

Government of India  
Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
(HR-4 Section)

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Dated, the 3, September, 2024

Office Memorandum No. 109/24

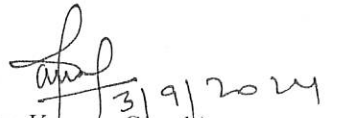
**Subject:- Inviting comments on the proposed Transfer/Posting Policy of Senior Accountant (CCAS) - reg.**

Draft Transfer/Posting policy of Senior Accountant of Central Civil Accounts Service (CCAS) is annexed to this Office Memorandum for inviting comments from all stakeholders in the following format:-

Serial No. / Para No. of the proposed Transfer Policy of Senior Accountant (CCAS)	Comments

2. The comments of the stakeholders in above format should reach to this office within 15 days from the date of issue of this O.M., e-mail ID- [hr4section-cga@gov.in](mailto:hr4section-cga@gov.in).

**Encl.: As above.**

  
(Nirbhay Kumar Singh)  
Sr. Accounts Officer

To  
All Stakeholders.

✓ Copy To:-  
The Sr.AO (ITD), O/o the CGA, New Delhi with request to publish on CGA's website.

## **Guidelines for posting and transfer of Senior Accountant of Central Civil Accounts Service (CCAS)**

The guidelines for effecting transfer and posting of Senior Accountants of Central Civil Accounts Service are formulated broadly in conformity with DoP&T instructions/guidelines issued from time to time.

The main objective for framing the transfer/posting guidelines in respect of Senior Accountants (Ministerial-Group 'B' Non-Gazetted post) is to provide their exposure to the functioning in different working environments in Departmentalized Accounts Organizations in Ministries/ Departments (Civil) under the CGA Organization.

### **1. Application**

These guidelines shall be applicable to Senior Accountants (Ministerial, Non-Gazetted, Group 'B' post) belonging to the Central Civil Accounts Service (CCAS) in the Departmentalized Accounts Offices (DAOs) in Ministries/Departments (Civil) under the CGA Organization.

### **2. General Principles**

2.1 Consequent upon re-classification of the post of Senior Account as Group -B (Non-Gazetted) in terms of DoPT notification S.O. No. 946(E) dated 09.04.2009 and this office OM No. A-11020/2/2012/MF.CGA/RR/35 dated 18.04.2013, the authority for rotational transfer/posting is vested with the Controller General of Accounts.

2.2 The post of Senior Accountant carries all India transfer liability. They are liable to be posted under these guidelines to any Departmentalized Accounts Office at any station, in the Ministry/ Department (Civil) under the CGA Organization.

2.3 The tenure in a particular Ministry/Department to be eligible for rotational transfer from one Ministry/Department/ Station to another Ministry/Department/Station will normally be seven years.

2.4 Transfer/postings of CCAS are to be considered by a committee of officers viz. Civil Services Board (CSB). The CSB shall be a recommendatory body. The approving authority shall be the Additional Controller General of Accounts.

2.5 The Constitution of the CSB will be approved by CGA and all such orders will be published on the CGA's website.

2.6 The frequency of the meeting of CSB will depend upon necessity, and would usually be held once in a year.

2.7 The approving authority is empowered to issue transfer/posting orders directly on a case-to-case basis where a meeting of the CSB cannot be convened at short notice; and/or in case of emergent conditions, administrative exigencies etc. for which reasons may be recorded.

2.8 Administrative requirements shall be the primary consideration while deciding the posting/allocation of an officer.

2.9 In case any official is found under a cloud from the vigilance angle or is subject to a verifiable complaint, abuse of authority, misconduct or indulges in any such act unbecoming of a government servant, then he/she shall be liable to be transferred to any Ministry/Department or any Station at any time even without completion of stipulated tenure, if so required.

2.10 In case of any doubt in interpretation of any of the provisions of this policy, the final decision shall rest with the CGA.

### 3. Promotional transfers

3.1 The officials on promotion as Senior Accountant will be posted outside their existing Ministry/Departments, and in case of non-availability of vacancies may be posted at outside their present station.

3.2 Promotion is made against available vacancies. Preference for posting on promotion shall be considered as far as possible within available options and as per seniority.

3.3 The list of officials who are in the approved panel of promotion will be notified on the website of this Department along with the existing vacancies. Officials concerned may furnish three preferences for posting within the available vacancies within fifteen days of notification of vacancies.

3.4 All posting orders will indicate a schedule for relieving the officials subject to a maximum of thirty days within which the official is to be relieved. The relieving order has to be mandatory carried out prior to the last date indicated in the Order. On expiry of the thirty-day period, the official shall be deemed to have been relieved and their pay and allowances cannot be drawn from the old office beyond the thirty-day period.

3.5 The office is generally not in favour of permitting candidates to forgo promotion as it results in delays in filling up of vacancies. However, if any of these officials feel that posting offered to them causes hardship then they may forgo their promotion. The same will be considered in justified cases and as per administrative convenience.

### 4. Rotational transfers

4.1 Rotational transfer of officials will be done upon completion of stipulated tenure at the same station as far as possible.

4.2 The rotational transfer will be undertaken once during the months of August-October of each year.

4.3 The cut-off date for calculating the period of residency in a Ministry/Department/Station in case of rotational transfer will be the 1<sup>st</sup> August of the year of consideration in which rotational transfer is carried out.

4.4 For the purpose of rotation of Senior Accountants, the stations for transfer have been distributed in six zones viz. North Zone, South Zone, East Zone, West Zone, Central Zone & NER Zone (**Annexure-I**). The metro cities

of Delhi, Mumbai and Kolkata include the area falling within urban agglomeration (U.A.) as per details below: -

- i Delhi UA includes Faridabad, Noida & Ghaziabad,
- ii Mumbai UA includes Thane, Nhava Sheva, Raigad (Belapur) and Navi Mumbai
- iii Kolkata UA includes Kalyani, Krishna Nagar, Rajarhat.

