



रक्षा मंत्रालय (भारत सरकार)  
MINISTRY OF DEFENCE (GOVT. OF INDIA)  
कार्यालय रक्षा लेखा नियंत्रक (सेना)

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS (ARMY)  
बेलवेडियर कॉम्प्लेक्स, आयुध पथ, मेरठ छावनी  
BELVEDERE COMPLEX, AYUDH PATH, MEERUT CANTT



No. AN/I/1063/Circular/2023-24

Dated 01.03.2023

**IMPORTANT CIRCULAR**

To,

All SAOs  
Under CDA (A) Meerut

**Subject: Transfer Estt. DAD-SAOs: Calling for Volunteers amongst SAOs for posting in offices located at Hard/Tenure stations**

**Reference:** HQrs Office circular no. AN/II/2153/HS-TS/Repatriation/2023 dated 29.02.2024.

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HQrs Office vide their circular cited under reference (Copy enclosed) has intimated that as per transfer policy for manning of vacancies at hard/tenure stations the Competent Authority has directed to invite applications in prescribed format as Annexure-'A' (enclosed) of volunteers from SAOs for the Hard/Tenure station as per vacancy statement enclosed.

In view of above, it is requested that willing SAOs may forward their details as per criteria mentioned in ibid HQrs Office letter in prescribed format to this office through mail till **05.03.2024**.

Email ID: [adminonecdaarmy.dad@nic.in](mailto:adminonecdaarmy.dad@nic.in)

  
**Lalit farswan**  
**Sr. Accounts Officer(AN)**

✓ **Copy to:**  
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- For uploading on website.

  
**Lalit farswan**  
**Sr. Accounts Officer(AN)**

“हर काम देश के नाम”

कार्यालय, रक्षा लेखा महानियंत्रक

OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS

उलान बटार मार्ग ,पालम ,दिल्ली छावनी -110010

ULAN BATAR MARG, PALAM, DELHI CANTT.-110010

Ph.No. 011-25665500/24674870

Fax: 25674806

Email: hqan2.cgda@gov.in



No. AN/II/2153/HS-TS/Repatriation/2023

Date : 29.02.2024

To,

All PCsDA /CsDA/PIFA/IFA  
(Through WAN & Office Email ID of PCDA/CDA/PIFA/IFA)

**Subject :** Transfer Estt.DAD-SAOs: Calling for Volunteers amongst SAOs for posting in offices located at Hard/Tenure Stations.

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As per transfer policy for manning of vacancies at hard/tenure stations the Competent Authority has decided to invite applications of volunteers from SAOs for the Hard/Tenure Station as per vacancy statement enclosed. The SAOs who have completed minimum 02 years at the present station and currently not under transfer to other station are eligible for posting to the hard/tenure stations.

2. Therefore, it is requested that the above Hard/Tenure Vacancy statement may be circulated amongst SAOs serving under your organisation (including PIFA/IFA in your proforma strength) and details of volunteers may please be obtained and forwarded to this office. The officials may also be informed that only those who will be having residual service of at least 05 years at the time of posting will be considered for posting to the Hard/Tenure stations. In case the applicant has applied for transfer to some other station through AVL-2023-24 an endorsement may be made against his name. Individuals serving in PIFA/IFA offices may forward their application through their respective proforma controllers.

3. The officers posted in Hard/Tenure station on volunteer basis shall preferably be repatriated to their first valid choice station on completion of the requisite Hard/Tenure Station period, however in the event if it is not administratively feasible to post in first choice station he/she will be posted to second or third choice stations. The efforts will be made to issue order regarding repatriation from Hard/Tenure station 03 months before completion of prescribed tenure.


P.T.O

4. The tenure would start from the date of joining in the new office of posting. Any deviation from the stipulated period would be on exigency and only in exceptional circumstances. The minimum physical stay in the station will be 20 months for 02 years tenure and 10 months for 01 year tenure.

