



”हर काम देश के नाम”

	<p>कार्यालय, रक्षालेखामहानियंत्रक OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS उलानबटाररोड, पालम, दिल्ली छावनी - 10 ULAN BATAR ROAD, PALAM, DELHI CANTT.-10 Ph. 011-25665568 Email: admnx.cgda@nic.in</p>	
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No. AN/X/10050/10/2022/Volunteers

Dated: 14.11.2022

To

All PCsDA / PCA (Fys.) / PIFAs / CsDA / IFAs  
(through CGDA website)

Sub : Transfer Estt. DAD : Volunteers for Hard stations.

Ref: HQrs office letter No. 25012/22/AN-X/Unpopular dated 11.11.2022

As per transfer policy for manning of vacancies at hard stations, the Competent Authority has decided to invite applications of volunteers from amongst SAOs/AOs/AAOs/Sr.Adrs/Auditors/CIks/MTSs, who have completed minimum 03 years at the present serving station, for posting to the Hard stations (annexure enclosed).

2. In view of the above, details of volunteers may please be obtained and forwarded to this office. The officials may also be informed that only those, who will be having a residual service of at least **05** years at the time of posting, will be considered for posting to the hard station. In case, the applicant has applied for transfer to some other station through the volunteer list/panel, an endorsement may be made against his name in the remarks column of Annexure 'B-1'.

3. They shall invariably be repatriated to their first choice station. The order will be issued three months before completion of prescribed tenure. Three choice stations shall be called for and in event it is not administratively feasible to post in first choice station volunteers will be posted to second or third choice stations.

4. The tenure would be from 1<sup>st</sup> January 2023 to 31<sup>st</sup> December 2024. Any deviation from the stipulated period would be an exigency of service and only in exceptional circumstances.

5. If the date of joining is delayed the tenure will be extended accordingly. The minimum physical stay will be 20 months for 02 years tenure and 10 months for 01 year tenure.

6. Individual should apply for specific stations (priority-wise) as mentioned in annexure of this circular.

7. It is, therefore, requested to obtain & forward the application (in original) of all the volunteers in Annexure 'A-1' only along with connected data in Annexure 'B-1' **by 21.11.2022**. Annexure 'B-1' and 'C' containing individual details & service profile may also be forwarded in MS Office Excel through E-mail ([admnix.cgda@nic.in](mailto:admnix.cgda@nic.in) or [admnx.cgda@nic.in](mailto:admnx.cgda@nic.in)).

8. Nil report is also required.

  
(Sahil Goyal)  
Dy. CGDA (AN)

**Copy to :**

1. AN-IV : For information and similar action with reference to above please.  
(Local)
2. IT &S Section : For uploading on CGDA website please.  
(Local)

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**(Sahil Goyal)**  
**Dy. CGDA (AN)**

## Annexure to letter No. AN/X/10050/10/2022/Volunteers dated 14.11.2022

Details of Vacancy at Hard Stations

Sl.No.	Station	State	Vacancy			
			SAO/AO	AAO	Sr.Adr./A dr/Clk	MTS
1	Agartala	Tripura		0	1	0
2	Aizwal	Mizoram		1	0	0
3	Akhnoor	Jammu & Kashmir		0	0	0
4	Along	Arunachal Pradesh	1	1	1	0
5	Baramula	Jammu & Kashmir		0	2	0
6	Bhadorwah	Jammu & Kashmir		0	1	0
7	Bhuj	Gujarat	1	0	2	0
8	Car Nicobar	Andaman & Nicobar		Through panel		
9	Dahuang	Arunachal Pradesh		0	3	0
10	Daporijo	Arunachal Pradesh		0	3	0
11	Dharangadhara	Gujarat		0	0	0
12	Dharchula	Uttrakhand		0	2	0
13	Dimapur	Nagaland		1	0	0
14	Doomdomma	Assam		1	2	0
15	Imphal	Manipur		1	0	0
16	Jagdapur	Chattishgarh		1	2	0
17	Joshimath	Uttrakhand		1	3	0
18	Kalimpong	West Bengal		0	0	0
19	Kargil	Jammu & Kashmir	0	1	7	0
20	Khirmu	Arunachal Pradesh		0	4	0
21	Kohima	Nagaland		0	4	0
22	Kupwara	Jammu & Kashmir		0	2	0
23	Leh	Laddakh	7	2	9	0
24	Munshiari	Uttrakhand		1	5	0
25	Nahar Lagun	Arunachal Pradesh		0	4	0
26	Nal (Bikaner)	Rajasthan		0	0	1
27	Padam	Laddakh	1	1	5	0
28	Passighat	Arunachal Pradesh		0	1	0
29	Pinegrove	Arunachal Pradesh	1	1	5	0
30	Poonch	Jammu & Kashmir		0	0	0
31	Port Blair	Andaman & Nicobar	4	Through panel		
32	Rajouri	Jammu & Kashmir	2	0	2	0
33	Roing	Arunachal Pradesh		0	2	0
34	Sapper	Tripura	1	1	0	0
35	Seiling	Mizoram	1	0	2	0
36	Sopore	Jammu & Kashmir		0	0	0
37	Srinagar	Jammu & Kashmir	7	0	1	1
38	Tenga Valley	Arunachal Pradesh		0	2	0
39	Tezpur	Assam	1	1	1	0
40	Tezu	Arunachal Pradesh		0	0	0
41	Udhampur	Jammu & Kashmir		4	18	3
42	Uttarkashi	Uttrakhand		0	3	0
43	VeriNag	Jammu & Kashmir		0	3	0
44	Ying Kiong	Arunachal Pradesh	0	1	4	0
		<b>Total</b>	<b>27</b>	<b>20</b>	<b>106</b>	<b>5</b>

