

Circular

No. AN/I/1023/Bhutan/2016
Office of the CDA(Army)
Meerut Cantt
Dated: 17.05.2016

To

All sections in Main Office
All Sub-Offices in the organization

Sub.: Transfer Estt DAD. : Sr. Aud./Aud./Clk : Bhutan Panel -- 2016-17.
Ref.: HQrs Office letter No. AN/X/10098/6/2016/BTN dated 13.05.2016

The Competent Authority has decided to invite application of volunteers amongst SAs/Aud./Clks for posing at Bhutan. It is requested to sponsor the names of volunteers together with their full service profile, indicating the previous service in sensitive assignments, if any, and APAR grading for last five years on the proforma enclosed.

2. While forwarding the names of volunteers, it may be ensured that the following criteria is strictly kept in view and only those names, who fulfill the criteria are forwarded to HQrs office:

1. The applicants are eligible for only one tenure to Bhutan in the entire service.
2. The applicants need to have "Very Good" or above grading in the APARs for the last five years to be eligible for empanelment
3. They should not be facing any disciplinary proceedings and should not have earned any penalty including a recorded warning at any time in their career.
4. They should have completed a period of three years after their last sensitive assignment.
5. The applicants should be left with minimum three years of service as on 31.03.2016 before superannuation.

Desirable

6. Experience of working in DAD office attached with the MES or Border Roads Formation.
7. Experience of working on computers.

3. **The report should reach this office positively by 24.05.2016.**

4. It is reiterated that the names of volunteers who fulfill the above criteria and proforma duly complete in all respects, should only be forwarded.

4. Nil report is also required.

Copy by post may kindly not be awaited.

Encl. : Proforma



(Praveen Ranjan)
DCDA(AN)

Copy to: The OA Cell ---- For uploading on website of CDA(Army), Meerut

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SAO(AN)

VOLUNTEER APPLICATION

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/					
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	Whether appearing in ensuing SAS Part-II (In case of Sr. Auds/Auditors/Clerks/Stenos/DEOs)					
10	HOME TOWN If DAD office not available at Home town, nearest Station to Home town where DAD office is situated					
11	SERVICE PROFILE (In DAD)					
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)
12	CHOICE STATION (Station (NOT Office)where DAD	First Preference Second Preference Third Preference	BHUTAN			
13	Whether EDP trained (Yes/No) (If yes, specify project)					
14	APAR GRADING	APAR1	APAR2	APAR3	APAR4	APAR5
15	UNDERTAKING It is to undertake that the information furnished above are correct.					
16	Date: ___/___/20___			(SIGNATURE OF APPLICANT)		
(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)						
(To be filled by the Controller's office)						
17	GROUND FOR RECOMMENDATION					
18	If Not recommended reason thereof					
19	Whether any disciplinary case is pending					
20	Date: ___/___/20___			(SIGNATURE AND SEAL OF GO(AN))		