	<p style="text-align: center;">रक्षा लेखा महानियंत्रक कार्यालय CONTROLLER GENERAL OF DEFENCE ACCOUNTS उलान बटार रोड, पालम, दिल्ली छावनी-10 ULAN BATAR ROAD, PALAM, DELHI CANTT. 10 Ph. 011-25665568, Email: admnx.cgda@nic.in</p>	<p style="text-align: center;">विकसित भारत अभियान 1947 TO 2047</p>
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No. AN/X/10050/Seniority/2025

Dated 22.09.2025

To

All PCsDA/CsDA
(through website)

Sub : Transfer on seniority basis - DAD Establishment.

Keeping in view the receipt of large number of transfer requests upto AAO level serving at various stations including Hard/Tenure etc. for posting to their choice stations, it has been decided to call for details of Station/Organisation seniors in order to repatriate/accommodate eligible volunteers and to address the resultant crucial vacancies. It is, therefore, requested to forward details on prescribed format of all AAOs/SAS-Apps./SAs/Adrs/Clks/DEOs/STOs/JTOs/PSs/Stenos/MTSs serving under your organisation including PIFAs/IFAs offices under your proforma control as per the details mentioned below :

- (i) **Station seniors amongst AAOs/SAS Apps** for Ahmedabad, Alwar, Balasore, Baroda, Bengdubi, Bhubaneshwar, Bikaner, Binaguri, Coimbatore, Gaya, Gwalior, Hisar, Jaipur, Jaisalmer, Jodhpur, Kolkata, Kota, Mhow, Patna, Ranchi, Siliguri, Suratgarh, Trivandrum, Udaipur; who are completing 03 years at the station up to 31.08.2025 & for all other stations who are completing 05 years at the station up to 31.08.2025.
- (ii) **Organisation seniors amongst AAOs/SAS Apps** who are completing 05 years in PCDA (SWC) Jaipur and in CDA Patna up to 31.08.2025.
- (iii) **Station seniors amongst officials (SAs/Adrs/Clks/DEOs/STOs/JTOs/PSs/Stenos/MTSs)** for Alwar, Balasore, Bharatpur, Bhubaneswar, Bikaner, Gaya, Hisar, Jaipur, Jodhpur, Kanpur, Kolkata, Kota, Patna, Ranchi, Siliguri, Suratgarh, Udaipur, Varanasi; who are completing 03 years at the station up to 31.08.2025 & for all other stations who are completing 05 years at the station up to 31.08.2025.
- (iv) **Organisation seniors amongst officials (SAs/Adrs/Clks/DEOs/STOs/JTOs/PSs/Stenos/MTSs)** who are completing 05 years in PCDA (SWC) Jaipur and in CDA Patna up to 31.08.2025

2. The information may be furnished in the Annexure circulated vide HQrs circular No. AN/X/10050/10/2014 dated 08/08/2014 keeping in view the instructions relevant to the respective Annexure. In addition to the above, the forthcoming additional guidelines may also be kept in view while rendering detail of station/organisation seniors.

