

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

5

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


Sr. Audit Officer/Admn