

CIRCULAR

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
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No.AN/I/1883/37/Yearly /Report

Dt.07.07.2020

To

All the Offices under PCDA Bangalore
All SAOs/AOs in Main Office
IFA HQTC Hebbal, Bangalore
(Through Website)

Sub : Transfer Establishment DAD- Annual Volunteers (2020-21) - SAOs/AOs

Application from SAOs/AOs who volunteer for inter command transfer may please be forwarded to Main Office in the following format on or before **31.07.2020** positively for consolidation and onward transmission to HQrs Office. It may be clarified to all the Officers concerned that the Annual Volunteer List 2020-21 will be a fresh list for transfer for the year 2020-21 and no cases of last Annual Volunteer List will be carried over in the next Annual Volunteer List.

Before forwarding, the following may please be ensured.

1. That the home town indicated by the SAO/AO at column 11 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 13.

Proforma for Yearly Transfer Request of AO/SAO/SPS

Sl. No	Name	Date of Birth	Grade	A/c No.	Date of Appointment	Office where serving	Orgn	Date of promotion to AOs grade
1	2	3	4	5	6	7	8	9

Whether EDP trained Yes/No	Home town	If DAD office not available at home town, nearest station to home town where DAD office exist	APAR 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

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/xxx

Senior Accounts Officer (AN)

Copy To:

EDP- For uploading on the website.

W. Umant

Senior Accounts Officer (AN)