



कार्यालय: रक्षा लेखा प्रधान नियंत्रक
PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
सं. 107, लोअर अग्रम रोड , अग्रम पोस्ट , बेंगलूर - 560 007
NO. 107, LOWER AGRAM ROAD, BANGALORE - 560 007
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CIRCULAR

No. AN/I/700/B/47

Date: 29.10.2020

TO

ALL THE SUB OFFICES UNDER PCDA BANGALORE
ALL THE SECTIONS IN MAIN OFFICE

Subject: Transfer Estt. DAD: Volunteers for Mumbai and Pune station.

HQRs office vide letter no. AN/Estt.Others/10012/1/2020 dated 26.10.2020 (available in CGDA Website) has called for volunteers amongst Sr.Adrs/Auditors/CIks for posting to Mumbai & Pune station.

This may be brought to the notice of all Sr.Adrs/Auditors/CIks and details of the eligible volunteers if any may be forwarded in Annexure A-1 & Annexure C (attached) by 06.11.2020.

Individuals, who once apply in this volunteer list will not be allowed to withdraw during the validity of the list unless there are pressing medical/personal reasons. Requests for cancellation will not be entertained after issue of transfer orders. The incomplete applications and applications received after due date will not be considered.

Nil report is also required.

Copy to:

THE OFFICER I/C,
EDP SN(LOCAL)

- for uploading in the web site.

V.S. Nayak
SR.ACCOUNTS OFFICER [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/App/SUPERVISORIA/C/Sr. AUDITOR/AUDITOR/CLERK/PS/STENO/HT/HT/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/Stencos/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))	

SERVICE PROFILE OF THE INDIVIDUALS

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