



सत्यमेव जयते

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To,

All Sections (Main Office)/ Sub Offices  
(Through Website)

Subject: Transfer Policy: CDA Guwahati

Local transfer policy, as recommended by the designated committee and duly approved by the Competent Authority is annexed herewith for information to all concerned. This is in supersession with the earlier policy on the subject.

  
(K. Lalbiakzhunga)  
Assistant Controller (AN)

## **Transfer Policy : CDA Guwahati**

### **Scope:**

1.1 The criteria laid down in the succeeding paragraphs will be observed by CDA Guwahati in effecting transfers of staff within its jurisdiction. Transfers ordered on administrative/disciplinary or compassionate grounds will be outside the purview of the transfer policy.

1.2 Transfers are necessary to man offices spread across North Eastern Region and review of this policy shall be carried out every three years.

1.3 Periodical transfers are necessary to man offices at hard, lowly populated stations having difficult geographical conditions and lacking other facilities, It is also necessary to repatriate staff serving at other stations and for those 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 AN1/1201/SC/82/2011 dated 31/12/2013 as amended from time to time.

## **2 Categorization of stations and tenures:**

2.1 All stations located under CDA Guwahati (including Main Office), 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 the staff or a section of staff is reluctant to serve there. List of such stations is enclosed in Annexure-I.

b)Others — Rest of the stations will be categorized as 'Other Stations'. Among other stations CDA may categorize some station as Popular by assessing ground situation and demand.

2.3 The normal tenure in other offices/stations shall be three years. However, CDA 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 stations 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 at 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 an 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. Their repatriation to choice stations shall be considered as per turn and administrative feasibilities

3.2 If an individual wishes to continue at hard/tenure station after completion of prescribed tenure, he/she 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 before completion of tenure, shall be taken so that transfer orders in respect of such staff are issued at least one month before the date of completion of tenure.

3.4 Individuals posted as substitute will be relieved of their duties strictly as per date of relief mentioned in the transfer orders by the concerned section/sub-offices.

4 Manning of vacancies at hard/tenure stations:

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

- (i) Volunteers for that station
- (ii) Station seniors who have never served at hard/tenure stations on inter-se seniority basis determined on the basis of length of service at present station (s) beyond the minimum tenure prescribed.

- (iii) Individuals who have completed their tenure at other stations, and had earlier served at a hard/tenure station for the prescribed period. The criterion for selection will be same as laid down above, except that the person, who had served earliest at a hard /tenure station, will be moved first.

5           Transfer from other stations:

Transfer from other than Hard/tenure stations will be effected in the following circumstances:

- (i) To fill up 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.

6           Staffing of vacancies at other stations:

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

- (i) Individual due for transfer from hard/tenure stations on completion of tenure.
- (ii) Persons above 58 years of age, if not serving at their choice stations, will be repatriated to those stations (if so desired by them) to the extent administratively feasible. 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 service at the desired station has been the least.
- (iii) Out of volunteers from other stations, those who have put in at least three years service at their present stations. However, CDA 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 un-popularity 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.

7.       Transfer to offices having a substantial third party payment function:

To ensure an acceptable level of efficiency in discharging of this function, due weightage shall be given to the APAR profile of the available staff. Guidelines for posting in section/office involving third party payment is enclosed in Annexure-II.

8           Exemption from transfer/deferment:

8.1 Exemptions /Deferments may be considered in the following circumstances:

(i) In case where an employee or a member of his family is suffering from a serious ailment such as Cancer, severe kidney ailments, polio, blindness, mental/psychiatric disorder, paralysis etc.; or is differently-abled; CDA may at his discretion, grant exemption from transfers for a specific/limited period, provided the disease is certified by the authorized specialists and supported by medical documents/papers. The case will be reviewed before the period of exemption is over.

Differently-abled employees may be granted exemption from transfer taking into account the seriousness of the cases involving loss of limbs, spinal cord injuries, paralysis, visual disability etc

In case differently-abled employees are considered for transfer, efforts shall be made to accommodate them within the same State/region at the stations where adequate medical facilities are available.

- (ii) Individuals, whose children are differently-abled and are studying in specialized institutions/schools, will be transferred only to stations where such schooling facilities are available.
- (iii) 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.
- (iv) On educational grounds where the child is in Class Xth / XIIth.
- (v) Single parents with child/children up to 18 years of age.
- (vi) Besides the above conditions, there shall be exemption from transfer for widows and divorcees (Females) on case to case basis till they maintain such status.
- (vii) 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 completion of period of exemption.
- (viii) Similarly, members of the core developing team for various IT projects, as certified by the EDP Wing of the CGDA's office, shall be exempted from transfers.

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 on the subject.

