

	रक्षा लेखा महानियंत्रक कार्यालय CONTROLLER GENERAL OF DEFENCE ACCOUNTS उलान बटार रोड, पालम, दिल्ली छावनी - 10 ULAN BATAR ROAD, PALAM, DELHI CANTT. - 110010 Phone: 011-25665500/55, 25665554 E-mail: admnix.cgda@nic.in Web: www.cgda.nic.in	
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No. AN/IX/9010/HQrs Office/2025

Dated:04.11.2025

To

All the PCsDA/CsDA/PIFAs/IFAs

Sub: Calling for volunteers amongst AAOs and staff for posting in HQrs Office, Delhi Cantt.

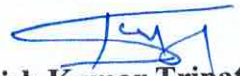
Ref: This HQrs Office letter no. AN/II/2153/Transfer Policy/2023 dated 20.04.2023 and 04.07.2023.

The Competent Authority has decided to call for volunteers amongst AAOs, SAs and Auditors for posting in HQrs Office in terms of the Transfer-Posting Policy for HQrs Office issued vide letters cited under reference.

2. A minimum of two years' stay at the present station is mandatory for eligibility. It is requested to carefully verify the eligibility of all the volunteers and forward names of only those volunteers who meet the prescribed criteria under the policy to avoid additional compilation work.

3. It is, therefore requested to give wide publicity to this circular and forward names of willing and eligible AAOs, SAs and Auditors from your organization (including PIFAs/IFAs under your proforma control) for posting in HQrs Office along with the prescribed format (Annexure-I). It is also requested to forward the consolidated list of volunteers in excel format as attached. The names of the volunteers should reach HQrs office by 21.11.2025.

4. Nil Report also required.


(Satish Kumar Tripathi)
SAO (AN)



रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts
उलन बटार रोड, पालम, दिल्ली छावनी-110010
Ulan Batar Road, Palam, Delhi Cantt.-110010
Ph: 011-2566702, Fax : 25674806 e-mail : hqan2.cgda@gov.in

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Azadi Ka
Amrit Mahotsav

No. AN/II/2153/Transfer Policy/2023

Dated: 04 .07.2023

To

All the PCsDA/CsDA/PCA (Fys)/PIFAs/IFAs

Subject:

Transfer and Posting policy in respect of SAO/AO/AD (OL)/AAO and staff in HQrs Office.

Reference:

This HQrs Office letter No. AN/II/2153/Transfer Policy/ 2023, dated 20.04.2023.

Please refer to this HQrs Office above cited letter dated 20.04.2023 under which transfer posting policy in respect of SAO/AO/AD (OL)/AAO and staff in HQrs Office was promulgated. Now the following amendments/additions in the above policy have been approved by the competent authority:

- (i) The APAR criteria is slightly relaxed as " Out of last three years APAR grading one APAR grading may be less than 9 but not below 8.
- (ii) The minimum 02 years stay in present station is mandatory for applying as volunteer for posting in HQrs Office.
- (iii) Those who are under transfer are not eligible for applying as volunteer for posting in HQrs office.

2. The above amendments/addition in the subject transfer policy may be brought to the notice of all concerned.

3. Further, it is requested to call for the volunteer among SAOs/AOs/AD (OL)/AAOs and staff for posting in HQrs Office as per the above revised/relaxed criteria from your organization (including PIFAs/IFAs under your proforma control). The name of willing and eligible officers/staff may please be sent to HQrs Office along with the prescribed proforma (Annexure-I) by 28.07.2023.

4. Nil report is also required.

Copy to:

IT & S Wing (Local) } For uploading on CGDA's web-site please.

Sahil Goyal
(Sahil Goyal)
Dy.CGDA (Admin)

-Sd-
(Sahil Goyal)
Dy.CGDA (Admin)



रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts
उलन बटार रोड, पालम, दिल्ली छावनी-110010
Ulan Batar Road, Palam, Delhi Cantt.-110010
Ph: 011-2566702, Fax : 25674806 e-mail : hqan2.cgda@gov.in



No. AN/II/2153/Transfer Policy/2023

Dated: 20.04.2023

To

All the PCsDA/CsDA/PCA (Fys)/PIFAs/IFAs

Subject: Transfer and Posting policy in respect of SAO/AO/AD (OL)/AAO and staff in HQrs Office.

The issue regarding transfer and posting of SAOs/AOs/ADs(OL)/AAOs and staff in HQrs Office has been deliberated and the Competent Authority has approved the following policy on the above subject:

2. Posting of Officers (SAOs/AOs/ADs(OL)/AAOs) and staff in CGDA will be made as per the following mode/criteria:

I **Volunteer Basis:** Volunteers for posting of Officers and Staff in CGDA office will be called for to create a panel and selection will be made amongst the volunteers having fulfilled the following requisite criteria:

