

OFFICE OF THE C.G.D.A.  
ULAN BATAR ROAD, PALAM, DELHI CANTT

No. 0600/AN-X/Vol. XXI

Dated: 28/03/2014

To

All PCsDA/CsDA/Pr. IFAs/IFAs/PCA (Fys)/CsFA (Fys)

Subject: Transfer Policy.

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General guidelines on transfer policy as contained in paragraphs 368 to 380 of the Office Manual Part I. have been reviewed in view of Government instructions issued from time to time, administrative instructions issued by the Department and suggestions of the Staff Associations and Principal Controllers/Controllers.

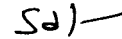
2. The competent authority has approved the transfer policy as contained in the enclosed Annexure, to be followed by the CGDA's office and field PCsDA/CsDA while carrying out transfers of the members of the Department excluding IDAS officers, from one station to another. The transfer cases already finalized will not be reopened on the basis of the provisions of this policy.



(Ambarish Barman)  
Sr. ACGDA (AN)

Copy to:

1. AIDAEA (HQ) Kolkata..... for information please.
2. AIDAA (CB) Pune..... for information please.
3. The Admin-III Section (Local).... With a request to arrange for printing of the same as per modification in Office Manual Part I.
4. The Hindi Cell (Local)..... With a request to provide Hindi version of the same in the Office Manual to Admin-III Section (Local) to enable them to take further action in matter.
5. AN-II/IV/VI/IX & AT-Coord (Local)..... for information please.
6. EDP Centre (Local).... With request to upload the same on official web-site.



(Rajesh Kalia)  
AO (AN)

## **Transfer Policy : Defence Accounts Department**

### **Scope:**

- 1.1 The criteria laid down in the succeeding paragraphs will be observed by the HQrs and field Pr Controllers/Controllers in effecting transfers of staff within their jurisdiction. Transfers ordered on administrative/disciplinary or compassionate grounds and that of new recruits will be outside the purview of the transfer policy.
- 1.2 Transfers are necessary to man offices spread across India and review of this policy shall be carried out every five years.
- 1.3 Periodical transfers are necessary to man offices at hard, small stations having difficult geographical conditions and lacking other facilities and also to repatriate staff serving at other stations; and seeking posting to their choice stations.
- 1.4 Main intention of transfer of staff should be to repatriate individuals serving at tenure and difficult stations; to give all members a chance to serve at popular stations of their choice, as far as possible and to shift individuals employed on sensitive assignments after completion of the prescribed tenure.
- 1.5 In order to ensure transparency in transfers, volunteer list should invariably be published on the website of the Organisation.
- 1.6 **Defence Accounts Placement Board**  
All transfers shall be recommended by the Defence Accounts Placement Board and approved by the Competent Authority as notified vide CGDA's letter No AN-1/1201/SC/82/2011 dated 31/12/2013 as amended from time to time.

### **2. Categorization of stations and tenures:**

- 2.1 All stations where offices of the Department (including HQrs of the Controllers) are located, will be categorized under the following two broad categories :
  - a) Hard/Tenure stations – Those stations where there is lack of normal amenities of life, due to difficult conditions of service etc; and which are therefore very unpopular with the staff, will be identified and fixed as hard/tenure stations. Cities with a considerable population, having schools/colleges, hospital etc. will not be categorized as hard/tenure stations merely because staff or a section of staff is reluctant to serve there.
  - b) Others – Rest of the stations will be categorized as 'Other Stations'. And from among these stations, PCsDA/CsDA will identify 'popular stations, posting to which are in great demand. Some of these popular stations will be centrally controlled and posting to these will be made by the CGDA's office only. Their status as centrally controlled will be reviewed periodically based on the number of volunteers applying for these stations.

