To

All Sections in Main Office
All Sub Offices (Under PCDA (WC) Chandigarh)

Sub: Transfer Policy for Sensitive Assignment: DAD Estt: Senior Auditors/Auditors/Clerks.

Ref: (i) HQrs office letter No. 0600/AN/X/Vol-XII Dated 04.02.2015 (ii) This office letter No. AN/II/1083/Sen Policy Dated 04.10.2016, AN/II/1083/C1k/19/Circular Dated 15.02.2019 and AN/II/1083/19/Circular Dated 07.06.2019

Various guidelines/instructions regarding posting of staff on sensitive assignment have been issued by HQrs office and this office from time to time. Considering the shifting of work related to M Section (already shifted to Pathankot & Jalandhar station) and Store Contract section (proposed to be shifted) from Main Office Chandigarh to Area Accounts Office at Delhi, Jalandhar & Pathankot, all instructions and amendments including old policy matters have now been consolidated under this letter for posting of staff on sensitive assignment by PCDA (WC) Chandigarh.

1. All the stations under administrative control of this organization are divided into five Zones for posting of staff on sensitive assignment. The Zones are divided as under:

| Zone I | Delhi and NCR. |
| Zone II | Chandigarh (including Chandimandir), Ambala, Sarsawa and Patiala. |
| Zone III | Kasauli, Subathu, Shimla (including Jutogh) and Jakhri.. |
| Zone IV | Amritsar, Adampur, Halwara, Jalandhar (Incl. Suranussi), Kapurthala, Ludhiana and Ferozepur. |
| Zone V | Pathankot (inc Mamun), Gurdaspur, Jammu (Incl. Kaluchak), Manali, Samba, Basoli, Yol, Dharamshala, Palampur and Dalhousie. |

2. The transfers will be done on quarterly basis or as and when required. All the individuals in a particular Zone are considered for vacancies falling in a particular Quarter.

3. Sensitive posting will be approved by the PCDA on the basis of recommendation of the DAPB (Defence Accounts Placement Board) consisting of Addl CDA/Jt. CDA as Chairperson, two IDAS officers & one SAO/AO as Member. The DAPB shall be nominated by the PCDA.

4. PCDA (WC) being head of the organization shall have full powers to post or remove any staff on sensitive assignment including any mid-term transfer from one sensitive assignment to other sensitive/non sensitive task as per administrative feasibility. If an individual is removed from sensitive assignment before completion of tenure or has to be exempted from completion of full tenure due to administrative reasons, he/she will be debarred for the time period as decided by the Competent Authority on case to case basis.
5. **Tenure of sensitive assignment is maximum three years for staff.** After issue of transfer orders of an individual (from sensitive task to non-sensitive task) it shall be the responsibility of the Officer in charge of the sensitive section/office to relieve the individual on completion of his/her three years tenure on sensitive assignment on the due date. In case where the substitute has not joined the office due to any reason then in such case, the work dealt with by the individual completing his sensitive assignment shall be distributed amongst other present staff members till joining of his substitute but the relieving of such individual shall not be deferred for any reason. In this regard, **CVC guidelines** issued from time to time may also be referred to wherein it is clearly advised that no individual serving on sensitive assignment shall hold such post for more than 03 years.

6. The officer in charge of all the section in Main office Chandigarh and in respect of all the sub offices shall ensure that an intimation must be sent to AN-II section of Main Office Chandigarh besides the concerned section i.e AN-VIII regarding any long absence of an individual i.e Ex-India leave, maternity leave, CCL, or any kind of leave so that name of any such individual may not be considered for posting on sensitive assignment. However, decision will be taken on case to case basis as per administrative feasibility on exemption/consideration/re-consideration and also taking into account genuineness of the case.

7. The **cooling off period of two years** is mandatory for being considered again for posting on sensitive assignment.

8. The sensitive roster in respect of staff is prepared with reference to the number of times the individual has served in sensitive assignment. In the never served category, seniority will be counted from the date of joining in Auditor/Clerk grade or from the date of promotion as Clerk/Auditor and the APARs will be considered from Clerk/Auditor grade only. In the served category the seniority will be considered from the date of last sensitive served.

9. The individual with **APAR grading of six and above for last three preceding years** will be eligible for posting on sensitive assignment. In case options are available, the individual with higher average APAR grading for preceding three years will be considered for posting in order of sensitive tasks of AO GE, "E" Section, Store Contract Section, "M" Section in Main Office as well as sub office where applicable. However, if any disciplinary case, non performance complaint, long absence or any other administrative matter etc are noticed during the year under consideration, the individual would rather be ignored for posting on sensitive assignment till finalization of enquiry/complaint case as decided by the Competent Authority.

10. Individual having **APAR grading of less than six** during any of the preceding three years or **has left less than two years of service or drawing EDP allowance** will not be eligible for posting on sensitive assignment.

11. In case where APAR grading of any individual is not available for any one year out of the three previous years either due to genuine absence which is duly supported by MC/FC (except in case of Maternity leave/CCL) or due to its non finalization till consideration of transfer orders of that individual for posting on sensitive assignment, **only one previous APAR** i.e for previous fourth year, of such individual may be considered by the DAPB for posting of such individual on sensitive assignment as per administrative feasibility and case to case basis.

12. An individual who is transferred in from other Command will be eligible for posting on sensitive assignment after completion of **minimum 01/02 years cooling off period.** The cooling off period in respect of an individual with experience of Regional Command is one year whereas for the individual with the experience of Functional Command is of two years. Such cooling off period will be w.r.t a particular Zone and not a particular station.

