



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
फोन नं./Phone No. - 29710474, 29710475 फैक्स नं./Fax No. - 29710132



CIRCULAR

No. AN/I/700/B/47

Date: 28.02.2023

To

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

Subject: Transfer Estt. DAD: Volunteers for Port Blair.

Hqrs office vide letter No. AN/X/10092/6/2023/PB dated 27.02.2023 (available in CGDA Website) has called for volunteers amongst SAs/Auditors/Clerks who have completed minimum 02 years at the present serving station (03 years in case of new recruits) for posting to Port Blair.

This may be brought to the notice of all SAs/Auditors/Clerks and service particulars of the volunteers, if any, along with APAR gradings for the last three years may be forwarded in Annexure A-1 (attached) to this section by **02.03.2023** positively.

Volunteers having a residual service of at least 02 years at the time of selection will be considered for posting to the Port Blair.

Individuals, who once apply for volunteer for Port Blair, will not be allowed to withdraw during the validity of the volunteer list unless there are compelling 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.

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 HQrs.)

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/c)/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:			
<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)				
<u>(To be filled by the Controller's office)</u>				
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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