



“हर काम देश के नाम”

रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली छावनी-110010

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665500/68, 25665568 Fax: 011-25674777 email: admnx.cgda@nic.in web: www.cgda.nic.in



No. AN/X/10050/2023/Volunteers/Vol.I
To


Dated: 06.06.2023

All PCsDA / PCA (Fys.) / CsDA
(through CGDA website)

Subject : Transfer Estt. DAD : Volunteers for Hard stations & North East Region (upto SAO level) and Tenure stations (only for SAO/AO).

As per transfer policy for manning of vacancies at hard stations, the Competent Authority has decided to invite applications of volunteers from amongst SAO/AO/AOs/ Sr.Adrs/Auditors/Clks, who have completed minimum 03 years (for AAO/SA/Adr./Clk./MTS) and 02 years (for SAO/AOs) at the present serving station, for posting to the hard stations and North East Region including Sikkim.

2. In view of the above, details of volunteers may please be obtained and forwarded to this office. The officials may also be informed that only those, who will be having a residual service of at least 05 years at the time of posting, will be considered for posting to the hard station. In case, the applicant has applied for transfer to some other station through the volunteer list/panel, an endorsement may be made against his name in the remarks column of Annexure 'B-1'. Individuals serving in PIFA/IFA offices may forward their application through their respective proforma controllers.
3. They shall invariably be repatriated to their first choice station. The order will be issued three months before completion of prescribed tenure. Three choice stations shall be called for and in the event it is not administratively feasible to post in first choice station volunteers will be posted to second or third choice stations.
4. The tenure would be from **1st July 2023**. Any deviation from the stipulated period would be an exigency of service and only in exceptional circumstances. If the date of joining is delayed the tenure will be extended accordingly. The minimum physical stay will be 20 months for 02 years tenure and 10 months for 01 year tenure.
5. Individual should apply for specific stations (priority-wise) of this circular.
6. It is, therefore, requested to obtain & forward the application (in original) of all the volunteers in Annexure 'A-1' only along with connected data in Annexure 'B-1' **by 16.06.2023**. Annexure 'B-1' and 'C' containing individual details & service profile may also be forwarded in MS Office Excel through E-mail (admnix.cgda@nic.in or admnx.cgda@nic.in).
7. Nil report is also required.


(S. P. Singh)
Sr. ACGDA (AN)

Copy to :

1. AN-II (Local) : For information please.
2. AN-IV (Local) : For information and similar action with reference to above please.
3. IT & S Section(Local) : For uploading on CGDA website please.

-sd-
(S. P. Singh)
Sr. ACGDA (AN)

Tentative vacancy of SAOs/AOs in Hard/Tenure Stations till 31.12.2023	
Station	Vacancy
Bhuj	1
Dimapur	4
Gopalpur	2
Halwara	2
Jaisalmer	3
Jamnagar	4
Jhakri	1
Joshimath	2
Kalaikunda	3
Kalimpong	1
Karwar	8
Khaprail	1
Kohima	1
Lansdowne	2
Leh	5
Munsiyari	1
Panagarh	3
Porbandar	5
Port Blair/Car Nicobar/ Campbell Bay	17
Pulgaon	2
Rajouri	2
Ranikhet	2
Saugor	3
Srinagar	6
Subathu	3
Tengavalley	1
Udhampur	6
Wellington	5
Yinkiong	1



प्रदीप कुमार / Pradeep Kumar
 वरिष्ठ लेखा अधिकारी / Senior Accounts Officer
 कार्यालय रक्षा लेखा महानियंत्रक / Office of the CGDA
 उलान बटार रोड, पालम / Ulan Batar Road, Palam
 दिल्ली छावनी-110010 / Delhi Cantt-110010

Tentative Vacancy till 31.12.2023			
Station	AAO	Adr/SA/Clk	MTS
Aizwal	1	2	0
Akhnoor	0	2	0
Along	1	3	0
Bhuj	1	6	0
Dahung	1	3	0
Daporijo	0	4	0
Dharangdhara	0	1	0
Dharchula	1	1	0
Dimapur	0	4	0
Doom Dooma	0	1	0
Imphal	1	2	0
Jagdalpur	1	1	0
Jhakri	0	3	0
Joshimath	0	2	0
Kalimpong	1	0	0
Kargil	2	10	0
Karwar	1	6	6
Khirmu	0	3	0
Kohima	0	3	0
Leh	6	58	1
Leimakhong (imphal)	0	2	0
Likabali	0	1	0
Munsiyari	0	2	0
Nahar Lagun	1	4	0
Naliya	0	1	0
Padam	1	5	0
Panitola	0	4	0
Passighat	1	4	0
Pinegrove	0	2	0
Poonch	0	2	0
Port Blair (A&N)	1	38	0
Rajouri	1	8	2
Roing	0	1	0
Seling	1	4	0
Srinagar	8	54	2
Tawang	0	2	0
Tenga valley	0	5	0
Tezu	1	0	0
Udhampur	7	16	2
Uttarkashi	1	1	0
Verinag	1	2	0
Ying Kiong	0	4	0


