy)	DEPUTA TION

AO (DAD) HAL
Volunteers to KORWA Division

Proforma for Volunteer List- Sr. AO/AO/SPS/Asst. Director (OL).

Sl No.	Name	Date of Birth	Grade	Account No.	Date of Appointment	Office where serving	Organization	Date of Promotion to AO's grade
1	2	3	4	5	6	7	8	9

Whether EDP trained (Yes/No)	Home town	If DAD office not available at home town, nearest Station to home town where DAD office exist	APAR Gratings of last 3 years	Station Seniority	First Choice Station	Second Choice Station	Third Choice Station	State/Own
10	11	12	13	14	15	16	17	18
					(KORWA ONLY)			

Station Served	From Date	To Date	Physically handicapped (Yes/No)	Disciplinary Case pending (Yes/No)	Spouse working (Yes/No)	Grounds for Transfer	Recommendation of PCsDA/CsDA (Reasons for not recommending must be provided)
19	20	21	22	23	24	25	26

- Necessary certificates wherever required may be furnished.
- Station means station where DAD office exist.