- (a) It may please be ensured that 'Annexure-A-2' (in original) in respect of each station/organisation senior must be enclosed duly completed in all respects.
 - (b) Service profile in 'Annexure-C' in respect of each station/organisation senior must be enclosed along with 'Annexure B-2' duly completed in all respect.
 - (c) A list showing officials who have already been transferred and subsequently granted deferment by HQrs/Controllers office may also be furnished in 'Annexure-D' indicating the date up to which the transfer is deferred.
 - (d) Details of station/organisation seniors in 'Annexure-E' who were exempted earlier and details of station seniors seeking exemption in current year may be furnished in 'Annexure-F'. It may please be ensured that in case name of any individual is also included in 'Annexure B-2', the Sl. No. of 'Annexure-E & F, as the case may be, must be mentioned in remarks column of 'Annexure B-2' for proper linking and to avoid any unwarranted transfer.
3. While forwarding the above Annexures, it may please be ensured that names of those individuals who have completed/ are completing **56 years of age as on 31.12.2025** are not to be included in the list of Station/organisation seniors.
 4. If name of any of the individual has been sponsored for deputation or other panel like Bhutan/Port Blair/Northern Region etc., as on the date of forwarding list, the same should invariably be mentioned in the remarks column against the name of the individual in 'Annexure B-2. Besides, any subsequent change in status of individual on any ground affecting decision related to his/her transfer may also be intimated.
 5. Service rendered by an employee in erstwhile Group 'D' grade, if any, may be excluded while determining his/her station/organisation seniority for the purpose of transfer. The date of promotion to the grade from erstwhile Group 'D' to Group 'C' in case of Clerks/Auditors/Sr. Auditors may invariably be indicated against affected officials in terms of directions as contained in HQrs circular dated 26/02/1983 (copy available on CGDA website) in order to correctly arrive at Station/Organisation seniority of an official.
 6. Individuals seeking exemption as per guidelines contained in the transfer policy may be advised to submit supporting documents (Specific certificates only) along with 'Annexure-A-2' to enable this office to examine the requests for exemption from transfers.
 7. Further, it is also requested that all transfer/exemption requests on medical ground should be screened at Controller level before forwarding the same to HQrs office. Only relevant medical certificate should be attached with the application/request. In this connection, a proforma may also please be forwarded with recommendation of GO (AN) as per this office letter no. AN/X/10050/AVL-10/2023 dated 14.07.2023.

8. All the station/Organisation seniors may please be alerted and informed that they are likely to be transferred out as per administrative requirement. **It is also clarified that they may also be transferred to other than their choice station, as per administrative requirement.** It may also be noted that no internal rotation of AAOs/Staff within the organisation is carried out after furnishing this report to HQrs, save as provisions contained in para 2 (i) of circular dated 08.08.2014.

9. This report in MS-Excel may kindly be furnished to this office through email (admnx.cgda@nic.in) and information in hard copy as well, along with other documents by **31.10.2025 positively.**

10. Nil report is also required.



(Satish Kumar Tripathi)
Sr. Accounts Officer (AN)

Office of Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt – 110010

Important Circular

No. AN/X/10050/10/2014

Dated: 08.08.2014

To

All Pr. CsDA/ CsDA and equivalent.

Subject: Transfer DAD Establishment – Group 'C' & 'B' employees and upto the level of AAOs.

As aware transfer requests in respect of captioned members of department are processed by this office mainly based on Half Yearly List for the month of October received from PCsDA/CsDA. Since this exercise involves comprehensive transfers of volunteers as well as that of station seniors, and is supposed to coincide with beginning/close of academic session, the importance of timely finalization of the same need not be emphasized. This objective can be achieved only if requisite reports/information is received from all PCsDA/CsDA by the stipulated dates and that too in a uniform manner.

2. In order to obviate delay in finalization of the HYL and to capture information in a uniform manner, separate proformas for volunteers and station seniors for furnishing individual applications and for furnishing information by the Controllers have been devised. The information pertaining to **10/2014 and onwards** may kindly be furnished on these formats keeping in view the instructions as noted in the proformas inter-alia ensuring that under mentioned guidelines have been adhered to:

- i) No transfer within organization is carried out in respect of individuals whose names have been included in HYL till finalization of the same by this office. In case any transfer is inevitable due to administrative reasons, the same may invariably be reported to Hqrs. forthwith specifically giving reference to the HYL report. However, such type of cases should be kept to the barest minimum as the same might result in issue of orders concurrently by Controller's office and by HQrs. and also change in vacancy position.
- ii) Further, if there is any subsequent change in the status of any employee, whose name was included in HYL; due to any reason viz. appearing in SAS Part-II, involvement in disciplinary case, nomination as ROC/JCM member or resigned from department etc. the same has to be specifically intimated to AN-IX & X sections of HQrs. giving reference to HYL, while intimating the fact to other concerned sections of HQrs.
- iii) The application from each individual included in the volunteers list and list of station seniors is attached in the sequence in which their names appear in the HYL report.
- iv) For not recommended cases, the reasons have been recorded in relevant columns of the report, failing which such cases will be taken as recommended and transfers orders will be issued by this office.
- v) Grounds for recommendations have been carefully classified and mentioned specifically while making recommendations in the application format.