 सतीश कुमार त्रिपाठी / Satish Kumar Tripathi
 बरिष्ठ लेखा अधिकारी / Senior Accounts Officer
 कार्यालय रक्षा लेखा प्रशासक / Office of the CGDA
 उलान बटार रोड, पालम / Ulan Batar Road, Palam
 दिल्ली छावनी-110010 / Delhi Cantt-110010

VOLUNTEER APPLICATION
(Original copy to be forwarded to HQrs.)

1	ACCOUNT NO					
2	GENDER (Male / Female)					
3	NAME					
4	CATEGORY (GENERAL/OBC/SC/ST/PH)					
5	GRADE (AAO/SO(A)/SAS(App)/SUPERVISOR(A/c)/Sr. AUDITOR/AUDITOR/CLERK/PS/STENO/H1/IHT/DEO/LIBRARIAN/MTS/DRIVER)					
6	DATE OF BIRTH (DD/MM/YYYY)					
7	DATE OF APPOINTMENT (in DAD) (DD/MM/YYYY)					
8	DATE OF PROMOTION (DD/MM/YYYY) (As Group 'C' in r/o Staff & as SO(A) in r/o officers)					
9	ROSTER No. (Mandatory in case of AAO)					
10	Whether appearing in ensuing 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	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yyy y)	To Date (dd/mm/yyy y)
13	CHOICE STATION (Station (NOT Office) where DAD offices are located and BHUTAN/ PORTBLAIR may not be opted as a separate panel exists for these stations)		First Preference			
			Second Preference			
			Third Preference			

Annexure 'A-1' (contd)

14	Whether EDP trained (Yes/No) (If yes, specify project)				
15	APAR GRADING (Upto two decimal places)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>			
16	Brief Grounds for transfer:				
<i>Attach latest Medical Certificate (NOT MEDICAL PRESCRIPTION & TEST REPORTS) in respect of medical cases and Service certificate showing Station & Department from the employer in case of spouse.</i>					
17	UNDERTAKING It is to undertake that the information furnished above are correct.				
18	Date: ___/___/20___	(SIGNATURE OF APPLICANT)			
(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)					
(To be filled by the Controller's office)					
19	GROUND FOR RECOMMENDATION (Hard Tenure Completion, Age, Physically Challenged %, Medical Self, Medical Dependent, Serving Spouse - As per DoPT Guideline, Lady Seeking Repatriation, Home Town, Stay Away)				
20	If Not recommended reason thereof				
21	Whether any disciplinary case is pending against the individual.				
22	Date: ___/___/20___	(SIGNATURE AND SEAL OF GO(AN))			

23
24

Name of Volunteers from the Organisation - _____

Annexure 'B-1'

SL NO	ACCOUNT NO	GENDER (M-Male F-Female)	NAME	CATEGORY	GRADE	DOB Date of Birth (dd/mm/yyyy)	DOA Date of Appointment (dd/mm/yyyy)	HOME TOWN (as per Srl. # of Annexure A)
1	2	3	4	5	6	7	8	9

5

Annexure 'B-1' (contd)

STATION where Serving	SERVING DATE (dd/mm/yyyy)	Stay away DATE from choice1 (dd/mm/yyyy)	CHOICE1	CHOICE2	CHOICE3	EDP ('Y'-Yes / 'N'-No)	Whether appearin g in ensuing SAS Part- II	APAR1	APAR2	APAR3
								(Upto two decimal number)		
10	11	12	13	14	15	16	17	18	19	20

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Annexure 'B-1' (contd)

GROUND ('Tenure'- Hard Tenure Completion, 'AGE'- Above 58 years, 'PC'- Physically Challenged (above 50%), 'MED. SELF'- Medical Self, 'MED. DEP' - Medical Dependent, 'SPOSE'- As per DoPT Guideline, 'LADY', 'HOME TOWN', STAY AWAY')	CERTIFICATE ATTACHED (Yes / No) (Whether latest Medical Certificate (NOT A MEDICAL PRESCRIPTION)/ Spouse service Certificate attached	RECOMMENDATI ON (Y-Yes, N-No)	REASON, If not recommended reason thereof-	Remarks (Detail whether volunteered for any other Panel/HYL)
21	22	23	24	25

SERVICE PROFILE OF THE INDIVIDUALS

ACCOUNT NO	GRADE	OFFICE	ORGANISATION	STATION	FROM DATE (dd/mm/yyyy)	TO DATE (dd/mm/yy yy)	DEPUTA TION