  
 सतीश कुमार त्रिपाठी / Satish Kumar Tripathi  
 लेखा अधिकारी / Accounts Officer

**VOLUNTEER APPLICATION**

(Original copy to be forwarded to HQrs.)

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> (AAO/SO(A)/SAS(App)/SUPERVISOR(A/c)/Sr.AUDITOR/AUDITOR/CLERK/PS/STENO/H1/JHT/DEO/LIBRARIAN/MTS/DRIVER)					
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 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</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 exists for these stations)		<b>First Preference</b>			
			<b>Second Preference</b>			
			<b>Third Preference</b>			

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14	Whether EDP trained (Yes/No) (If yes, specify project)			
15	<b>APAR GRADING</b> (Upto two decimal places)	APAR1	APAR2	APAR3
16	<b>Brief Grounds for transfer:</b>			
<i>Attach latest Medical Certificate (NOT MEDICAL PRESCRIPTION &amp; TEST REPORTS) in respect of medical cases and Service certificate showing Station &amp; Department from the employer in case of spouse.</i>				
17	<b><u>UNDERTAKING</u></b>			
	It is to undertake that the information furnished above are correct.			
18	Date: ___/___/20___	<b>(SIGNATURE OF APPLICANT)</b>		
<b>(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</b>				
<b><u>(To be filled by the Controller's office)</u></b>				
19	<b>GROUND FOR RECOMMENDATION</b> (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___	<b>(SIGNATURE AND SEAL OF GO(AN))</b>		

**Name of Volunteers from the Organisation -**  
**Annexure 'B-1'**

SL NO	ACCOUNT NO	GENDER (M-Male F-Female)	NAME	CATEGORY	GRADE	DOB Date of Birth (dd/mm/yyyy)	DOA Date of Appointment (dd/mm/yyyy)	HOME TOWN (as per Srl. 9 of Annexure A)
1	2	3	4	5	6	7	8	9

(5)

Annexure 'B-1' (contd)

STATION where Serving	SERVING DATE (dd/mm/yyyy)	Stay away DATE from choice1 (dd/mm/yyyy)	CHOICE1	CHOICE2	CHOICE3	EDP ('Y'-Yes / 'N'-No)	Whether appearin g in SAS Part- II	APAR1	APAR2	APAR3
								(Upto two decimal number)		
10	11	12	13	14	15	16	17	18	19	20

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Annexure 'B-1' (contd)

GROUND (Tenure - Hard Tenure Completion, AGE - Above 58 years, PC - Physically Challenged (above 50%), MED. SELF - Medical Self, MED. DEP - Medical Dependent, SPOSE - As per DoPT Guideline, LADY, HOME TOWN, STAY AWAY)	CERTIFICATE ATTACHED (Yes / No) (Whether latest Medical Certificate (NOT A MEDICAL PRESCRIPTION)/ Spouse service Certificate attached)	RECOMMENDATION (Y-Yes, N-No)	REASON, If not recommended reason thereof-	Remarks (Detail whether volunteered for any other Panel/HYL)
21	22	23	24	25



