

CIRCULAR

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
107, LOWER AGRAM ROAD, BANGALORE 560007
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No.AN/I/1883/37/Yearly /Report

Dt.11 .07.2016

To

All the Offices under PCDA Bangalore(through Website)
All SAOs/AOs in Main Office
IFA HQTC Hebbal, Bangalore
Web site of PCDA Bangalore

Sub : Transfer Establishment DAD-Introduction of Annual Volunteer list instead of two Half Yearly Volunteer Lists-Regarding SAO/AO/Hindi Officer/SPS

It has been decided by the HQrs office that transfer requests of the officers to their choice stations are to be obtained only once in a year and the Annual Volunteer list has to be sent to the HQrs Office latest by **31.08.2016**. Application from SAOs/AOs who volunteer for inter command transfer may please be forwarded to Main Office in the following format on or before **31.07.2016** positively for consolidation and onward transmission to HQrs office. It may be clarified to all the officers concerned that the previous Half Yearly (ie HYR 10/15) is being treated as null and void and those awaiting posting to choice stations are to volunteer afresh in this Yearly Report.

Before forwarding the following may please be ensured.

1. That the home town indicated by the SAO/AO at column 10 is correct. It may also be ensured that the name of the district, wherein the home town is located, is invariably mentioned, for easy identification of the home town.
2. The correctness of the entry in column 11.

Proforma for Yearly Transfer Request of AO/SAO/SPS/HT

| Sl. No | Name | Date of Birth | Grade | A/c No. | Date of Appoin tment | Office where servin g | Orgn | Date of promotion to AOs grade |
|--------|------|---------------|-------|---------|----------------------|-----------------------|------|--------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

| Whether EDR trained Yes/No | Home town | If DAD office not available at home town, nearest station to home town where DAD office exist | ACR grading of last 3 years | Station seniority | First choice station | Second Choice Station | Third Choice Station | State /Own |
|----------------------------|-----------|---|-----------------------------|-------------------|----------------------|-----------------------|----------------------|------------|
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |

Cont. - P/2

| Station served | From date | To date | Physically handicapped (Yes/No) | Disciplinary case pending (Yes/No) | Spouse Working (Yes/No) | Grounds for Transfer | Recommendations of PCDA / CDA |
|----------------|-----------|---------|---------------------------------|------------------------------------|-------------------------|----------------------|-------------------------------|
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |

- Necessary Certificates wherever required may be furnished.
- Station means station where DAD office exist.

Sd/-

Senior Accounts Officer (AN)

Copy To

EDP: For uploading on the website


Sr. Accounts Officer (AN)