

कार्यालय, रक्षा लेखा महानियंत्रक

OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS

उलान बटार मार्ग, पालम, दिल्ली छावनी-110010

ULAN BATAR MARG, PALAM, DELHI CANTT. -110010

No. AN/II/2153/AVL 2017-18

Date: 20th July, 2017

To,

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

Subject: Annual Volunteer List 2017-18 for transfer in r/o SAOs/AOs.

Reference: HQrs. letter No. AN/II/2153/HYR-04/2015 dated 05.10.2015 and
AN/X/10001/2/2014 dated 21.09.2015

Please refer to HQrs. letter dated 05.10.2015 where it has been requested that the Annual Volunteer List may be sent to HQrs. so as to reach latest by 31st August each year to synchronize transfers with Academic sessions as far as possible. It is therefore requested to furnish the Annual Volunteer list duly recommended by the PCsDA/CsDA/PCA(Fys) so as to reach the HQrs. Office by 31st August, 2017 positively in the enclosed proforma (in soft copy in MS Excel and hard copy in legible font).

2. The Annual Volunteer List 2017-18 will be a fresh list for transfer for the year 2017-18 and no cases of last Annual volunteer list will be carried over in the next Annual Volunteer List.

3. Further, requests received after that date will be considered for next year unless there are some compelling grounds and the requests are furnished through DO letters of Principal Controller/Controller duly indicating the merits and reasons for not submitting the same in time. In this regard it is relevant to mention that consideration of transfer requests in adhoc manner affects the full chain and should be discouraged at the Controller's level.

(Mustaq Ahmad)

Dy. CGDA (Admin)

Copy to: -

1. HQrs. Office (IT & S Cell) –

For uploading on website.



(Mustaq Ahmad)

Dy. CGDA (Admin)

PROFORMA FOR ANNUAL VOLUNTEER LIST 2017-18 : SAOs/AOs

SL. NO.	NAME/DESIGN/A C NO.	DOB	WHERE SERVING		HOME TOWN AS PER SERVICE BOOK	IF DAD OFFICE NOT AVAILABLE AT HOME TOWN, NEAREST STATION TO HOME TOWN WHERE DAD OFFICE EXIST.	CHOICE STATION			APAR GRADING S FOR LAST 3 YEARS.	STATE / OWN EXPEN SE	DISCIPLINA RY CASE PENDING (YES/NO)
			OFFICE	ORGANISATION			IST	IIND	IIIRD			
1	2	3	4	5	6	7	8	9	10	11	12	13

STATION SERVED	SERVICE PARTICULARS			PHYSICALLY HANDICAPPED (YES/NO)	GROUNDS FOR TRANSFER	RCOMMNEATION OF PCsDA/CsDA (Reasons for not recommending must be provided.
	FROM DATE	TO DATE	EDP TRAINED (YES/NO)			
14	15	16	17	18	19	20

* Only three choices stations may be provided by the officer.

* (18) Medical certificates must be enclosed wherever applicable.

* (19) Documents concerning grounds for transfer (children education/ spouse ground/ parents illness/ spouse illness) must be enclosed.

* Applications without the recommendation of PCsDA/CsDA/PIFAs/IFAs will not be entertained.