

IMPORTANT CIRCULAR

No. AN/I/11114/YRR-08/2018

O/o THE PR. CDA (SC), Pune

DATE : 19/07/2018

1. Addl.CDA i/c PAO(ORS), Arty/AAD, Lekhanagar, Nasik-9
2. DCDA i/c, PAO (ORs) BEG Kirkee Pune
3. DCDA i/c, AAO (SC) Dehu Rd./ Jodhpur
4. ACDA i/c PAO (ORs) MIR/ACR Ahmednagar/AAO(SC) Ahmedabad
5. ACDA i/c PAO(ORS) INT/APTC, Pune
6. ACDA i/c, PAO (ORs) The Guards Kamptee
7. All RAOs/LAOs/AO GEs/AAO GEs/AAO BSOs/SLAs/ALAOs/UADEOs under Maharashtra/Gujarat/Rajasthan Area
8. AO N.P.(MB) Mumbai-23 / AO EHQ (DAD) Mumbai--400028
9. IFA(SWAC)Gandhinagar /IFAHQ(SC), Pune /IFA, 12 Corps, Jodhpur/
IFA (AF) Bhuj/IFA (AF) Jamnagar/IFA COD, Kandivili, Mumbai/
IFA CAFVD, Kirkee/IFA(COD) Dehu Rd.
10. Officer i/c, all Sections in Main Office.

Subject: Yearly Request Report for inter-command transfers—August ;2018
(AAOs/SAs/Aud/Clk/DEO/MTS)

Reference: This office Important circular of even no. dated 12.07.2017

1. Transfer requests of individuals to their choice stations are obtained on yearly basis & consolidated report on 'Requests for inter-command transfer,' is sent to HQrs office by the last week of the month of August. **The report for the year 2018 is due now and all individuals desirous of transfer to their choice stations may apply for the same through Annual Volunteer list 2018 in the enclosed format and send to this office in duplicate through concerned officers-in-charge for further action latest by 14.08.2018.**

2. *All the Staff and AAOs who had volunteered for their choice stations in previous Yearly report i.e YRR 08/2017 and whose requests have not yet been materialized should invariably apply afresh for inclusion in this yearly report.*

3. Criteria for fresh volunteers will remain same and are as follows:-

i) New Recruits

New Recruits have to complete minimum period of service as detailed below in the station of their initial posting **as on 31.05.2019**

MALE =3(THREE)yrs and FEMALE =2(TWO)yrs

ii) Others may apply after putting in minimum of 3 yrs of effective tenure in the station as on 31.05.2019

iii) **For those serving in Hard/Tenure stations: -**

Those AAOs/Staff who are serving at tenure/hard stations viz. Bhuj and Dharangdhara, and seeking their transfer on inter-command basis may submit their applications for transfer to their choice stations after completion of 1 ½ yrs in case of tenure of 2 yrs and after 2 ½ yrs in case of tenure of 3 yrs.

iv) Staff with continuous tenure of more than 5 years under one command can request for change through the yearly exercise. The same shall be considered whether at the same station or outside, depending on administrative feasibility.

4. As already brought out in the HQrs office circulars, the following guidelines/observations, may be strictly followed while forwarding requests of AAOs/Staff in the present yearly report:-

- The following aspects may be clearly indicated :-
 - i) Appearing in SAS Pt-II ,
 - ii) Involvement in disciplinary case
 - iii) Nomination as ROC/JCM member
- Request on medical grounds should be screened to see that the same is supported with medical certificates(showing name of disease,its gravity since when suffering and present status) and **not by copies of prescriptions and pathological reports.**
- Applications and enclosures if any in respect of the individuals volunteering to their choice stations may invariably be attached in duplicate.
- To avoid all round inconvenience, officer-in-charge of office/section-in-charge may ensure that single copies of applications/enclosures are not forwarded, such applications if received in this office, will be returned without any action .
- Requests received after the last date for receipt of applications i.e 14.08.2018 will not be entertained. Only genuine requests, which could not be included in report may be forwarded under DO letters/specific remarks of head of the office/section clearly bringing out the genuineness of the case supported with copies of relevant documents /certificates and prescribed proforma for making request for transfer duly filled up by the applicant.

The applications received otherwise will not be acted upon by this office and responsibility to respond to the resultant grievances/RTI applications will rest on concerned office/section.

- For not recommended cases, the reasons may be recorded in the relevant column of the format, failing which such cases will be taken as recommended
 - Grounds for recommendations may be carefully classified and mentioned specifically in the format
5. The contents of the circular may please be brought to the notice of the AAOs/staff serving under your control and it may be ensured that the information filled in the formats is complete in all respects and applications/formats/enclosures viz; medical papers may please be submitted in duplicate.

Circular has also been uploaded on the website of PCDA(SC)Pune
<http://pcdasc.gov.in>

Encl : Format

Sd -
(Manish)
A.C.D.A(Admin)

Copy to :-

✓ Officer-in-charge

EDP Centre(Local)-----with a request to upload the above circular on official web-site

M.M. Ingalgaonkar
(M.M.Ingalgaonkar)
Sr.Accounts Officer(AN)

VOLUNTEER APPLICATION
(Original copy to be forwarded to HQrs.)

1	ACCOUNT NO					
2	GENDER (Male / Female)					
3	NAME					
4	CATEGORY (GENERAL/OBC/SC/ST/PH)					
5	GRADE (AAO/SO(A)/SAS(App)/SUPERVISOR(A/c)/Sr. AUDITOR/AUDITOR/CLERK/PS/STENO/HT/JHT/DEO/LIBRARIAN/MTS/DRIVER)					
6	DATE OF BIRTH (DD/MM/YYYY)					
7	DATE OF APPOINTMENT (in DAD) (DD/MM/YYYY)					
8	DATE OF PROMOTION (DD/MM/YYYY) (As Group 'C' in r/o Staff & as SO(A) in r/o officers)					
9	ROSTER No. (Mandatory in case of AAO)					
10	Whether appearing in ensuing SAS Part-II (in case of Sr. Auds/Auditors/Clerks/Stenos/DEOs)					
11	HOME TOWN (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	SERVICE PROFILE (In DAD)					
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yy yy)	To Date (dd/mm/yy yy)
13	CHOICE STATION (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			

