

TRANSFER AND POSTING POLICY FOR GROUP 'B' & GROUP 'C' STAFF OF THE OFFICE OF PRINCIPAL DIRECTOR OF AUDIT, SOUTH CENTRAL RAILWAY, SECUNDERABAD

1. INTRODUCTION:

Based on the directions issued by the C&AG of India, a new Transfer & Posting Policy (herein after referred to as the Transfer Policy) for Group 'B' (Gazetted), Group "B" (Non-Gazetted) and Group 'C' staff has been formulated. The new transfer/placement policy shall come into effect from 1st February 2014.

2. SALIENT FEATURES OF THIS TRANSFER POLICY

All transfer and postings of Group 'B' & Group 'C' officers/staff shall be effected on the recommendations of the Transfer and Posting Boards.


3. THE TRANSFER AND POSTING BOARDS:

The Transfer and Posting Board will be constituted as under:

3.1 For Group B (Gazetted) staff, the board will consist of Group Officer and Branch Officer in charge of Administration and one more Group Officer (a branch officer in case there is only one group officer) to be nominated by the Head of the Department. Senior of the two group officers would be chair person. Head of Department would be the Accepting Authority.

3.2 For Non-gazetted staff, the board will consist of Three Branch officers. The Branch Officer in charge of administration would be the ex-officio member and the other two branch officers would be nominated by the Head of Department and senior most of the two would be the chair person. Group officer in charge of Administration would be the Accepting Authority.

3.3 The minutes of the meeting of both the Boards shall be drawn up and approved by all Members on the day of meeting (not by circulation). These shall be approved or modified & returned to the board by the Accepting Authority within a week.


25/1/14

4. TRANSFER POLICY OF THE OFFICE.

Categories of Transfers in the Office: Transfers made in the office will generally be as under:

4.1 Local Transfers:

- (i) Transfers to all the offices in Secunderabad including W&S/LGD
- (ii) Transfers between offices of Division/BZA, CN/BZA and WRS/Rayanapadu.

4.2 **Outstation transfers:** Transfers involving change of headquarters between Secunderabad, Vijayawada, Guntur, Tirupati, Guntakal, Nanded.

4.3 **Temporary Transfers** effected for purpose of carrying out reviews, thematic studies and other purposes for short duration will not be counted as transfers and the officers and staff so drawn will revert back to the section from which drawn.

5. GENERAL FEATURES OF TRANSFERS AND POSTINGS

5.1 All transfers and postings will be for a minimum period of two years.


5.2 The Officers and staff can be retained for a maximum period of three years in a post and five years in a place.

5.3 The station seniority is the sole criteria for posting/transfer if more than one officer/staff's requests are pending for transfer to a particular place.

5.4 The normal practice for outstation posting is transfer on promotion. In all other cases, Junior most official in the cadre who has not been transferred outstation since his/her promotion to the cadre will be transferred first. Promotion of Auditor as Sr. Auditor and Audit Officer as Sr. Audit Officer, and grant of MACP will not be treated as promotion. for the purpose of transfer.

5.5 Temporary transfers (4.3) shall not be treated as regular transfers and can be ordered without referring to the Transfer and Posting Boards.

5.6 Women Officers/Staff shall not be posted to Traffic Audit Inspection section as far as possible.


25/1/14

6. RELAXATIONS FROM PRESCRIBED TRANSFER POLICY:

6.1 All transfers would be reviewed by the Transfer and Posting Boards after completion of tenure of one year in the section keeping in view the performance of the officer and local scenario of cadre.

6.2 In case an official seeks a posting to a particular station on medical grounds, the Transfer and Posting Board is empowered to take a decision on the plea. However, if required, the Board may refer the case to a Medical Board.

6.3 Officers having less than two years of service before superannuation may be considered for posting at a place of their choice as far as possible.

7. ABSENCE FROM DUTY AT OUTSTATIONS.

7.1 Period spent on deputation shall not be taken as outstation postings.

7.2 Long spells of leave/absence will not be taken into account for reckoning length of outstation posting except periods of temporary transfer.

8. TRANSFER ON ADMINISTRATIVE GROUNDS OR IN PUBLIC INTEREST

8.1 Notwithstanding anything contained in this policy, Head of Department may, if necessary in public interest, transfer or post any officer to any station or post.



25/1/14

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