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दिनांक.25.08.2015

## परिपत्र / Circular

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

संदर्भ:: Hqs. letter No. 0600/AN-X/Volunteer/2015 Dated 24.08.2015

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Hqs. office vide letter Dated 24.08.2015 have called for volunteers amongst **AAO/ SA/Auditor/Clerk/MTS** for posting to Centrally controlled stations of Northern Region viz **Bhadarwah, Kargil, Leh, Poonch, Rajouri & Srinagar**. The interested Officials, who fulfills the under mentioned eligibility, are requested to give their names in the enclosed proforma to Administration Section **positively on 04.09.2015.**

- The Officials who have completed 03 years at present station.
- The officials who will have a residual service of at least 02 years at the time of selection.
- The Officials, 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.

संलग्नक/Encl :: उपरोक्त/As above

Circulated as per standard list ::

Copy to ::

1. AO(R&D)NSTL, Visakhapatnam
2. AO(R&D)SBC, Visakhapatnam
3. AO(R&D)DMDE, Secunderabad
4. AO(R&D)SFC, Jagdalpur

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-- NIL report is also requested

वरिष्ठ लेखा अधिकारी (प्रशा.) / S. A. O.(AN)



**VOLUNTEER APPLICATION**

(Original copy to be forwarded to HQrs.)

1	<b>ACCOUNT NO</b>					
2	<b>GENDER</b> (Male / Female)					
3	<b>NAME</b>					
4	<b>CATEGORY</b> (GENERAL/OBC/SC/ST/PH)					
5	<b>GRADE</b> (AAO/SO(A)/SAS(App)/SUPERVISOR(A/c)/Sr.AUDITOR/AUDITOR/CLERK/PS/STENO/HT/JHT/DEO/LIBRARIAN/MTS/DRIVER)					
6	<b>DATE OF BIRTH</b> (DD/MM/YYYY)					
7	<b>DATE OF APPOINTMENT (in DAD)</b> (DD/MM/YYYY)					
8	<b>DATE OF PROMOTION</b> (DD/MM/YYYY) (As Group 'C' in r/o Staff & as SO(A) in r/o officers)					
9	<b>ROSTER No.</b> (Mandatory in case of AAO)					
10	<b>Whether appearing in ensuing SAS Part-II</b> (in case of Sr. Auds/Auditors/Clerks/Stenos/DEOs)					
11	<b>HOME TOWN</b> (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	<b>SERVICE PROFILE (In DAD)</b>					
	<b>Name of Office</b>	<b>Organisation</b>	<b>Whether Sensitive Assignment</b> (Yes / No)	<b>Station</b>	<b>From Date</b> (dd/mm/yyyy)	<b>To Date</b> (dd/mm/yyyy)
13	<b>CHOICE STATION</b> (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

14	Whether EDP trained (Yes/No) (If yes, specify project)			
15	<b>APAR GRADING</b> (Upto two decimal places)	APAR1	APAR2	APAR3
16	<b>Brief Grounds for transfer:</b>			
<i>Attach latest Medical Certificate (NOT MEDICAL PRESCRIPTION &amp; TEST REPORTS) in respect of medical cases and Service certificate showing Station &amp; Department from the employer in case of spouse.</i>				
17	<b>UNDERTAKING</b> It is to undertake that the information furnished above are correct.			
18	Date: ___/___/20___	(SIGNATURE OF APPLICANT)		
<b><u>(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</u></b>				
<b><u>(To be filled by the Controller's office)</u></b>				
19	<b>GROUND FOR RECOMMENDATION</b> (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))		