Husband and wife teams when one of them is serving outside the Department under other Central Government Department/Public Sector Undertakings/State Governments, may as far as possible and within the constraints of administrative convenience as stated above, be considered for posting at the same station or if there is no vacancy/post in that station to the State where the other spouse is posted. These shall also be governed as per the DOP&T guidelines 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 the repatriation to the place of posting of the spouse upon completion of two years.

8.4 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 at the HQrs office of Principal Controllers/Controllers will also be exempted from transfer during the term of their appointment, except for administrative exigency. The exemption will be available for either of the two categories i.e. as President/General Secretary or ROC/JCM IVth Level member.

8.5 Individuals over 56 (fifty six) years of age who wish to continue at their present stations, will normally 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.

**9. Transfer on promotion:**

It is under purview of the CGDA HQr Office.

**10. State/Own Expense:**

Transfers effected before completion of physical stay as per prescribed tenure on account of request of individual on medical grounds or any other exigencies, would be at own expense and would be considered on case to case basis by the competent authority; otherwise any transfer carried out in public interest or after completion of prescribed stay would be at State expense.

**11. Periodicity of transfers:**

Periodicity of transfers shall be effected in a manner so as to coincide with the end/beginning of academic year except (a) transfers on own request, (b) administrative exigencies, (c) disciplinary ground, (d) Compassionate ground and (e) sensitive assignments.

**12. Transfer of New Recruits.**

12.1 Minimum tenure for all new recruits, including SAS Apprentice and MTS, is 2 (two) years for females and 3 (Three) years for male recruits for transfer to their choice station. The eligibility for consideration for posting to their choice station would be assessed with reference to their work and conduct at the place of their initial posting judged by the Officer-in-charge while recommending the case.

12.2 New recruits may be posted in field offices/sub-offices after completion of two years of service in the initial office of posting.

**13 General principles governing inter command transfers:**

13.1 Inter command transfer falls under the purview of the CGDA HQr Office.

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 tenure/Hard/Popular station			
Sl No	Station	Tenure/Hard/Popular	Period
1	Dahung	Hard	2 years
2	Kumbhirgram	Hard	2 years
3	Leimakhong	Hard	2 years
4	Lekhapani	Hard	2 years
5	Likhabali	Hard	2 years
6	Tawang	Hard	2 years
7	Tenga Valley	Hard	2 years
8	Agartala	Tenure	3 years
9	Bhalukmara	Tenure	3 years
10	Chabua	Tenure	3 years
11	Dimapur	Tenure	3 years
12	Dinjan	Tenure	2 years
13	Missamari	Tenure	3 years
14	Panitola	Tenure	3 years
15	Rangapahar	Tenure	2 years
16	Silchar	Tenure	3 years
17	Umroi	Tenure	3 years
18	Guwahati	Popular	3 years
19	Jorhat	Popular	3 years
20	Shillong	Popular	3 years
21	Tezpur	Popular	3 years
22	Rangiya	Popular	3 years

Policy:: Rotation of AAO, Sr Auditor/Auditor and Clerks in Sensitive Assignments.

Sections of Main Office and Sub-offices dealing with third party payments (pre-audit) will be considered as sensitive assignments. CDA will take the final decision for allowing any exception in categorisation of the same keeping in view the changing scenario on pre-audit and payment procedure in future.

2. Number of vacancies in sensitive offices/section shall be determined by the Administration.

**Guidelines:**

3. New recruits/Auditors/Clerks have to complete two years of initial service in the same grade with two APAR Grading [6.00-7.99 (VG)] or above. Authorised/Sanctioned leave taken for more than one month in a year in tenure/other stations and 60 days for hard stations will be reckoned for the purpose of calculating two years of actual service.

4. Newly promoted AAO have to complete probation as well as three years service in the same grade. Authorised/Sanctioned leave taken for more than one month in a year in tenure/other stations and 60 days for hard stations will be reckoned for the purpose of calculating three years of actual service.

5. AAO/Staff transferred in from other Organisations (inter-Command) have to complete two years inter-command cooling period in CDA Guwahati organisation. Authorised/Sanctioned leave taken for more than one month in a year in tenure/other station and 60 days for hard station will be reckoned for the purpose of calculating two **years**. In case, requisite number of qualified candidate is not available, inter-command cooling period may be relaxed upto one year provided other conditions are met.

6. Officer/Staff applied for inter-command transfer may not be considered for posting in sensitive assignments. In case, requisite number of qualified candidates are not available, 'Not-recommended cases' may be considered for sensitive posting.

7. Those who have served on sensitive assignments earlier should have, at least, minimum cooling off period of 2 years.

8. For those Officer/ staff who have been posted back from deputation, including Bhutan posting, should have, at least, minimum cooling off period of 3 years.

