

OFFICE OF THE ACCOUNTANT GENERAL
(GENERAL & SOCIAL SECTOR AUDIT)
ODISHA, BHUBANESWAR



OOO No. 1204

Date: 20.01.2014

Pursuant to OOC No. 1199 dated 20.01.2014 constituting the Transfer & Posting Board for the purpose of recommending inter Office transfer & postings of Group B and C staff in various cadres, the said Board shall keep in view the following broad guidelines while making its recommendations.

- (1) The Group B & C staff shall not be transferred from a particular post before lapse of a minimum period of two years.
- (2) The total number of personnel in each cadre transferred across Offices in a year shall not normally exceed 20 percent of the total sanctioned strength of that cadre across Offices.
- (3) Each Office shall prepare a list of key personnel whose work is critical to the Office's functioning for each cadre. The number of such key personnel should not exceed 20 percent of the sanctioned strength of the concerned cadre for that Office. These personnel will not be included in any of other lists prepared and maintained for consideration by the Transfer & Posting Board. Transfers and posting of these personnel shall be considered only when their names are removed from the list of key personnel with the approval of the concerned Head of the Department.
- (4) Each Office shall prepare and maintain a list of such personnel who have completed ten years' service in the Office in the current cadre.
- (5) Each Office shall prepare and maintain a list of personnel who wish to be transferred from Bhubaneswar to Puri or vice-versa and have completed a period of two years in the current station.
- (6) Each Office shall prepare and maintain a list of those personnel whose applications for transfer have been recommended for transfer by the concerned Head of Department as a welfare measure (on the basis of personal problems).
- (7) Each Office shall prepare and maintain a list of such personnel who express willingness to be transferred to another Office based on applications received.
- (8) The Transfer and Posting Board shall consider inter Office transfers and posting, for personnel included in lists mentioned at serial numbers (4), (5), (6) and (7) above, as per the following priority-
 - (a) Personnel who have completed ten years' service in the Office in the current cadre, in case a corresponding case exists in other Offices.
 - (b) Personnel who have completed ten years' service in the Office in the current cadre, in case personnel requesting change of station exists in the other Offices.

(c) Personnel who have completed ten years' service in the Office in the current cadre, in case a recommendation as welfare measure case exists in other Offices.

(d) Personnel who have completed ten years' service in the Office in the current cadre, in case personnel opting for transfer exists in other offices.

(9) Due diligence shall be exercised by the members of the Transfer & Posting Board that the provision of opting for transfer is not misused by personnel.

(10) The recommendations of the Transfer and Posting Board, if not in accordance with above guidelines, will invariably be accompanied by recorded reasons for the same. All recommendations of the Boards will be placed before the accepting authority for final orders.

Sd/-
(Deepak Raghu)
Deputy Accountant General (Admn)

Memo No. Admn (G&SSA)/17-2-1/ 3163

Date: 20.01.2014

Copy forwarded for information and necessary action to

1. Secy to the Pr. AG (E&RSA), Odisha.
2. Secy to the AG (G&SSA), Odisha.
3. DAG (Admn)/DAG (GSA)/DAG (SS-I)/DAG (SS-II)/DAG (SS-III)/DAG (FAA), O/o the AG (G&SSA), Odisha.
4. DAG (RSA & Admn)/DAG(ES-I), O/o the Pr. AG (E&RSA), Odisha.
5. DAG (ES-II), Puri.
6. Deputy Director (CRA), O/o the Pr. Director of Audit (Central), Hyderabad, Branch Office Odisha, Bhubaneswar.
7. Audit Officer i/c of Welfare (Audit).
8. Branch Officer in charge of OE/Estate/Record/Trg/Exam/Vig/GSA/SS-I/SS-II/SS-III/Report (G&SSA)/ECPA/FAA-I(A), O/o the AG (G&SSA), Odisha.
9. Branch Officer i/c of Admn/OE/Record, O/o the Pr. AG (E&RSA), Odisha.
10. Branch Officer i/c of ES-II, Puri.
11. Branch Officer i/c of Admn, O/o the Pr. Director of Audit (Central), Hyderabad, Branch Office Odisha, Bhubaneswar.
12. AAO, Computer Cell/AMS Cell with a request to upload the Guide lines for the Transfer and Posting Board on the official website.
13. AAO/Hindi Cell with the request to translate the order into Hindi.
14. Persons concerned.
15. OOC Guard File/Spare

