

CGA(A)/Group B/Vol.III/957

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

7<sup>th</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi

Dated: 24.07.2008

**OFFICE MEMORANDUM**

**Subject: Forwarding of advance copy of representation for transfer & posting/application for deputation posts to CGA's office by staff of CCAS.**

It has been observed that staff of Central Civil Accounts Service while submitting their representations on various issues/application to deputation posts to their CCA/CA, send an advance copy to this office directly and starts visiting this office for the outcome.

2 This not only put an undue pressure on the officers of this office but also leads to indiscipline/non-maintenance of official decorum.

3 It has, therefore, been decided that all representations for transfer/posting and/or application for deputation posts in future should be routed through the concerned CCA/CA. The CCA/CA may examine the issue with reference to the guidelines issued from time to time on the related subject in the first instance and if found justified, then the same may be sent to this office alongwith the comments of CCA/CA concerned.

4 These instructions may be brought to the notice of all concerned for strict compliance. This office will not take cognizance on the advance copy of representation/application. The staff may also be warned not to address any representation by name to officers of CGA. Violation of instructions will be viewed seriously.

5. This issues with the approval of Joint CGA.

  
(SANDEEP SAXENA)

Deputy Controller General of Accounts

To

All Pr. CCAs/CCAs/CAs

Copy to PPS to CGA/PS to Addl. CGA/Joint CGA (Group B)/Deputy CGA (Group B)