

E-18294
No. A-22013/1/2025-Group B-CGA/193
Govt. of India
Ministry of Finance
Department of Expenditure
O/o The Controller General of Accounts
Mahalekha Niyantak Bhawan
E-Block, GPO Complex
INA, New Delhi-110023
Dated: 25th June, 2025

Subject:- Transfer Requests for posting to their choice station in r/o AAOs and Sr. AOs.

Representations/ Requests of AAOs & Sr. AOs desirous of transfer to their choice station received in this office are placed before the CSB during CSB meetings for consideration. Transfer Orders in r/o officials whose representations have been considered by CSB are uploaded on CGA's website.

It has been noticed that in many cases, the documents submitted are not updated and it becomes difficult to ascertain the correct medical condition on the basis of old papers. CSB has therefore desired that all the existing representations received in this office till date may be treated as closed and fresh representations should be called from the officials desiring a change of station.

All the officials desirous of transfer to their choice station are therefore, requested to submit fresh representations in the proforma enclosed with the OM latest by **15th July, 2025**. Further, in case of request on medical grounds, the supporting documents attached should not be more than 01 year old.

The representations received without the proforma or without the supporting documents will not be considered in this office.

This issues with the approval of the Competent Authority


(Jyoti Vinod)
Sr. Account Officer

To

1. All the concerned Pr.CCAs\CCAs\Jt. CGAs\ CAs\COFs \ADG (PB).
2. All concerned (List of AAOs).
3. Sr.AO, ITD, O/o CGA, New Delhi for uploading on website.
4. Guard File.

Transfer Request Form

1	Name of the official						
2	Date of Birth						
3	Present Ministry/Station						
4	Date of Joining in Present Ministry /Station						
5	Date of posting at present station						
6	Whether prescribed tenure completed or not as per Revised Transfer Policy Dated - 12.02.2024						
7	Ground for seeking Transfer						
(i)	Superannuation within 01/02 Years						
(ii)	On spouse ground						
	Whether Govt./Semi Govt./State Govt./Autonomous/Private						
	Details of office of spouse						
(iii)	Medical Ground						
	S.No.	Name of patient	Relationship	Diseases	Whether Disease covered under transfer policy	Dependency certificate attached or not	Any other Remarks
8	Whether ground for seeking transfer is covered under Transfer Policy Dated - 12.02.2024 or not						
9	Details of Previous Posting in CCAS Cadre (in chronological order)						
	S. No.	Name of post held	Name of Ministry	Station	From	To	
10	Requested Station for Transfer		Choice -1	Choice -2	Choice -3	Choice -4	Choice -5
11	List of Documents attached						