

MAIL/FAX  
IMPORTANT CIRCULAR



GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE

OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (FYS)

AN-II SECTION

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No. 2401/AN-II/TC/AAO & STAFF/AVL/2017

Dated: 24/05/2017

To

All Cs FA/All Br. AOs

**Sub: Timely and proper rendition of Annual Volunteer List- 2017 for Inter-Command Transfer in respect of staffs (SA/Auditor/DEO/PS/Steno/Sr. Translator/Jr. Translator/Supervisor (A)/Clerk/Multi Tasking Staff) upto the level of AAO.**

HQrs Office vide letter No. AN/X/10001/2/2014 dated 21.09.2015 has introduced the Annual Volunteer List replacing the existing half yearly exercise (April & October) and it is of paramount importance that **Annual Volunteer List for the year 2017** in respect of this organisation is to reach HQrs. Office **positively in time**.

2. Br. AOs are requested to send the report through concerned CFA(Fys). The consolidated report in respect of the CFA (Fys) concerned may please be forwarded well in advance so that the report may reach this office latest by **30.06.2017**. Kindly note, any belated submission may not be entertained.

3. While rendering the report, it may kindly be ensured that all guidelines on the subject issued from time to time have been adequately taken care of.

4. It is impressed upon that the following parameters are carefully complied with:

a) For **Local Inter-Command Transfer** the following criteria as laid down by HQrs. Office may be kept in view:

- (i) The applicant (Male or Female) should not be *above 56 years* of age.
- (ii) The distance between the present office and office being asked for should not be *less than 20 Kms*.
- (iii) The applicant should have spent a period of *minimum 3 years* in his/ her present office.

b) The criteria, **other than Local Inter-Command Transfer** are as follows:

- (i) **New Recruits** including Inter Departmental transferees have to complete mandatory **3 (For Male recruits) & 2 Years (For Female recruits)** stay at the initial station of posting as laid down by HQrs. Office Confdl. No. 060/AN-X/Vol XX dated 18.01.2012.
- (ii) Others may apply on completion of *minimum of 2 years* of stay in the station.

5. The request for transfer in r/o all volunteers including those officers/ staffs, yet to complete **2 years** stay at the station should be strictly screened by the concerned Group Cs F & A to ensure that no true deserving case (**i.e., application on medical grounds with MCs from appropriate authority or on emergent circumstances with acute humanitarian problems**) is being deprived. Specific recommendations of the Competent Authority in prescribed proforma must be furnished in such cases.



6. **While recommending the cases by the Cs F & A, the following points may also be taken care of:**

(i) The request of volunteers, who have earned eligibility for transfer to the stations of their choice after completion of effective stay in non-tenure stations (i.e. 3years) as well as tenure stations (i.e. specific limited period as per the HQrs Office guidelines), may be treated as '**Recommended**' cases.

(ii) The request of volunteers, who are yet to complete minimum stay in non-tenure (i.e. 3 years) or tenure (a specific limited period) stations, if considered by the Competent Authority as **true deserving cases (on medical ground or on emergent circumstances with acute humanitarian problems)** may also be treated as '**Recommended**' cases.

(iii) However, while recommending the volunteers serving at tenure/hard stations, the instruction of HQrs. Office as circulated vide this Office Confdl. Fax No. 029/AN/II/Vol. XIII dated 06.06.2011 may please be kept in view. In this connection, the latest revised guidelines produced by the HQrs. Office vide their no. 25012/AN-X/2014 dated 15.07.14 communicated through this office No. 2382/AN-II/TC/TRANSFER dated 16.07.14 may also be considered to.

7. All the volunteers who are willing to get posted to the stations of their choices must apply through the current List, i.e. the Annual Volunteer List for the year 2017. In this regard, all the Gr. Cs F & A are requested to forward related ink signed Annexures'A-1' (as prescribed by the HQrs. Office and as annexed herewith) in r/o all willing candidates in **duplicate** and before forwarding the same it may please be ensured that all the Annexures are to be filled in prescribed format and complete in all respect bearing the signature and seal of concerned GO (AN).

8. **In this connection, the following points may please be kept in view as desired by the HQrs. Office:**

Any subsequent changes in the status in r/o the candidates included in the Annual Volunteer List for 2017 due to any reason such as passing the SAS Part II exam, involvement in disciplinary case, nomination as ROC/JCM member etc. must have to be mentioned against their names. The same is also applicable to the candidates who have already applied for empanelment for Port Blair, Bhutan, Northern Region or deputation etc.

