

To,

- (i) The Officer Incharge All Section (Main office)
- (ii) The Officer Incharge (Sub Offices under this organization)

Sub: Volunteers for posting of SAOs/AOs, AAOs and Sr. Auditors/Auditors/Clerks to CGDA's Office- Panel for the year 2017-18

HQrs office has decided to prepare a panel of SAOs/AOs, AAOs and Sr. Auditors/Auditors/Clerks for Posting to that office on yearly basis. Panel will lapse on 31st of March of every year. It is requested to intimate the name of volunteers SAOs/AOs, AAOs and Sr. Auditors/Auditors/Clerks serving in your office, who are willing and fulfill following criteria for posting to HQrs Office on the proforma attached, so as to be receive this office latest by **28-02-17**. Name of volunteers received after this date will not be considered.

Eligibility & Experience for above posting are as follow:

- i) Minimum APAR grading should be 8 and above for last five years.
- ii) At least 5 years of left over service i.e. minimum age 55 years.
- iii) No disciplinary/indebtedness case is pending against them.
- iv) Working experience in main office of Regional Controllers/Functional Controllers in the following area; Store Contract, Pension, Pay-Tech, Factory accounting, Local Audit exposure (Army/Navy/AF/MES and Border Road).
- v) Working in experience in IFA offices.
- vi) Work experience in Pension Matters.

2. Minimum tenure will be five years in the HQrs. Office. The officers/staff on completion of prescribe tenure in HQrs office, may be consider for posting to their choice station(s) if administrative feasible.

3. As an exception, AAOs and staff who having put in less than five years of total service, would be considered for posting to HQrs IT & S wing on requirement basis taking into account relevant background/qualification in the desired field. Their names will also be considered for the panel.

4. For subsequent panel names may be furnished to this office by **28th Feb** of every year for onward transmission to HQrs office for considering of posting during next FY. This may be noted for compliance please noted on Report & return register.

Proforma of interested officers and staff can also be mailed at mail ID address i.e **vipinnegi,dad@gov.in**.

Nil report is also required.


(Praveen Ranjan)
DCDA (Admin)

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OA Cell
(Local)

- For uploading on website.

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SAO (AN)