- vi) Where names of volunteers have been forwarded to Hqrs. for inclusion in various panels viz. Bhutan, Port Blair, Northern Region or deputations etc. the fact has been brought out specifically while forwarding the report.
- vii) 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. Besides, cases seeking exemption under para 8 of the transfer policy are supported with relevant certificates issued by the competent authority as per applicability. In the absence of relevant certificate the case will be regarded as normal case of stay away seniority/station seniority.
- viii) In cases containing recommendations with regard to domain experts please indicate the details and status of projects on which officials are deployed.

3. 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 HYL in a routine manner. Only genuine requests which could not be included in the HYL 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 as noted above 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 this office and responsibility to respond to the resultant grievances/RTI applications will rest with Controller's office. Subsequent requests for change of choice stations given in HYL or inclusion of new cases will however also not be entertained.

4. It is also seen that after finalization of HYL transfer by this office, a number of individuals have represented that their juniors in the volunteer list have been transferred. In this context, it is clarified that volunteer lists displayed on official website are sorted in 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 viz. hard/tenure completion, medical grounds, age, physically disability, serving spouse, ladies seeking repatriation etc. It is therefore, requested that such representations may kindly be examined carefully with reference to these aspects before forwarding to Hqrs.

5. In view of the above, it is requested that soft copy of information pertaining to HYL 10/2014 in DBF/MS-Excel may please be furnished to this office through CGDA WAN (HQ Admin-X folder)/email admnx.cgda@nic.in for Group 'B' & 'C' staff and admnix.cgda@nic.in for SO(A)/AAO by 15th October, 2014 and information in hard copies along with other documents by 31st October 2014.

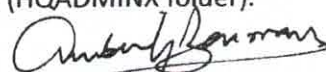
6. The soft copies of formats are also available on CGDA WAN (HQADMINX folder).

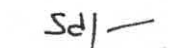
Encl: As above

Copy to:

The OIC AN-IV Section (Local)
The OIC EDP Section (Local)

*For information and necessary similar action please.
With request to upload this circular on official website.*


(Ambarish Barman)
Sr. ACGDA (AN)


(Rajesh Kalra)
AO (AN)

FORMAT TO BE FILLED BY STATION SENIORS

(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)					
6	DATE OF BIRTH (DD/MM/YYYY)					
7	DATE OF APPOINTMENT (In DAD) (DD/MM/YYYY)					
8	DATE OF PROMOTION (As Group 'C' in r/o Staff & SO(A) in r/o officer)					
9	ROSTER No. & CATEGORY (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)					
12	SERVICE PROFILE (In DAD)					
	Name of Office (Mention Sensitive assignment also)	Organisation	Whether on Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)
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			

ANNEXURE - 'A-2' (Contd.)

14	Whether EDP trained (If yes, specify project)		
15	APAR GRADING	APAR1	APAR2
16	BRIEF GROUNDS FOR EXEMPTION (If requesting and as per Transfer Policy)		
Attach Latest Medical Certificate (NOT MEDICAL PRESCRIPTION) /Relevant certificate in other cases.			
DETAIL OF CERTIFICATE			
ISSUING AUTHORITY			
ISSUE DATE			
GROUND MENTIONED IN CERTIFICATE			
NAME MENTIONED IN CERTIFICATE			
RELATION WITH EMPLOYEE			
PERIOD OF EXEMPTION REQUESTED			
PREVIOUS EXEMPTIONS (if any)			
17	UNDERTAKING I hereby certify that the information furnished above are correct.		
18	Date: _____		(SIGNATURE OF APPLICANT)
(ALL COLUMN ARE MANDATORY AS PER APPLICABILITY)			
(To be filled by the Controller's office)			
19	RECOMMENDATION (Yes/No)		
20	REASON (If Not recommended)		
21	Whether any disciplinary case is pending against the individual:		
22	Date:		(SIGNATURE AND SEAL OF GO(AN))

(4)

ANNEXURE - 'B-2'

Name of Station Seniors From the Organisation -

SL NO	ACCOUNT NO	GENDER (M-Male F-Female)	NAME	CATEGORY	GRADE	Date of Birth (dd/mm/yyyy)	Date of Appointment (dd/mm/yyyy)	HOME TOWN (District only)	STATION where Serving
1	2	3	4	5	6	7	8	9	10

ANNEXURE - 'B-2' (Contd.)

