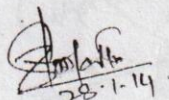
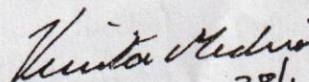


Guidelines for transfer and postings of Group 'B' (Gazetted and Non-Gazetted Staff) and Group 'C' Staff:

- Headquarters' vide Circular no 1 - Staff Wing / 2014 issued vide letter no. 10- Staff (App-II) 63-2013 dated 06-01-2014 have directed to bring transparency in the matter of transfer and posting of Officers and Staff at all levels and to ensure minimum tenure of their posting. Headquarters' has further instructed that CAG of India has decided that Transfer and Posting Boards, consisting of minimum of 03 members, shall be constituted in all the IA&AD offices which will recommend the transfer and posting of all the Group 'B' and 'C' staff.
2. In pursuance to these instructions and directions, following Transfer and Postings Boards have been constituted as per Accountant General's order dated 20-01-2014 vide Office Order No. 174 under endorsement number 2927-2937/Admn/Audit/T&P-Guidelines/37/2013-14:
 - i. **Inter Office Transfer and Posting Board.**
 - ii. **Intra Office Transfer and Posting Board for Group 'B' Gazetted Officers (Sr. AO/AO/AAO).**
 - iii. **Intra Office Transfer and Posting Board for Group 'B' (Non- Gazetted) & Group 'C' Staff.**
 3. The Group 'B' and 'C' Staff shall not be transferred from a particular post before the lapse of a minimum period of two years except in case of promotion, retirement, long term training and deployment of staff for O/o PDA (C), Lucknow.
 4. All the Group 'B' and 'C' Staff is liable to be transferred and posted in any Sector/Section of the Office.
 5. The Boards constituted for Transfer and Posting will normally meet once in every year after approval of the Audit Plan for recommendation of transfer of the Group 'B' and 'C' staff. However, depending on any midterm requirement owing to promotion, retirements, resignations, training, and deployment of staff to O/o PDA (C), Lucknow, subsequent meetings could also be convened.
 6. The decision of the Boards will be recommendatory and final decision will rest with the accepting authorities i.e Accountant General in the case of Group 'B' Gazetted Staff and Sr. Deputy Accountant General in-charge of Administration for Group 'B' Non- Gazetted and Group 'C' Staff.
 7. Efforts will be made to transfer and circulate the staff who has rendered five or more than five years in a particular Sector/Section to other Sectors/Sections so as to gain experience of work in the various Sectors/Sections.
 8. The transfer and posting of Group 'B' and 'C' staff will be done as per administrative convenience and the same cannot be claimed as a matter of right by any staff.
 9. Accountant General can assign any special work viz. Performance Reviews, Thematic cum Compliance Audit, Examination duty etc. to any of the Staff in Group 'B' and 'C' cadre keeping the best interest of the office in view.
 10. Group Officers concerned of each sectors may assign any special assignment to any of the staff in Group 'B' and 'C' cadre under their control, keeping his performance, experience Audit material and targets in view. Such an assignment will be in the best interest of the office and as per the administrative convenience.
 11. The accepting authorities can issue transfer and posting orders directly on a case to case basis under emergent conditions where the meetings of the Boards cannot be convened on a short notice or for reasons to be recorded in writing. This will however be undertaken only under exceptional circumstances and not as a norm.


28-1-14
AO/Admn


28/1
Sr. DAG/Admn


AG 28/1