



कार्यालय रक्षा लेखा नियंत्रक (सेना)
बेलवेडीयर परिसर, आयुध पथ, मेरठ छावनी-250001
Office of Controller of Defence Accounts (Army)
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No. AN/I/1175/Sensitive

Date: 22/06/2018

Subject: Transfer Policy: Posting on Sensitive Assignment.

1) ELEGIBILITY & STATION SENIORITY

- i) Officials who have completed at least 01 year at the station.
- ii) Persons who have **“NEVER SERVED”** will be given **01 year WEIGHTAGE** in the station seniority.
- iii) **New Recruits** (Aud/Clks) will be considered after completion of 03 years of service or acquiring 03 APAR gradings whichever is later.
- iv) Seniority in r/o those who have served on sensitive assignment will be reckoned from the date of completion of the last sensitive assignment provided they have completed minimum cooling off period of 02 years.
- v) Officials who are promoted from MTS to clerk and having qualification 12th pass and have rendered at least 03 years service in the CLERK grade and acquired at least 03 APARs in the Clerks Grade.
- vi) Seniority in r/o SAS(Appr) who have passed SAS II examination will be reckoned from the date of assumption of charge of AAO or 01 year stay in the station whichever is later.
- vii) Persons who have at least one year (12 Months) service in hand will only be selected for the panel.

2) TENURE OF SENSITIVE ASSIGNMENT:

As per HQ Office letter No. AN/XII/13006/2A/Vol. XXII dated 21.08.2017 the tenure period is as under.

i) TENURE- FOR SENSITIVE SECTION

Sl. No.	Name of Section/Office declared SENSITIVE	Level of Officers	Tenure(years)
01	Store/Contract: Dealing with 3 rd party payment	AAO	02
		Staff	03
02	“E” Section: Dealing with 3 rd party payment	AAO	02
		Staff	03
03	“M” Section: Dealing with 3 rd party payment.	AAO	02
		Staff	03

04	AOGE/AAOGE Offices	AAO	02
		Staff	03

ii) **TENURE- FOR ROTATION ONLY**

Sl.No.	Name of Section/Office	Level of Officers	Tenure(years)
01	Main office: Sections in Main Office and sub office where 3 rd party payment is involved (S/C, M & E Sec)	SAO/AO	02
02	AOGE/AOIMA	SAO/AO	02
03	IFA/Designated IFA	SAO/AO	03
		AAO	03

The periodic rotation in r/o SAOs/AOs from existing OFFICE/SECTION/ Assignment may be carried out by the field Controller's office, within their command at the same station under intimation to hqrs office with complete profile.

3) COOLING OFF PERIOD

- i) Minimum Cooling Off period will be 02 years.
- ii) Cooling Off period will be counted from the date from which a person relinquish the charge of sensitive assignment.

4) APAR GRADINGS:

- i) APAR gradings of last 03 years will be considered for eligibility.
- ii) Officials having three "VERY GOOD" or above Gradings will be considered for SENSITIVE POSTING.
- iii) In case of Clerks promoted from the MTS individuals must have Two "OUTSTANDING" and One "VERY GOOD" reports.
- iv) If officials having all "VERY GOOD" Gradings is not available, the officials having at least 02 "VERY GOOD" and 01 "GOOD" reports may be considered for sensitive assignment (This relaxation may be considered only if still suitable person is not available.)
- v) DAPB/CDA may use their discretion to select a person with all "OUTSTANDIG" reports if the individual fulfills the other basic criteria(viz.- completion of one year of stay at the station and cooling off period)
- vi) Persons having minimum one "OUTSTANDING" report and 02 "VERY GOOD" reports may be given priority for posting in "E" sec/AOGEs offices.

5) OTHER CRITERIA:

- i) Officials who have served TWICE on sensitive assignment may also be considered provided they have earned at least Two "OUTSTANDING" and One "VERY GOOD" report.

- ii) Persons who have served **THRICE** or more on sensitive assignment may not be considered for future posting in sensitive assignment.
- iii) When any individual serving in sensitive assignment is considered for inter- command transfer or for transfer to another station in the same command before completion of **HALF OF THE TENURE ON SENSITIVE ASSIGNMENT**, he/she may be posted at the new station on sensitive assignment as per administrative feasibility, to complete the residual period of tenure.
- iv) Those individuals serving on sensitive assignment and are under order of transfer and have been granted deferment as per the provisions of transfer policy may be shifted to a NON SENSITIVE section/office in the same station.
- v) If a persons who has been selected for the sensitive assignment shows his unwillingness to join at sensitive assignment and forgoes the sensitive assignment, he/she would be **DEBARRED** for the sensitive posting for **THREE** years from the date of acceptance.
- vi) If the eligible persons are not available at the same station, then competent authority may call for volunteers or post other eligible persons from other station within command.

