AN/X/10092/6/2014/PB   Dated 30.04.2014

To

　　PCsDA/CsDA/PCA (Fys)
　　All IFAs

Sub: Transfer Estt DAD. Port Blair (Panel 2014-15)

****

Please ascertain and furnish the names of volunteers from SAs/Auditors/Clerks who have completed minimum 02 years in the serving station for empanelment for Port Blair. The full service particulars of the volunteers along with ACR grading for the last three years and other details may be forwarded as per the enclosed Annexure 'A'. The individuals may be informed that only those 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 choice station on completion of prescribed tenure. 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 in the list.

2.   **Individuals, who once applies for the panel will not be allowed to withdraw during the validity of the panel unless there are pressing medical/personal reasons. Requests 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' alongwith connected data in Annexure 'B' by **30.05.2014**. Annexure 'B' may also kindly be forwarded in MS Office Excel through CGDA WAN. **Nil report is also required.**

Copy by post may kindly not be awaited.

(Rajesh Kalia)
For CGDA

Copy to:
AN-IV Section (Local)   -   For information and necessary action.
EDP (Local)   -   For uploading on HQrs web site.

(Rajesh Kalia)
AO (Admin)

APPLICATION OF VOLUNTEER FOR PORTBLAIR
(For Panel Year - _____)

1	**ACCOUNT NO**	:	
2	**GENDER**	:	
3	**NAME**	:	
4	**GRADE**	:	
5	**DATE OF BIRTH**	:	
6	**DATE OF APPOINTMENT**	:	
7	**HOME TOWN** (Specific District as per Service Record Not Village or State)	:	

8 **SERVICE PROFILE**

Name of Office	Organisation	Station	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)

9	**CHOICE STATION** (Station (NOT Office) where DAD offices are located and BHUTAN may not be opted as a separate panel exists for these stations)	Choice1	Choice2	Choice3
10	Whether **EDP** trained (Yes/No)	Yes	No	
11	**APAR GRADING** (Upto two decimal places)	APAR1	APAR2	APAR3

12 **UNDERTAKING**

It is to undertake that the information mentioned above are correct to the best of my knowledge and will not withdraw name during the validity of the panel.

Date: **(SIGNATURE OF APPLICANT)**

13 **RECOMMENDATION**
(Yes/No/Conditional)

14 **REASON**
If No/Conditional, than reason thereof -
(Short Stay etc.)

15 Whether any disciplinary case is pending against the individual:

Date: _____   **(SIGNATURE AND SEAL OF GO(AN))**

Name of Volunteers for Port Blair Panel (2014-15) from the Organisation - _____   **ANNEXURE -'B'**

SL NO	ACCOU NT NO	GEN DER M/F	NAME	GRADE	DOB Date of Birth (dd/mm/y yyy)	DOA Date of Appoint ment (dd/mm/ yyyy)	HOME TOWN (Distric t only)	STATION where Served/Serving			CHOICE station for repatriation			EDP ('Y'- Yes / 'N'- No)	APAR 1	APAR 2	APAR 3	RECOMME NDATION (Yes or No)	REASON (If Not recomme nded, than reason thereof - 'Short Stay', etc.)	Whether any discipline ry case is pending (Yes/No)	REMARKS (Detail whether volunteere d for any other Panel/HYL)
								Statio n	From Date	To Date	CHOICE 1	CHOICE 2	CHOICE 3		(Upto two decimal number)						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

* Cases "Not Recommended" without any valid reason will be taken as recommended. Therefore, reasons in such cases be recorded invariably.

(SIGNATURE AND SEAL OF G.O.(AN))