

CIRCULAR

AN/I/707/B/46
OFFICE OF THE PCDA
LOWER AGRAM ROAD
BANGALORE
DT: 21.03.18.

TO

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

Subject: Transfer: DAD Estt: Volunteer for Northern Region.

It has been decided by the HQrs to call for volunteers amongst **AAOs/Sr.Adr's/Audr's/Clk's/MTS** who have completed minimum 03 years at the present serving station for posting to Northern Region Viz. **Bhadarwah/Kargil/ Leh/Poonch/ Rajouri & Srinagar.**

Annexure "A1" containing the details of volunteers as per H.Qrs circular dated 08.08.14 along with the connected data in Annexure 'B-1' and Annexure 'C' containing individual detail and service details may be obtained from the volunteers. The individuals may be informed that only those who will have a residual service of at least 02 years at the time of selection will be considered for posting to Northern Region. In case the individual has also applied for transfer to some other station through the volunteer list/panel, an endorsement may be made against his name in the remarks column of Annexure 'B-1'.

It is further intimated by Hqrs that individuals who once apply for the panel will not be allowed to withdraw during the validity of the panel unless there are pressing medical/personal reasons. **Requests for cancellation will not be entertained after issue of transfer order.**


It is further requested to forward the original application of all the volunteers as per **Annexure 'A-1'** only along with the connected data in **Annexure 'B-1' and Annexure "C"** containing individual detail and service profile by **26.03.18.**

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]

VOLUNTEER APPLICATION
(Original copy to be forwarded to H.Qrs.)

1	ACCOUNT NO				
2	GENDER (Male / Female)				
3	NAME				
4	CATEGORY (GENERAL/OBC/SC/ST/PH)				
5	GRADE (AAO/SO(A)/SAS(App)/SUPERVISOR(A)/Sr.AUDITOR/AUDITOR/CLERK/PS/STENO/HT/JHT/DEO/LIBRARIAN/MTE/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		

①
Total 16 Pages

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14	Whether EDP trained (Yes/No) (If yes, specify project)			
15	APAR GRADING (Upto two decimal places)	APAR1	APAR2	APAR3
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)		
(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))		

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Name of Volunteers from the Organisation -
Annexure 'B-1'

SL NO	ACCOUNT NO	GENDER (M-Male F-Female)	NAME	CATEGORY	GRADE	DOB Date of Birth (dd/mm/yyyy)	DOA Date of Appointment (dd/mm/yyyy)	HOME TOWN (as per Srl. 9 of Annexure A)
1	2	3	4	5	6	7	8	9

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Annexure 'B-1' (contd)

STATION where Serving	SERVING DATE (dd/mm/yyyy)	Stay away DATE from choice1 (dd/mm/yyyy)	CHOICE1	CHOICE2	CHOICE3	EDP ('Y'-Yes / 'N'-No)	Whether appearin g in ensuing SAS Part- II	APAR1	APAR2	APAR3
								(Upto two decimal number)		
10	11	12	13	14	15	16	17	18	19	20

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(P.T.O)

Annexure 'B-1' (contd)

GROUND ('Tenure'- Hard Tenure Completion, 'AGE'- Above 58 years, 'PC'- Physically Challenged (above 50%), 'MED. SELF'- Medical Self, 'MED. DEP'- Medical Dependent, 'SPOSE'- As per DoPT Guideline, 'LADY', 'HOME TOWN', STAY AWAY')	CERTIFICATE ATTACHED (Yes / No) (Whether latest Medical Certificate (NOT A MEDICAL PRESCRIPTION)/ Spouse service Certificate attached	RECOMMENDATI ON (Y-Yes, N-No)	REASON, If not recommended. reason thereof-	Remarks (Detail whether volunteered for any other Panel/HYL)
21	22	23	24	25

SERVICE PROFILE OF THE INDIVIDUALS

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