



कार्यालय, रक्षा लेखा प्रधान नियंत्रक (नौसेना),

न. 1, कूपरेज रोड, कुलाबा, मुंबई - 400001

OFFICE OF THE PCDA(NAVY),
NO.1, COOPERAGE ROAD, COLABA, MUMBAI - 400001

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IMPORTANT CIRCULAR

No : AN/I/39/AVL/2020

Dated : 28/07/2020

To,

All Sections in Main Office /All Sub-Offices/IFAs under jurisdiction of PCDA

Sub : Transfer Estt. – DAD – Annual Volunteer List – 2020-21.

Ref : i) HQrs. Office Important Circular No.AN/X/10050/10/2014 dt.08/08/2014.

ii) HQrs. Office Letter No.AN/X/10001/2/2014 dated 21/09/2015.

In accordance with the instructions issued by HQrs. office on the above subject, applications from officers and staff for transfer to the stations of their choice have to be forwarded to HQrs office annually. Accordingly, the applications may be submitted on similar lines as per the guidelines envisaged in HQrs. Office Important Circular/letter cited under reference.

2. Salient points are reproduced below:

(a) A minimum of **02** years of stay at the station for AAOs and **03** years of stay at the station (02 years in case of ladies) for AAOs(Newly promoted) /Stenos /SAs /Adrs /Clerks /MTS' is necessary for applying for transfer to their choice stations. **Volunteers who fulfill these criteria only may apply.**

(b) The report on "Requests for Annual Inter Command Transfer" for 2020-21 may be rendered to this office by **14th Aug, 2020**. It is therefore, impressed upon all to render/submit their requests strictly in the prescribed format (Annexure 'A-1', 'B-1' and 'C' as enclosed herewith). In case of medical grounds, **medical certificate (not medical prescriptions and test reports)** and in case of spouse, certificate showing station and department may also be enclosed.

Continued.....

(c) In respect of SAOs/AOs, the format annexed to HQrs. letter No.AN/II/2153/AVL. 2017-18 dated 20/07/2017 may be completed in all respects and forwarded to this office alongwith individuals' applications, if any. In case of medical grounds, medical certificate (not medical prescriptions and test reports) and in case of spouse, certificate showing station and department may also be enclosed.


(d) It is requested that applications which comply with the above conditions and complete in all respects only may be forwarded to Main Office by stipulated date. Applications received after the due date and not complete in all respects will not be entertained. The contents of the circular may please be brought to the notice of all the staff members serving in your office/section.

3. Of late, inspite of repeated requests, it is seen that the formats for the said report are not completed as per laid down instructions/guidelines. Please ensure that the applications are duly completed in all respects (with correct dates wherever necessary). Incomplete applications/formats will not be considered.

4. Those applicants who are serving in IFA Offices are requested to forward their applications duly recommended by respective IFAs in the space provided in Annexure-A-1 as '*to be filled by the controller's office*'.

5. Nil report is also required by stipulated date.

Encl.:- As Above.


Dy. Controller of Defence Accounts (Navy)

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(Appl)/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><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	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)				
<u>(To be filled by the Controller's office)</u>				
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))		

PROFORMA FOR ANNUAL VOLUNTEER LIST 2020-21 SAOs/AOs

SL. NO.	NAME/DESIGN/A C NO.	DOB	WHERE SERVING		HOME TOWN AS PER *SERVICE BOOK	IF DAD OFFICE NOT AVAILABLE AT HOME TOWN, NEAREST STATION TO HOME TOWN WHERE DAD OFFICE EXIST.	CHOICE STATION			STATE /TOWN EXPER ISE	APAR GRADING S FOR LAST 10 YEARS.	ELIGI BY CAVE PENDING CHANGE
			OFFICE	ORGANISATION			1ST	2ND	3RD			
1	2	3	4	5	6	7	8	9	10	11	12	

STATION SERVED	SERVICE PARTICULARS		PHYSICALLY HANDICAPPED (YES/NO)	18	19	20
	FROM DATE	TO DATE				
14	15	16	17			

RECOMMENDATION OF PCSDA/CsDA (Remarks to be provided)

* Only three choices stations may be provided by the officer.
 * (18) Medical certificates must be enclosed wherever applicable.
 * (19) Documents concerning grounds for transfer (children education/ spouse ground/ parents illness/ spouse illness) must be enclosed.
 * Applications without the recommendation of PCSDA/CsDA/PIFAs/IFAs will not be entertained.

Applicant Signature