

CIRCULAR

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
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No.AN/I/1883/37/Yearly /Report

Dt.11 .07.2016

To

All the Offices under PCDA Bangalore(through Website)
All SAOs/AOs in Main Office
IFA HQTC Hebbal, Bangalore
Web site of PCDA Bangalore

Sub : Transfer Establishment DAD-Introduction of Annual Volunteer list instead of two Half Yearly Volunteer Lists-Regarding SAO/AO/Hindi Officer/SPS

It has been decided by the HQrs office that transfer requests of the officers to their choice stations are to be obtained only once in a year and the Annual Volunteer list has to be sent to the HQrs Office latest by **31.08.2016**. Application from SAOs/AOs who volunteer for inter command transfer may please be forwarded to Main Office in the following format on or before **31.07.2016** positively for consolidation and onward transmission to HQrs office. It may be clarified to all the officers concerned that the previous Half Yearly (ie HYR 10/15) is being treated as null and void and those awaiting posting to choice stations are to volunteer afresh in this Yearly Report.

Before forwarding the following may please be ensured.

1. That the home town indicated by the SAO/AO at column 10 is correct. It may also be ensured that the name of the district, wherein the home town is located, is invariably mentioned, for easy identification of the home town.
2. The correctness of the entry in column 11.

Proforma for Yearly Transfer Request of AO/SAO/SPS/HT

Sl. No	Name	Date of Birth	Grade	A/c No.	Date of Appoin tment	Office where servin g	Orgn	Date of promotion to AOs grade
1	2	3	4	5	6	7	8	9

Whether EDR trained Yes/No	Home town	If DAD office not available at home town, nearest station to home town where DAD office exist	ACR grading 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

Cont. - P/2

Station served	From date	To date	Physically handicapped (Yes/No)	Disciplinary case pending (Yes/No)	Spouse Working (Yes/No)	Grounds for Transfer	Recommendations of PCDA / CDA
19	20	21	22	23	24	25	26

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

Sd/-

Senior Accounts Officer (AN)

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EDP: For uploading on the website


Sr. Accounts Officer (AN)