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No. AN/II/2153/Transfer Policy/2023

Dated: 20.04.2023

To

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

Subject: Transfer and Posting policy in respect of SAO/AO/AD (OL)/AAO and staff in HQrs Office.

The issue regarding transfer and posting of SAOs/AOs/ADs(OL)/AAOs and staff in HQrs Office has been deliberated and the Competent Authority has approved the following policy on the above subject:

2. Posting of Officers (SAOs/AOs/ADs(OL)/AAOs) and staff in CGDA will be made as per the following mode/criteria:

I Volunteer Basis: Volunteers for posting of Officers and Staff in CGDA office will be called for to create a panel and selection will be made amongst the volunteers having fulfilled the following requisite criteria:

- i. APAR grading of last 03 years should be 9 and above and also based on the attributes, achievements mentioned in the Pen picture
- ii. Having domain expertise /vast working experience (for at least 03 years) in one of the fields viz Pay Tech (served in Pay/Pay Tech section of Controller's office), Various Pay and Allowances (served in PAOs/ Admin Pay/Pay section in Main Office), Accounting and Budget (work experience in Accounts Section of Main Office), Audit (having served in LAO office/AO GEs office and IA Section), Payments (served in E-Section/Store Contract Section, AO GEs/AO BRTE/AO (R&D) etc), Contract Management (Served in E-Section/Store Contract Section in Main, IFA (served in IFA office), EDP (on the recommendation of Sr. Jt.CGDA/Jt.CGDA of IT&S Wing of HQrs office), Legal (served in Nodal Cell or having LLB/LLM degree etc), Administration (served in Admin Section

of PCsDA/CsDA), Pension (have worked in PCDA (P) Prayagraj and CDA (PD) Meerut, Training (Served in RTC)

iii. Good communication and Noting & Drafting skill.

II Selection amongst Station Seniors- (in case sufficient numbers of volunteers having requisite criteria are not available): The eligible Officers/Staff will be selected amongst station seniors (on all India basis) who fulfill the requisite eligibility criteria as cited above.

III Procedure for selection of SAOs/AOs/AD (OL)/AAOs: The selection of the SAOs/AOs/AD (OL)/AAOs will be made on the recommendation of Screening Committee to the DAPB. The composition of the Screening Committee will be as follow:

- a) **For SAO/AO/AD (OL):** Comprising 03 members including Sr./Dy.CGDA (AN), and two IDAS Officers of JAG/STS Level nominated by CGDA (one from CGDA's office and other from outside CGDA's office).
- b) **For AAO:** Comprising 02 members as Sr. Dy.CGDA (AN) and Dy.CGDA (AN)/Sr. ACGDA (AN) (other than AN-I)

Sr.Auditors/Auditors/Clerks and on SAS provisioning:

- c) Clerks/Auditors/Sr.Auditors/STOs who have served at least three years in other DAD offices and toppers in the All India Rank will be posted in the CGDA office subject to availability of the vacancies. No new recruits will be posted.
- d) Only maximum of 5 percent of the AAOs on passing SAS Examination will be posted in the CGDA office who are toppers in the SAS examination and having APAR grading 9 and above in the last 03 years.

IV Special provision for Officers and Staff posted in CGDA Office:

- i. They will be exempted from Transfer on station seniority basis.
- ii. The period served in HQrs Office will not be counted as period served in Delhi station for the purpose of Station seniority.
- iii. Those posted in HQrs Office on station seniority basis will be repatriated after completion of 03 years tenure and given 1st choice station (preferably).
- iv. The officers/staff posted in HQrs Office on volunteer basis, will be transferred to choice station, in case they are opting for outstation/local transfer, after serving in HQrs Office for at least 05 years.

- v. The performance of Officers/Staff serving in HQrs Office will be reviewed on completion of 02 years of service in HQrs Office by Screening Committee for further continuation of their tenure in CGDA office. The officers/staff recommended as 'Unfit' to serve in HQrs Office will be transferred out from HQrs Office.
3. The provisions of the above policy will be followed in general subject to administrative feasibility. However, the competent authority has the discretionary power to approve transfer-posting of officers and staff in HQrs Office on administrative grounds. Further, the policy will come into effect from the date of issue of this order.

This issues with the approval of FA (DS).



(Mugdha Kaur Jaggi)
Sr.Dy.CGDA (Admin)

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Sr.Dy.CGDA (Admin)