SERVING DATE (dd/mm/yyyy)	CHOICE1	CHOICE2	CHOICE3	EDP ('Y'-Yes / 'N'- No)	Whether appeari ng in ensuing SAS Part II	APAR1	APAR2	APAR3	RECOMMEN DATION (Y-Yes, N-No)	REASON (If Not recommen ed,)	RECOMMENDED FOR EXEMPTION INCLUDED IN ANNEXURE' F AT SL NO	Remarks (Detail whether volunteered for any other Panel/HYL)
11	12	13	14	15	16	17	18	19	20	21	22	23

Date:

(SIGNATURE AND SEAL OF G.O.(AN))

9

SERVICE PROFILE OF THE INDIVIDUALS

ACCOUNT NO	GRADE	OFFICE	ORGANISATION	STATION	FROM DATE (dd/mm/yyyy)	TO DATE (dd/mm/yy yy)	DEPUTA TION

ANNEXURE - 'D'

Name of Officials From the Organisation -
whose Transfer Order have been DEFERRED

SL NO	ACCOUNT NO	GENDER (M-Male F-Female)	NAME	GRADE	STATION where Serving	TRANSFER ORDER LETTER NO.
1	2	3	4	5	9	10

(11)

ANNEXURE - 'D' (Contd.)

TRANSFER ORDER LETTER DATE	STATION TRANSFERRE D TO	GROUND FOR DEFEREMENT	DEFEREMENT LETTER NO	DEFEREMEN T LETTER DATE	DEFERED UP TO
11	12	13	14	15	16

(SIGNATURE AND SEAL OF G.O.(AN))

12

ANNEXURE - 'E'

Name of Station/Organisation Seniors From the Organisation -

already EXEMPTED

SL NO	ACCOUNT NO	GENDER (M-Male F-Female)	NAME	GRADE	Date of Birth (dd/mm/yyyy)	Date of Appointment (dd/mm/yyyy)	HOME TOWN (District only)	STATION where Serving	GROUND FOR EXEMPTION (as per Transfer Policy)
1	2	3	4	5	6	7	8	9	10

13

ANNEXURE - 'E' (Contd.)

GROUND MENTIONED IN CERTIFICATE	NAME MENTIONED IN CERTIFICATE	RELATION WITH EMPLOYEE	CERTIFICATE DATE	CERTIFICATE ISSUED BY	PERIOD OF EXEMPTION REQUESTED	PREVIOUS GROUND FOR EXEMPTION	EXEMPTED UPTO (dd/mm/yyyy)	RECOMMENDATI ON FOR EXEMPTION (Yes / No)	Remarks (Detail whether volunteered for any other Panel/HYL)
11	12	13	14	15	16	17	18	19	20

Date: _____

(SIGNATURE AND SEAL OF G.O.(AN))

(14)

ANNEXURE - 'F'

Name of Station Seniors From the Organisation - seeking exemption

SL NO	ACCOUNT NO	SEX (M-Male F-Female)	NAME	GRADE	DOB Date of Birth (dd/mm/y yyy)	DOA Date of Appointm ent (dd/mm/y yyy)	HOME TOWN (District only)	STATION where Serving	OFFICE	SERVING DATE (dd/mm/y yyy)
1	2	3	4	5	6	7	8	9	10	11

15

ANNEXURE - 'F' (Contd.)