- 2.2 A tenure will be fixed for hard/tenure stations. An individual who completes the prescribed tenure at a hard/tenure station will be transferred out except as otherwise provided for.
- 2.3 The normal tenure in other offices/stations shall be three years. However, PCsDA/CsDA will have the discretion to reduce the period but not below two years in exceptional cases, with due regard to all relevant factors, such as degree of unpopularity of the station, difficulty in finding suitable replacement etc. or on compassionate grounds or administrative exigency. The period for rotation of staff in other stations need not be fixed or inelastic. Continuance of an individual at these stations beyond three years is subject to the overriding conditions that (a) it is not necessary to immediately transfer him/her to meet a requirement elsewhere and (b) there is no legitimate claimant for the station where he is serving.
- 2.4 In determining whether a person has completed the tenure at a station, authorized period of leave up to a maximum of one month in a year for other station and 60 days for hard/tenure stations, will be reckoned as service at the station. Controllers will have the discretion to make marginal adjustments in the prescribed tenure, where warranted. For counting a break in station seniority for a particular station, a minimum period of one year should be served out of that particular station. However, the period of Child Care Leave shall not be counted as stay in any particular station.
- 2.5 Notwithstanding the tenure prescribed for a station an individual employed in a office/post involving substantial third party payment related to work will be transferred out on completion of tenure fixed for such assignments, unless he/she can be accommodated in another office which does not have such payment function, till he/she is due to be posted out of the station.

### **3. Transfer from hard/tenure stations:**

- 3.1 A tenure will be fixed for hard/tenure stations. An individual who has completed his/her prescribed tenure at a hard/tenure station will be asked to give three stations of choice, in order of preference. He/she will be accommodated at his/her first choice station as far as possible as per administrative feasibility. This shall, however, not be applicable to the staff belonging to the same region and their repatriation to choice stations shall be considered as per turn. An individual will be asked to serve for maximum two terms at hard/tenure stations in the entire service period.

However, transfer of new recruits serving at hard/tenure and other stations, will be governed by the laid down transfer policy for new recruits fixed for them by the CGDA's office from time to time. For any relaxation in the case, the matter will be referred to the CGDA's office for waiver and approval. Similarly newly promoted SOs (A) will have to serve for 3 years at their allotted place of posting. Thereafter, they would become eligible for transfer to their choice station (s) as per administrative feasibility.

- 3.2 If an individual wishes to continue at hard/tenure station after completion of prescribed tenure, he/she may be allowed to do so, if it is administratively feasible.
- 3.3 To ensure timely repatriation of staff from the hard/tenure stations, advance action, preferably 6 months before completion of tenure, shall be taken so that transfer orders in respect of such staff are issued at least three months before the date of completion of tenure.
- 3.4 Individuals posted as substitute will be relieved of their duties immediately but not later than two months from the date of issue of transfer order; by the concerned PCsDA/CsDA in exceptional circumstances.

#### **4 Manning of vacancies at hard/tenure stations:**

Selection of Staff for manning vacancies at hard / tenure stations will be made from amongst the following:

- (i) Volunteers for that station
- (ii) Station seniors who have never served at hard/tenure stations on inter-se seniority basis determined on the basis of length of service at present station (s) beyond the minimum tenure prescribed.
- (iii) Individuals who have completed their tenure at other stations, and had served earlier at a hard/tenure station for the prescribed period. The criterion for selection will be same as laid down above, except that the person, who had served earliest at a hard /tenure station, will be moved first.

However, transfer to five centrally controlled hard stations of J&K region will be carried out as per policy for the region so specified by the CGDA's office from time to time.

#### **5 Transfer from other stations:**

Transfer from other than Hard/tenure stations will be effected in the following circumstances:

- (i) To fill up vacancies at hard/tenure stations, the selection being made in accordance with the criteria prescribed in para 4 above.
- (ii) To meet the shortages in another station/accommodate volunteers. If a selection has to be made from among a number of individuals serving at various other stations who have completed their tenure, the criteria for selection will be length of service at their present station, beyond the minimum stay prescribed.

- (iii) If the number of such individuals is appreciable, their transfers may be effected in convenient batches, strictly on the basis of seniority of service at the station.

