

**Office of the Controller General Of Defence Accounts  
Ulan Batar Road, Palam, Delhi Cantt-10**

No. 060/AN-X/Vol. XX

Date :18. 01.2012

To,  
PCsDA/CsDA/PCA (Fys)/CsFA(Fys)

Sub: Transfer Policy guidelines for New Recruits.

Ref: HQrs Office letter No. 0600/AN-X/Vol. XVI dated 17.05.2002

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Keeping in view the administrative constraints vis-à-vis representations from new recruits a need was felt to review the guidelines relating to the stay at a station by new recruits on initial posting. Hithertofore the new recruits are required to serve at the station of their initial posting for a period of five years for male officials and three years for lady recruits, before they are considered for transfer to their station of choice.

2. In order to strengthen manpower management, the issue has been reconsidered and it has been decided to revise the minimum tenure for all new recruits including SAS Apprentice and MTS to two years for ladies and 3 years for male recruits. On completion of prescribed tenure, they would be eligible to submit their request for transfer to his/her choice station, which will be considered as per their turn provided no disciplinary action is contemplated/pending against them. The eligibility for consideration for posting to their choice stations would be assessed with reference to their work and conduct at the place of their initial posting judged by the respective Controller while recommending the case.

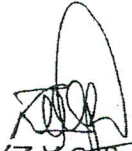
3. It is reiterated that the individuals joining the Department undertake a liability to serve anywhere in the country or abroad. As such the above policy in no way entitles them for transfer to a choice station or transfer out from their initial posting.

4. As per policy for posting/transfer in Jammu & Kashmir state, circulated under HQrs office letter No. 0600/AN-X/Vol XVII dated 20/11/2003, the new recruits would be required to put in a stay of two

years at Leh, Srinagar, Rajouri and Surankot and the remaining period at other stations as decided by PCDA (NC), Jammu. As regards new recruits serving under CDA (PD) and PCDA (BR), their cases would continue to be referred to the HQrs office for their placement/reversion from J&K region.

5. The above guidelines may also be followed for transfer within the organization of the PCsDA/PCA (Fys)/CsDA and CsFA (Fys) as per their administrative convenience.
6. The above bears the approval of the CGDA.

Please acknowledge receipt.

  
(Z.V.S. Prasad)  
Jt. CGDA (AN)

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**Speed Post**

No. AN/X/600/XIX/2009/PF  
Office of the CGDA  
West Block-V, RK Puram  
New Delhi  
Dt. 26/10/2009

To

The Officer-in-Charge  
AI/IV Section (Local)

**Sub: Transfer Policy for Northern Region**

A Copy of transfer policy for Northern Region bearing no. AN/X/0600/XIX/2009 dated 26/10/2009 is enclosed please for information and necessary action at your end. The transfer policy may also be circulated to the IFAs borne on proforma strength.

  
(NK BAJAJ)  
FOR CGDA

Copy to:-

1. The President,  
AIADDA(HQ) Kolkata – For Information please.
2. The president,  
AIDAA(CB) Pune – For Information please.

Sd/-  
(NK BAJAJ)  
FOR CGDA

