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Date: 08.09.2017

To,

All IDAS officers

Subject: Transfer Policy for IDAS officers, 2017.

“Transfer Policy for IDAS officers, 2017” duly approved by the Competent Authority is circulated herewith for information of all concerned.

Enc: As above

(Sham Dev)  
Jt. CGDA (AN)

## **Transfer Policy for IDAS Officers, 2017**

The Indian Defence Accounts Service has a cadre composed of directly recruited officers inducted through the UPSC Civil Services Examination as well as officers promoted from within the Department. Officers appointed to the Service have an all India liability including field service in or out of India. To achieve professionalism in the organizational goals, there is need to ensure career progression opportunities and individual growth and satisfaction to the officers.

The Defence Accounts Department is committed to provide a wide spectrum of Financial Management services to the Services and other related organizations like DRDO, BRO, Ordnance Factories, Coast Guard, etc. As per its mission statement, the department strives to achieve excellence and professionalism in accounting and financial services and in performing audit functions.

### **Preamble:**

A transfer policy is imperative to meet the organizational goals and functional requirements of the cadre as well as to take into consideration professional and personal aspirations of the officers, thereby creating a motivated work force with an appropriate work-life balance. At the same time the policy does not preclude the placement of an officer due to administrative exigencies as well as the requirements of expertise for specific nature of jobs and to also give weightage to performance in the interest of achievement of specific targets or goals, including for extraordinary humanitarian considerations.

### **1. General principles:**

These are in the nature of guiding principles to be followed within the broad framework of prevalent Government of India's guidelines/ instructions and organisational requirements/administrative compulsions.

- a. Transfers/Posting will be effected based on the recommendations of the duly constituted Defence Accounts Department Placement Board (DAPB) for IDAS

officers. The composition of DAPB will be governed by DOP&T guidelines on the subject.

- b. Organisational requirements read with the preamble will be the guiding principles.
- c. The DoPT/GOI guidelines, as applicable, shall prevail (e.g. spouse, medical grounds, etc.).
- d. The department shall endeavour to notify transfers by February so as to enable their effect/implementation by April – May of the year so as to coincide with the academic year/financial year. However, transfers can be effected at any time of the year on other grounds, as well as administrative exigencies with recorded reasons.
- e. Transfers/postings arising out of other grounds like promotions/deputations/retirements etc. will be effected as and when required.
- f. Officers with children in Class 10 and Class 12 will be given special consideration. In case of Class 12, retention will be considered till July of the calendar year.
- g. Officers may communicate 3 valid choice stations during December along with educational status of their children.
- h. As far as possible, other special requests may also be projected during this exercise to prevent avoidable displacements for the organization as well as the officer affected.
- i. The officers having less than 2 years of service before superannuation would be considered for posting as per their choice as far as possible.

## **2. Career Progression:**

A planned approach to cadre planning with emphasis on optimum human resource utilization and associated individual growth of officers is proposed to be

enabled through the following broad methodology of career growth linked to the defined area of expertise, as far as possible :

- a. Total career span under consideration excludes both the initial training phase at NADFM, before the first posting, and the period of HAG+ and beyond.
- b. In the initial 9 years of the service, it is desirable that the officer should be given one field posting/independent office and two verticals/organizations so as to deal with at least two vertical areas of expertise.
- c. Opportunities like Defence Services Staff College at Wellington, IIPA, NDC etc. should be invariably utilized every year and officers deputed for the same.
- d. An officer should be given opportunity to handle at least 3 vertical areas of expertise during their career span to have a comprehensive experience profile.
- e. The broad areas of expertise required by the Department can be categorized as follows:
  - i) Payment and Internal Audit.
  - ii) Financial Advice and Public Procurement.
  - iii) Training and Human Resource Development.
  - iv) Pay and Personal Entitlements.
  - v) Pension and Ex-Servicemen Welfare.
  - vi) Financial advice, payment and audit of DRDO.
  - vii) Financial advice, payment and audit of Ordnance Factories.
  - viii) Applications of IT systems.
  - ix) Administration/Establishment/Discipline matters.
  - x) Accounts and Budget.

- f. Deputation at Deputy Secretary/Director level, JS level and Addl. Secretary level should be supported. Deputations both in India and abroad may be encouraged.

3. **Promotee Officers in IDAS Cadre:**

- a. The cadre includes promotee officers also who require special attention due to their age and stage in career at which they converge with the mainstream IDAS Cadre.
- b. The promotee officers on promotion may preferably be posted to a different office/station from their present one.
- c. However, if they have residual service of 5 years then as far as possible they should be adjusted at stations contiguous to their stations of choice.

4. **Tenures :**

- a. For the government notified tenure stations and J&K, the laid down provisions will prevail.
- b. A minimum tenure of 2 years shall be ensured at an office and 3 years at a station.
- c. Overall tenure in a station including one deputation may be 15 years / and 10 years excluding all deputations.
- d. Deputation at Joint Secretary level and above may be in addition to the 15 years' overall tenure / 10 years' overall tenure.
- e. Tenure at HQrs CGDA office and/or at Training Establishments upto 3 years should not be considered in maximum limit. If an officer has not taken up deputation at the level of Joint Secretary, a further period of 2 years in HQrs CGDA or in Training Establishment is to be exempted from the maximum tenure of 10 years. That is to say that the total maximum tenure at Station will be 15 years (10+3+2) in respect of officers who work in HQrs CGDA for 5 years and opt not to go on deputation.

f. Criteria for considering competing requirements:

- Prevailing GOI provisions.
- Past posting record at the station.
- Time spent outside the station.
- Consideration of APARs with incentivization to better performance.
- Past profile of postings and specific area of expertise.
- Residual service.

g. Criteria for manning offices for which there are no volunteers:

- Past profile of postings.
- The broad requirement of career progression enumerated in para 2.

h. Long term Training Courses (6 months and above) not to be included for counting tenure at a station.

i. EL/CCL/Study Leave more than 3 months/90 days will be excluded for computing the minimum station tenure of 2 years as per DOP&T guidelines.

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