

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

No. 0600/AN-XVVol. XXI

Dated: 28/03/2014

To

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

Subject: Transfer Policy.

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.

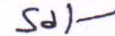
2. The competent authority has approved the transfer policy as contained in the enclosed Annexure, to be followed by the CGDA's office and field PCsDA/CsDA while carrying out transfers of the members of the Department excluding IDAS officers, from one station to another. The transfer cases already finalized 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-III/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.

