



No.AN/II/2153/HYR-04/2015



Dated: 05-10-2015

To

All PCsDA/CsDA/PCA (Fys.)

Subject : Transfer Establishment: DAD – Introduction of Annual Volunteer List instead of two Half Yearly Volunteer Lists – regarding Sr.AO/AO/Hindi Officer/SPS.

Reference: In continuation of HQrs. Circular No.AN/X/10001/2/2014 dated 21.09.2015.

It has been decided that transfer requests of individuals to their choice stations may be obtained only once in a year and the Annual Volunteer List may be sent to this HQrs. so as to reach this office latest by 31st August each year to synchronize transfers with Academic session as far as possible.

2. However, the Volunteer List for year 2015-2016 may please be furnished by 15th October 2015 positively in the enclosed proforma (in soft copy in MS Excel and hard copy) to enable HQrs. to finalise the transfer by February next year. Requests received after that date will be considered for next year unless there is some compelling ground and requests are furnished through DO letters of Principal Controller/Controller duly indicating the merits and reasons for not submitting the same in time.

3. It is further stated that the Volunteer List for 04/2015 already sent by your office may please be treated as null and void. The request of officers received separately in HQrs. Office may also be sent afresh through Volunteer List only.

(Sangeet)
Dy. CGDA (Admin)

रक्षा लेखा महानियंत्रक CONTROLLER GENERAL OF DEFENCE ACCOUNTS

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Proforma for Volunteer List- Sr. AO/AO/SPS/Asst. Director (OL).

Sl No.	Name	Date of Birth	Grade	Account No.	Date of Appointment	Office where serving	Organization	Date of Promotion to AO's grade
1	2	3	4	5	6	7	8	9

Whether EDP trained (Yes/No)	Home town	If DAD office not available at home town, nearest Station to home town where DAD office exist	APAR Gradings of last 3 years	Station Seniority	First Choice Station	Second Choice Station	Third Choice Station	State/Own
10	11	12	13	14	15	16	17	18

Station Served	From Date	To Date	Physically handicapped (Yes/No)	Disciplinary Case pending (Yes/No)	Spouse working (Yes/No)	Grounds for Transfer	Recommendation of PCsDA/CsDA (Reasons for not recommending must be provided)
19	20	21	22	23	24	25	26

- Necessary certificates wherever required may be furnished.
- Station means station where DAD office exist.