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A-32014/4/2021/MF.CGA (A)/ Group 'B'/Policy/HR-III/ 1463
Government of India
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Dated: 12th February, 2024

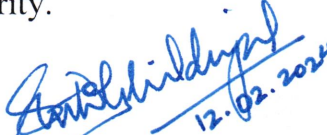
OFFICE MEMORANDUM

**Subject: Transfer/Posting Policy of AAOs & Sr.AOs of Central Civil Accounts
Service-regarding**

Attention is invited to this office O.M. dated 1st November, 2023 through which the Draft Transfer/Posting Policy was placed in public domain for inviting suggestions etc. Now after taking into consideration the suggestions received, the Final Transfer/Posting Policy of AAOs & Sr.AOs of CCAS approved by the competent authority is enclosed. These guidelines come into force w.e.f. 01st March, 2024 and will be in supersession of all prior instructions issued in this regard and shall be in force till further orders.

2. Since the transfer/posting orders, promotion orders and other OMs, circulars are placed on the official website of this office on the date of issue itself, henceforth, hard copies of the same will not be sent to Pr. Accounts Officers. Therefore, all the Pr.AOs are directed to download copies of orders from the website and take necessary action for compliance within the timeline indicated therein.

This issues with the approval of the Competent Authority.


(Stuti Ghildiyal)

Assistant Controller General of Accounts

To,

- 1) All the Pr.CCAs/CCAs/CC(P)/CFC/Jt.CGAs/CAs, Director (INGAF), Jt.CGA (PFMS), Jt.CGA (Admin, Vigilance, Legal) & ADG (PB).
- 2) PS to CGA/PS to Addl.CGA (H&OR).
- 3) Sr.AO (ITD), O/o CGA for uploading on the website.
- 4) All the recognized Service Associations.
- 5) Guard file.

Sub: Guidelines for posting and transfer of AAOs & Sr. AOs in Central Civil Accounts Service (CCAS).

The guidelines for effecting transfer and posting of AAOs, & Sr. AOs of Central Civil Accounts Service is formulated broadly in conformity with DoP&T Instructions/Guidelines issued from time to time, in compliance of Supreme Court's Judgement dated 31.10.2013 in WP (Civil) No. 82/2011 in the matter of T.S.R. Subramaniam & Others Vs Union of India & others. These guidelines are formulated keeping in view special needs of the CCAS and in supersession of all related previous orders and instructions.

1. GENERAL PRINCIPLES:

1.1. CCAS officers are liable to be posted anywhere in India as per applicable recruitment/statutory rules and in public interest.

1.2. 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 Controller General of Accounts (CGA) or the Addl. CGA, if the powers are delegated by the CGA.

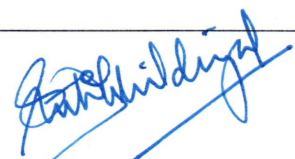
1.3. Constitution of the CSB will be approved by CGA and all such orders will be published on the CGA's website.

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

1.5. 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.

1.6. A comprehensive employee database including all relevant career details of officers shall be maintained.

1.7. In case any official comes under a cloud from vigilance angle or is subjected to a verifiable complaint, abuse of authority, misconduct or indulges in any other act, unbecoming of a government servant then he / she shall be liable to be transferred in public interest anywhere in India irrespective of tenure stipulations.



1.8. If officers try to influence the transfer through means other than the proper channel, action will be taken as per clause 20 of the CCS (Conduct) Rules, 1964. This rule envisages that, "No Government servant shall bring any political or other outside influence to bear upon any superior authority to further his interest in respect of matter pertaining to his service under Government".

1.9. In case of any doubt in interpretation of any provision of these guidelines, the final decision shall rest with the CGA.

2. TENURE

2.1. Tenure of posting on promotion will normally be two years in case of North East Region, Andaman and Nicobar Islands, Lakshadweep Islands, and UT of Jammu & Kashmir and Leh /Ladakh, and three years in case of all other stations, unless otherwise required by the competent authority under the provision of Para 1.7 and/or Para 10 (i) of this policy.

