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No.AN/1A/1238/SENSITIVE POLICY

Date: 11/08/2021

Sub: Policy for Posting of SAO/AO on Sensitive Assignment.

1) **Eligibility and Seniority**

- i) A common seniority list of all SAO/AOs posted under PCDA (CC) will be prepared on the basis of their Seniority as SAO/AO within this command.
- ii) In case of tie seniority will be considered on the basis of cooling off period. The officer having more cooling off period will be considered senior.
- iii) In case of tie again, APAR grading will be the criteria of seniority.
- iv) Persons who have at least 18 months service in hand on the date of sensitive post falling vacant will only be considered for that panel.
- v) Posting in sensitive assignment will not be for more than two tenures in SAO/AO grade.

2) **Tenure of Sensitive Assignment:**

As per HQ Office letter No. AN/XII/13006/2A/Vol.XXII dated 21/08/2017 the tenure period is 02 years.

3) **Cooling Off period:**

- i) Minimum Cooling off period will be 03 years.
- ii) Cooling off period will be counted from the date from which a person relinquishes the charge of previous sensitive assignment.

4) **APAR Grading:**

- i) Average of APAR grading of last 03 years will be considered for eligibility. If there is a tie between two eligible officers, average of APAR for 05 years will be considered. In case of further tie between eligible officers average of APAR for last 7 years will be considered.
- ii) Officers having last 03 Very good or above gradings will only be considered for SENSITIVE POSTING.

5) **Other Criteria:**

- i) Officers who have already served "Twice" or more on sensitive assignment in SAO/AO grade will not be considered for future posting in sensitive assignment (as per CGDA guidelines)
- ii) If an officer, who has been selected for sensitive assignment, shows his unwillingness to join the sensitive assignment and if his/her request is considered and acceded to, he/she would be "DEBARRED" from sensitive posting for a period of "TWO" years from the date of acceptance of his application.

- iii) Those officers against whom any disciplinary proceedings are underway/or against whom a major/minor penalty is in currency, he/she will not be considered for sensitive assignments.
- iv) Before any list of sensitive posts is to be filled an "UNCONDITIONAL ACCEPTANCE" will be obtained from eligible SAOs/AOs. If an officer wants stability of at least 2 years, he may do so by not giving an unconditional acceptance.

Note: The criteria are subject to the assessment of general suitability of the officer and administrative feasibility by DAPB/PCDA.

6) **Roster:**

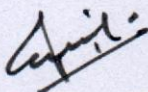
An exhaustive roster of officers with all their necessary details including their previous postings, if any, in sensitive assignment will be prepared. A separate list of officers who have already served "twice" or serving second time on Sensitive Assignment in SAO/AO grade will also be prepared so that their names will not be considered for posting on sensitive assignment (As per CGDA Circular).

7) **APAR Grading in Numeric Value(As per DOPT Guidelines)**

- i) Less than 04 will be treated as AVERAGE/ ADVERSE.
- ii) Grading 04 and above but less than 06 will be treated as GOOD.
- iii) Grading 06 and above but less than 08 will be treated as VERY GOOD.
- iv) Grading 08 and above will be treated as OUTSTANDING.

Letters incorporated in the policy.

- 1) HQ Office letter No. AN/XIII/13006/2A/VII-XXI dt. 21/08/2017.
- 2) HQ Office letter No. AN/II/2153/2009. AOGE dt. 26/06/2019.


(Pankaj Upadhyay)
Jt. CDA

Copy to:

OA Cell :- For uploading on PCDA(CC) website

-sa-
Pankaj Srivastava
AO(AN)

व.ले.अ./ले.अ. के संवेदनशील तैनाती के संबंध में

घोषणापत्र

मुख्य कार्यालय के पत्र सं.प्रशा./1अ/संवेदनशील नीति/SAO/AO दिनांक 11/08/2021 के परिपालन में मैं यह वचन देता हूँ कि यदि मुझे वरिष्ठता के आधार पर संवेदनशील तैनाती किसी भी स्टेशन/कार्यालय में दी जाती है तो मैं बिना किसी शर्त के इसके लिए इच्छुक हूँ।

अथवा

मैं संवेदनशील तैनाती हेतु इच्छुक नहीं हूँ एवं प्रशासन द्वारा अगले दो वर्षों तक संवेदनशील तैनाती के रोस्टर से बाहर किए जाने से मुझे कोई आपत्ति नहीं है।

(जो उपयुक्त नहीं हैं उसे काट दे)

नाम:

पद: व.ले.अ./ले.अ.

लेखा संख्या:

कार्यालय: