

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
618, ANNA SALAI, TEYNAMPET, CHENNAI - 600018.  
PHONE - (044) 24349980 FAX - (044) 24348142

AN/1/7/TR/Volunteer

Dated : 07/06/2017

To  
All Sub Offices under CDA Chennai  
All Sections in Main Office

**Sub: Volunteers for Bhutan (Panel 2017-18)-SA/Aud/Clk**

HQrs Vide letter no. AN/X/10098/6/2017/BTN dated 05/06/2017 has called for volunteers from amongst SAs/Auditors/Clerks for posting at Bhutan. Necessary action to furnish the names of volunteers together with service profile indicating the previous service in sensitive assignments, if any, and APAR grading for last five years on the proforma enclosed.

Names of only SAs / Auditors / Clerks who fulfill the following criteria may be forwarded.

- 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 31/03/2017 before superannuation.

**Desirable:**

- 1) Experience of working in a DAD office attached with MES or Border Roads formation.
- 2) Experience of working on computers.

The names of willing SAs/Auditors/Clerks who fulfill the above criteria and proforma (Annexure -A-1) duly complete in all respects, may be furnished to this office latest by 15/06/2017.

NIL report is also required / Please accord top priority.

  
(VISHNU PRIYA. V)  
SR. ACCOUNTS OFFICER(AN)

Copy to:  
EDP Centre(Local)

For uploading on CDA Chennai Website of OA

  
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/DO(A)/SAS(A)/SUPERVISOR(A)/Sr. AUDITOR/AUDITOR/CLERK/PS/STENO/HT/HTI/)					
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 where DAD Office)	First Preference (NOT 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))	