2.2. For rotational transfer the tenure in a Ministry/Deptt. would be three years including CPAO, PFMS, INGAF. In case of administrative requirement, the tenure in CPAO, PFMS, INGAF can be extended upto maximum five years for reasons to be recorded. The tenure in O/o CGA shall be at the discretion of CGA.

2.3 Irrespective of any of the provisions of this policy, all officers having completed 3 tenures at a station are liable to be transferred within the Zone to the extent possible. This shall be done taking into account the administrative requirement, exigencies etc.

3. VACANCY

3.1. The existing/anticipated vacancy position in the grade of AAO & Sr.AO arising out of retirement, promotion, deputation, death or creation of posts etc. will be drawn up and put up in public domain.

3.2. This exercise shall be done in the case of AAOs immediately after the declaration of the AAO(Civil) Examination results and in the case of Sr.AOs by 1st March every year.

3.3. The officers may exercise their options for choice station(s) within 7 working days of notification of the vacancy position.

3.4. Mere existence of a vacancy in a station does not entitle anyone serving in that station or any other station, to be posted there.

3.5. Filling of any vacancy in any ministry or a particular station will be the sole prerogative of the Cadre Controlling Authority.

4. PROMOTIONAL TRANSFER

4.1. Officers on promotion as AAO and SrAO will be posted outside their existing place/station of posting.

4.2. Administrative requirements shall be the primary consideration while deciding the posting/allocation of an officer. However, the following aspects shall be kept in consideration to the extent administratively feasible:

4.2.1. Station-wise vacancies

4.2.2. Requests of officers who have been promoted earlier and posted away from their choice station and have completed their prescribed tenure of outstation.

4.2.3. Choice of station for posting exercised by the officers getting promoted.

4.3. While deciding posting, extant orders and provisions of GoI in this regard viz. officers superannuating within 1 year, Persons with Benchmark Disabilities, Officers with spouse in government service, Main caregivers as per DoPT OM No. 42011/3/2014-Estt.(Res) dated 08.10.2018, etc. shall be given due consideration to the extant administratively feasible.

4.4. In case an officer is retained on promotion at the same station, the officer is liable to be transferred outstation under rotational transfer on completion of the tenure.

4.5. All posting orders will indicate a schedule for relieving the officials subject to a maximum of 30 days within which the officer is to be relieved. The relieving order has to be mandatorily carried out prior to the last date indicated in the Order. On expiry of the 30-day period, the official shall be deemed to have been relieved and their Pay and allowances shall not be drawn from old office beyond the 30-day period.

5. STATION PREFERENCE FOR PROMOTIONAL POSTING

5.1. Option for choice of five stations, with 3 being Primary Options & 2 being Secondary Options in the prescribed proforma will be required to be filled in by the officers in the promotion zone within 7 working days of notification of vacancies. At the time of allocation of station, first the primary options of all officers shall be considered. Thereafter the secondary options shall be considered. This shall be done in order of seniority, subject to availability of vacancies.

5.2. Options of officers must be supported with an undertaking that they are also willing to be posted to station other than their choice of stations, should the request not be acceded to due to administrative exigencies or non-fulfilment of any conditions as prescribed by the Competent Authority.

5.3. Requirements of service and administrative convenience shall remain the primary consideration that will determine place of posting to any Ministry at any station. The exercise of calling for options is intended to enable the competent authority to ensure that due diligence is carried out to accommodate the choice of station of posting of officers. However, this cannot be claimed as a matter of right.

6. REPRESENTATION AGAINST A TRANSFER ORDER/ ALLOCATION ON PROMOTION:

6.1. Representation against a Transfer order, if any, shall be addressed directly to the approving authority, i.e. CGA and forwarded to concerned section in O/o CGA under intimation to respective Pr.CCA/CCA/CA.

