

कार्यालय: रक्षा लेखा प्रधान नियंत्रक

Office of the Principal Controller of Defence Accounts

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CIRCULAR

No. AN/I/707/B/46

Date: 23.04.2019.

TO

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

Subject: Transfer Estt. DAD: Port Blair [Volunteer list for port Blair 2019-20].

HQRs office vide letter no.AN/X/10092/6/2019/PB dated 15/04/2019. [available in CGDA Website] has called for volunteers amongst SA/Auditors/Clerks for Port Blair on the following criteria:

a. He/She should have completed minimum 02 years in the serving station. For a new recruit, he/she should have completed 03 years stay at their initial place of posting.

b. Individuals, who have a residual service of at least 02 years at the time of selection will be considered for posting to port Blair and will be repatriated to one of their three choice stations on completion of their prescribed tenure.

c. The full service particulars of the volunteers along with APAR Grading for the last three years and other details may be forwarded in Annexure-A-1 as enclosed.

d. In case the individual has also applied for transfer to some other station in the volunteer list, the individual may make necessary endorsement.

2. Individuals. Once applied for the list will not be allowed to withdraw During the validity of volunteer list unless there are compelling medical/personal reasons and recommended by the PCDA / Controller under a DO letter clearly bringing out the genuineness of the case supported with relevant documents / certificates. Further, request of cancellation will not be entertained after issue of transfer order by HQrs office.

3. It is requested to forward original application of all the volunteers strictly as per Annexure 'A-1' & 'B-1' by 26.04.2019.

NIL report is also required.

-Sd-

SR. ACCOUNTS OFFICER [AN]

Copy to:

✓ THE OFFICER I/C,
EDP SN(LOCAL)

For uploading in the web site.

V. S. Mangale
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(A)/SUPERVISOR(A)/S/AUDITOR/AUDITOR/CLERK/PS/STENO/MT/INT/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/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		

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:		
<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>			
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]			
<i>(To be filled by the Controller's office)</i>			
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))	

Name of Volunteersn 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 Sri. 9 of Annexure A)
1	2	3	4	5	6	7	8	9

(5)