

Office of Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt.-10

Most Immediate

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To

1. All PCsDA/CsDA/Pr. IFAs/IFAs/PCA(Fys)/CFAs(Fys).
2. AIDAA (CB) Pune.
3. AIDEA (HQ) Kolkata.

Subject: Draft transfer policy - DAD Estt.

A draft transfer policy to be followed while carrying out transfers in respect of staff and AAOs serving in the Department has been prepared. It is requested to kindly go through the same and forward your considered views/comments/suggestions to this office by 31st July, 2013 through mail admnix.cgda@nic.in in a MS-Word file. In case any documents are to be enclosed, a scanned copy of the same may be attached. The file containing comments should contain name and address of the office by whom the same is being forwarded.

2. Associations are also requested to forward consolidated comments/suggestions in a similar manner by the stipulated date.



(Rajesh Kalia)

Accounts Officer (Admin)

OIC, EDP Wing, Hqrs.

with request to upload on the official website.



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Accounts Officer (Admin)

POLICY GUIDELINES FOR REGULATING TRANSFERS

Scope

1. The criteria laid down in the succeeding paragraphs will be observed by the 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.

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 (As per Annex I-)
- (b) Others

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. Exceptions can however be made on compassionate grounds or grounds of administrative exigency. 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 will be reckoned as service at the station. Controllers will have the discretion to make marginal adjustments in the prescribed tenure, where warranted.

2.5 An individual will not normally be retained at any station for a continuous period exceeding 15 years and in the same office for more than 05 years.

2.6 Notwithstanding the tenure prescribed for a station an individual employed in a office/post involving substantial third party payment related work will be transferred out on completion of tenure fixed for the assignment, 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.

Transfers from hard/tenure station

3.1 An individual who has completed his/her 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 one of these stations. This shall however not be applicable for staff belonging to the concerned area/region and their repatriation to choice stations shall be considered as per turn. An individual who has completed his/her tenure at a tenure station shall be considered for repatriation to one of his/her choice stations to the extent administratively feasible.

3.2 If an individual wishes to continue at a hard/tenure station after completion of prescribed tenure, he 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 a month before the date of completion of tenure.

3.4 Since the relieving of the staff posted in these stations is linked to reporting of substitutes, the staff posted in to these stations shall be relieved promptly.

Manning of vacancies at hard/tenure stations

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

(i) Volunteers for that station

(ii) Individuals who have completed their tenure at other stations and have not served at any hard/tenure station earlier. If there are a number of such individuals serving at various other stations, the criterion for selection will be the inter se seniority, determined on the basis of length of service at the 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 the same as laid down in (ii) above, except that the person who had served earliest at a hard/tenure station, will be moved first.

Transfer from other stations

5. Transfers from other than hard/tenure stations will be effected in the following circumstances:

(i) to fill 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.

Staffing of vacancies at other stations

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

(i) Individuals due for transfer from hard/tenure stations on completion of tenure.

(ii) Those who have completed fifty eight years of age and desire to be repatriated to a station of choice, provided they have completed at least two years service at the present station. 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 services at the desired station has been the least.

(iii) Out of volunteers from other stations, who have put in at least three years service at their present station.

Transfers 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

Exemption from transfer /deferment

8.1 Exemptions/ deferments can 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 disease, paralysis etc., PCsDA/CsDA may at their discretion grant exemptions from transfers for a specific/limited period provided the disease is certified by the authorized specialists and supported by medical documents/papers. The case may be reviewed before the period of exemption is over.

Physically challenged employees may be granted exemption from transfer taking into account the seriousness of the physical disability of the employee due to loss of limbs, spinal cord injuries, paralysis, visual disability etc.

In case physically disabled employees are considered for transfer, from a station, efforts shall be made to accommodate them within the same state/region at stations where adequate medical facilities are available.

(ii) Individuals whose children are incurably deaf and dumb (as certified by the appropriate specialists) and are studying in a school for the Deaf and Dumb will be transferred only to stations where schooling facilities for such children are available.

