

A.32014/1/2002/MF.CGA(A)/Gr.B/Vol.III/Policy/528

**Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts**

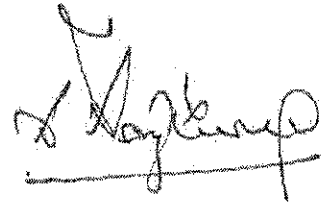
7th floor, Lok Nayak Bhavan
Khan Market, New Delhi

Dated 18-Sep-15

Office Memorandum

Sub : Transfer/Posting Policy of Gr.B (Gazetted) Officers of Central Civil Accounts Service.

Draft Transfer/Posting Policy of Gr.B (Gazetted) Officers of Central Civil Accounts Service is annexed to this Office Memorandum. All concerned may kindly go through the contents of the policy and offer their comments, if any. The time line for offering comments is **15 days** from the date of issue of this OM.



Encl: as above

(D.D.K.T.Dason)
Assistant Controller of Accounts

To

1. All Pr.CCAs, CCAs, CAs and Dy.CAs
2. Director INGAF
3. Jt.CGA (Admn)
4. Secretary General, All India Civil Accounts Employees Association

Transfer Policy

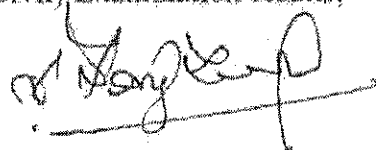
Sub : Guidelines for posting and transfer of Gr.B (Gazetted) officers of Central Civil Accounts Service.

The policy for effecting transfers and posting of Gr.B (Gazetted) officers of Central Civil Accounts Service are formulated in conformity with DoP&T instructions, implementation of Supreme Court's Judgement dated 31.10.2013 in WP (Civil) No.82/2011 in the matter of T.S.R.Subramaniam & others Vs Union of India & others, and keeping in view special needs of the Service. The following orders are issued with immediate effect and is in supersession of all the previous instructions on the subject.

2. As per instructions of DoP&T vide their OM No.11013/10/2013-Estt.A dated 9.1.2014, all transfer/postings will henceforth be considered by a Committee of officers called as Civil Services Board(CSB) (Gr.B). The Committee would be recommendatory body, and the final decision will rest with approving authority. The approving authority in this case is the Controller General of Accounts. Separate orders will be issued and placed in the public domain regarding constitution of the Board.

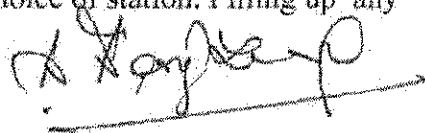
3. Following are the salient features of the transfer policy in respect of Group 'B' officials:

- (i) All Gr.B (Gazetted) officers are liable to be posted anywhere in India as per the statutory rules applicable to them.
- (ii) The frequency of the meeting of CSB will depend upon necessity, and would usually be held once in a quarter.
- (iii) The likely anticipated vacancy position in the grade of AAO & PAO arising out of retirement, promotion, etc will be drawn up and put in public domain. This exercise would be done in the case of AAOs, immediately after the declaration of AAO(Civil) Examination results,



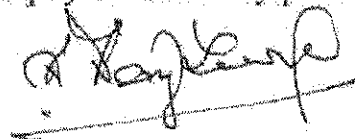
and in the case of PAOs, by 1st March each year. Options for choice of stations in the prescribed proforma will be required to be filled in by the officers and submitted not later than 30 days from the notification of the vacancy position in public domain.

- (iv) Options of officers must be supported with an Undertaking that they are also willing to be posted to stations other than their choice of stations, should their requests not be acceded to due to administrative exigencies, or non fulfilment of any conditions mentioned in the transfer policy.
- (v) The exercise of calling for options is intended to enable the competent authority to ensure that due diligence has been carried out to accommodate the choice of station of posting of officers. However, this cannot be claimed as a matter of right.
- (vi) Requirements of service and administrative convenience will remain the primary consideration that will determine place of posting of to a Ministry/Station. The choice of individual officers will be taken into consideration before a decision is taken.
- (vii) The approving authority is empowered to issue transfer/posting orders directly on a case to case basis under emergent conditions, where a meeting of the CSB cannot be convened at short notice for reasons to be recorded, This will however be exercised in exceptional circumstances, and not as a norm.
- (viii) In case any official comes under a cloud from the vigilance angle, or is subjected to a verifiable complaint, abuse of authority, misconduct or indulges in any other act unbecoming of a government servant, then he/she is liable to be transferred in public interest.
- (ix) Mere existence of a vacancy in a station does not entitle anyone serving in that station to be posted to that station, or an official serving outside that station to be posted to that choice of station. Filling up any



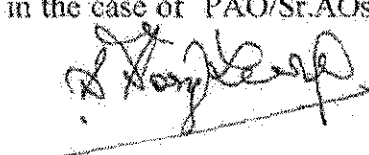
vacancy in any Ministry/Station will be the sole prerogative of the cadre controlling authority.

