

कार्यालय रक्षा लेखा नियंत्रक, रिज रोड, जबलपुर
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, RIDGE ROAD, JABALPUR

Circular

No: AN/I/1133/Vol-XI

Dated: 09.02.2021

To,

All Section in Main Office CDA Jabalpur.
All sub-offices under CDA Jabalpur.
All IFAs under proforma control of CDA Jabalpur.

Sub: - Transfer: DAD Estt : Sr. Aud./Aud./Clk: Bhutan Panel-2019-20.

Ref:- HQrs. letter no. प्रशा./स्था-अन्य/10098/6/2021/BTN, Dated: 05.02.2021.

It has been decided by the HQrs. Office to call for volunteers amongst Sr. Auditors/Auditors/Clerks for posting at Bhutan. It is requested to sponsor the names of volunteers together with their full service profile, indicating the previous service in sensitive assignments, if any, and APAR Grading for last five years on the proforma enclosed.

2. While forwarding the name(s) of volunteers, it may be ensured that the following criteria is strictly kept in view and only those names, who fulfill the criteria, are forwarded to this office:

- I. The applicants are eligible for only one tenure to Bhutan in the entire service.
- II. The applicants need to have "Very Good" or above grading in the APARs for the last five years to be eligible for empanelment.
- III. They should not be facing any disciplinary proceedings and should not have earned any penalty including a recorded warning at any time in their career.
- IV. They should have completed a period of two years after their last sensitive assignment.
- V. The applicants should be left with minimum three years of service as on 31.03.2021 before superannuation.

3. The applications should reach this office positively by **22.02.2021** for onward transmission to HQrs office.

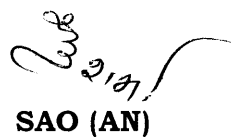
4. It is reiterated that the names of volunteers who fulfil the above criteria and proforma duly complete in all respects, should only be forwarded. While forwarding the names of the individuals kindly enclose a 'No Disciplinary/Vigilance/criminal case is pending' Certificate w.r.t. the applicant.

5. Nil report is also required.

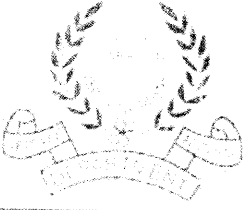

(Encls: Proforma)

Copy to :

The OI/c OA Cell (Local): With the request to upload the circular on CDA Jabalpur Website.


SAO (AN)

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SAO (AN)

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|  | <p>कार्यालय, रक्षा लेखा महानियंत्रक OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS उलान बटार रोड, पालम, दिल्ली छावनी - 10 ULAN BATAR ROAD, PALAM, DELHI CANTT. - 110010 Phone-011-25665500/55, 25665554 E-mail.admxcgda@nic.in.web.www.cgda.nic.in</p> |  |
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हर काम देश के नाम

सं.प्रशा/स्था-अन्य/10098/6/2021/BTN

दिनांक : 05.02.2021

To

All PCsDA / PCA (Fys.) / CsDA

Subject: Transfer: DAD Estt. : Sr. Aud./Aud./Clk : Bhutan Panel – 2021-22.

It has been decided to call for volunteers amongst SAs/Aud./Clks. for posting at Bhutan. It is requested to sponsor the names of volunteers together with their full service profile, indicating the previous service in sensitive assignments, if any, and APAR grading for last five years on the proforma enclosed.

2. While forwarding the names of volunteers, it may be ensured that the following criteria is strictly kept in view and only those names, who fulfill the criteria, are forwarded to HQrs. office:
 - (i) The applicants are eligible for only one tenure to Bhutan in the entire service.
 - (ii) The applicants need to have "Very Good" or above grading in the APARs for the last five years to be eligible for empanelment.
 - (iii) They should not be facing any disciplinary proceedings and should not have earned any penalty including a recorded warning at any time in their career.
 - (iv) They should have completed a period of two years after their last sensitive assignment.
 - (v) The applicants should be left with minimum three years of service as on 31.03.2021 before superannuation.

3. The report should reach this office positively by 01.03.2021.

4. It is reiterated that the names of volunteers who fulfil the above criteria and proforma duly complete in all respects, should only be forwarded.

5. Nil report is also required.

(Encls: Proforma)



(सुनील श्रीवास्तव)

लेखा अधिकारी (प्रशा)

Copy to:

- (i) AN-Pay Section (local) – For information and necessary action as above.
- (ii) IT&S Section (local) – With request to display the circular on official website.

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(सुनील श्रीवास्तव)

लेखा अधिकारी (प्रशा)

Annexure "A-1"
VOLUNTEER APPLICATION

| | | | | | | |
|--|---|---------------------|---------------------------------------|---------------|------------------------|----------------------|
| 1 | Account No. | | | | | |
| 2 | Gender (Male/Female) | | | | | |
| 3 | Name | | | | | |
| 4 | Category (General/OBC/SC/ST/PH) | | | | | |
| 5 | Grade(AAO/SAS(App)/Supervispr(A/Cs)/Sr.Auditor/Auditor/Clerk) | | | | | |
| 6 | Date of Birth (DD/MM/YYYY) | | | | | |
| 7 | Date of Appointment (In DAD)(DD/MM/YYYY) | | | | | |
| | AS.....(MTS/Clerk/Auditor/SAS(APP)) | As..... | | | | |
| 8 | Date of Promotion (DD/MM/YYYY) | | | | | |
| | As Clerk..... | As Clerk..... | | | | |
| | As Auditor..... | As Auditor..... | | | | |
| | As Sr. Auditor..... | As Sr. Auditor..... | | | | |
| | As AAO..... | As AAO..... | | | | |
| 9 | Whether appearing in ensuing SAS Part-II (In case of Sr. Aud/Auditor/Clerk) | | | | | |
| 10 | Home Town (Specific District as per Service Record) | | | | | |
| 11 | Service Profile (In DAD) | | | | | |
| | Name of Office | Organisation | Whether Sensitive Assignment (Yes/No) | Station | From Date (dd/mm/yyyy) | To Date (dd/mm/yyyy) |
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| 12 | Choice Station | First Preference | BHUTAN | | | |
| | | Second Preference | | | | |
| | | Third Preference | | | | |
| 13 | Whether EDP trained (yes/No) (If yes, specify project) | | | | | |
| 14 | APAR Grading | APAR 1(15-16) | APAR2 (16-17) | APAR3 (17-18) | APAR 4(18-19) | APAR 5(19-20) |
| 15 | <u>UNDERTAKINGS</u> | | | | | |
| | It is to undertake that the information furnished above are correct. | | | | | |
| | (SIGNATURE OF APPLICANT) | | | | | |
| 16 | Date: ___/___/20___ (All Columns are mandatory as per Applicability) | | | | | |
| <u>(To be filled by the Controller's office)</u> | | | | | | |
| 17 | Ground for Recommendation _____ | | | | | |
| 18 | If not recommended reason thereof _____ | | | | | |
| 19 | Whether any disciplinary case is pending _____ | | | | | |
| 20 | Date: ___/___/20___ | | | | | |
| (SIGNATURE AND SEAL OF GO(AN)) | | | | | | |