Deepak Raghu 20.1.14
Sr. Audit Officer/Admn

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(ECONOMIC & REVENUE SECTOR AUDIT)
ODISHA :: BHUBANESWAR

OOO NO. 464

Date: 23 January 2014

Pursuant of OOC No.463 dated 22.01.2014 constituting the Transfer & posting Board for the purpose of recommending intra Office transfer & postings of Group B and C staff in various cadres, the said Boards shall keep in view the following broad guidelines while making their recommendations.

- (1) The Group B and C staff shall not be transferred from a particular post before lapse of a minimum period of two years.
- (2) Each office shall prepare a list of key personnel whose work is critical to the office's functioning for each cadre. The number of such key personnel should not exceed 20% of the sanctioned strength of the concerned cadre for that office. These personnel will not be included in any of other lists prepared and maintained for consideration by the Transfer and Posting Board. Transfer and Posting of these personnel should be considered only when their names are removed from the list of key personnel with the approval of the concerned Head of the Department.
- (3) The Group B and C staff shall not normally be retained in a particular ^{group} section after lapse of period of five years.
- (4) The Group B and C staff shall not normally be retained in a particular section after lapse of period of three years.
- (5) The office shall prepare and maintain a list of such personnel who have completed two years' service in the current post.
- (6) The office shall prepare and maintain a list of such personnel who have completed five years' service in the current Group.
- (7) The office shall prepare and maintain a list of such personnel who have completed three years' service in the current Section.
- (8) The office shall prepare and maintain a list of those personnel who have been recommended for transfer by the concerned Reporting Officers (Group/Branch/Asst. Audit Officer).
- (9) The office shall prepare and maintain a list of those personnel who wish to be transferred from Bhubaneswar to Puri and vice-versa on various grounds such as medical, educational, personal etc. Such requests will be considered on merit of the case subject to availability of vacancy.

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- (10) The transfer and posting Board shall consider intra Office transfer and posting for personnel included in lists mentioned at serial numbers (4),(5),(6) and (7), as per the following priority-
- Personnel who have completed five years in a Group or three years in a Section, in case a corresponding case exists in other Group/Section.
 - Personnel who have completed five years in a Group or three years in a Section, in case a recommendation by a Reporting Officer exists in other Group/Section
 - Personnel who have completed five years in a Group or three years in a Section, in case a person having completed two years service in his current post exists in other Group/Section.
- (11) Personnel who have completed 10 years in the office shall be considered for inter-office transfer.
- (12) Any direction given by Principal Accountant General/Accountant General in the interest of official work shall be mandatorily considered by Transfer and Posting Board.
- (13) The recommendations of the Transfer and posting Boards, if not in accordance with above guidelines, will invariably be accompanied by recorded reasons for the same. All recommendations of the Boards will be placed before the accepting authority whose decision would be final.

Sd/-
(O.K. Kumaran)
Dy. Accountant General (Admn)

Memo No. Admn(E&RSA)/Group 'B' & 'C' Staff/ 2013-14/1295

Date: 23 January 2014

Copy forwarded for information & necessary action:-

- Secretary to Pr.AG (E&RSA)
- Secretary to AG(G&SSA)
- DAG(RSA/Admn)/ DAG(ES-I)/ DAG(ES-II)
- DAG(Admn)/ G&SSA
- Dy Director (CRA), O/o the Pr.Director of Audit(Central), Hyderabad, Branch Office Odisha, Bhubaneswar.
- Branch Officer i/c of Admn(G&SSA)/ RSA-I(C)/ES-I/ES-II/ES-I(Tech.)/Report/RS/ES-I/ES-II/ OE/Record/EDP/Trg/ITA/Hindi Cell/ECPA
- Branch Officer/EDP – with request to upload the guideline in the official website
- AAO/ Hindi Cell with request to translate into Hindi
- Persons concerned
- OOB Guard file/Spare

23/1/14
Sr.Audit-Officer/Admn.