



सत्यमेव जयते

No.1840 Staff (APP-II)/64-2014/Vol. II

भारत के नियंत्रक-महालेखापरीक्षक का कार्यालय  
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली - 110124  
OFFICE OF THE  
COMPTROLLER & AUDITOR GENERAL OF INDIA  
9, Deendayal Upadhyaya Marg, New Delhi-110 124

दिनांक / DATE 06/11/15

To

The Heads of Department in Accounts & Entitlement Offices.  
(as per list).

Sub.- Mutual Transfers in the Divisional Accountant's cadre-regarding.

Sir/Madam,

I am to invite a reference to this office letters No. 1373- Staff (App-II) / 64 - 2014 / Vol. II dated 12.09.2014 and 561-Staff (App-II) / 64 - 2014 / Vol. II dated 30.03.2015 vide which instructions regarding mutual transfers of Divisional Accountants during probation were issued. The issue of extending the scheme of mutual transfer to the confirmed Divisional Accountants, Divisional Accounts Officer Grade-II and Divisional Accounts Officer Grade-I had been engaging attention of the Headquarters for some time. It has now been decided to extend the scheme of mutual transfers to the confirmed Divisional Accountants, Divisional Accounts Officer Grade-II and Divisional Accounts Officer Grade-I.

Accordingly, in supersession of all previous instructions, the following guidelines will apply-

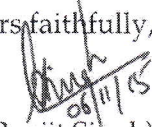
**1. Mutual transfer during probation:**

- (i) A Divisional Accountant (Probationer) can apply for mutual transfer with another Divisional Accountant (Probationer) only.
- (ii) On their mutual transfer, the concerned officials will have to clear the Divisional Accountant Grade Examination conducted by the new offices in the respective states. Exemptions, if any, secured in the previous office shall be carried forward in the new office only for the common papers having same syllabus.
- (iii) They will have to pass the regional language examination of the concerned states in the new offices for confirmation.
- (iv) The total probation period in the two offices, including the extended period, if any, should not exceed the maximum period of four years.

**2. Mutual transfer of confirmed officials:-**

- (i) Mutual transfers can be allowed between the officials holding analogous post.
- (ii) In cases where one of the officials is promoted to the higher grade pending finalization of the request for mutual transfer, the mutual transfer can be allowed subject to the condition that the official promoted to higher grade will have to forgo the promotion.
- (iii) If both the officials are promoted to the same higher grade during pendency of their requests for mutual transfer and the concerned offices have no objection to accommodate them in the higher grades, the mutual transfer may be allowed in the higher grade.

- (iv) Both officials will have to pass the regional language examination of the concerned states in the new offices, within two years from the date of joining in the new offices.
3. Mutual Transfers allowed will not be in public interest and the officials mutually transferred will be junior most in the respective cadres on the dates of their joining in the new offices.
4. If the officials willing for mutual transfer belong to different categories (UR, OBC, SC & ST), it will be the responsibility of the concerned Heads of Department to ensure that the vacant roster point of the requisite category is available in the reservation roster for the said post to accommodate the officials of different categories.
5. Requisite length of service for promotion to the next higher grade would be required in the new office. If the official transferred on mutual basis draws more pay than his/her seniors in the new office, by virtue of length of service in the previous office, the seniors cannot claim for pay anomaly on this account, in terms of Government of India Order 23 below FR-22.
6. Mutual Transfers shall be allowed only once in the entire service career of an official. No mutual transfer to be permitted after the age of 56 years.
7. Both the officials will have to give an undertaking to the effect that on the date of submitting the application for mutual transfer, they have not passed any other competitive examination conducted by the SSC/UPSC/State PSCs/Banking Service Recruitment Boards/ Railway Recruitment Board or any other Recruitment agency and they will not resign from the service within two year from the date of joining in the new offices.
8. The concerned Heads of the Department will have to initiate action and finalize the cases of mutual transfer within 60 days.
9. Cases of Mutual Transfer in respect of Non- Gazetted Gr. 'B' posts would be finalized by the local Heads of Department under intimation to this office. Cases of Mutual Transfer of Gazetted Gr. 'B' Officers are to be forwarded to the Headquarters for prior approval alongwith the consent of both the Heads of Department.
10. These instructions will come into force from the date of issue.
11. The terms and conditions as mentioned above shall be applicable in the cases of mutual transfer during probation as well as after confirmation.
12. Please acknowledge receipt.

Yours faithfully,  
  
(Ranjit Singh)  
Asstt.C&AG(N)