

Transfer & Posting Policy for Senior Accounts Officers

1. Introduction

In compliance with the Hon'ble Supreme Court's order dated 31-10-2013 in W.P (Civil) No 82 of 2011, the CAG of India decided that transfer and posting boards shall be constituted in all the IA&AD offices which shall recommend the inter office and intra office transfer and postings. In order to bring transparency in the matter and to ensure minimum tenure of posting keeping in view the local scenario of the cadre composition and broad guidelines /instructions given in HQ office circular no 1-Staff wing/2014 dated 06-01-2014, each IA&AD office was directed to formulate the guidelines and issue transfer posting policy.

In furtherance to the above stated instructions and in supersession of the earlier policies on transfer and posting, a need has been felt to issue fresh guidelines for transfer posting of Senior Accounts officers (Inter office/intra office) of the Head office and Branch office of PAG (A&E) J&K considering that majority of the officers in the cadre are Jammu based.

This Policy aims to foster professional growth and development among the cadre while ensuring organizational flexibility and efficiency. By balancing the needs of the organization with employee career advancement and family obligations, this policy creates a mutually beneficial environment.

2. Scope

This policy shall apply to all transfers of Senior Accounts officer (Intra office/Inter office) borne on the cadre of the office of Principal Accountant General (A&E)J&K, including transfer of the officers on rotation basis between Srinagar and Jammu offices.

3. Objectives

The objectives of this policy are:

- To facilitate continuous professional development.
- To ensure the optimal deployment of human resources across various groups and locations.
- To promote fairness and transparency in transfer decisions.

- To give relief to the officers who have their families Stationed at Jammu or outside UT of J&K and who are transferred from Branch office Jammu to Head office Srinagar on promotion or for administrative reasons.

4. Transfer/ Posting Boards

- For the purpose of inter office transfer and postings, there will be a single Transfer and posting board consisting of Group Officer (Admin), Group officer (Accounts) and Group officer (Pension) and the senior most among them will be the Chairman. In case of non-availability of any officer, the replacement nominated by Principal Accountant General (A&E), J&K shall form the part of the Transfer Board.
- For *intra office* transfer and postings, the Board will consist of Group Officer (Admin), and Branch Officer In-charge of administration and one more Group officer nominated by Head of Department. The senior of the two Group officers shall be the chairman.
- In case of transfer and postings done on emergency or temporary basis due to work exigencies, *post facto* recommendation of the Board may be obtained during the next meeting
- The Board shall meet as and when the transfer and postings are required to be made

4.1 Accepting Authority

- Principal Accountant General (A&E) will be the Accepting Authority for all the transfers of Senior Accounts officers whether *intra* office or inter office (between Srinagar and Jammu including on rotation)

4.2 Intra Office Transfers and postings

- Normally, no Senior Accounts officer shall be transferred from a particular post before the elapse of minimum period of two years.
- Subject to administrative convenience and to promote professional development and cross-training, every officer shall be rotated between various wings preferably at an interval of three years.

- Wherever applicable, the Board will consider other factors, such as requirements of skills to the post if any, Educational qualifications/professional qualifications, past performance etc, while recommending transfer and posting.
- The transfer and postings shall be considered in an objective and impartial manner

4.3 Inter Office transfer and postings

- On promotion to Senior Accounts Officer cadre, all the officers will have to compulsorily join at Head office Srinagar. However, they can also be posted at/to Branch office Jammu taking into account the office requirement and administrative exigencies of work as precedence over the convenience of individual officers.
- After completing tenure of effective posting of one year in Srinagar office, a Senior Accounts officer shall become eligible for applying for transfer to Jammu on own request in relaxation of requirement of minimum posting of two years on a Station/post. The relaxation is deemed necessary in view of the fact that the majority of the officers in this cadre are having their families stationed either at Jammu or outside the UT of J&K.
- The officer shall be considered for rotational transfer from Srinagar to Jammu on own request, on completion of effective posting of one year only when there is no arrears of work in the sections under his charge.
- The Senior Accounts Officers posted in Jammu office shall be transferred to Srinagar Office on completion of tenure of one year on one-to-one basis vis-a-vis officers posted in Srinagar office desirous of transfer to Jammu, on rotational basis subject to administrative convenience.
- The officer with maximum stay at the station will move first on one to one basis, under the rotation transfer policy between Srinagar and Jammu Offices and other officers shall follow the sequence.
- Officers retiring within next one year shall not be covered under rotation transfer policy
- Since transfer from Srinagar to Jammu on rotation basis after

completion of one year against the normal tenure of two years is only to facilitate return of the officer to his/her preferred station on own request, no TA on transfer apart from TA/DA for self for the date of transit shall be payable. However, any transfer from Srinagar to Jammu on completion of tenure of two years shall be considered in public interest.

- Any transfer from Jammu to Srinagar under rotation policy (on completion of one year) shall also be considered in public interest.

4.4 Exceptions & Compensatory Tenure

- While as employees are expected to serve in positions as per administrative requirements, requests for transfers/retention at Jammu in relaxation of the rotation policy due to **serious medical conditions** (supported by a valid medical certificate from AIIMS, a Central/State Government hospital, or CGHS, issued within the last three months) or other personal grounds can be placed before the Transfer and posting Board for consideration.
- Such premature transfers/or over retentions will be reviewed on a case-by-case basis and on the basis of recommendation of the Transfer and Posting Board. Principal Accountant General shall be the competent Authority to relax one of more provisions of these Transfer and Posting guidelines and make such exceptions in individual cases as she/he may deem fit.
- If an officer, due to unavoidable personal reasons, is allowed by the Competent Authority to continue in Jammu office beyond his turn for posting at Srinagar Office under rotation policy, he/she shall have to serve an additional tenure in Srinagar office which shall be equal to the period spent in Jammu, in addition to the standard one-year tenure.

4.5 Policy Review & Date of effect

- The Accepting Authority will have the right to reserve or review or amend or review or add or delete any of the guidelines mentioned above
- .This policy shall come into effect from the date of issue.