रक्षा लेखा नियंत्रक (अनु.एवं वि.) कार्यालय, कंचनबाग, हैदराबाद - 500 058 Office of CDA(R&D), Kanchanbagh, Hyderabad - 500 058

फ़ोन/ Phone: (040) 24347621 / 22

ई-मैल / e-mail :: cdard-hyd.cgda@nic.in

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फाइल सं. AN/R&D/1006/Vol.XXIX

दिनांक.06.07.2016

परिपत्र / Circular

विषय::

Transfer – Estt – Yearly List of volunteers

संदर्भ::

Hars. Letter No. AN/X/10001/2/2014 Dated 21.09.2015

-000-

Requests for transfer to choice stations have to be rendered to Hqrs. office latest by 31st August of each year.

- 2. Interested officers/staff members who desire to apply for transfer to their choice stations may please give their names in the enclosed proforma **Annexure-1 for SAO/AO** and **Annexure-A2 for others** to AN Section <u>latest by 01.08.2016</u> keeping in view the following guidelines:
 - a The officers / individuals, who have given their names earlier and desirous of change of choice stations, or retaining their names for the earlier choice stations, may also apply fresh again.
 - b Officers / individuals applying for choice stations on compassionate grounds may submit necessary medical certificates (in original) along with their applications;
 - c The applications/ requests of the Individuals who have not completed two years at their present station of posting may not be forwarded;
 - d Volunteers who are EDP/MEIT Trained must indicate the nature of work they are presently handling.
- 3. <u>To all Labs</u>:: You are requested that applications for transfer, if any, in respect of the encadred officers serving in your organization may please be forwarded to this office, with the Director's recommendation, for onward transmission to CGDA, Delhi Cantt.

(प्रकाश नाईक / Prakash Naik)

संलग्नक/Encl :: उपरोक्त/As above

सहायक नियंत्रक (प्रशा.) / Asstt. Controller (AN)

Circulated in Main office as per Standard List Copy to ::

- AO(R&D) NSTL Vizag.
 AO(R&D) SBC Vizag
- 2. AC(RAD) SEC VIZAG

3. AO(R&D) DMDE, Secunderabad

NIL Report is also requested

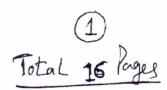
4. AO(R&D) SFC, Jagdalpur

The Directors/PDs of ANURAG, ASL, DMDE, DMRL, }
 DRDL, RCI, SBC, CCE(R&D) Estates }

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)/SUPERVISIOR(A/c)/Sr.AUDITOR/AUDITOR DEO/LIBRARIAN/MTS/DRIVER)	R/CLERK/PS/STENO/HT/JHT/					
6	DATE OF BIRTH (DD/MM/YYYY)						
7	DATE OF APPOINTMENT (in DAD) (DD/MM/Y	(YYY)					
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)			1	70.		
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station		To Date (dd/mm/yyy- y)	
				-	-		
					-		
					+		
13	CHOICE STATION	First Preference					
1	(Station (NOT Office)where DAD offices						
		Second Prefere					
	1	Second Prefere					



Annexure 'A-1' (contd)

14	Whether EDP trained (Yes/No) (If yes, specify project)							
15	APAR GRADING (Upto two decimal places)	APAR1	APAR2	APACI				
16	Brief Grounds for tranfer:							
				2				
	Attach latest MedicalCertificate (NOT MEDICAL PRESCRIPTION & TEST REPORTS	5) in respect of m	nedical cases	and Service				
	certificate showing Station & Department from the employer in case of spouse.							
17	UNDERTAKING							
	It is to undertake that the information furnished above are correct.							
18	Date://20	(SIGNATURE	OF APPLICA	NT)				
	(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		2					
21	Whether any disciplinary case is pending against the individual.							
		- 32-						
22	Date://20 (SIGNATURE AND SEAL OF GO(AN))							



Request Transfer (For SAO/AO)

(1)	Name	::				
(2)	Grade& A/c No	::				
(3)	Date of Birth	::		(DD / MA	M / YYYY)	
(4)	Date of Appointment	::			M / YYYY)	
(5)	Date of Promotion to present Grade	::			M / YYYY)	
(6)	Home Town	::				
(7)	Reserved	::	GEN / SC / ST			
(8)	EDP Trained	::	Yes / No			
(9)	Station where served	::				
	period		Station	D	Deputation (Y/N)	
				From	То	(1714)
				1		
					71	
			Э.			
						1
			-			
(10)	Station applied in order of preference	:: '	1.	V		
			2.			
			3.			
(11)	If DAD office not available at Home town, nearest Station to home town where DAD office exist	።				
(12)	State / Own Expenses	::	State / Own			
(13)	Grounds for transfer	::				
(14)	Special remarks Ex. ICWA/SAS etc	::				
(15)		::	Yes / No			