- i. APAR grading of last 03 years should be 9 and above and also based on the attributes, achievements mentioned in the Pen picture
- ii. Having domain expertise /vast working experience (for at least 03 years) in one of the fields viz Pay Tech (served in Pay/Pay Tech section of Controller's office), Various Pay and Allowances (served in PAOs/ Admin Pay/Pay section in Main Office), Accounting and Budget (work experience in Accounts Section of Main Office), Audit (having served in LAO office/AO GEs office and IA Section), Payments (served in E-Section/Store Contract Section, AO GEs/AO BRTF/AO (R&D) etc), Contract Management (Served in E-Section/Store Contract Section in Main, IFA (served in IFA office), EDP (on the recommendation of Sr. Jt.CGDA/Jt.CGDA of IT&S Wing of HQrs office), Legal (served in Nodal Cell or having LLB/LLM degree etc), Administration (served in Admin Section

of PCsDA/CsDA), Pension (have worked in PCDA (P) Prayagraj and CDA (PD) Meerut, Training (Served in RTC)

- iii. Good communication and Noting & Drafting skill.

II Selection amongst Station Seniors- (in case sufficient numbers of volunteers having requisite criteria are not available): The eligible Officers/Staff will be selected amongst station seniors (on all India basis) who fulfill the requisite eligibility criteria as cited above.

III Procedure for selection of SAOs/AOs/AD (OL)/AAOs: The selection of the SAOs/AOs/AD (OL)/AAOs will be made on the recommendation of Screening Committee to the DAPB. The composition of the Screening Committee will be as follow:

- a) **For SAO/AO/AD (OL):** Comprising 03 members including Sr./Dy.CGDA (AN), and two IDAS Officers of JAG/STS Level nominated by CGDA (one from CGDA's office and other from outside CGDA's office).
- b) **For AAO:** Comprising 02 members as Sr. Dy.CGDA (AN) and Dy.CGDA (AN)/Sr. ACGDA (AN) (other than AN-I)

Sr.Auditors/Auditors/Clerks and on SAS provisioning:

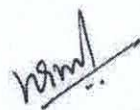
- c) Clerks/Auditors/Sr.Auditors/STOs who have served at least three years in other DAD offices and toppers in the All India Rank will be posted in the CGDA office subject to availability of the vacancies. No new recruits will be posted.
- d) Only maximum of 5 percent of the AAOs on passing SAS Examination will be posted in the CGDA office who are toppers in the SAS examination and having APAR grading 9 and above in the last 03 years.

IV Special provision for Officers and Staff posted in CGDA Office:

- i. They will be exempted from Transfer on station seniority basis.
- ii. The period served in HQrs Office will not be counted as period served in Delhi station for the purpose of Station seniority.
- iii. Those posted in HQrs Office on station seniority basis will be repatriated after completion of 03 years tenure and given 1st choice station (preferably).
- iv. The officers/staff posted in HQrs Office on volunteer basis, will be transferred to choice station, in case they are opting for outstation/local transfer, after serving in HQrs Office for at least 05 years.

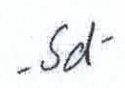
- v. The performance of Officers/Staff serving in HQrs Office will be reviewed on completion of 02 years of service in HQrs Office by Screening Committee for further continuation of their tenure in CGDA office. The officers/staff recommended as 'Unfit' to serve in HQrs Office will be transferred out from HQrs Office.
3. The provisions of the above policy will be followed in general subject to administrative feasibility. However, the competent authority has the discretionary power to approve transfer-posting of officers and staff in HQrs Office on administrative grounds. Further, the policy will come into effect from the date of issue of this order.

This issues with the approval of FA (DS).


(Mugdha Kaur Jaggi)
Sr.Dy.CGDA (Admin)

Copy to:

IT & S Wing (Local) } For uploading on CGDA's web-site please.


(Mugdha Kaur Jaggi)
Sr.Dy.CGDA (Admin)

Proforma for volunteers of AAOs & Staff for posting in HQrs Office, Delhi						
(Authority- HQrs Office letter No. AN/IX/9010/HQrs Office/2025 dated 04.11.2025)						
1	Account Number					
2	Name					
3	Gender (Male/Female)					
4	Grade					
5	Date of Birth					
6	Date of Appointment in DAD					
7	Education Qualification					
8	Date of Retirement					
9	The initial Post on which appointed in DAD					
10	Details of promotions if earned in the Department so far with date.					
11			Service profile (In DAD)			
	Name of the Office in which posted	Station	Organisation	From	To	Brief description of duties performed and experience acquired during the tenures.
(i)						
(ii)						
(iii)						
(iv)						
12	Please state the area of Expertise in terms of HQrs Office Circular no.					
13	The final Grading of APARs of Last 03 years and also enclosed certified copies thereof.					
(i)	2024-25					
(ii)	2023-24					
(iii)	2022-23					
14	Details of Penalty/penalties, if any imposed during the last 10 years.					
15	Achievements (Please indicate information with regard to the following duly supported with documentary proofs)					
(i)	Award					
(ii)	Office Appreciations/Commendations					
(iii)	Other Special achievements if any					

The information/details provided by the official in the above/Performa have been verified from the records available in the office and found correct.

It is certified that the information/details provided by me in the above Proforma are correct and true to the best of my knowledge.

Group Officer (AN)

Name & Signature of the Candidate

Volunteers among AAOs & Staff for posting in HQrs Office, Delhi

[illegible]