



रक्षा मंत्रालय (भारत सरकार)
MINISTRY OF DEFENCE (GOVT. OF INDIA)
कार्यालय रक्षा लेखा नियंत्रक (सेना)
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS (ARMY)
बेलवेडियर कॉम्प्लेक्स, आयुध पथ, मेरठ छावनी
BELVEDERE COMPLEX, AYUDH PATH, MEERUT CANTT



No. AN/1/1175/Sensitive

Date: 14.02.2023

To,

All Sections (Main Office)/Sub Offices,
(Through Website)

Subject: Transfer Policy - Posting of Sensitive Assignment.

The guidelines laid down in the succeeding paragraphs will be observed by the CDA (Army) Meerut organization while making transfer/posting on sensitive assignment of Staff / Officers up to AAOs with in jurisdiction of this organization.

2. In this policy guidelines issued by HQrs office vide circular No. 0600/AN/X/Vol.XI dated 14.08.1995, No.0600/AN-X/Vol-XI dated 28.03.2014, No.0600/AN-X/Vol-XII dated 04.02.2015 and No. AN/XII/13006/2A/Vol.XXI dated 21.08.2017 regarding posting on sensitive assignments have been incorporated.

3. Criteria

- 3.1 Officers/staff should complete one year stay in station as on 1st day of Feb. Newly recruited Auds/Clks will be considered after completion of three years of service or acquiring three APAR grading whichever is later.
- 3.2 The station seniority will be the criteria for posting in sensitive assignments. The cut off date for deciding the station seniority will be the 1st day of Feb.
- 3.3 Seniority in r/o who are already served in sensitive assignment will be reckoned from the date of completion of the last sensitive assignment provided they have completed minimum cooling off period of three years (Auth.: HQrs letter No. 0600/AN/X/Vol-XII dated 04.02.2015).
- 3.4 Officials who have promoted from MTS to any grade:-
 - 3.4.1 - They should have minimum qualification i.e. Intermediate
 - 3.4.2 - They should complete at least three years service in the Clerk grade.
 - 3.4.3- They should have acquired at least three APARs in the Clerk grade.
- 3.5 Officials who have never served will be given six months weightage in station seniority on completion of mandatory one year service at station. (Auth: - No. 0600/AN/X/Vol.XI Dt. 14/08/1995).
- 3.6 Officials should have at least two years service in hand for selection in the Panel.
- 3.7 Any individual against whom a disciplinary action is initiated / pending shall not be considered for sensitive assignment (Until clearance by the competent authority).
- 3.8 If an officer/staff member serving in sensitive assignment is issued Recorded Warning at the superior level, he/she shall be removed immediately from sensitive assignment. In such cases, his/her tenure shall be treated as completed irrespective of period he/she has served.

- 3.9 If an officer/staff member serving in Non sensitive is issued Recorded Warning at the superior level, then in such cases he/she shall be debarred for posting in sensitive assignment for one year from the date of issue of recorded warning.

4. Seniority

- 4.1 4.1.1 Six month weightage will be given to all "outstanding" APARs,
 4.1.2 Four month weightage will be given to two outstanding and one very good APAR.
 4.1.3 Two month weightage will be given to one outstanding and two very good APARs.
- 4.2 4.2.1 **Annexure 'A'** (Officials who have "Never Served"): First preference will be given to these officials.
 4.2.2 **Annexure 'B'** (Officials who have "Once Served"): Second preference will be given to these officials, if eligible individuals in Annexure 'A' are not available.
 4.2.3 **Annexure 'C'** (Officials who have "Twice Served"): Third preference will be given to these officials, if eligible individuals in Annexure 'A' and Annexure 'B' are not available.
- 4.3 APAR grading of last three years will be considered for eligibility.
- 4.4 Official having one "Outstanding" and two "Very Good" or above grading will be considered for sensitive assignment.
- 4.5 If individual having all outstanding APAR grading are not available then at least two outstanding and one very good APAR grading may be considered.(this relaxation may be considered only if suitable individual is not available).
- 4.6 CDA may use their discretion to select a person with all outstanding reports if individual fulfils the other basic criteria viz completion of one year of stay at the station and cooling off period.
- 4.7 Seniority is being kept while preparing the panel for sensitive assignment as under:

