



**RESTRICTED**

1. The dispatching unit will ensure that the individual(s) meets the following conditions before despatch to the new unit in terms of HQ DGBR letter No 13001/POL/POS/EIA dt 24 Feb 98, 12520/PP/DGBR/EG2 dt 27 Feb 2000, 12520/PP/DGBR/EG2 dt 02 Mar 2001, 12520/PP/DGBR/EG2 dt 22 Jun 2001, 12520/BCA/P/DGBR/299/EG2 dt 28 Mar 2008 and amendment in chapter 19 of ROI 1/98 circulated vide GREF Records letter No. 0047/164/AR1 dated 12 Dec 2008 :-

- (a) Individual must be Medical Category GREF-I. However Pers selected must be medically examined and fitness certificate issued by the RMO/DADMS regarding their medical fitness be attached with the movement order as per instructions issued by Dte vide their letter No. 12508/DTK/DGBR/137/EG2 dt 20 Aug 2007.
- (b) Has not been awarded any major punishment during his entire service and no minor punishment during last 10 yrs.
- (c) An individual should have earned a minimum of four "Very Good" and one "Good" ACR grading in the last five years of service. In case of indl promoted from Group 'D' Posts (where No ACR is initiated) to another higher grade (where ACR is initiated) and have earned less than five ACRs on the date of consideration, he must have the following grading :-
  - (i) If earned 4 ACRs Minimum three Very Good & one Good
  - (ii) If earned 3 ACRs Minimum two Very Good & one Good
  - (iii) If earned less than three ACRs as mentioned in (ii) above he will not be considered for BCA/MCA posting.
  - (iv) Average grading in any ACR during last ten years is a disqualification/debarring factor for selection.
- (d) No Vigilance/disciplinary case is pending against him/them.
- (e) Has not done a foreign tenure for more than six months ever during entire service.
- (f) Has not availed compassionate posting and deputation during the preceding 10 years.
- (g) Has not availed deputation abroad.
- (h) Has served 22 months physically service who have been TORs in HAA before 01 Jan 2009 and 26 months physical service for those who are TORs on or after 01 Jan 2009.
- (i) In case, where Indl has been promoted, ensure that Indl assumed the appy/trade shown in the posting order on or before the cut off date.
- (k) Move will be carried out as noted against his name, failing which his posting order will be considered for cancellation in terms of HQ DGBR signal No 261370/EG2 dated 27 Aug 2001. If Indl is/are involved in disciplinary case or any case/disciplinary action is contemplated against him, he will not be moved till finalization of the case and this office will be informed accordingly.
- (l) In the case where Indl has been posted to BCA/MCA in a particular trade, but stands promoted to higher rank, an unconditional unwillingness certificate to accept promotion be obtained before despatch. In case Indl refuses to render unconditional unwillingness certificate, the Indl may not be dispatched to BCA/MCA and matter referred to this office for cancellation of posting order. **An undertaking certificate as per the format to forgo promotion/anti date seniority att at Annexure-1 be obtained from the Indl and submitted to GREF Records duly countersigned by an Officer for record.**
- (m) It will also be ensured that the posted persons to report in BCA/MCA by given date, failing which his posting order will be cancelled in terms of HQ DGBR Sig No 261370/EG2 dt 27 Aug 2001.
- (n) Ensure that there is no adverse spoken reputation against the individual before dispatching to foreign assignment. In case, there is any adverse spoken reputation, move of the individual is to be with held by CE/Cdr/OC concerned as per sub para 5 (i) of chapter 19 of ROI 1/1998.
- (o) Any recovery from pay and allowances ordered after Court of Inquiry under Section 160 FR, Section 90 (g) or 91 (g) of AA 1950 will be disqualification barring an individual's entry to BCA/MCA/Any foreign tenure as directed vide HQ DGBR letter No. 12520/PP/DGBR/EG2 dated 14 Feb 2002. Units/Projects are required to ensure before dispatching the Indls on permanent posting to BCA/MCA units that no penalty/recovery has ever been imposed on the Indls concerned.
- (p) **The cut off date for consideration of HI is 31 Mar 2017 and ACR grading has been considered upto 2015-2016.**

2. The instructions contained in HQ DGBR letters No 13001/POL/POS/DGBR/EIA dt 24 Feb 1998, 13001/POL/POS/56/DGBR/EG2 dt 11 Feb 2000, 12520/PP/DGBR/EG2 dt 27 Apr 2000 and 12520/PP/DGBR/EG2 dated 02 Mar 2001 have been taken into consideration, while considering the indl for BCA/MCA posting. However, unit concerned are requested to please ensure that the Indls being SOS to BCA/MCA units, is/are fulfilling the criteria in all respects as per ibid letters/instructions issued from time to time.

- 3. A copy of movement order will invariably be endorsed to this office in each case.
- 4. Reliever wherever required will be provided separately.

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UNDERTAKING CERTIFICATE

This is to certify that I do hereby undertake, during my stay in BCA unit, I will forgo my promotions & will not claim promotion in-situ & anti date seniority thereof at a later date.

Signature-\_\_\_\_\_ )  
( GS -  
Name  
Rank  
Unit

Dated :

COUNTERSIGNED