

Office of the Pr Controller of Defence Accounts (Southern Command),  
No. 1 Finance Road, Pune-411 001  
Phone- 020-26128727, 26128757, 26123148, 26127948  
E-Mail: [cda-pune@nic.in](mailto:cda-pune@nic.in)

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To

1. Area Accounts Office, Jodhpur/Dehu Road/Ahmedabad
2. All PAOs (ORs)
3. All LAOs/RAOs (MES)/ALAOs/AOs GE/AAOs BSO/UA DEO
4. AO DAD, EHQRs/AO NP, Mumbai
5. All Sections of Main Office

Sub: Non-implementation of Transfer Orders: Regarding.

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Notwithstanding the instructions on the subject issued in past, it has been observed that transfer orders issued by Main Office are not being implemented in letter and spirit by various sections of MO/Sub Offices and concerned officials are not being relieved on due date of relief indicated in the transfer order.

2. As per the procedure in vogue, relief of an official shall not be deferred on the ground that the substitute has not reported or the official has submitted a representation for cancellation/deferment/change in place of posting etc, which is under consideration of the Competent Authority. Non-relief of the said official on the due date and in some cases, even after reporting of the substitute, not only affects the work of offices/sections involved in transfer, but also causes overall administrative inconvenience. Moreover, this also results in disobedience of the directions of the Competent Authority, which has been viewed very seriously.

3. Officer-in-Charge of all concerned sections of MO/Sub-Offices are, therefore, directed to ensure that the Transfer Orders issued by Main Office is strictly followed, in letter and spirit. Relief of affected officials should not be deferred on the aforesaid grounds, except under emergent circumstances which need to be justified by the concerned officer-in-charge and this should be done only with prior permission of the Competent Authority. Failure to implement the Transfer Orders would tantamount to willful insubordination or disobedience to the lawful and reasonable orders of the Competent Authority, as stipulated in Govt of India Decision no. 23 below Rule-3 of CCS (Conduct) Rules, 1964, and suitable disciplinary action may be initiated against the responsible officer.

4. Please acknowledge receipt.

**This issues with the approval of the PCDA.**

  
(Manish)  
ACDA (AN)