6.2. Any representation in respect of posting orders should be made by the officer within 15 days of 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 the representation). Representations will be considered by the approving authority on a case to case basis and will be disposed off within 15 working days after the deadline for receiving the representations.

7. DEBARMENT ON REFUSAL OF PROMOTION

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

7.2. Such requests will be accepted in exceptional cases where the official is able to convince the Administration with self-attested documentary proof that the request is not simply to evade an outstation posting.

7.3. The official/officer refusing promotion shall be debarred for the period prescribed by GoI.

7.4. The debarred employee will not be allowed to go on deputation/training during debarment.

7.5. The officer is likely to be posted outstation at the end of debarment period subject to availability of vacancies as forgoing of promotion should not be used to escape All India Transfer Liability.

8. ROTATIONAL TRANSFERS

8.1. CCAS posts 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.

8.2. Rotational transfer of officers will be done upon completion of stipulated tenure within the station as far as possible. In case of non-availability of eligible substitute at the existing station, or in case of single Ministry at the station, the officer is liable to be posted to any other station within the Zone to the extent possible

8.3. An officer in a particular grade will serve maximum one tenure in each Ministry/Department at a station, and thereafter shall be eligible for rotational transfer within the zone.

8.4. Rotation under the policy will be normally undertaken twice in a year, separately, at the level of AAO and Sr.AO, as per the following tentative time schedule:

8.4.1. For AAOs: 1st April (where the cut-off date is 1stJan) and 1st August (where the cut-off date is 1st July)

8.4.2. For Sr.AOs: 30th April (where the cut-off date is 1st Jan) and 1st September (where the cut-off date is 1stJuly)

9. REQUEST FOR CHANGE OF STATION OF POSTING:

An officer wanting to change their present station/posting may submit his/her request to CGA under intimation to Pr.CCA/CCA/CA(IC).

9.1. Upon Completion of tenure

9.1.1. On completion of full tenure of posting on promotion as AAO and Sr.AO an officer can exercise an option indicating upto 5 preferences of choice of stations duly prioritized for posting. The option may be submitted not later than 7 days from the notification of the vacancy position in public domain.

9.1.2. In case there is no vacancy in the station(s) opted, the officer with longest continuous stay over and above the prescribed tenure in any grade at that station, will be transferred within the zone to the extent possible to accommodate the request of such officers subject to the condition that the officer is seeking posting on one of the following grounds:-

(a) Self, or any dependent family member at the station being requested, is critically ill (as defined at Para 13.1).

(b) The Officer is due to retire within one year.

9.1.3 The officer with longest continuous stay over and above two tenures, in any grade at a station, will be transferred within the zone to the extent possible to accommodate the request of officers at a station not covered under the conditions mentioned at Para 9.1.2.

9.1.4 Persons with Benchmark Disability (PwDB) and officers retained on medical grounds, women officers, officers with spouse working in Government Service at the same station, due for superannuation within 2 years, and those required to be retained on administrative grounds shall be exempt from being transferred out to accommodate a transfer request.

9.2 Before completing the prescribed tenure, request shall be considered only in case of administrative exigency, exceptional or unforeseen circumstances and in deserving cases as detailed at Para 4.3 and Para 13 of these guidelines for which the reasons may be recorded.

10. TRANSFER ON ADMINISTRATIVE GROUNDS:

10.1. Irrespective of above provisions, an officer may be transferred to or retained at any place or at any Ministry/Department in the cadre at any time due to administrative exigency.

10.2. Transfer amongst the officers posted in O/o CGA, CPAO, PFMS and INGAF may be done in case of administrative requirement irrespective of tenure limitation.