4.5 In case of non-availability of eligible substitutes at the existing station, the official shall be transferred to the nearest station within the Zone specified in Annexure I to the extent possible. However, in case eligible substitute is expected to be available in the next rotational transfer, the official may be considered for exemption from present round of outstation rotational transfer till the next rotational transfer i.e. one year.

4.6 In case of single Ministry/Department at the station, the official is liable to be posted to any other nearest station within the Zone specified in Annexure I, to the extent possible.

4.7 An official may be transferred to or retained at any place or at any Ministry/Department at any time due to administrative exigencies, and on submission of valid justification in writing by their concerned Pr.CCA/CCA/CA with independent charge, subject to approval by Controller General of Accounts.

## 5. Exemptions for outstation transfer/posting

5.1 The officials within one year of superannuation will be exempted from rotational transfers. The cut-off date for calculating one-year residency period in respect of officials likely to be superannuating will be calculated as on the last date of the month in which the rotational transfer order is issued.

5.2 The officials suffering from life-threatening illness of self or family or dependent parents suffering from ailments such as cancer, renal failure; ailment that affects the mental ability by more than 50%; or suffering from any other proven life-threatening health risk and getting specialized continuous treatment at any particular place. However, any request in such cases shall be considered on case-to-case basis on production of duly verified medical certificate from a CMO of the Government Hospital or equivalent in empanelled/CGHS-recognized hospital/Government recognized medical institution.

5.3 Physically handicapped persons suffering from a range of problems on account of mobility. Requests from differently-abled officials will, therefore, be considered for posting on a case-to-case basis in accordance with Govt. of India Policy.

## 6. Representations

6.1 Representations against transfer order, if any, shall be addressed to the approving authority i.e. Addl CGA and forwarded to the concerned section in O/o CGA through their respective Pr CCA/CCA/CA with their

comments to be sent to o/o CGA within the stipulated timelines of submission of representation.

6.2 Any representation in respect of posting orders should be made by the official within 15 days of the issue of such orders, failing which the same will not be considered. Representations should be with due justification and suitably documented (self-attested copies of documents in support of the ground of representation).

7. **Power to relax**

7.1 Any modification/relaxation in the implementation of the provisions of this policy shall be done in the public interest with the approval of the CGA.

**ANNEXURE I (Refer Para 4.4)**

<u>CENTRAL ZONE</u>	<u>EASTERN ZONE</u>	<u>NORTH ZONE</u>	<u>NORTH EASTERN ZONE</u>	<u>SOUTH ZONE</u>	<u>WESTERN ZONE</u>
Agra	Asansol	Ajmer	Chungthang	Amini	Ahmedabad
Aligarh	Balurghat	Ambala	Gangtok	Androth	Aurangabad
Allahabad	Barasat	Amritsar	Silchar	Belgaum	Bhavnagar
Almora	Berhampur (Murshidabad)	Awantipura	Tezpur	Bengaluru	Bhuj
Bareilly	Berhampur (Odisha)	Bhatinda	Tura	Calicut*	Daman (Dadra & Nagar Haveli and Daman & Diu)
Bhilai	Bhagalpur	Bikaner	Agartala	Campbell Bay	Gandhidham
Bhopal	Bhubaneshwar	Chandigarh	Aizwal	Chennai	Gandhinagar
Bilaspur	Bhutan	Delhi	Dhubri	Cochin	Jamnagar
Dehradun	Bodh Gaya	Faridabad	Dibrugarh	Coimbatore	Kolhapur
Dewas	Bolpur	Firozpur	Guwahati	Dharwad	Mumbai
Dharchula	Burla	Ghaziabad	Imphal (Manipur)	Guntur	Nagpur
Garhwal	Cooch Behar	Hissar	Itanagar	Hubli	Nashik
Ghazipur	Cuttack	Jaipur	Jorhat	Hut bay	Nhava sheva
Gorakhpur	Dhanbad	Jaisalmer	Khatkhathi	Hyderabad	Panji
Gwalior	Durgapur	Jalandhar	Kimin (Guwahati)	Kamorta	Pune
Haldwani	Farakka	Jammu	Kohima	Kannur	Raigad (Belapur)
Haridwar	Islampur	Jodhpur	Shillong	Karaikal (Puducherry)	Rajkot
Hoshangabad	Jalpaiguri	Kargil		Kavaratti	Sholapur
Indore	Jamshedpur	Karnal		Kottayam	Silvasa
Jabalpur	Kalyani (Kolkata)	Kinnaur (HP)		Kurnool	Surat
Jagdapur	Kharagpur	Leh		Madurai	Thane
Kanpur	Kolkata	Ludhiana		Mangalore	Tharad
Lucknow	Krishnanagar	Madhopur		Mysore	Vadodara
Meerut	Malda	Nahan (HP)		Palakkad	Vapi
Muradabad	Murshidabad	Noida		Port Blair	Navi Mumbai
Musoorie	Muzaffarpur	Panchkula		Puducherry	
Muzaffarnagar	Nepal	Patiala		Salem	
Neemuch	Patna	Rohtak		Surthkal (Bengaluru)	
Raipur	Rajarhat (kolkata)	Ropar		Thiruvananthpuram	
Rishikesh	Ranchi	Shimla		Thiruvapur	
Roorkee	Sambhalpur	Sirmour (HP)		Tirunelveli	
Varanasi	Siliguri	Srinagar (J&K)		Tirupathi	
	Falta	Udaipur		Trichur	
		Kasauli		Trichy	
				Tuticorin	
				Vijaywada	
				Visakhapatnam	
				Warangal	