

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

(5)

Date: 20.01.2014

OOO No. 1205

Pursuant to OOC No. 1199 dated 20.01.2014 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 & C staff shall not be transferred from a particular post before lapse of a minimum period of two years.
- (2) The Group B and C staff shall not normally be retained in a particular Group after lapse of period of five years.
- (3) The Group B and C staff shall not normally be retained in a particular Section after lapse of period of three years.
- (4) The Office shall prepare and maintain a list of such personnel who have completed two years' service in the current post.
- (5) The Office shall prepare and maintain a list of such personnel who have completed five years' service in the current Group.
- (6) The Office shall prepare and maintain a list of such personnel who have completed three years' service in the current Section.
- (7) The Office shall prepare and maintain a list of those personnel who have been recommended for transfer by the concerned Reporting Officers (Group/ Branch/ *Asstt. Audit* Officers).
- (8) The Transfer and Posting Board shall consider intra Office transfers and posting for personnel included in lists mentioned at serial numbers (4), (5), (6) and (7), as per the following priority-
 - (a) 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.
 - (b) 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.
 - (c) Personnel who have completed five years in a Group or three years in a Section, in case a personnel having completed two years service in his current post exists in other Group/ Section.
- (9) 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 for final orders.

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

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 guidelines of the Transfer and Posting Boards 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

Mojan 20.1.14
Sr. Audit Officer/Admn