

CIRCULAR



कार्यालय: रक्षा लेखा प्रधान नियंत्रक
PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
सं. 107, लोअर अग्रम रोड , अग्रम पोस्ट , बंगलूर - 560 007
NO. 107, LOWER AGRAM ROAD, BANGALORE - 560 007
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29710132



No. AN/I/700/B/57

Date: 26.10.2022

To

The Officer-in-charge
All the sections in Main Office
All the sub offices under PCDA Bangalore (Through website/WAN)

Sub: Transfer Establishment: DAD

It has been decided by the Hqrs Office vide their letter dated 18.10.2022, to call for volunteers in the grade of AAOs and Sr. Auditors / Auditors / Clerks who are willing to serve at newly created Office of AO 47 BRTF (Munsiari) and AO 13 BRTF (Padam) under PCDA (BR) Delhi Cantt.

2. It is therefore requested to furnish the service profile of willing Officers/Officials as per the Annexure 'A -1' enclosed with this circular. While forwarding the names of volunteer Officers/Officials, guidelines issues by Hqrs Office from time to time in respect of sensitive assignment / transfer policy guidelines for new recruits may be kept in view.

a) The applicants should have **completed a period of two years** after their last sensitive assignment.

b) They should **not be facing any disciplinary proceedings.**

c) They should have **completed at least three years of service** at their present station.

d) **New recruits** are required to serve at the station of their initial posting for a period of **three years for male officials** and **two years for lady recruits.**

3. Names of the volunteers fulfilling the criteria may be forwarded so as to reach **AN I SN by 31.10.2022.**

4. **NIL Report** is also required.

sd/-
Accounts Officer [AN]

Copy To:

The Officer I/C,
EDP Sn(LOCAL)

For uploading in the web site.

PCh
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/e/Sr.AUDITOR/AUDITOR/CLERK/PS/STENO/HT/IHT/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			

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Total 16 Pages

Annexure 'A-1' (contd)

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:			
<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)				
(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))		