



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
618, ANNA SALAI, TEYNAMPET, CHENNAI - 600018.  
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No. AN/I/7/TR/Misc


Dated: 20/07/2017

CIRCULAR

Sub: Transfer Establishment DAD - Annual Volunteer List

Applications (in duplicate) from Officers and staff seeking transfer to their choice station in the prescribed proforma may be forwarded to this Section by name to Smt. Vishnu Priya. V, SAO (AN) and should reach Main Office CDA Chennai by 10<sup>th</sup> August 2017 for consideration of CDA / onward transmission to H.Qrs office.

The date specified may strictly be adhered to.

  
(Vishnu Priya. V)  
SAO (AN)

Circulated to:-

All sub officers under CDA Chennai

All sections in Main Office

EDP Centre (Local) - for uploading on CDA Chennai website & OA

PROFORMA FOR ANNUAL VOLUNTEER LIST 2017-18 : 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			APAR GRADING ST FOR LAST 3 YEARS	STATE /OWN EXPEN SE	DISCIPLINA RY CASE PENDING (YES/NO)
			OFFICE	ORGANISATION			1ST	2ND	3RD			
1	2	3	4	5	6	7	8	9	10	11	12	13

STATION SERVID	SERVICE PARTICULARS		PHYSICALLY HANDICAPPED (YES/NO)	GROUPS FOR TRANSFER	RECOMMENDATION OF PCs/DA/Cs/DA (Reasons for not recommending must be provided)
	FROM DATE	TO DATE			
14	15	16	18	19	20

\* 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 PCs/DA/Cs/DA/PJ/As/IFAs will not be entertained.

Proforma for Annual volunteers list upto AAO may be forwarded in  
 Annexure - A-1 which was circulated vide this office number no.  
 AN/1/27 / circular dated 13/08/2014.