

कार्यालय रक्षा लेखा नियंत्रक, रिज रोड, जबलपुर  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, RIDGE ROAD, JABALPUR

**Circular**

No: AN/I/1133/Deputation/Vol-IX

Dated: 07.06.2017

To,

All Sub Offices.  
All Sections in Main Office.

**Sub: - Transfer: DAD Estt : Sr. Aud./Aud./Clk: Bhutan Panel-2017-18.**

It has been decided by the HQrs. Office to call for volunteers amongst Sr. Auditors/Auditors/Clerks for posting 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 name(s) 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:

- I. The applicants are eligible for only one tenure to Bhutan in the entire service.
- II. The applicants need to have "Very Good" or above grading in the APARs for the last five years to be eligible for empanelment.
- III. 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.
- IV. They should have completed a period of three years after their last sensitive assignment.
- V. The applicants should be left with minimum three years of service as on 31.03.2017 before superannuation.

**Desirable**


- VI. Experience of working in DAD office attached with the MES or Border Roads Formation.
- VII. Experience of working on Computers.

3. The applications should reach this office positively by **19.06.2017** for onward submission to HQrs office.

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


5. Nil report is also required.

(Encls: Proforma)

  
(K. P. Balasubramanyam)  
Sr. Accounts Officer (AN)

**Copy to :**

The OI/c OA Cell (Local) : With the request to upload the circular on CDA Jabalpur Website and Sugam.

  
(K. P. Balasubramanyam)  
Sr. Accounts Officer (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/IHT/)					
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 Asslgnment (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	<b>UNDERTAKING</b>					
	It is to undertake that the information furnished above are correct.					
16	Date: ___/___/20___	(SIGNATURE OF APPLICANT)				
	<b>(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)</b>					
	<b>(To be filled by the Controller's office)</b>					
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))				