13. In cases where the individuals are transferred in from other Command before completion of half of the tenure in sensitive assignment in their previous Command, they will be considered for posting on sensitive assignment for balance period only after one year of stay in PCDA (WC) subject to receipt and verification of dossier of such individual.

14. In case an individual serving on non-sensitive assignment is transferred from one zone to another zone within Command, he will be eligible for posting on sensitive assignment (locally) in the new Zone only after completion of one year cooling off period. However, for transfers within the Zone, there is no such cooling off period.
15. If an individual serving on sensitive assignment is transferred from his present station of posting on administrative requirement/station seniority before completion of half of the tenure, he will be considered for posting on sensitive assignment (locally) for balance period on his new station of posting as per administrative feasibility. However, if no vacancy is available at the new station of posting immediately, such individual will be considered on priority as and when the vacancy arises and will be placed at top of the roster. **Cooling off period will not be required** for such individuals who are to be considered for posting on sensitive assignment (locally) i.e at new station of posting, for balance period of their tenure, provided if they have been transferred on administrative requirement/station seniority basis (irrespective of Zone).

16. If the stay of an individual is less than two years at a particular station, he/she will not be considered for outstation sensitive assignment. But he/she would be considered for sensitive assignment (locally), if vacancy has arisen at same station.

17. An individual who has **completed half or more of the tenure on sensitive assignment** and has been transferred to a new station on administrative basis or at the individuals request or station seniority, he will be deemed to have completed his sensitive assignment.

18. An individual who is serving on sensitive assignment and request to forego his/her sensitive assignment **will be deemed to have completed the sensitive assignment** (irrespective of the period of assignment) and will be placed accordingly in the roster. He/she will also be debarred for a period of three years from the date of relieving from sensitive assignment.

19. In case of individuals who are serving on sensitive assignment and are under order of transfer either on station seniority basis or Inter Command transfer and **have been granted deferment** as per the provisions of the transfer policy, such individuals may be shifted to non sensitive office/section in the same station till the period of their deferment and relieved of their duties on the last working day of the expiry of deferment period.

20. Clerks will be eligible for posting on sensitive assignment in Store Contract section and M Section. The total ratio of clerks in sensitive assignment will be restricted to **12.5% of the total strength** in sensitive assignment in both these sections separately. Hence, the posting of clerks on sensitive assignment in these sections in Main office as well as sub office, will be considered if there will be at least 09 seats of sensitive assignment in both these sections separately so that the percentage criteria of 12.5% can be adhered to.

21. No representation for refusal/foregoing the posting on sensitive assignment will be accepted as a matter of routine. In extreme circumstances, the request for forgo will only be considered by the Competent Authority i.e PCDA (WC) Chandigarh and the individual will be **debarred for a period of three years** for posting on sensitive assignment from the date of his/her application. However, no application to forego sensitive assignment in advance will be accepted.

22. **Staff posted at following stations/offices will be repatriated to one of their choice station on completion of their tenure of three years, as per administrative feasibility.** The list of these stations/offices is as under:-

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Station/Office</th>
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<tbody>
<tr>
<td>(i)</td>
<td>AAO AGE (I) Dalhousie (HP)</td>
</tr>
<tr>
<td>(ii)</td>
<td>AAO AGE (I) R&amp;D Manali (HP)</td>
</tr>
<tr>
<td>(iii)</td>
<td>AO GE (E) Ferozepur &amp; AO GE (W) Ferozepur (Pb)</td>
</tr>
<tr>
<td>(iv)</td>
<td>AO GE 863 EWS Jhakri (HP)</td>
</tr>
</tbody>
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23. **In case of individuals serving at Subathu station in Zone III which has been declared as tenure station by the HQs office, they may be considered for repatriation to one of their choice station on completion of tenure at Subathu station as per administrative feasibility.** However during their tenure at Subathu station, if any of these individuals are considered for posting on sensitive assignment at any other station in Zone-III and they do not wish to join their new office of posting on sensitive assignment and if their request to forego sensitive assignment may be considered by the Competent Authority then they may not be debarred for posting on sensitive assignment in future. However the same may also depend on case to case basis after consideration of all the relevant factors in such cases as per administrative requirement and feasibility.
The individuals who have been repatriated after completion of deputation period will be placed in the roster as per their service profile and Sensitive transfer policy. There shall be cooling off period of one year for such individuals before being eligible for posting on sensitive assignment and they will be placed accordingly as per their seniority.

If an individual serving on sensitive assignment is issued recorded warning at the level of GO (AN) of PCDA (WC), he/she shall be removed immediately from sensitive assignment and shall also be deemed to have completed his/her tenure on sensitive assignment irrespective of the period served. Whereas, if an individual serving on non sensitive assignment is issued recorded warning at such level, then in such case he/she will be debarred for posting on sensitive assignment for 01 year from the date of issue of recorded warning.

The sensitive assignment of the individuals who have earlier served in DPDOs have been counted as per the orders of HQrs office received from time to time. Counting of tenure of sensitive assignment in DPDOs have been considered as under:

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>HQrs office letter no. and date</th>
<th>Reference</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>AN/XIII/13006/2A/Vol.LXI dated 21.08.2017</td>
<td>After 21.08.2017</td>
<td>No DPDO sensitive</td>
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This policy will be effective from the date of issue and no previous cases will be taken into consideration for amendment citing this policy. The guidelines as brought out as above are basic guidelines for posting on sensitive assignment and are not exhaustive.

This issues with the approval of PCDA.

Copy to:

1. PA to PCDA /JCD/GO (AN) For information please.
2. All IDAS Officers, DAPB (Local) For information please.
3. The O I/C I T & S (Local) For uploading on the PCDA (WC) Website.
4. AN-II Estt.