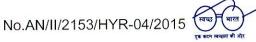
भारत सरकार रक्षा मंत्रालय रक्षा लेखा विभाग



GOVERNMENT OF INDIA MINISTRY OF DEFENCE DEFENCE ACCOUNTS DEPARTMENT



Dated: •5-10-2015

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.

- However, the Volunteer List for year 2015-2016 may please be 2. 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.
- It is further stated that the Volunteer List for 04/2015 already sent 3. 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)

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

SI	Name	Date	Grade	Account	Date of	Office	Organization	Date of
No.		of		No.	Appointment	where		Promotion
		Birth				serving		to AO's grade
1	2	2	4	<u></u>	6	7	Q	grauc o

Whether	Home	If DAD	APAR	Station	First	Second	Third	State/Own
EDP	town	office	Gradings	Seniority	Choice	Choice	Choice	
trained		not	of last 3	123	Station	Station	Station	
(Yes/No)		available	years	4				
		at home						
		town,						
		nearest					as .	
		Station						
5		to home						
		town where DAD	28		200.2			
		office exist			Ē			
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.