GROUND FOR EXEMPTION (as per Transfer Policy) ('AGE'-Above 56 Years, 'PC'-Physically Challenged(above 50%), 'MED.SELF', 'MED.DEP.', 'SINGLE PARENT', 'EDUCATION-X/XII')	CERTIFICATE ATTACHED (Yes / No) (Whether Latest Medical / Single Parent / Education Certificate)	PERIOD OF EXEMPTIO N REQUESTE D (3/6/9/12 Months)	PREVIOUS GROUND FOR EXEMPTIO N	EXEMPTED UPTO (dd/mm/yy yy)	APPLICATI ON ATTACHE D	RECOMM ENDATION (Y-Yes, N-No, C- Condition al)	REASON (If No/Condit ional, than reason there of - 'Short Stay', 'Substitute Required', 'Pending Disciplinar y Case')	RECOMM ENDATION FOR EXEMPTIO N (Yes / No)
20	21	22	23	24	25	26	27	28

16

Date: _____

(SIGNATURE AND SEAL OF G.O.(AN))



कार्यालय, रक्षालेखामहानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF
DEFENCE ACCOUNT
उलानबटार रोड, पालम, दिल्ली छावनी - 10
ULAN BATAR ROAD, PALAM
DELHI CANTT. 110010



No. AN/X/10050/AVL-10/2023

Dated: 14/7/2023

To

All PCsDA/PIFAs/CsDA/IFAs and PCA (Fys)

Subject: Transfer Establishment: DAD – AVL 2023 reg.

It has been decided by the Competent Authority to expedite the processing of AVL 2023. It is therefore, requested to arrange and forward AVL 2023 for all cadres upto SAO by 31st July 2023. Accordingly, transfer requests received in your office, may be forwarded duly recommended in the AVL 2023 as per the transfer policy in prescribed proforma enclosed with HQrs office letter no. AN/X/10050/10/2014 dated 8/8/2014. Nil report is also required.

2. Further, it is also requested that all transfer/exemption requests on medical ground should be screened at your end before forwarding the same to HQrs office. Only relevant medical certificate should be attached with the application/request. In this connection, a proforma is also enclosed which shall be forwarded duly signed by GO (AN) along with the request if the same is on medical ground.

Please accord priority.

Sahil Goyal
(Sahil Goyal)
Dy. CGDA (AN)

Copy to:

- | | | |
|-----------------------------|---|------------------------------------------|
| 1. AN-IV Section (Local). | - | For necessary action.. |
| 2. IT & S Wing (Local). | - | For uploading on website of HQrs office. |
| 3. AN-II/IX Section (Local) | - | For information. |

Sd/-

(Sahil Goyal)
Dy. CGDA (AN)

PROFORMA FOR APPLICATIONS FORWARDED ON MEDICAL GROUND

Sl. No.	Remark	Yes/No
1.	Whether Medical Certificate is from a Govt. Hospital/ Wellness Centre. (Copy of Certificate to be enclosed)	
2.	Whether the disease/illness is listed by the Govt. of India/DAD in their guidelines related to transfer/posting.	
3.	Whether the request has been screened at your end before forwarding to HQrs office.	
4.	Whether bills have been admitted/ permission taken by individual/ dependent for Special treatment from PCDA/CDA and if yes, details of payments may be provided.	
5.	Whether request is recommended.	

Group Officer (Admn)

Circular

Confidential

NO: 0600/AN/X/Vol-VIII
Office of the
Controller General of Defence Accounts,
West Block-V, R.K. Puram, New Delhi-66.
Dt. 26/2 February 1983.

To

All Controllers of Defence Accounts,
The Controller of Accounts (Fys) Calcutta,
The Jt. CDA (Funds) Meerut.

Subject:- Exclusion of service rendered by employees of
D.A.D. in Group 'D' for the purpose of
determining station seniority.
00000000

The question as to whether service rendered by an employee of D.A.D. in Group 'D' category should be excluded while computing the station seniority for the purpose of transfer from one station to another, has been under consideration in this office. It has been decided by the CGDA that the entire period of service rendered in Group 'D' by an employee will be excluded while determining his station seniority for the purpose of transfers.

2. This may kindly be noted for compliance.
3. Please acknowledge receipt.

P. B. Shattacharjee
(P.B. Shattacharjee)

for Controller General of Defence Accounts

L. P. L.

26/2

Copy to:-

AN/II and AN/IV Sections (Local)