No. AN/I/1002-69

To

1. All SAOs/AOs in Main Office.
2. All SAOs/AOs serving in Sub offices under PCDA (WC) Chandigarh.
3. All SAOs/AOs serving in IFAs on Proforma strength of PCDA (WC).

Subject: Volunteers for Port Blair (2020-2021) : SAOs/AOs

It has been decided by the HQ office vide their letter No. AN/II/2153/CDA(IDS) Dated 23.10.2020 (copy enclosed) to invite applications of volunteers from amongst SAOs/AOs for posting to Port Blair.

2. It is requested to forward original application of all the volunteer SAOs/AOs strictly as per annexure-‘A’ attached to Hqrs office letter dated 23.10.2020 to this office latest by 05.11.2020 for onwards submission to the HQ Office latest by 09.11.2020 (through proper channel).

PCDA has seen.

Copy to:

The O/IC, IT & S Section: for uploading on the website of PCDA (WC) Chandigarh.
No. AN/II/2153/CDA(IDS)  

Dated:- 23/10/2020

To

All PCsDA/CsDA/PCA(Fys)/PIFAs/IFAs

Sub: Volunteers for Port Blair (2020-21): SAOs/AOs.

Please ascertain and furnish the names of volunteers (SAOs/AOs) for posting to Port Blair. The complete service particulars of the volunteers along with APAR gradings for the last three years and other details may be forwarded as per the enclosed Annexure ‘A’. The officers may be informed that only those who will have residual service of at least 02 years as on 01/01/2021 will be considered for posting to Port Blair and will be repatriated to one of their choice stations on completion of the prescribed tenure as administratively feasible.

2. The officer, who once volunteers for Port Blair Station, will not be allowed to withdraw his/her candidature during the validity of the panel (2020-21) unless there are compelling medical/personal reasons and will be considered with the due recommendation of Principal Controller/Controller under a DO letter clearly bringing out the genuineness of the case supported with relevant documents/certificates. Further, requests for cancellation will not be entertained after issue of transfer order.

3. It is requested to forward original applications of all the volunteer SAOs/AOs strictly as per Annexure ‘A’ to this Hqrs. office by 9th November 2020. Soft copy of the same may also be mailed to CGDA Admin (Estt-Officers) section’s Email ID (hqan2.cgda@gov.in).

NIL report is also required.

Copy to:
1) AN-Pay Section (Local) – For information w.r.t. above and necessary action please.
2) IT & S Wing (Local) - With a request to upload on CGDA Website.

(Signed)  
(Dr. Amit Gupta)  
Sr. Dy. CGDA (AN)

Copy:

1) AN-Pay Section (Local) – For information w.r.t. above and necessary action please.
2) IT & S Wing (Local) - With a request to upload on CGDA Website.

(Signed)  
(Dr. Amit Gupta)  
Sr. Dy. CGDA (AN)
# VOLUNTEER APPLICATION

(Original copy to be forwarded to HQrs.)

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<tr>
<th></th>
<th>ACCOUNT NO</th>
<th></th>
<th>GENDER (Male / Female)</th>
<th></th>
<th>NAME</th>
<th></th>
<th>CATEGORY (GENERAL/OBC/SC/ST/PH)</th>
<th></th>
<th>GRADE</th>
<th></th>
<th>DATE OF BIRTH (DD/MM/YYYY)</th>
<th></th>
<th>DATE OF APPOINTMENT (in DAD) (DD/MM/YYYY)</th>
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<th>DATE OF PROMOTION (DD/MM/YYYY) (As AO/SAO)</th>
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<th>HOME TOWN (Specific District as per Service Record &amp; not Village or State)</th>
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## SERVICE PROFILE (in DAD)

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<th>Name of Office</th>
<th>Organisation</th>
<th>Whether Sensitive Assignment (Yes / No)</th>
<th>Station</th>
<th>From Date (dd/mm/yy)</th>
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<td>Whether EDP trained (Yes/No) (If yes, specify project)</td>
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| 13 | APAR GRADING  
(Upto two decimal places) |
| 14 | Brief Grounds for posting: |
| 15 | **UNDERTAKING**  
It is to undertake that the information furnished above are correct.  
Date: / /20  
(SIGNATURE OF APPLICANT)  
(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY) |
| 16 | (To be filled by the Controller's office)  
Whether Recommended or not |
| 17 | If Not recommended reasons thereof |
| 18 | Whether any disciplinary case is pending against the Officer. |
|   | Date: / /20  
(SIGNATURE AND SEAL OF GO(AN)) |