

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

AN/I/1133/Deputation/Vol. XI

Dated: 28.07.2021

To,

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

Subject: Transfer Estt DAD. Port Blair

Reference: HQrs Circular AN(Estt.Others)/10092/6/2021/PB, Dated: 26.07.2021.

The Competent Authority at HQrs. Office has decided to invite application of volunteers from amongst SA/Auditors/Clerks for Port Blair on the following criteria:

- He/She should have completed minimum 02 years in the present serving station. For a new recruit, he/she should have completed 03 years stay at their initial place of posting.
- Individuals, 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 choice stations on completion of prescribed tenure.
- The full service particulars of the volunteers may be forwarded in Annexure 'A-1' as prescribed vide HQrs circulars dated 08.08.2014.
- In case the individual has also applied for transfer to some other station in the volunteer list, an endorsement may be made against his name.

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

3. It is requested to forward to this office original application of all the volunteers strictly as per Annexure 'A-1' as annexed with Hqrs circular dated: 08.08.2014 by **13.08.2021** for onward transmission to HQrs Office.

4. Nil report is also required.

--Sd--

Sr.Accounts Officer (AN)

Copy to:

- The Officer I/c,
OA Cell (Local)

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

[Signature]
Sr.Accounts Officer (AN)

VOLUNTEERS APPLICATION FOR PORT BLAIR

(Original copy to be forwarded to HQrs.)

1	ACCOUNT NO				
2	GENDER (Male/Female)				
3	NAME				
4	CATEGORY (GENERAL/OBC/SC/ST/PH)				
5	GRADE (AAO/SO(A)/SAS(APP)/SUPERVISOR(A/C)/SR.AUDITOR/AUDITOR/CLERK/PS/STENO/HT/JHT/DEO/LIBRARIAN/MTS/DRIVER)				
6	DATE OF BIRTH (DD/MM/YYYY)				
7	DATE OF APPOINTMENT (in DAD) (DD/MM/YYYY)				
8	DATE OF PROMOTION (DD/MM/YYYY) (As Group 'C' in r/o Staff & as SO (A) in r/o officers)				
9	ROSTER NO. (Mandatory in case of AAO)				
10	Whether appearing in ensuing SAS Part-II (in case of Sr.Auds/Auditors/Clerks/Stenos/DEOs)				
11	HOME TOWN (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	SERVICE PROFILE (In DAD)				
	Name of Office	Organisation	Whether Sensitive Assignment (Yes/No)	Station	From Date (dd/mm/yyyy) To Date (dd/mm/yyyy)
13	CHOICE STATION on repatriation (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		
			Second Preference		
			Third Preference		

14	Whether EDP trained (Yes/No) (If yes, specify project)			
15	APAR GRADING (Upto two decimal places)	APAR 1	APAR 2	APAR 3
16	Brief Grounds for transfer :			
	Attach latest Medical Certificate (NOT MEDICAL PRESCRIPTION & TEST REPORTS) in respect of medical cases and Service certificate showing Station & Department from the employer in case of spouse			
17	UNDERTAKING It is to undertake that the information furnished above are correct.			
18	Date: ___/___/20___	(SIGNATURE OF APPLICATNT)		
	(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)			
19	(To be filled by the Controller's office) GROUND FOR RECOMMENDATION (Hard Tenure Completion, Age, Physically Challenged %, Medical Self, Medical Dependent, Serving Spouse - As per DOPT Guideline, Lady, Seeking Repatriation, Home Town, Stay Away)			
20	If not recommended reason thereof	_____		
21	Whether any disciplinary case is pending against the individual	_____		
22	Date: ___/___/20___	(SIGNATURE AND SEAL OF GO (AN))		