Important Circular

Sub: Transfer Estt DAD: Volunteer for Northern Region.

HQrs Office vide letter No.0600/AN/X/Tenure/2019/Volunteers/Vol.II dated 30.07.2019 (available at CGDA website) has called for the names of volunteers for Northern region viz. Bhadarwah, Kargil, Leh, Poonch, Rajouri and Srinagar amongst AAOs/ Sr.Auditors/ Auditors/ Clks/MTS who have completed minimum 03 years at the present serving station for posting to above stations of Northern Region.

2. The officials who will be having a residual service of at least 02 years at the time of selection will be considered for posting to the Northern Region.

3. Individual, who once apply in this volunteer list will not be allowed to withdraw during the validity of the list unless there are pressing medical/personal reasons. Request for cancellation will not be entertained after issue of transfer orders.

4. Therefore, names of AAOs/ Sr.Auditors/ Auditors/ Clks/MTS serving in your office/section who fulfill the criteria and are volunteers for posting to the above stations may be forwarded to this office in the proforma attached “Annexure – A-1” latest by 19.08.2019.

5. Names of the volunteers amongst the Sr.Auditors/ Auditors/ Clks/MTS may please be sent to AN-II section whereas those of AAOs may be sent to AN-I section of this office through e-mail (pcdawcan1.dad@hub.nic.in and pcdawcan2.dad@hub.nic.in) /Fax.

6. NIL report is also required.

7. Please ensure adherence of the time schedule given above.

8. Hard copy of circular may not be awaited please.

No. AN/I/1032-LII
Dated: 08.08.2019

Sd/-
(N.C. Dogra)
Sr. Accounts Officer (AN)

Copy to

1. All sections in Main Office (local)
2. All sub offices under PCDA (WC) Chandigarh.
3. All IFAs on proforma strength of PCDA (WC) Chandigarh
4. AN-II (local) — For necessary action please.
5. IT & S Section (Local) — For uploading on PCDA (WC) website.

Asstt. Accounts Officer (AN)
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| **VOLUNTEER APPLICATION**  
(Original copy to be forwarded to HQrs) |   |
| **Annexure 'A-1'** |   |
| 1 | ACCOUNT NO: |
| 2 | GENDER (Male/Female) |
| 3 | NAME |
| 4 | CATEGORY (Gen/OBC/SC/ST/PH) |
| 5 | GRADE (AAO/SAS (App)/Sup(A/C)/SA/Drr./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  
(As Group 'C' in r/o Staff & SO(A) in r/o officer) |
| 9 | ROSTER No.  
(Mandatory in case of AAO) |
| 10 | Whether appearing in ensuring 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 | Organization | Whether on Sensitive Assignment (Yes/No) | Station | From Date DD/MM/YYYY | To date DD/MM/YYYY |
| 13 | CHOICE STATION  
(Station (not office) where DAD offices are located and  
Bhutan/Port Blair may not be opted as a separate panel  
eexists for these stations). | First Preference: |
|    |   | Second Preference: |
|    |   | Third Preference: |
14 Whether EDP Trained (If yes, Specify project)  

15 APAR GRADING

16 BRIEF GROUNDS FOR EXEMPTION  
(If requesting and as per Transfer Policy)

Attach Latest Medical Certificate (Not Medical Prescription 7 test reports) in respect of medical cases and service certificate showing Station & Department from the employer in case of spouse.

17 UNDERTAKING  
thereby certify that the information furnished above are correct.

18 Date:  
(SIGNATURE OF APPLICANT)  
(ALL COLUMN ARE MANDATORY AS PER APPLICABILITY)

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

19 Repatriation, Home Town, Stay Away)

20 If Not recommended reason thereof

21 Whether any disciplinary case is pending against the individual:

22 Date:  
(SIGNATURE AND SEAL OF GO (AN))