

भारत सरकार
भारतीय लेखा तथा लेखा परीक्षा विभाग
प्रधान महालेखाकार (लेखा परीक्षा)
हिमाचल प्रदेश, शिमला - 171 003



Government of India
Indian Audit and Accounts Department
Principal Accountant General (Audit)
Himachal Pradesh, Shimla-171 003

सत्यमेव जयते

परिपत्र (प्रशासन)

विषय: वाणिज्यिक संवर्ग के सहायक लेखा परीक्षा अधिकारियों और वरिष्ठ लेखा परीक्षा अधिकारियों के स्थानान्तरण के सम्बन्ध में।

Applications are invited from Assistant Audit Officers and Senior Audit Officers of Commercial Cadre, who are eligible for transfer **as on 31st July 2024** in terms of Clause-07 of the transfer & posting policy issued vide this office circular dated 19.08.2024 (**copy enclosed**). Further, Assistant Audit Officer-s (Comml.) who are eligible to change their Base Station as per Clause-5 of transfer and posting policy ibid may also submit their application for change of Base Station.

The transfer request submitted by the officers earlier may be treated as null and void.

Eligible officers may submit their willingness for transfer/ change of base station as in Annexure- 'A' (**copy enclosed**) to Administration **latest by 23.08.2024**.

Authority: Sr. Dy. Accountant General (Admn.)'s
orders dated 21.08.2024

हस्ता/-
वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)

No. Admn./Audit/Misc. Corres.- Comml. Cadre/2022-25/1774-76

Dated:22 .08.2024

प्रतिलिपि निम्नलिखित को आवश्यक कार्यवाही तथा सूचनार्थ प्रेषित है:-

1. सचिव, प्रधान महालेखाकार
2. निजी सहायक वरिष्ठ उप महालेखाकार (प्रशासन)
3. वाणिज्यिक संवर्ग के सभी वरिष्ठ लेखापरीक्षा अधिकारी एवं सहायक लेखापरीक्षा अधिकारी

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)
22/8

FORM FOR TRANSFER

(To be filled by the Senior Audit Officers and Assistant Audit Officers of Commercial Cadre who wish to apply for transfer as per Clause-7 of the revised Transfer & Posting Policy)

1.	Name of the Officer	
2.	Designation	
3.	Employee ID allotted by Headquarters	
4.	Office where working at Present	
5.	Present Station of posting	
6.	Date of posting at present Station <i>(date from the Officer is working at present Station – i.e. continued service as a SO/AAO/AO/SAO)</i>	
7.	Month and year of passing of SAS Examination <i>(In case of DRAAO)</i>	
8.	Present Base Station	
9.	Base Station requested <i>(DRAAO/AAO who is eligible to change his Base Station as per Clause-5 of the Transfer & Posting Policy may also mention his desired Base Station)</i>	
10.	Choice Station for transfer	1.
		2.
		3.
11.	Grounds of transfer (in brief) along with latest documents (if any):	

Signature: _____
 Name: _____
 Date: _____

Verified and counter signed by the Director/Deputy Director/Senior DAG/DAG:

Signature: _____
 Name: _____
 Designation: _____

Stamp:

भारत सरकार
भारतीय लेखा तथा लेखा परीक्षा विभाग
प्रधान महालेखाकार (लेखा परीक्षा)
हिमाचल प्रदेश, शिमला - 171 003



504/c
Government of India
Indian Audit and Accounts Department
Principal Accountant General (Audit)
Himachal Pradesh, Shimla-171 003

परिपत्र (प्रशासन)

विषय: वाणिज्यिक संवर्ग के सहायक लेखा परीक्षा अधिकारियों और वरिष्ठ लेखा परीक्षा अधिकारियों के लिए संशोधित स्थानान्तरण और पोस्टिंग नीति।

Revised Transfer and Posting Policy for Assistant Audit Officers and Sr. Audit Officers of Commercial cadre, forwarded by the Hqrs. office vide letter No. 125/CA-I/T&P Guidelines/122-2022 dated 09.08.2024 is enclosed herewith for kind information of the officers of the Commercial cadre.

Further, it is advised that the instructions mentioned in the policy may be kept in mind while submitting requests for change of base station and transfer. The revised Transfer and Posting Policy will be effective from the date of issue i.e. 09.08.2024 and shall supersede earlier instructions dated 15.06.2010, 07.12.2010 and 20.12.2016, in this regard.