NOTE: The criteria are subject to the assessment of general suitability of the officer/staff and administrative feasibility by DAPB/CDA.

6) SELECTION OF STATION FOR PREPARATION OF SENSITIVE PANEL:

- i) **AGRA & MATHURA** will be considered as one station.
- ii) **BAREILLY**
- iii) **DEHRADUN & RAIWALA** will be considered as one station.
- iv) **LANSDOWNE**
- v) **MEERUT**
- vi) **RANIKHET**
- vii) **ROORKEE**
- viii) Posting at **JOSHIMATH & PITHORAGARH** will be considered after calling for volunteers.

7) TYPE OF PANEL:

- i) **TYPE "A"**: In this type persons who have "**NEVER SERVED**" and "**ONCE SERVED**" will be included but a weightage of 01 year in station seniority will be given to the "**NEVER SERVED**" individuals.
- ii) **TYPE "B"**: In this category persons who have served "**TWICE**" on sensitive assignment and having at least 2 "**Outstanding**" reports will be included and may be considered for posting in sensitive assignment if eligible individuals in Type "**A**" is not available.
- iii) **TYPE "C"**: In this category persons who have served **THRICE** or more on sensitive assignment and having all 03

“Outstanding “ reports may be placed and will be considered for posting in sensitive assignment only when eligible individuals in Type “A” & Type “B” are not available.

8) SECTIONS/OFFICES WHICH ARE COUNTED AS SENSITIVE

As per the Hqrs office letter No. AN/XII/13006/2A/Vol- XXII dated 21.08.2017 following offices/sections will be treated as sensitive

Sl. No.	Name of organization	Name of section/office declared SENSITIVE	Level of officer	Tenure (years)
01	All regional Controllers(PC DA/CDA) and CDA(IDS), New Delhi	i) Store Section: Dealing with 3 rd party payment. ii)“E” Section: Dealing with 3 rd party payment. iii) “M” Section: Dealing with 3 rd party payment. iv) AOGE/AAOGE	AAO	02
			Staff	03
02	PCDA(BR), New Delhi	i) AO(Task Force), ii) AOEBW iii)AO WBW iv) Store and Pay Section: Dealing with 3 rd party payment.	AAO	02
			Staff	03
03	PCDA(Navy), Mumbai and sub offices	i) Store Section ii)Imprest Section (Above sections in Main office, AAO(Navy), Vizag, AAO(Navy), Kolkata, AAO(Navy) GOA, AAO(Navy) Karwar, AAO(Navy) Chennai, AAO(Navy) Kochi & AO(Project Sea Bird), New Delhi	AAO	02
			Staff	03
04	PCDA New Delhi	i) Store Section: Dealing with 3 rd party payment. ii)“M” Section: Dealing with 3 rd party payment. iii) APO Section: Dealing with 3 rd party payment.	AAO	02
			Staff	03
05	PCA(Fys), Kolkata: Branch Accounts Office	i) Material Sections: Dealing with 3 rd party payment. ii) Costing Sections: Dealing with 3 rd party payment.	AAO	02
			Staff	03
06	PCDA(R&D), New Delhi	i) Store Section in MO & Sub Offices: Dealing with 3 rd party payment. ii)“M” Section in MO & Sub Offices: Dealing with 3 rd party payment.	AAO	02
			Staff	03

9) APAR GRADING IN NUMERIC VALUE

- i) Less than 04 will be treated as **AVERAGE/ADVERSE**.
- ii) Grading 04 and above but less than 06 will be treated as **GOOD**.
- iii) Grading 06 and above but less than 08 will be treated as **VERY GOOD**.
- iv) Grading 08 and above will be treated as **OUTSTANDING**.

Letters incorporated in the policy

- 1) HQ Office letter No. AN/XIII/13006/2A/Vil.XXI dt. 21.08.2017
- 2) HQ Office letter No. 0600/AN/X/VOL-XII dt. 04.02.2015


ACDA (AN)

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Sr. Accounts Officer (AN)