## **6 Staffing of vacancies at other stations:**

Selection of staff for filling up of vacancies at other stations will be made from amongst the following from in that order:

- (i) Individual due for transfer from hard/tenure stations on completion of tenure.
- (ii) Persons above 58 years of age, if not serving at their choice stations, will be repatriated to those stations (if so desired by them) to the extent administratively feasible. In making a selection from amongst such individuals, preference will be given to those who have not at all served earlier at the station or whose service at the desired station has been the least.
- (iii) Out of volunteers from other stations, those who have put in at least three years service at their present stations. However, PCsDA/CsDA will have the discretion to reduce the period but not below two years in exceptional cases, with due regard to all relevant factors, such as degree of un-popularity of the station, difficulty in finding suitable replacement etc. or on compassionate grounds or administrative exigency. The period for rotation of staff in other stations need not be fixed or inelastic.

## **7 Transfer to offices having a substantial third party payment function:**

- 7.1 To ensure an acceptable level of efficiency in discharge of this function, due weightage shall be given to the APAR profile of the available staff. A minimum cooling off of three years between two such assignments shall however be ensured and normally not more than three such tenures shall be allowed unless there are no other eligible staff available.
- 7.2 Timely rotation of staff in such offices shall be monitored by the PCsDA/CsDA.

## **8. Exemption from transfer/deferment:**

Exemptions /Deferments may be considered in the following circumstances:

- (i) In case where an employee or a member of his family is suffering from serious ailments such as Cancer, polio, blindness, mental/psychiatric disorder, paralysis etc or is differently-abled; PCsDA/CsDA may at their discretion grant exemption from transfers for a specific/limited period provided the disease is certified by the authorized specialists and supported by medical documents/papers. The case will be reviewed before the period of exemption is over.

Differently-abled employees may be granted exemption from transfer taking into account the seriousness of the cases involving loss of limbs, spinal cord injuries, paralysis, visual disability etc

In case differently-abled employees are considered for transfer, efforts shall be made to accommodate them within the same State/region at the stations where adequate medical facilities are available.

- (ii) Individuals, whose children are differently-abled and are studying in specialized institutions/schools, will be transferred only to stations where such schooling facilities are available.
- (iii) If an individual or his wife/child is suffering from TB, the transfer may be deferred for the period of treatment, on the specific recommendation of the Specialist attending on the case.
- (iv) On educational grounds where the child is in Class Xth/XIIth.
- (v) Single parents with child/children up to 18 years of age.
- (vi) Besides above, there shall be exemption from transfer for widows and divorcees (Females) on case to case basis till they maintain such status.
- (vii) Subject/domain experts so identified by the Controllers. Utmost care shall be exercised to ensure that such exceptions are not made in a routine manner. Such exemptions shall be reviewed on completion of period of exemption.
- (viii) Similarly, members of the core developing team for various IT projects, as certified by the EDP Wing of the CGDA's office, shall be exempted from transfers.

8.2 Where both the husband and wife are serving in the Department, they shall be posted to the same station, as far as administratively possible, keeping in view the spirit of orders issued by DoPT on the subject.

Husband and wife teams when one of them is serving outside the Department under other Central Government Department/Public Sector Undertakings/State Governments, may as far as possible and within the constraints of administrative convenience as stated above, be considered for posting at the same station or if there is no vacancy/post in that station to the State where the other spouse is posted. These shall also be governed as per the DOP&T guidelines on the subject, as far as administratively feasible.

8.3 Where for administrative/other reasons it is not possible to accommodate the spouse in the place of posting of the husband/wife, preference shall be given in the repatriation to the place of posting of the spouse upon completion of two years.

