



“हर काम देश के नाम”
कार्यालय रक्षा लेखा महानियंत्रक

THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS

उलान बटार रोड, पालम, दिल्ली छावनी – 10

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No. AN/IX/9010/HQrs Office/2025

Dated:03.04.2025



To


All the PCsDA/CsDA/PIFAs/IFAs

Sub: Calling for volunteers amongst AAOs and staff for posting in HQrs Office, Delhi Cantt.

Ref: This HQrs Office letter no. AN/II/2153/Transfer Policy/2023 dated 20.04.2023 and 04.07.2023.

The Competent Authority has decided to call for volunteers amongst AAOs and Staff for posting in HQrs Office in terms of the Transfer-Posting Policy for HQrs Office issued vide letters cited under reference.

2. In addition to guidelines mentioned in Transfer & Posting policy for posting to HQrs Office, the minimum of 02 years stay in present station is mandatory for applying as volunteer for posting in Hqrs office.
3. It is , therefore requested to give wide publicity to this circular and forward names of willing AAOs and staff from your organization (including PIFAs/IFAs under your performa control) who are willing/volunteers for posting in HQrs Office along with the prescribed format (Annexure-I). The names of the volunteers should reach HQrs office by 11.04.2025.
4. Nil Report also required.


(Satish Kumar Tripathi)
SAO (AN)

Copy to:

- (i) IT & S Wing (Local): for uploading on CGDA's web-site please.


(Satish Kumar Tripathi)
SAO (AN)

Proforma for volunteers of AAOs & Staff for posting in HQrs Office, Delhi

(Authority- HQrs Office letter No. AN/IX/9010/HQrs Office/2025 dated 03.04.2025)

1	Account Number					
2	Name					
3	Gender (Male/Female)					
4	Grade					
5	Date of Birth					
6	Date of Appointment in DAD					
7	Education Qualification					
8	Date of Retirement					
9	The initial Post on which appointed in DAD					
10	Details of promotions if earned in the Department so far with date.					
11		Service profile (In DAD)				
	Name of the Office in which posted	Station	Organisation	From	To	Brief description of duties performed and experience acquired during the tenures.
(i)						
(ii)						
(iii)						
(iv)						
12	Please state the area of Expertise in terms of HQrs Office Circular no.					
13	The final Grading of APARs of Last 03 years and also enclosed certified copies thereof.					
(i)	2023-24					
(ii)	2022-23					
(iii)	2021-22					
14	Details of Penalty/penalties, if any imposed during the last 10 years.					
15	Achievements (Please indicate information with regard to the following duly supported with documentary proofs)					
(i)	Award					
(ii)	Office Appreciations/Commendations					
(iii)	Other Special achievements if any					

The information/details provided by the official in the above/Performa have been verified from the records available in the office and found correct.

It is certified that the information/details provided by me in the above Proforma are correct and true to the best of my knowledge.

Group Officer (AN)

Name & Signature of the Candidate