

Office of the CGDA
Ulan Batar Road, Palam, Delhi Cantt-10

Circular

No AN/IX/9010/1/IDS/2014/P.B

Dt 28/ 11/2014
02/12/2014

To, ALL ~~By~~ CS DA/CS DA/PCA(RJS)/IFA's


Sub : Posting of volunteers to Port Blair(Panel 2014-15):AAOs/SOs(A)

Please ascertain and furnish the names of volunteers below 56 years from AAOs for posting to Port Blair. The full service particulars of the volunteers along with ACR gradings 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 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 stations on completion of the prescribed tenure. In case the individual has applied for transfer to some other station in the volunteer list, an endorsement may be made against his name in the list.

2. Individual, who once apply 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' along with connected data in Annexure 'B' by 15th December 2014. Annexure 'B' may also kindly be forwarded in MS Office Excel through CGDA WAN.

Nil report is also required.


(Manoj Kumar)
Sr. AO (AN)

Copy To:

- 1) AN-IV Section (Local) --- for information and necessary action.
- 2) EDP Cell (local) --- for placing the above circular on HQrs website

sd/-
(Manoj Kumar)

APPLICATION OF VOLUNTEER FOR PORTBLAIR

(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/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 (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/yy yy)	To Date (dd/mm/yy yy)
	13	CHOICE STATION on repatriation (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							

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%; height: 20px;"></td> <td style="width:33%;"></td> <td style="width:33%;"></td> </tr> </table>			
16	Brief Grounds for tranfer:				
<p><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></p>					
17	<p><u>UNDERTAKING</u></p> <p>It is to undertake that the information furnished above are correct.</p>				
18	Date: ___/___/20___	(SIGNATURE OF APPLICANT)			
<p>(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</p>					
<p><u>(To be filled by the Controller's office)</u></p>					
19	<p>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)</p>				
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))			

