



रक्षा मंत्रालय (भारत सरकार)
MINISTRY OF DEFENCE (GOVT. OF INDIA)
कार्यालय रक्षा लेखा नियंत्रक (सेना)
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS (ARMY)
बेलवेडियर कॉम्प्लेक्स, आयुध पथ, मेरठ छावनी
BELVEDERE COMPLEX, AYUDH PATH, MEERUT CANTT



No AN/I/1023/AVL-2023

Date : 17.07.2023

Circular

To

All sections in Main Office

All Sub-Offices in the organization

(Through Website)

Sub. : Transfer DAD Establishment – Annual Volunteer List 2023.

Ref. : HQrs office letter no. AN/X/10050/AVL-10/2023 dated 14/07/2023

Annual Volunteer List is due for forwarding to HQrs office latest by 31.07.2023.

It is requested to forward applications in r/o SAO/AO/AAO/SA/Aud/Clk/MTS separately for their transfer on the prescribed format (Annexure -1) in duplicate so as to reach this office latest by 21.07.2023 through **E-mail**. No request received after 21.07.2023 will be entertained. It may please be ensured that applications in r/o all officers/staff are forwarded to this office in one spell.

2. Further it is also requested that all transfer/exemption requests on medical ground should be screened at your end before forwarding the same to Main Office. Only relevant medical certificate should be attached with the application/request. In this connection, a proforma is also enclosed which shall be forwarded along with the request if the same is on medical ground.

NIL report is also required.

Email ID : adminonecdaarmy.dad@hub.nic.in

Fax : 0121-2646254

— sdal —
SAO (AN)

Copy to :

✓ OA Cell (Local)

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For uploading on the website.

— sdal —
SAO (AN)

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/HT/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/yyyy)	To Date (dd/mm/yyyy)
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			

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Total 16 Pages

14	Whether EDP trained (Yes/No) (If yes, specify project)			
15	APAR GRADING (Upto two decimal places)			
16	Brief Grounds for transfer:			
<p>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.</p>				
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))		