- 8.4 Members of Joint Consultative Machinery nominated by the recognized HQrs Associations will be exempted from transfer for so long as they hold these memberships except for administrative exigency. The President and the General Secretary of the Headquarters Associations at the HQrs office of Principal Controllers/Controllers will also be exempted from transfer during the term of their appointment except for administrative exigency. The exemption will be available for either of the two categories i.e. as President/General Secretary or ROC/JCM IVth Level member.
- 8.5 Individuals over fifty six years of age who wish to continue at their present stations, will normally be exempted from transfer.
- 8.6 Care shall be taken to post ladies at a station of their choice or at a convenient distance from the station of present posting to the extent feasible. In such cases they shall also be eligible for repatriation to their choice station upon completion of two years and priority shall be given to such cases.

9. **Transfer on promotion:**

Promotion within the clerical grade will not automatically entail transfer of an individual. When the promotion is to the SOs (A)/AAO or AOs grade, the deployment of the individual will depend, inter alia, on such factors as administrative requirements, availability of vacancy, choice stations etc. Provision of exemption from transfer on attaining the age of 56 years, however will not be applicable in this case.

10. **State/Own Expense:**

Transfers effected before completion of physical stay as per prescribed tenure on account of request of individual on medical grounds or any other exigencies, would be at own expense and would be considered on case to case basis by the competent authority; otherwise any transfer carried out in public interest or after completion of prescribed stay would be at State expense.

11. **Periodicity of transfers:**

Periodicity of transfers shall be effected in a manner so as to coincide with the end/beginning of academic year except transfers on request.

12. **General principles governing inter-command transfers:**

- 12.1 Transfers shall also be effected by CGDA's office from time to time to address inter-command/station shortages (from amongst volunteers as well as from organization/station seniors as per administrative necessity) and to provide an opportunity to officials to serve in stations of their choice. Such transfers shall be effected through the Half Yearly transfer exercise – in October and April. The main

exercise shall be carried out in October and volunteers not accommodated in the exercise, shall be automatically carried forward to April list. Thus only fresh requests or change requests if any, are to be furnished under the April list. The requests not acceded to in the April list will not be carried forward to the October List. While furnishing request for Oct/April, the choice will be for station and not any particular Command/Office.

- 12.2 Such cases shall be forwarded to CGDA's office by the respective Controllers along with their recommendations. Where a particular case is not recommended, the reasons for the same should be invariably indicated, failing which the remarks will not be accounted for. While considering repatriation cases/requests from volunteers, consideration shall be given to factors such as stay away period from the choice station, whether served before, home-town, age, gender, physical disability, and distance from the station of choice etc.
- 12.3 Where inter-command transfers of the staff are effected on station seniority basis, efforts will be made to post them within the same region, subject to availability of vacancies.
- 12.4 In the case of static offices, viz. PCDA (New Delhi), PCDA (O), Pune, PCDA (P) Allahabad and CDA (Funds), Meerut, a limited number of persons will be transferred out at convenient intervals, at the discretion of the CGDA's office, to the offices of the PCsDA/CsDA at the same station or outstations depending upon administrative requirement in order to provide a wide exposure to the Staff and/or to fill up urgent requirement at various stations.
- 12.5 Efforts shall be made to give consideration to the experience profile of the staff while deciding their office of posting. This however, will be subject to availability of vacancies.
- 12.6 Staff with a continuous tenure of more than 5 years under one Command can request for change through the half yearly exercise. The same shall be considered, whether at the same station or outside, depending on administrative feasibility.

### 13 **Centrally Controlled Stations:**

- 13.1 Transfer to the Northern region presently being controlled and regulated by CGDA's office shall be governed separately as per orders issued from time to time.
- 13.2 Transfers to Port Blair and Bhutan shall continue to be effected by CGDA's office through a separate Panel.
- 13.3 Posting in and out of Kerala shall continue to be centrally controlled.



- 13.4 Transfers from and to all other stations/offices shall be effected by PCA (Fys)/PCsDA/Controllers within their jurisdiction in accordance with the guidelines of this policy and as per their administrative requirements.
  
- 14 The above indicative guidelines are meant to guide the exercise of transfer of staff to the extent administratively feasible. These guidelines are not intended to create any entitlement of any kind.

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