

CONFIDENTIAL
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PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (BR), SEEMA SADAK
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No.AN/I/54/HYLY/09/2013

Dated : 20 /09/2013

To

1. The IFA (BR) Delhi Cantt
2. The JCDA (BR) Guwahati
3. The JCDA (BR) Chandigarh
4. The PAO (GREF) Pune
5. All Officers/sections in Main Office


Subject: Transfer Estt. DAD : Half Yearly Transfer - List of Volunteers

Officer(s) & Staff(s) who are willing for transfer to their choice stations under your jurisdiction may give their name on the prescribed proforma enclosed and submit the same duly completed in all respect on or before 30th September 2013 positively. No request will be considered after due date.

Before sending the names for Half yearly the following points may be kept in view while submitted the above report.

- (a) All compassionate cases should have specific remarks/recommendations of the JCDA/ DCDA/ACDA. Application along with Medical Certificate submitted by the concerned individual may invariably be enclosed with the list.
- (b) Reasons in brief for the cases which are not recommended for transfer may invariably be endorsed against each case.
- (c) Names of the officers/staff who have not completed two years at their present station of posting (except at tenure stations) may not be forwarded to this office for consideration. This may place be ensured.
- (d) Three different choice stations should be submitted instead of same station, In the absence of three different choice station, case will not be entertained.
- (e) All column of proforma may be filledup properly and no column should be left blank.

Encls : Proforma


(Rakesh Kumar)
AO (AN)

