

*Sensitive Assignment transfer Policy for the officers and staff under  
PCDA (SWC)*

*The Organization of PCDA (SWC) comprises Main Office, 09 LAOs and 19 AOs GE, 04 ALAOs and 01 AAO BSO. For smooth functioning of sensitive assignments in these offices and some sections in Main Office, a policy on transfer posting on sensitive assignment is required.*

*2. The existing transfer policy for posting on sensitive assignment under PCDA (SWC) is being followed as circulated vide this office letter dated 06.06.2018. Review of the existing sensitive assignment transfer policy has been discussed with the association representatives during the JCM Level-IV ROC meeting held in the office on 20.02.2019 and in the meeting with all ROC members held on 25.02.2019.*

*3. Consequently, the Competent Authority has approved to review the existing transfer policy for posting on sensitive assignments.*

*4. The criteria for posting to sensitive assignment in the organization will be as under:*

*I. The posting on sensitive assignment will be considered through DAPB constituted by the Competent Authority.*

*II. Officials who have completed cooling period of two years from last sensitive assignment and completed two years in this organization and one year at the station will be considered for sensitive posting.*

*III. A fresh roster will be prepared biannually. First in the month of January (for vacancies arising during April to Sept) and second in the month of July (for vacancies arising during Oct to March) based on the position as on 31<sup>st</sup> December and 30<sup>th</sup> June respectively. New roster superseded/nullified the previous roster.*

IV. A roster will be prepared by the Admin Section based on the minimum eligibility requirements as per directions issued by HQrs from time to time on the subject and same will be forwarded to DAPB for their recommendation.

V. The priority is being given as under:

- a. Never served with all three APAR Grading VG and above
- b. Never served with minimum two APAR Grading VG and above
- c. Once served with all three APAR Grading VG and above
- d. Once served with minimum two APAR Grading VG and above
- e. Twice served with all three APAR Grading outstanding
- f. Twice served with two APAR Grading outstanding and one VG
- g. Thrice served with all three APAR Grading outstanding (only to be considered if other eligible individuals are not available)
- h. Thrice served with two APAR Grading outstanding and one VG (only to be considered if other eligible individuals are not available)
- i. Officials who fulfill any of the above APAR bench mark will only be included in the sensitive roster

VI. Only one roster will be prepared in the following manner:

(a) Never served individuals will be placed on the basis of their date of appointment/service seniority i.e. individual having longest service will be placed at the top amongst the never served in the roster.

(b) Once served individuals will be placed on the basis of date of last serving of sensitive assignment i.e. individual whose date of relinquishing sensitive assignment is oldest will be placed at the top among the once served individuals. Same will be in the cases of twice/thrice served.

VII. New recruits will be considered for inclusion in the sensitive roster only on completion of three years of service and earning at least two APARs.

- VIII. *Seniority of the individuals promoted from MTS will be counted from the date of promotion as Clerk/Auditor i.e. MTS promoted to the post of Clerk/Auditor will be considered for inclusion in sensitive roster after completion of three years and earning at least two APARs as Clerk/Auditor.*
- IX. *SAS Apprentices who have not qualified the SAS Exam will not be considered for sensitive assignment.*
- X. *Newly promoted AAOs other than SAS Apprentices will be considered for sensitive assignment after completion of one year of service as AAO.*
- XI. *While preparing sensitive roster in respect of AAOs, sensitive assignments served in all grades i.e. Clerk/Auditor etc. during the entire service will be counted.*
- XII. *In case, two or more individuals fulfill identical criteria, then they will be placed in the roster on the basis of length of service, and that being equal on the basis of age i.e. eldest will be placed on the top.*
- XIII. *Senior most on the station will be considered for out-station posting as per administrative feasibility.*
- XIV. *A vigilance clearance certificate from AN-I/AN-III, wherein it is to be certified that no penalty (in the period under consideration), no disciplinary action listed under Rule 11 of CCS (CCA) Rules 1965, is pending or has been imposed on the employee.*
- XV. *If any individual is removed from sensitive assignment before completion of tenure due to disciplinary reasons he/she will be debarred for the time period as decided by the Competent Authority on the case to case basis.*

XVI. *President and General Secretary of the staff associations during the term of their appointment in branch association at PCDA (SWC), Jaipur will be exempted from outstation transfer and will be given sensitive posting at the same station. In case, no vacancy available in Jaipur, they will be asked to give their willingness to carry forward their name in the next sensitive roster. Alternatively, they will have an option to resign from their post before considering from sensitive posting.*

XVII. *Request to forego the sensitive assignment in r/o of the individuals who are in sensitive roster, will be examined only within the 10 working days period from the date of publishing the sensitive posting roster. Such applications will be considered by the PCDA on merit of the case. If the forego is accepted, individual will be debarred for 18 months from the date of his application.*

*After issue of Orders of posting on sensitive assignment, no representation for refusal/forego will be accepted. In extreme compassionate circumstances, if request is accepted by PCDA, the individual will stand debarred for posting to sensitive assignment for 30 months from the date of his/her application.*

5. *This policy will be effective from the date of issue.*

*This issue with the approval of the PCDA (SWC).*

*Dated: 06.03.2019*

*(Abhishek Sharma)  
Asstt. CDA (AN)*