9. Officer/staff retiring/superannuating within three years would not be ordinarily considered for sensitive assignment. In case sufficient eligible candidates for sensitive tenure are not available, such officers/staff will be considered subject to fulfilling of other laid down criteria.

10. Where both of husband and wife are serving in same CDA, both of them will not be posted in sensitive assignment at same period of time. When one is serving in sensitive assignment, seniority of other will be continued in respective sensitive panel.



11. Persons whose dossier/APAR under period of consideration are not received till the date of first seating of DAPB for a particular quarter will not be considered for sensitive assignment.
12. Persons who have served thrice or more in sensitive assignments may not be considered, if other eligible individuals are available.
13. APAR Grading: Individuals who have three “APAR Grading 6.00-7.99 (VG) or above” for the three preceding years will be considered for sensitive assignment. However, if a person with such grading is not available, persons with at least two “APAR Grading 6.00- 7.99(VG) or above” and one “APAR Grading 5.00-5.99(Good)” will be considered.
14. Persons who have already served three sensitive assignments in their entire service may be selected provided they have earned at least two outstanding reports (APAR Grading 8.0 to 10.00) and one very good report (APAR Grading 6.00 to 7.99).
15. While considering the posting of eligible individuals on sensitive assignment, station seniority along with other general factors would invariably be considered.
16. An official may not be allowed more than one sensitive in same sub-office/section and not more than two assignments in same station.
17. Cases for Ladies and physically disabled employees for sensitive posting will be processed at par general.
18. Posting to the sensitive assignments may be decided on quarterly basis, **one month in advance** of the quarter.
19. The crucial date for deciding the station seniority/cooling period will be the 1<sup>st</sup> day of the quarter.
20. Tenure for sensitive assignment is two years for AAOs and three years for SA/Aud/Clk.
21. Normal tenure in sensitive assignments in respect of SA/Aud/Clk is 3 years. In case, any staff posted in sensitive assignments at hard/tenure stations (Tawang, Lekhapani, Likhali, Leimakhong, Tenga Valley, Dinjan, Chabua, Rangapahar and Kumbhirgram) are willing for transfer out from those places after completion of 2 years, they will be posted in other stations as per administrative feasibilities and their balance period of sensitive assignment will stand lapsed. In case, any staff completes 3 years of his/her tenure in those hard/tenure station sensitive assignment, he/she will be repatriated to their choice station, subject to fulfilment of other conditions and availability of vacancies.
22. Non-graduate clerks will not be considered for posting in sensitive assignment.
23. If any individual serving in sensitive assignment is transferred to other station/office on own request during the currency of the tenure, he may be placed at non-sensitive assignment and it will be

deemed that he has completed his current sensitive tenure and will be placed below the current time served plus one in the sensitive roster.

24. If any individual serving in sensitive assignment is transferred to other station/office on administrative exigencies, other than disciplinary ground, after completion of one year but before completion of normal tenure, he may be placed in another sensitive assignment in new place of posting for completion of his residual portion, as per administrative feasibility. Gap period will be reckoned towards the cooling off period for his next sensitive assignment.

25. If any individual serving in sensitive assignment has been transferred to other station/office due to administrative exigencies, other than disciplinary ground, before completion of 6 months, his current tenure will be ignored.

26. EDP Trained persons deployed on EDP Projects and drawing EDP allowance will not be considered.

27. Preparation of sensitive roster: - The roster would be prepared/ bifurcated with reference to the number of times the individual has served in the sensitive assignments, i.e., Never served, Once Served, Twice served, Thrice or More served. In the 'never served' category, seniority will be prepared with reference to the date of joining in the cadre eligible for sensitive assignment, whereas in the 'served' category, the seniority would be prepared with reference to the last sensitive done or completion of debarment period.

28. No representation for refusal/forgoing the posting on sensitive assignment will be accepted. However, in extreme compassionate circumstances, if the request is accepted by the competent authority, the individual will stand debarred for posting to sensitive assignment **for two years** and it will be deemed as if he/she has completed the offered tenure and they will be placed at the bottom of the panel meant for next higher time sensitive assignment. For example, refusal against 'never served' panel will be placed at bottom of roster for 'once served', refusal against 'once served' panel will be placed at the bottom of 'twice served' and so on.

29. The debarment of **two** year may be waived by the CDA in Public Interest. In case of hard/tenure stations (Tawang, Lekhapani, Likhali, Leimakhong, Tenga Valley, Dinjan, Chabua, Rangapahar and Kumbhirgram), administration may exercise their discretion to enforce posting by relaxing the existing guidelines. Otherwise occasion may arise when person after person may refuse to go. In such circumstances it would become difficult to man those posts.

30. 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.

31. The policy is subject to change if any new order of the HQrs office is issued after issue of these guidelines.

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