10.3. Surrender or unilateral relieving of officers on any ground is not allowed as this poses several problems in the cadre management. If despite the instructions, any Ministry/Department surrenders an officer unilaterally, then such surrender would be presumed to have been made along with the post and the sanctioned strength of the concerned Ministry/Department would be reduced accordingly and no replacement would be provided to the cadre unit concerned for one year. After expiry of one year, the position will be reviewed for restoration of the post and posting of an officer.

10.4. However, if situation warrants that an officer has to be surrendered/ relieved, then a request should be made to the Cadre Controlling Authority with detailed justification. Such request received from the Head of Field Accounting Units will be considered on merit and as per the administrative convenience.

11. DEPUTATION/TRAINING

An officer who has joined on promotion at their existing station or at station away from their choice station can be considered for deputation/long term training provided they render at least one year of service at outstation/existing station and if it is administratively feasible.

In the case of officers who are in the zone of consideration for promotion, their application will be sent with the condition that on return, they shall be liable for posting wherever vacancy exists and cannot insist on posting at a station where they served last.

12. SENIORITY PRINCIPLE IN RELATION TO TRANSFERS ON PROMOTION AND OUTSTATION ROTATIONAL TRANSFERS: -

12.1. Preference shall be given to seniority of the officers while considering all the stated provisions for posting/transfer of officers under these guidelines.

12.2. The seniority shall be on the basis of the Combined Seniority List for promotion of AAO (Civil) CBT Exam passed candidates as AAO; and as per the Gradation List for promotion from AAO to Sr.AO.

12.3. In case of transfer on request:

12.3.1. If two officers have opted for the same station, both having served their prescribed tenure (as per Para 2.1) with equal length of time over and above the tenure, then the seniority as per Gradation List shall be the sole deciding factor in allocation of choice station.

12.3.2. If two officers have opted for the same station, and both have served their tenure (as per Para 2.1) but have been waiting for different length of period over and above the tenure, then the officer with longer waiting period over and above the tenure shall be given preference. Further gradation list seniority will be considered for all the officers who join in the same month irrespective of the actual date of joining in that month.

13. Exemptions from outstation promotional/ rotational posting shall be considered in exceptional circumstances, in the following cases subject to availability of vacancies:

13.1. Suffering from life threatening illness of self or family: Where the Officer, spouse or a dependent child of an officer or dependent parents are suffering from ailments 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 specialised continuous treatment at any particular place. However, 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.

13.2. Single parent with school going children.

13.3. Officers of all grades within one year of superannuation. They will be exempted only from **outstation** rotational transfers and not rotational transfers within station.

14. POWERS TO RELAX

14.1. Any modification or relaxation in implementation of the provisions of this transfer/posting policy, in general or any specific case, shall be done in public interest with the approval of CGA being the Cadre Controlling Authority.

14.2. Further in case of unforeseen circumstances or contingent situation, such as creation of posts consequent to Cadre Review, abolition of posts, or any other administrative/compelling reason etc., the Cadre Controlling Authority may relax any of the provisions of the transfer policy, for reasons/justifications to be recorded.



ANNEXURE I (Refer Para 8.1)

CENTRAL ZONE	EASTERN ZONE	NORTH ZONE	NORTH EASTERN ZONE	SOUTH ZONE	WESTERN ZONE
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 (ORISSA)	BHATINDA	TURA	CALICUT	DAMAN (DADRA & NAGAR HAVELI, 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	KHATKHATI	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
JAGDALPUR	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		SURATHKAL	
RAIPUR	RAJARHAT (KOLKATA)	ROPAR		THIRUVANANTPURAM	
RISHIKESH	RANCHI	SHIMLA		THIRUVARUR	
ROORKEE	SAMBHALPUR	SIRMOUR (HP)		TIRUNELVELI	
VARANASI	SILIGURI	SRINAGAR (J&K)		TIRUPATHI	
	FALTA	UDAIPUR		TRICHUR	
		KASAULI		TRICHY	
				TUTICORIN	
				VIJAYWADA	
				VISAKHAPATNAM	
				WARANGAL	