

31.01.2014

**Notification**

**Sub : Guidelines on transfers and posting of Group 'B' and 'C' staff**

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In compliance with Hon'ble Supreme Court's orders dt 31.10.2013 and in accordance with the instructions contained in HQ Circular No. 1-Staff Wing /2014 issued in Lr.no. 10-Staff (App-II) /63-2013 dt 6.1.2014, the following Boards have been formed which will recommend the transfer and postings of all the Gr.'B' and Gr.'C' Staff of this Office.

**(I) Intra office transfers and postings of Gr.'B' (Non-Gazetted) and Gr 'C' Staff :**

The Service and Transfer Board will consist of the following members :

- (1) Senior Accounts Officer (Admn.) - Chairperson
- (2) Senior Accounts Officer (Pen 30) - Member
- (3) Senior Accounts Officer (GAD) - Member

The Deputy Accountant General (Administration) will be the accepting authority.

**(II) Intra Office transfers and postings of the Gr.'B' (Gazetted) Staff:**

The Transfer Board will consist of the following members :

- (1) Deputy Accountant General (Admn.) - Chairperson
- (2) Deputy Accountant General (Funds) I - Member
- (3) Senior Accounts Officer (Admn) - Member

Principal Accountant General (A&E) will be the accepting authority.

**(III) Transfers and postings of Divisional Accounts Officers /Divisional Accountants (other than initial postings) :**

The Comptroller and Auditor General of India (C&AG), New Delhi have prescribed for formation of a committee consisting of

- a) Group officer (Accounts) and two other IA&AS Officers in the rank of Sr.DAG/DAG from the sister offices to deal with the transfers and postings of Divisional Accounts Officers/ Divisional Accountants, both in respect of Group 'B' Gazetted and Non-Gazetted officers and issued broad guidelines for the above. The system has been functioning on that basis.
- b) In case if any of the existing provisions are found to be not consistent with that of the new set of broad guidelines, appropriate action will be taken to revise the guidelines considering the local scenario of the cadre composition and in consultation with the C&AG's Office, wherever necessary.

The General Guidelines for the intra office transfers and postings are given in Annexure.

**Deputy Accountant General (Admn)**

**GENERAL GUIDELINES FOR INTRA OFFICE TRANSFERS AND  
POSTINGS OF GROUP 'B' AND 'C' STAFF**

All cases of transfers and postings (other than temporary transfers) will be done on the basis of recommendations by the Board concerned which has been notified. The deployment of staff within the Group will continue to be decided by the Group Officer concerned.

The general guidelines for recommending intra office transfers and postings of Group 'B' and 'C' staff, subject to administrative exigencies, are as follows :

1. The Boards will consider the cases as per relevant provisions in MSO (Admn.) & Manual of Establishment Sections on rotation of personnel and applicable instructions issued by HQs/GOI, etc. from time to time.
2. Wherever applicable, the factors such as nature and requirement of the post, qualifications of the individual including special qualifications, skill sets and past performance, etc. would also be additionally taken into consideration while deciding transfers and postings.
3. The personnel for Treasury Inspection are normally selected based on their willingness and the gap in manpower requirement , if any, is addressed by posting personnel by rotation.
4. Group B & C staff shall not ordinarily be transferred from a particular Group before the end of normal tenure which would be a minimum period of **two years**.
5. The periodicity for convening the meeting would be decided by the respective Boards.
6. Normally, as per the existing policies, employees have to work in any position as decided by the Administration and postings and transfers cannot be claimed as a matter of right. However, requests from individuals for transfer on personal, health and any other grounds, either prematurely or otherwise, would be considered by the specified Boards.
7. In case postings are done on emergency basis /temporary diversion of staff due to work exigencies, they would be considered by the Board during its next meeting for post-facto confirmation.
8. All transfers and postings would be subject to administrative needs and exigencies of work.