

रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts
उलन बटार मार्ग, पालम, दिल्ली छावनी-110010
Ulan Batar Road, Palam, Delhi Cantt 110010

No. AN/XIII/13006/2A/Vol. XXI

Dated: 21.08.2017

To,

All PCsDA/PIFAs
All CsDA /IFAs (Through Website)

Subject: Identification of sensitive posts and rotational transfer in respect of officials posted on sensitive posts in Defence Accounts Department and Rotational Transfer Policy.

In conformity with the recent Government guidelines/instruction on review of mechanism to ensure probity among Govt. servant, the existing list of identified sensitive posts in Defence Accounts Department has been reviewed in consultation with field Offices/Controller's Offices.

2. Based on the inputs received, certain posts have been deleted and added in the existing list. A revised **list of identified sensitive posts in Defence Accounts Department is enclosed as Annexure-A**, for necessary action and compliance please.

3. In addition to the above, certain posts are also identified for rotational transfer. Although these posts are **not declared as sensitive**, but general rotational norms required to be followed to ensure probity among Government Servant. **General rotational norms to be followed in Defence Accounts Department are enclosed as Annexure-B** for necessary action and compliance please.

4. The Controller Offices/ Proforma Controller offices are requested to ensure rotational transfer of officers/staff on identified sensitive posts as well as on posts identified for rotational transfer.

This issues with the approval of the CGDA.


(Kavita Garg)

Sr. Dy. CGDA (Admin)

Copy to:

1. Admin-II/ Admin-IX/
Admin-X Section/IFA
Wing (Local) } For information, necessary action and compliance
please.
2. IT& S Wing } For uploading the Circular on CGDA's Website.


(Kavita Garg)

Sr. Dy. CGDA (Admin)

Annexure-A to No. AN/XIII/13006/2A/Vol-XXII dated 21.08.2017

**OFFICES/SECTION/POST DECLARED AS SENSITIVE AND THEIR TENURE IN
DEFENCE ACCOUNTS DEPARTMENT**

| Sl | Name of sections declared sensitive | Level of Officers | Tenure (years) |
|-----------|---|-------------------|----------------|
| 1. | All Regional Controllers (PCDA/CDA) and CDA (IDS) New Delhi: | | |
| i) | Stores Section: Dealing with third party payment. | AAO | 2 |
| | | Staff | 3 |
| ii) | Works / 'E' Section: Dealing with third party payment. | AAO | 2 |
| | | Staff | 3 |
| iii) | Miscellaneous /'M' Section: Dealing with third party payment. | AAO | 2 |
| | | Staff | 3 |
| iv) | Sub-offices | | |
| | AO (GE) | Staff | 3 |
| 2. | Sections/sub-offices peculiar to different Controllers: | | |
| i) | PCDA (BR), New Delhi: | | |
| a) | AO (Task Force) , AO EBW, AO WBW | AAO | 2 |
| | | Staff | 3 |
| b) | Store and Pay section: Dealing with third party payment. | AAO | 2 |
| | | Staff | 3 |
| ii) | PCDA (Navy) Mumbai: | | |
| a) | Stores Section and Imprest section in Main office and sub Offices viz. AAO (Navy) Vizag, AAO (Navy) Kolkata, AAO (Navy) Goa, AAO (Navy) Karwar, AAO(Navy) Chennai, AAO (Navy) Kochi and AO (Project Sea Bird), New Delhi | AAO | 2 |
| | | Staff | 3 |
| iii) | PCDA, New Delhi | | |
| a) | Stores, Misc, and APO Sections : Dealing with third party payment. | AAO | 2 |
| | | Staff | 3 |
| iv) | PCA (Fys) Kolkata: Branch Accounts Office | | |
| a) | Material sections and Costing Sections: Dealing with third party payment. | AAO | 2 |
| | | Staff | 3 |
| v) | PCDA (R&D), New Delhi | | |
| a) | 'M' section: Stores Section in Main office and sub Offices: Dealing with third party payment. | AAO | 2 |
| | | Staff | 3 |

Sr. AO (Admin)

बृज किशोर / BRIJ KISHORE
वरिष्ठ लेखा अधिकारी / Sr. AO

Annexure-B to No. AN/XIII/13006/2A/Vol-XXII dated 21.08.2017

**GENERAL ROTATIONAL NORMS TO BE FOLLOWED IN DEFENCE ACCOUNTS
DEPARTMENT**

TENURE -FOR ROTATION ONLY

| Sl | Name of sections /Offices | Level of Officers | Tenure (years) |
|----|--|------------------------|----------------|
| 1. | PCsDA/PCA(Fys)/CsDA/CsFAs Offices: Sections in main Office and sub-office where third party payment is involved | SAO/AO* | 2 |
| 2. | AO GE, AO (BRTF), AO EBW, AO WBW and similar Offices where third party payment is involved | SAO/AO | 2 |
| 3. | Pr. IFA, IFA, Designated IFA ** | SFO/FO (SAO/AO) | 3 |
| | | JFO(AAO) | 3 |

Note:

1. (*) Tenure specified above is subject to administrative feasibility, however, in any case it should not exceed three years for the assignments dealing with third party payment in the PCsDA/ PCA (Fys)/ CsDA/ CsFA Offices.
2. (**) Further, tenure for SFOs/FOs/JFOs (SAOs/AOs/AAOs) involved in TPC/ PNC etc. in the PIFAs/IFAs Offices should normally be three years as mentioned, subject to administrative feasibility.
3. The periodic rotation in respect of SAOs/AOs from existing Office/Section/Assignment may be carried out by field Controller's Offices, within their command at the same station under intimation to HQrs Office with complete profile.
4. However, cases for SFOs/FOs (SAOs/AOs) in IFA set up, AO GE posting /reversion, inter command and inter station transfers will continue to be handled by the HQrs Office centrally as is being done.


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