Type of Panel	Served in Sensitive	Weightage given in seniority criteria	Seniority Criteria	Weightage given in seniority criteria
A	Never Served	06 Months	All three APAR grading Outstanding.	06 Months
			Two APAR grading Outstanding and one Very Good.	04 Months
			One APAR grading Outstanding and two Very Good.	02 Months
B	Once served	-	All three APAR grading Outstanding.	06 Months
			Two APAR grading Outstanding and one Very Good.	04 Months
			One APAR grading Outstanding and two Very Good.	02 Months
C	Twice Served	-	All three APAR grading Outstanding.	06 Months
			Two APAR grading Outstanding and one Very Good..	04 Months
			One APAR grading Outstanding and two Very Good.	02 Months

- 4.8 Officials who have served thrice at a particular level at a sensitive assignment may not be considered for future posting in sensitive assignment unless there are no other eligible officials available (Auth.: 0600/AN-X/Vol-XI dated 28.03.2014).
- 4.9 In case, two or more officials fulfil identical criteria, then they will be placed in the roster based on the length of service completed and then based on age.

5. **Tenure of Sensitive Assignment**

The posting for sensitive assignment will be approved by CDA on the recommendation of DAPB constituted by the CDA. As per HQrs office letter no. AN/XII/13006/2A/Vol.XXI dated 21.08.2017 the tenure period is as under:

SI No.	Name of section/office declared sensitive	Level of officer/ staff	Tenure (Years)
(i)	Store Contract & GeM Cell: Dealing with 3 rd party payments	AAO	02
		Staff	03
(ii)	E-section: Dealing with 3 rd party payments	AAO	02
		Staff	03
(iii)	M Section: Dealing with 3 rd party payments	AAO	02
		Staff	03
(iv)	AO GE/AAO GE offices	AAO	02
		Staff	03

6. **Other Criteria**

- 6.1 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.
- 6.2 If a person who has been selected for the sensitive assignment shows his/her UNWILLINGNESS to join a sensitive assignment and FOREGO the sensitive assignment, he/she would be DEBARRED for the sensitive posting for THREE years from the date of rejection.
- 6.3 Officer/Staff member transferred in from other command before completion of half of the tenure in the sensitive assignment in their previous command will be considered for posting in sensitive assignment for balance period after one year stay in CDA (Army), Meerut command subject to administrative feasibility.
- 6.4 Any Officials serving in sensitive assignment, if transferred to another station in the same command before completion of half of the tenure in sensitive assignment, he/she may be posted at the new station on a sensitive assignment to complete the balance period of tenure as per administrative feasibility. (Auth. HQrs letter No. 0600/AN/X/Vol-XII dated 04.12.2015)
- 6.5 Official once posted in any sensitive section will not be considered for Inter-sensitive section transfer during the tenure.
- 6.6 At any time an Official, whose work has not been found satisfactory in sensitive section, will be liable to be changed before completion of sensitive tenure on the recommendation of Group Officer and Sr.AO/AO of concerned section with the approval of CDA.
- 6.7 The above criteria are subject to the assignment of general suitability of the Officer and administrative feasibility of the Organization.

- 6.8 Newly promoted AAOs other than SAS Apprentice will be considered for sensitive assignment after completion of one year of service as AAO.
- 6.9 Officer/Staff member who do not have enough service to complete minimum tenure i.e. 24 months on sensitive assignment will not be considered for sensitive assignment.

7. Selection of Station for preparation of Sensitive Panel


- 7.1 Agra & Mathura will be considered as one station
- 7.2 Bareilly
- 7.3 Dehradun & Raiwala will be considered as one station.
- 7.4 Lansdowne
- 7.5 Meerut
- 7.6 Ranikhet
- 7.7 Roorkee
- 7.8 Joshimath- Posting will be considered after calling for volunteers. If no volunteers are found, then any individual(s) will be posted from panel of Dehradun & Raiwala.
- 7.9 Pithoragarh- Posting will be considered after calling for volunteers. If no volunteers are found, then any individual(s) will be posted from panel of Ranikhet.


8. APAR Grading in Numeric Value.

- 8.1 Grading 08 and above will be treated as OUTSTANDING.
- 8.2 Grading 06 and above but less than 08 will be treated as VERY GOOD.
- 8.3 Grading 04 and above but less than 06 will be treated as GOOD.
- 8.4 Less than 04 will be treated as AVERAGE/ADVERSE.

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