As per Hqrs office important circular No AN/X/10050/10/ 2014 dated 08/08/2014, it has been mentioned that 'since all out efforts are made to accommodate all the deserving cases to the extent of administrative feasibility, Controllers are requested not to forward individual applications **after rendition of AVL** in a routine manner. Only genuine requests which could not be included in the AVL due to unforeseeable circumstances may be forwarded under DO letters from PCsDA/CsDA with due recommendations and clearly bringing out the genuineness of the case supported with copies of documents/certificates along with prescribed proforma for making request for transfer duly filled up by the applicant. The applications received otherwise will not be acted upon by HQrs Office and the responsibility to respond to the resultant grievances / RTI applications will rest on the Branch Controllers / CIA (for Branch IA Cells). Subsequent requests for change of choice stations given in AVL or inclusion of new cases will however also not be entertained'.

It is also observed that **after finalization of AVL** transfer by HQrs Office, a number of individuals represent that their juniors have been transferred. In this context, HQrs Office vide their No, AN/X/10050/10/2014 dated 08/08/2014 has clarified that 'volunteers list displayed in the official website are sorted in the descending order of stay away seniority from choice station and this stay away seniority is not the lone criteria for considering transfer requests as due weight age is also given to factors like hard/tenure completion, medical ground, age, physical disability, serving spouse, ladies seeking repatriation etc. with the view to examine carefully with reference to these aspects before forwarding to HQrs office'.

In view of the above, it is requested to examine all such cases at your end in the light of above guidelines before forwarding the same to this office for onward transmission to Hqrs office.

9. **The request of individuals serving in Internal Audit cells should invariably be got recommended, commented by the Regional Internal Audit officers and be forwarded to CIA (Fys) Kolkata on due date.**

10. **All information should be filled up as per prescribed proforma enclosed herewith (Annexure A-1).**


11. **Copy by post may kindly not be awaited.**

**This issues with the approval of C of A(Fys) Kolkata.**

  
Sr. Accounts Officer (AN)  
Date 21/5

**Copy to:**

1.	The CIA (Fys) Kolkata	:	For information and similar action please.
2.	All Sections in Main Office	:	For above similar action as stated against the addressee. All previous guidelines may please be adhered to. A copy of transfer proforma [Annexure A-1] is enclosed. All requests for transfer should be routed through the Group Officers for offering their comments, please.
3.	RTC(ER), Kolkata	:	For information and similar action please.
4.	AN-I Section	:	For information, please.
5.	EDP, Web Development Cell	:	For uploading the circular in PCA (Fys) website, please.

  
Sr. Accounts Officer (AN)



**VOLUNTEER APPLICATION**

(Original copy to be forwarded to HQrs.)

1	<b>ACCOUNT NO</b>					
2	<b>GENDER</b> (Male / Female)					
3	<b>NAME</b>					
4	<b>CATEGORY</b> (GENERAL/OBC/SC/ST/PH)					
5	<b>GRADE</b> (AAO/SO(A)/SAS(App)/SUPERVISOR(A/c)/Sr. AUDITOR/AUDITOR/CLERK/PS/STENO/HT/IHT/DEO/LIBRARIAN/MTS/DRIVER)					
6	<b>DATE OF BIRTH</b> (DD/MM/YYYY)					
7	<b>DATE OF APPOINTMENT (in DAD)</b> (DD/MM/YYYY)					
8	<b>DATE OF PROMOTION</b> (DD/MM/YYYY) (As Group 'C' in r/o Staff & as SO(A) in r/o officers)					
9	<b>ROSTER No.</b> (Mandatory in case of AAO)					
10	<b>Whether appearing in ensuing SAS Part-II</b> (in case of Sr. Auds/Auditors/Clerks/Stenos/DEOs)					
11	<b>HOME TOWN</b> (Specific District as per Service Record & not Village or State)					
	If DAD office not available at Home town, nearest Station to Home town where DAD office is situated					
12	<b>SERVICE PROFILE (In DAD)</b>					
	<b>Name of Office</b>	<b>Organisation</b>	<b>Whether Sensitive Assignment</b> (Yes / No)	<b>Station</b>	<b>From Date</b> (dd/mm/yyyy)	<b>To Date</b> (dd/mm/yyyy)
13	<b>CHOICE STATION</b> (Station (NOT Office) where DAD offices are located and BHUTAN/ PORTBLAIR may not be opted as a separate panel exists for these stations)		First Preference			
			Second Preference			
			Third Preference			

