

**कार्यालय रक्षा लेखा नियंत्रक रिज रोड जबलपुर: म. प्र. 482001**  
**Office Of The CDA Ridge Road Jabalpur: M.P. - 482001**  
**Web- cdajabalpur.nic.in e-mail- cda-jbl@nic.in Fax No. 0761- 2605622**

**CIRCULAR**

**AN/I/1133/Vol. XI**

**Dated: 09.02.2021**

To,

All Sections in the Main Office.  
All Sub-Offices under the CDA Jabalpur,  
All IFAs under Proforma control of CDA Jabalpur.

**Subject: Volunteers for Port Blair (2020-21): AAOs.**

Reference: HQrs Office circular AN/Estt.AAO/9010/Port Blair/2020-21, Dated: 04.02.2021.

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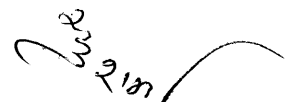
The Competent Authority at HQrs. Office has decided to invite application of volunteers from AAOs for Port Blair on the following criteria:

- i) Officers should have completed minimum 02 years of service in the present serving station and for AAOs on provisioning, they should have completed 03 stay at their present place of posting.
- ii) Officers, who will have a residual service of at least 02 years at the time of selection will be considered for posting to Port Blair and will be repatriated to one of their three different choice stations on completion of prescribed tenure.
- iii) The full service particulars of the volunteer along with APAR gradings for the last three years and the other details may be forwarded in "Annexure-A1" as prescribed vide HQrs circular dated: 08.08.2014.
- iv) In the case the officers has also applied for transfer to some other station in the volunteer list, an endorsement may be made against his name in the list.

2. **Officers, who once volunteer for Port Blair station, will not be allowed to withdraw during the validity of volunteer list unless there are compelling medical/personal reasons and recommended by the Principal Controller/ Controller under a DO letter clearly bringing out the genuineness of the case supported with relevant document/certificates. Further, requests for cancellation will not be entertained after issue of transfer order.**

3. It is requested to forward original application of all the volunteers strictly as per Annexure 'A-1' as annexed by **15.02.2021** for onward transmission to HQrs Office. While forwarding the application please also enclose a 'No Disciplinary/Vigilance/Criminal case is pending against the individual' certificate w.r.t the applicant. The application received after due date will not be considered.

4. Nil report is also required.

  
**Sr. Accounts Officer (AN)**



**Copy to:**

1. The Officer I/c,  
OA Cell (Local)

} For uploading the above circular in the CDA Jabalpur website.

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**Sr. Accounts Officer (AN)**

**“हर एक काम देश के नाम”**

	<p>कार्यालय रक्षा लेखा महानियंत्रक OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNT उलान बटार रोड, पालम, दिल्ली छावनी – 10 ULAN BATAR ROAD, PALAM, DELHI CANTT. - 10</p>	
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**CIRCULAR**

No. AN/Estt. AAO/9010/Port Blair/2020-21

Dated: 04.02.2021

To,

All PCsDA/PCA(Fys)/CsDA

**Sub: Volunteers for Port Blair (2020-21): AAOs.**

The Competent Authority has decided to invite application of volunteers from AAOs for Port Blair station on the following criteria:

(i) Officers should have completed minimum 02 years of service in the present serving station and for AAOs on provisioning, they should have completed 03 years stay at their present place of posting.

(ii) Officers, who will have a residual service of at least 02 years at the time of selection will be considered for posting to Port Blair and will be repatriated to one of their three different choice stations on completion of prescribed tenure.

(iii) The full service particulars of the volunteers along with APAR gradings for the last three years and the other details may be forwarded in Annexure “A-1” as prescribed vide HQrs circular dated 08.08.2014.

(iv) In case the officers has also applied for transfer to some other station in the volunteer list, an endorsement may be made against his name in the list.

2. Officers, who once volunteer for Port Blair station, will not be allowed to withdraw during the validity of volunteer list unless there are compelling medical / personal reasons and recommended by the of Principal Controller / Controller under a DO letter clearly bringing out the genuineness of the case supported with relevant documents/certificates. Further, requests for cancellation will not be entertained after issue of transfer order.

3. It is requested to forward original application of all the volunteers strictly as per Annexure ‘A-1’ along with connected data in Annexure ‘B-1’ as prescribed vide HQrs circular dated 08.08.2014 by 20<sup>th</sup> February 2021. Annexure ‘B-1’ may also be forwarded in MS Office Excel format to CGDA AN (Estt. AAO) Email ID ([admnix.cgda@nic.in](mailto:admnix.cgda@nic.in)).

4. The application received after due date will not be considered.

NIL report is also required.


Copy by post may not be awaited.



(Sunil Srivastava)  
AO (Admin)

Copy to:

- 1) AN-Pay Section (Local) – For information w.r.t. above and necessary action please.
- 2) IT & S-Wing (Local) – With a request to upload on CGDA Website.



(Sunil Srivastava)  
AO (Admin)

**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(Appl)/SUPERVISOR(A)/J/S/AL/INTOR/A/HD/CLERK/PS/STENO/HT/PH/ 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)	First Preference		<b>PORT BLAIR</b>		
		Second Preference				
		Third Preference				

