



By Fax/Speed Post

	कार्यालय रक्षा लेखा नियंत्रक, रिज मार्ग, जबलपुर (म.प्र)-482001 OFFICE OF THE CDA, RIDGE ROAD, JABALPUR (M.P.) - 482001 Website: cdajabalpur.nic.in Tel. No.0761-2608012/13 Fax No. 0761-2605622 E-mail: cda-jbl@nic.in	
<b>No: AN/I/1137/SSL/Trf/Org/Stn Seniors</b>		<b>Dated: 19.03.2021</b>

To,

1. All Sub Offices.
2. All sections in the Main Office of CDA Jabalpur
3. IFA/Encadared offices under proforma control of CDA, Jabalpur

**Subject :- TRANSFER : DAD ESTABLISHMENT - Station/Organization Seniors among AOs/SAOs.**

**Reference: HQrs Office letter No. AN/II/2153/Transfer/Station Senior, Dated 17.03.2021.**

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Keeping in view receipt of large number of inter-command transfer requests, of AOs/SAOs serving at various stations to their choice stations, the Competent Authority at HQrs Office has decided to call for details of organization senior AOs/SAOs who have completed 7 years or more as on 31.03.2021 and station senior AOs/SAOs who have completed 5 years or more as on 31.03.2021 whichever is applicable.

2. The information may be furnished in the enclosed Annexure A/2. It may please be ensured that 'Annexure-A/2' (in original) **in respect of each Station seniors and also Organization seniors has been enclosed separately** duly completed in all respects.

3. Officials seeking exemption as per provisions of the transfer policy may be advised to submit supporting documents (**specific certificates only**) along with 'Annexure A/2' to enable HQrs. office to examine the requests for exemption from transfers. It may invariably be ensured that **copies of prescriptions, X-ray/Pathology Reports are not forwarded to this office.**

4. All the Organization seniors and station seniors hence alerted and informed that they are likely to be transferred out as per administrative requirements.

5. The report may kindly be furnished to this office latest by **23.03.2021** for onward submission to HQrs. Office.

6. Nil report is also required.

7. Copy by post may kindly not be awaited.

  
**Sr. Accounts Officer (AN)**

**Copy to :**

1. The Officer I/C, OA Cell (Local). } With a request to upload this circular on CDA, Jabalpur website.

  
**Sr. Accounts Officer (AN)**

**FORMAT TO BE FILLED BY ORGANISATION SENIOR**

1	<b>ACCOUNT NO</b>				
2	<b>GENDER</b> (Male/Female)				
3	<b>NAME</b>				
4	<b>CATEGORY</b> (GENERAL/OBC/SC/ST/PH)				
5	<b>GRADE</b> (SAO/AO)				
6	<b>DATE OF BIRTH</b> (DD/MM/YYYY)				
7	<b>DATE OF APPOINTMENT (in DAD)</b> (DD/MM/YYYY)				
8	<b>DATE OF PROMOTION</b> (DD/MM/YYYY) (As AO/SAO)				
9	<b>ROSTER NO. &amp; CATEGORY</b>				
10	<b>Whether any deputation served (if yes-details)</b>				
11	<b>HOME TOWN</b> (Specific District as per service Record & not Village or State)				
12	<b>SERVICE PROFILE (In DAD)</b>				
	<b>Name of Office</b> (Mention Sensitive assignment also)	<b>Organisation</b>	<b>Whether Sensitive Assignment</b> (Yes/No)	<b>Station</b>	<b>From Date</b> (dd/mm/yyyy)
					<b>To Date</b> (dd/mm/yyyy)
13	<b>CHOICE STATION</b> [Station (NOT Office) where DAD offices are located and BHUTAN/PORTBLAIR may not be opted as a separate panel exist for these stations)	<b>First Preference</b>			
<b>Second Preference</b>					
<b>Third Preference</b>					



**FORMAT TO BE FILLED BY STATION SENIORS**

1	<b>ACCOUNT NO</b>					
2	<b>GENDER</b> (Male/Female)					
3	<b>NAME</b>					
4	<b>CATEGORY</b> (GENERAL/OBC/SC/ST/PH)					
5	<b>GRADE</b> (SAO/AO)					
6	<b>DATE OF BIRTH</b> (DD/MM/YYYY)					
7	<b>DATE OF APPOINTMENT (in DAD)</b> (DD/MM/YYYY)					
8	<b>DATE OF PROMOTION</b> (DD/MM/YYYY) (As AO/SAO)					
9	<b>ROSTER NO. &amp; CATEGORY</b>					
10	<b>Whether any deputation served (if yes-details)</b>					
11	<b>HOME TOWN</b> (Specific District as per service Record & not Village or State)					
12	<b>SERVICE PROFILE (In DAD)</b>					
	<b>Name of Office</b> (Mention Sensitive assignment also)	<b>Organisation</b>	<b>Whether Sensitive Assignment</b> (Yes/No)	<b>Station</b>	<b>From Date</b> (dd/mm/yyyy)	<b>To Date</b> (dd/mm/yyyy)
13	<b>CHOICE STATION</b> [Station (NOT Office) where DAD offices are located and BHUTAN/PORTBLAIR may not be opted as a separate panel exist for these stations)	<b>First Preference</b>				
<b>Second Preference</b>						
<b>Third Preference</b>						

