

Government of India
Indian Audit and Accounts
Department
Pr. Accountant General (A&E)
Himachal Pradesh, Shimla-171003



भारत सरकार
भारतीय लेखा तथा लेखा परीक्षा विभाग
प्रधान महालेखाकार (ले० व ह०)
हिमाचल प्रदेश, शिमला-171003

Subject: Transfer & Posting Guidelines

In terms of instructions contained in the Headquarters office circular no. 1-Staff Wing/2014 dated 06-01-2014, issued vide no 10-staff(App-II) 63-2013 dated 06-01-2014 Transfer and Posting Boards, consisting of minimum 03 members, shall be constituted in all the IA&AD offices which will recommend the transfer and posting of all the Gr. 'B' & 'C' staff. The details of the Boards so constituted, the guidelines on transfer and posting and posting orders are to be uploaded on the official websites of the concerned offices.

Guidelines on Transfer and Posting of Group 'B' & 'C' Staff

1. In view of Headquarters Circular No. 1-Staff Wing/2014 issued under No. 10-Staff (App-IT) 63 2013 dated 06.01.2014, Transfer and Posting Boards consisting of minimum 03 members has been constituted.
2. The transfer and posting of all the Group 'B' and 'C' staff shall be recommended by the Board for consideration of the Accepting Authority.
3. In compliance with the CAG's Manual of Standing Orders (Administrative) Vol.-I (Third Edition) no member of the clerical staff should be allowed to remain in the same section/wing for more than five continuous years without the specific approval Pr. Accountant General, also a person having worked in a seat or section for the prescribed period should not be posted again to the same seat or section after a short interval. However, relaxation for the officials to serve in the existing section/wing may be given for those who are retiring on superannuation within two years of period.
4. The transfer and posting orders shall be uploaded on the official websites.
5. The Group 'B' and 'C' staff not be transferred from a particular post before the lapse of a minimum period of two years. However, due to administrative reason, the competent authority cans relaxation the said condition.

6. Considering the local scenario of the cadre composition, requests for transfers between two wings/sections in exceptional circumstances shall be put up to the Board and the recommendations of the Board shall be submitted for consideration of the Accepting Authority.

7. The constitution of the Board is as under in tabulate form:

Sr. No.	Details	Members of the board	Remarks	Accepting Authority
1.	For Transfer and Posting Board for Group 'B' Gazetted staff	1. Sh. Ravi Kumar Verma, Dy. Accountant General (Admn.) 2. Sh. Abhishek Kumar, Dy. Accountant General (Acs/VLC) 3. Sh. Dinesh Kumar Sharma, Sr. Accounts Officer (Admn.)	The senior most amongst them will be the Chairperson.	The Head of the Department.
2.	For Transfer and Posting Board for Group 'B'(Non Gazetted) & Group 'C' staff	1. Sh. Dinesh Kumar Sharma, Sr. Accounts Officer (Admn.) 2. Sh. Vijay Kumar, Sr. Accounts Officer 3. Sh. Rakesh Sharma, Sr. Accounts Officer	The senior most amongst them will be the Chairperson.	The Group officer incharge of Administration.

Authority: Pr. Accountant General's orders dated 23.12.2022 at page 05/N in file Admn./Trans. & Post. Board/2022-23.


Dy. Accountant General (Admn.)