- (x) Normally on **rotational transfers**, the tenure in a Ministry/Station would be four years and the tenure of officers posted in CGA's office will be five years in the case of Administration Section, Examination Section, Gr.A Section, Gr.B and Vigilance section. In respect of other sections in O/O CGA the tenure will be nine years. The service period as AAO & PAO/Sr.AO in O/O CGA will be computed together for reckoning five and nine years respectively, if the officer is retained on his promotion as PAO.
- (xi) On completion of tenure in a Ministry/Station officers are liable for transfer either within the same station or outside depending on feasibility of swapping positions amongst serving officers subject to administrative convenience.
- (xii) Tenure of posting outstation, on **promotional transfer** will be two years in case of North East, Andaman and Nicobar, Lakshadweep and Jammu & Kashmir and other stations it will be three years.
- (xiii) Cadre controlling authority is generally not in favour of permitting officials to refuse promotion as it results in undue delays in filling up vacancies. Such requests will be accepted in exceptional cases where the official is able to convince the Administration with self attested documentary proof that the request is not simply to evade an outstation posting. The debarred employee will not be allowed to proceed on deputation during the period of debarment and will be posted again to an outstation vacancy at the end of the debarment period.
- (xiv) All posting orders will indicate a schedule for relieving the officials subject to a maximum of 30 days within which the officer is to be relieved. The relieving order has to be mandatorily carried out prior to the last date indicated in the Order. On expiry of the 30-day period,



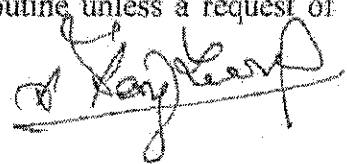
the official shall be deemed to have been relieved, Pay and allowances shall not be drawn beyond the 30-day period.

- (xv) Representations, if any, will be addressed **directly** to the approving authority (CGA) only. Any representation in respect of posting orders is to be received in this Office within 15 days of issue of such orders, as orders are placed in the public domain on day of issue, failing which the same will not be considered. Representations will be considered by the approving authority on a case to case basis and disposed off within 15 working days. Representations need to be suitably documented and justifications provided. (self attested copies of documents in support of what has been stated therein the representation)
- (xvi) Accountants/Senior Accountants, LDCs, Stenos, DEOs etc on promotion as an AAO, consequent to qualifying the AAO (Civil) Examination will be posted outside their existing place of posting. The officers retiring within two years would be adjusted in the same/choice station subject to the extent of availability of vacancies; save administrative exigencies. No AAO (Civil) Examination qualified official will be eligible for their first posting in O/O CGA, PFMS and INGAF.
- (xvii) On promotion as PAO, officers retiring within 6 months will be adjusted in the same post of AAO by temporarily upgrading the post of AAO which he/she occupies. However, it would be ensured by the cadre controlling authority that the overall sanctioned strength of PAO is not exceeded. On retirement of the individual, the post shall revert to AAO. In case the cadre controlling authority is not able to operate this proviso due to any administrative exigency, then the official will be offered promotion wherever the vacancy exists.
- (xviii) Rotational transfers (on completion of 4 years) as far as possible will be done in the case of AAOs in June and in the case of PAO/Sr.AOs



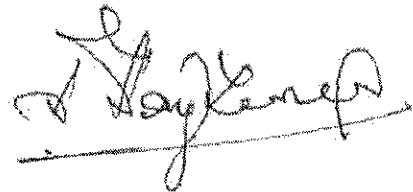
in the month of August each year, for which crucial date for determining the 4 year tenure will be 1st of April of each year.

- (xix) Request for transfers in deserving cases may be considered before completion of the prescribed tenure. Such transfers shall be considered as transfer at his/her own request.
- (xx) On completion of **full** tenure of outstation posting, on promotion as AAO and PAO, an officer can choose his/her choice station for posting. In case there is no vacancy in the station opted, a person with longest continuous stay at that station will be transferred out to accommodate the request of such officers. Women, Physically Handicapped (PH), officers retained on medical grounds (as detailed in xxi) and those who are due for superannuation within two years are exempt from operation of this provision.
- (xxi) All efforts would be made to follow the DoPT guidelines regarding (a) posting of husband and wife (b) posting of physically handicapped officers (c) posting of officers who suffer from Cancer, Renal failure, Thalassaemia, Parkinson's disease, Motor-Neuron disease and any other ailment that affects the mental ability by more than 50% or any other life threatening diseases **in respect of self, spouse and dependent children.**
- (xxii) If officers try to influence a transfer through means other than the proper channel, action will be taken as per clause 20 of the CCS (Conduct) Rules 1964. This rule envisages that "No Government servant shall bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matter pertaining to his service under Government".
- (xxiii) In case an officer posted in NE Region, Andaman & Nicobar Islands, Jammu & Kashmir is willing to continue at that particular station, he may not be transferred out as a matter of routine unless a request of



other officers for posting to that station is received or any issue arising from a vigilance angle.

- (xxiv) If under any circumstance, any posting/transfer has to be carried out which does not conform to any of the aforementioned provisions, then the consent of Secretary, Department of Expenditure shall be obtained on file and implemented.

A handwritten signature in black ink, appearing to be 'S. S. Kulkarni', written over a horizontal line.