- (iv) 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.
- (v) On educational grounds where the child is in Class Xth /XIIth.
- (v) Single parents of children up to the age of 18 years.
- (vi) 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 an annual basis.
- (vii) Similarly, members of the core developing team for various IT systems, as certified by the EDP Wing of the CGDA office, shall be exempt from transfers. Any requests for transfers in respect of members of this team shall be entertained only as per the recommendation of EDP Wing.

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 from time to time. Other spouse cases shall also be governed as per the orders issued by DoPT 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 repatriation to the place of posting of the spouse upon completion of two years.

8.4 Office bearers of HQrs and Branch Association shall be governed by provisions of 376 of OM Part I as amended vide HQrs office communication dated 21/3/12, i.e., "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 and Branch Associations at the Headquarters Office of Principal Controllers/Controllers will also be exempted from transfer during the first year of their appointment except for administrative exigency". In so far as the Branch Associations are concerned only a one-time exemption (whether one term as President/General Secretary or one ROC term) shall be allowed.

8.5 Individuals over fifty eight years of age who wish to continue at their present station, will 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.

Transfer on promotion

9. Promotion within the clerical grade will not automatically entail transfer of an individual. When the promotion is to the Supervisor (A/Cs)/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.

State/Own expense

10. Transfers effected on completion of a physical stay of three years on the station shall be at State expense. Transfer on promotion, administrative grounds and completion of tenure on hard/tenure station shall however be regulated separately. In exceptional circumstances, competent authority may waive the condition of minimum stay of station.

Periodicity of transfers

11. To the extent it is administratively feasible; transfers shall be effected in a manner so as to coincide with the end/beginning of academic session.

General principles governing inter-command transfers.

12.1 Transfers shall be effected by the HQrs office from time to time to address inter-command/station shortages and to provide an opportunity to staff 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 are to be furnished under the April list.

12.2 Such cases shall be forwarded by the respective Controllers along with their recommendation. Where a particular case is not recommended, the reasons for the same should be invariably indicated, failing which these remarks can be ignored.

While considering repatriation cases /requests from volunteers, consideration shall be given to factors such as, distance from the station of choice, stay away period from the choice station, whether served before, home town, age, gender, physical disability etc.

12.3 Where inter-command transfers of the staff are effected on station seniority basis, effort will be made to ~~post them~~ post them within the same region, subject to availability of vacancies.

12.4 In the case of static offices, batches of staff shall be posted out at convenient intervals, to offices within the station or outstation, depending on administrative requirements, so as to also provide

a wider exposure to the staff. Instances of stay in the same office beyond 10 years ought to be gradually minimized.

12.5 Effort 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.

Centrally controlled stations

13.1 Transfers to the northern region presently being controlled by HQrs office. and regulated 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 the HQrs office through a separate Panel.

13.3 Postings in and out of Kerala shall also 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 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.

ANNEXURE 'I'LIST OF HARD STATIONS

Sl. No.	Station	Orgn.	Tenure Period	Remarks
1	Along (AP)	BR	3 yrs	
2	Aruvankadu	Fys	3 yrs	
3	Bharderwah (J&K)	NC	2 yrs	
4	Bhuj	SC	2 yrs	
5	Chanda (Chandrapur)	Fys	3 yrs	
6	Camp-bell Bay (A & N Islands) <i>Letter not ready by available.</i>	IDS	1 yrs	46 BRTF stationed there. Has been shifted to Port Blair. For removal from the list
7	Chabua	GHTY	3 yrs	
8	Dinjan	GHTY	2 yrs	
9	Dharangadhara	SC	2 yrs	
10	Khepong	Patna	2 yrs	At present no offices exist here. For removal from the list.
11	Khonsa (AP)	BR	3 yrs	
12	Leh	NC	2 yrs	
	Leh	BR	2 yrs	
	Leh	PD	2 yrs	
13	NAL (Bikaner)	AF	2 yrs	
	NAL	SWC	2 yrs	
14	Port Blair	BR	2 yrs	
	Port Blair	IDS	2 yrs	
15	Seling	BR	3 yrs	
16	Srinagar	BR	2 yrs	
	Srinagar	PD	2 yrs	
	Srinagar	NC	2 yrs	
17	Surankot	NC	2 yrs	
18	Tezu (AP)	BR	3 yrs	
19	Tengavalley	BR	3 yrs	
	Tengavalley	GTHY	3 yrs	
20	Varangaon	Fys	3 yrs	
21	Zakhma (Kohim-Nagaland)	GHTY	2 yrs	
22	Poonch	NC	2 yrs	
23	Partapur	NC	2 yrs	for inclusion in the list
24	Kargil	NC	2 yrs	For inclusion in the list
	Kargil	BR		
25	Sopore	NC	2 yrs	For inclusion in the list as per HQrs circular of 1990 fixing tenure of 2 years for