5. Individual should apply for specific stations (priority-wise) mentioned in the Vacancy Statement enclosed with this circular. It is also clarified that the vacancies shown in circular are purely tentative/anticipated and it may be brought to the notice of all concerned that application for the specific station cannot be claimed as right since posting of Volunteers will be carried out based on the recommendation of the DAPB and as per administrative feasibility. Further, those who have applied for Hard/Tenure Station in AVL are also requested to apply as volunteer afresh in response to this circular.


6. It is therefore requested to obtain and forward the application (in original) of all the volunteers in prescribed proforma as Annexure-'A' to this letter by 08.03.2024. through E-mail at [hqan2.cgda@gov.in](mailto:hqan2.cgda@gov.in).

7. Nil Report is also required.

  
(Navpreet Kaur)  
Sr.Dy.CGDA (AN)

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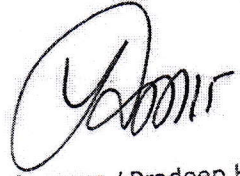
  
(Navpreet Kaur)  
Sr.Dy.CGDA (AN)

### **Hard/Tenure: Vacancy Statement for SAOs**

(Authority: CGDA letter No.AN/II/2153/HS-TS/Repatriation/2024, dated 29.02.2024)

<b>S. No</b>	<b>Station</b>	<b>Vacancy</b>
1	AKHNOOR	1
2	BARMER	1
3	BHADARWAH	1
4	CAMPBELL BAY	1
5	FATEHGARH	2
6	JAMNAGAR	1
7	JHAKRI	1
8	KARGIL	1
9	KHIRMOO	1
10	KUPWARA	1
11	LADDAKH	1
12	LEH	5
13	MANALI	1
14	POONCH	1
15	RANIKHET	4
16	SUBATHU	2
17	SURATGARH	2
18	UTTARKASHI	1
19	WELLINGTON	4

**Note:** The vacancies shown above are purely as tentative and anticipated and actual vacancies will be worked out/decided (as per administrative requirement) at the time of processing of Posting Plan.

  
प्रदीप कुमार / Pradeep Kumar  
वरिष्ठ लेखा अधिकारी / Senior Accounts Officer

## Proforma for Volunteer applying for Hard/Tenure Stations

(Ref: AN/II/2153/HS-TS Repatriation/2023, dated 29.02.2024)

ALL COLUMNS ARE MANDATORY TO BE FILLED AS APPLICABLE IN BOLD LETTERS

1.	Name & A/C No.			
2.	Date of Birth			
3.	Present Office			
4.	Organisation			
5.	Present Station			
6.	(i) Date of Serving in Present Office			
	(ii) Date of Serving in Present Station			
7.	Whether Enlisted as IT Professional as per HQrs Office Circular dated 14.09.2023			
8.	Whether currently deployed in IT/EDP			
9.	Whether any Disciplinary action is pending or contemplated against the officer			
10.	Detail of Discipline case and penalty if imposed during the service			
11.	APAR Grading of Last 03 Years	<b>2022-23</b>	<b>2021-22</b>	<b>2020-21</b>
12.	Hard/Tenure Choice Station opted as per Vacancy Statement enclosed with the circular.	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup>		

13.	<p><b><u>UNDERTAKING</u></b></p> <p>I, Mr/Ms/Miss..... hereby undertake that the information furnished by me above are correct and I am solely responsible for the above mentioned details.</p> <p>Date...../...../2024</p> <p>(Signature of Applicant)</p>
14.	<p><b><u>To be filled by the Controller's Office:</u></b></p> <p>(i). Whether Recommended or Not (Yes/No).....</p> <p>    If Not reasons thereof.....</p> <p>(ii). Whether information provided as above by the applicant is correct (Yes/No).....</p> <p>    If No specify the same.....</p> <p>(iii). Remarks if Any.....</p> <p>Date...../...../2024</p> <p>Signature and Seal of GO(AN)</p>