

कार्यालय: रक्षा लेखा प्रधान नियंत्रक

**OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS**

सं. 107, लोअर अग्रम रोड , अग्रम पोस्ट , बेंगलूर - 560 007

**NO. 107, LOWER AGRAM ROAD, AGRAM POST, BANGALORE - 560 007**

**फोन नं./Phone No. - 25545101, 25549746 फैक्स नं./Fax No. - 25543810**

NO AN/1883/Yrly/10/2018

Dated: 06 /07/2018

TO

All Sections in Main Office  
All Sub Offices under PCDA, B'lore  
IFA HQTC, Hebbal

Sub: Annual Volunteer transfer for the year 2018-19 – DAD Estt – Group B & C  
upto the level of AAOs.

Applications from Officers and Staff requesting for Inter Command transfers for the year 2018-19 in the proforma enclosed may be forwarded to this office, duly completed in all respects.

Applicants are directed to go through the instructions/guidelines contained in HQrs transfer policy issued vide letter No.0600/AN-X/Vol XXI dated 28/03/2014 (available in HQrs website).

The leave particulars of the Officers and Staff may be enclosed in a separate sheet (in duplicate) availed in each calendar year during their stay in the station.

Further, it may please be ensured that names of the individuals who have not completed two years at their present station of posting may not be forwarded to this office for consideration. Also, applications from recruits who have not completed three years for male staff and two years for ladies in the station of posting may not be forwarded. Further, requests of AAOs who are included in the zone of promotion may not be forwarded.

The completed applications in duplicate may be forwarded to this office on or before 31.07.2018. Applications of AAOs and staff may please be forwarded under separate forwarding memos.

Applications received after due date will not be entertained.

GO (AN) has seen.

Sd/-

Sr. Accounts Officer (AN)

Copy to :

The Office I/c,

EDP Section : for uploading in the website.

(Local)

  
Sr. Accounts Officer (AN)

**VOLUNTEER APPLICATION**  
(Original copy to be forwarded to HQrs.)

1	<b>ACCOUNT NO</b>					
2	<b>GENDER (Male / Female)</b>					
3	<b>NAME</b>					
4	<b>CATEGORY (GENERAL/OBC/SC/ST/PH)</b>					
5	<b>GRADE</b> (AAO/SO(A)/SAS(App)/SUPERVISOR(A/C)/Sr.AUDITOR/AUDITOR/CLERK/PS/STENO/MT/INT/DEO/LIBRARIAN/MTS/DRIVER)					
6	<b>DATE OF BIRTH (DD/MM/YYYY)</b>					
7	<b>DATE OF APPOINTMENT (In DAD) (DD/MM/YYYY)</b>					
8	<b>DATE OF PROMOTION (DD/MM/YYYY)</b> (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 (Yes / No)</b>	<b>Station</b>	<b>From Date (dd/mm/yyyy)</b>	<b>To Date (dd/mm/yyyy)</b>
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)		<b>First Preference</b>			
			<b>Second Preference</b>			
			<b>Third Preference</b>			

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:

*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.*

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))

**VOLUNTEER APPLICATION**  
(Original copy to be forwarded to HQrs.)

1	<b>ACCOUNT NO</b>					
2	<b>GENDER (Male / Female)</b>					
3	<b>NAME</b>					
4	<b>CATEGORY (GENERAL/OBC/SC/ST/PH)</b>					
5	<b>GRADE (AAO/SOA)/SAS(App)/SUPERVISOR(A/c)/Sr.AUDITOR/AUDITOR/CLERK/PS/STENO/HT/IHT/DEO/LIBRARIAN/MTS/DRIVER)</b>					
6	<b>DATE OF BIRTH (DD/MM/YYYY)</b>					
7	<b>DATE OF APPOINTMENT (In DAD) (DD/MM/YYYY)</b>					
8	<b>DATE OF PROMOTION (DD/MM/YYYY)</b> (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 (Yes / No)</b>	<b>Station</b>	<b>From Date (dd/mm/yyyy)</b>	<b>To Date (dd/mm/yyyy)</b>
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)		<b>First Preference</b>			
			<b>Second Preference</b>			
			<b>Third Preference</b>			

Annexure 'C'

**SERVICE PROFILE OF THE INDIVIDUALS**

ACCOUNT NO	GRADE	OFFICE	ORGANISATION	STATION	FROM DATE (dd/mm/yyyy)	TO DATE (dd/mm/yy yy)	DEPUTA TION

(10)