				entire Kashmir Valley.
26	Baramullah	NC	2 yrs	For inclusion in the list as per HQrs circular of 1990 fixing tenure of 2 years for entire Kashmir Valley.
27	Kupwara	NC	2 yrs	For inclusion in the list as per HQrs circular of 1990 fixing tenure of 2 years for entire Kashmir Valley.
28	Jagdalpur	R&D Hyd	2 yrs	Located in a remote area.

LIST OF TENURE STATIONS

Sl. No.	Station	Orgn.	Tenure Period	Remarks
1	Adampur	AF	3 yrs	
2	Aurangabad	SC	3 yrs	
3	Babina	CC	3 yrs	
4	Bidar	AF	2 yrs	
	Bidar	BL	3 yrs	
5	Bengdubi	Patna	3 yrs	
6	Bagdogra	Patna	3 yrs	
	Bagdogra	AF	3 yrs	
7	Barapani (Umroi)	GHTY	3 yrs	
8	Bolangir	Fys	2 yrs	
9	Chilka	Patna	3 yrs	
10	Darjeeling (Kalimpong)	Patna	3 yrs	
11	Dam-Din	Patna	3 yrs	
12	Fatehgarh	CC	2 yrs	
13	Gwalior (Maharajpur)	AF	3 yrs	
14	Halwara	AF	3 yrs	
15	Hazratpur	Fys	3 yrs	
16	Hashimara	Patna	3 yrs	
17	Itarsi	JBP	3 yrs	
	Itarsi	Fys	3 yrs	
18	Jodhpur	AF	3 yrs	
	Jodhpur	BR	3 yrs	
19	Jorhat	AF	2 yrs	
20	Jamnagar	AF	3 yrs	
	Jamnagar	SC	3 yrs	
21	Joshimath	SC	3 yrs	
	Joshimath	BR	3 yrs	
22	Koraput (HAL)	Bangalore	2 yrs	
23	Kalaikunda	AF	3 yrs	

	Kalaikunda	Patna	3 yrs	
24	Khaprail	Patna	3 yrs	
25	Lansdowne	Army	2 yrs	
26	Lunglih	GHTY	3 yrs	
27	Medak	Fys	3 yrs	For removal. Coming under urban limits of Hyderabad
28	Pulgaon	SC	3 yrs	
29	Panagarh	Patna	3 yrs	
30	Panitola	GHTY	2 yrs	
31	Pachmarhi	JBP	3 yrs	
32	Ramgarh	Patna	3 yrs	
33	Ranikhet	Army	2 yrs	
34	Rajouri	BR	2 yrs	For removal.
	Rajouri	PD		
	Rajouri	NC		
35	Rangapahar	GHTY	2 yrs	
36	Suratgarh	SWC	3 yrs	
37	Sirsa	SWC	3 yrs	For removal from the list.
38	Subathu	WC	3 yrs	For removal from the list.
39	Shillong	AF	2 yrs	For removal from the list.
40	Saugor	JBP	3 yrs	
41	Singarsi	Patna	3 yrs	
42	Wellington	Chennai	3 yrs	
43	Gopalpur	SC	2 yrs	
44	Lalgarh Jattan	SWC	3 yrs	

NOTE

For individuals posted to NER from other region the tenure will be 2/3 years depending upon the length of service (Refer Ministry of Finance, Deptt. Of Expenditure OM no. 20014/16/86-E.IV (B) dated 1/12/1988.

Only those stations of NER have been included in the list ^{which} are to be treated as tenure/hard station ^{so far} individuals belonging to NER are concerned.