Authority: Sr. Dy. Accountant General (Admn.)'s
order dated 16.08.2024

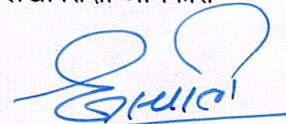
हस्ता/-
वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)

No. Admn./Audit/Misc. Corres.- Comml. Cadre/2022-25/1695-97

Dated: 19.08.2024

प्रतिलिपि निम्नलिखित को आवश्यक कार्यवाही तथा सूचनार्थ प्रेषित है:-

1. सचिव, प्रधान महालेखाकार
2. निजी सहायक वरिष्ठ उप महालेखाकार (प्रशासन)
3. वाणिज्यिक संवर्ग के सभी वरिष्ठ लेखापरीक्षा अधिकारी एवं सहायक लेखापरीक्षा अधिकारी


वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)

498/c

Transfer and Posting Policy for Assistant Audit Officers and Senior Audit Officers of Commercial Cadre

1. The Assistant Audit Officers (AAOs-Direct and Departmental) and Senior Audit Officers (SAOs) borne on Commercial cadre of Indian Audit and Accounts Department (IAAD) have an All India transfer liability and they have to work in different Offices of IAAD spread across the country.
2. The objective of the Transfer and Posting policy is to ensure stability of tenure, job rotation and even distribution of vacancies in the Commercial Cadre Offices.
3. To recommend the transfer and posting of Officers of Commercial cadre, separate Transfer and Posting Boards of Assistant Audit Officers and Senior Audit Officers have been constituted.
4. Mere existence of vacancies at a particular station does not entitle Officers to get posted to that station and Officers of Commercial Cadre are liable to be transferred and posted anywhere in India as per administrative requirements.
5. Every SAS passed departmental candidate promoted as AAO and directly recruited AAO at the time of posting/joining the Office will declare his/her Station that is to be considered as his/her Base Station. A Base Station, once allotted, can be changed after five years. *As a one-time measure, the existing AAOs who have not completed 05 years in the AAO cadre and, therefore, could not opt for the Base Station of their choice under the existing policy may also submit their option for the change of Base Station.*
6. Officers will be subject to transfer after completion of tenure of 05 years in an Office to another Office within the same Station and after 10 years to another Station. The Officers will also be subject to transfer outside the Station even after completion of 05 years at a Station to accommodate the Officers who are waiting for transfer to that Station (i.e. their Base Station). Officers above the age of 55 years will be exempted from transfer outside their Base Station. The Officers who are due for transfer/promotion may give their preferences for posting for three choice Stations (*when called for*). While preference of individual Officers will be given due consideration, transfers will be made as per administrative requirements.
7. The request for transfer will be considered only after completion of three years in the cadre/cooling-off period of three years at the Station. In case of directly recruited AAOs they have to also pass the SAS Examination. The Officers are encouraged not to opt for transfer back again to the Station from where they were transferred.
8. An SAS passed departmental candidate, on his/her induction into AAO cadre, will be posted to the Station where he/she is posted at the time of declaration of results of SAS Examination subject to availability of a vacancy. Officers may give their preference for posting (*when called for*), however, the Officer is liable to be posted to any Station based on the overall vacancy position and as per administrative requirements.

9. The seniority for transfer to the choice Station/Base Station will be determined from the date of joining at the outside Station as AAO/SAO. From amongst the eligible Officers waiting to go to their Base Station/Choice Station, preference in transfer, in normal course, will be accorded to those Officers who wish to go to their Base Station.

10. If any AAO/SAO changes his/her Base Station, then his/her seniority for transfer will be considered from the date of his/her application for change of Base Station (*except for those AAOs who have completed less than 5 years of service and have been allowed to change their Base Station as one-time measure. Their seniority for transfer will be reckoned from the date of joining at the present Station*).

11. The Officer on repatriation from deputation/Foreign Service will be posted to the Station outside the Station of his/her deputation. His/her request for transfer back to Base Station will be considered after cooling-off period of three years' at the Station.

12. Only those application(s) forwarded through proper channel will be considered and any application/representation sent directly to the Headquarters by the Officer or any member of the family/any other person will not be considered. In case, representation for transfer is received from any source other than through proper channel, suitable action will be taken against the Officer as per conduct Rules.

13. The Transfer will be generally on a half yearly basis in March and September every year to consider transfer/posting cases as on date of the meeting of Transfer and Posting Board. The transfer could happen earlier than six months, if needed.

14. The Transfer and Posting Policy is effective from the date of issue of this Policy and the instant Policy supersedes earlier instructions on Transfer and Posting Guidelines dated 15.06.2010, 07.12.2010 and 20.12.2016.

15. The existing guidelines of DoP&T with respect to posting of husband and wife at the same Station and preference in posting to Persons with Benchmark Disabilities for transfer to or near to native place will be followed.

16. The posting to any Station in J&K, Andaman & Nicobar Islands and the North East Region including Sikkim, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland and Tripura will be for a minimum period of two years. On completion of two years at these difficult Stations, an Officer will be accommodated to his/her Base Station/Choice Station subject to availability of vacancy in accordance with this Transfer and Posting Policy.

17. Deputy Comptroller and Auditor General (Commercial) and Chairman Audit Board shall be the competent authority to relax one or more provisions of these Transfer and Posting Policy and make such exceptions in individual cases as he may deem fit.

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