



कार्यालय प्रधान महालेखाकार (लेखापरीक्षा) हरियाणा,
प्लॉट नं० 4-5, सेक्टर 33-बी,
दक्षिणमार्ग, चण्डीगढ़-160 020.
**Office of the Principal Accountant General
(Audit) Haryana, Plot No.4-5, Sector 33-B,
Dakshin Marg, Chandigarh – 160 020.**



संख्या/No. :- Admn-I/Au/P&T Board/2021-22/638
दिनांक/Dated:- 08.06.2021

To

Principal Director (Central),
O/o the Pr. Director of Audit (Central),
Sector-17, Chandigarh.

Subject:- Revised inter office transfer and posting of Group "A","B" (Gazetted & Non-Gazetted) & "C" staff.

Sir,

As per provisions in the Headquarters office letter No. 10-Staff (App-II) 63-2013 dated 06-01-2014 and Circular no. 61-Staff (App-II)/2019 issued vide letter No. 1436-Staff (App-II) 67-2019/Vol.IX dated 30-12-2019, the members of the inter office transfer and posting board of Group "A","B" (Gazetted & Non-Gazetted) & "C" staff has been constituted as under:-

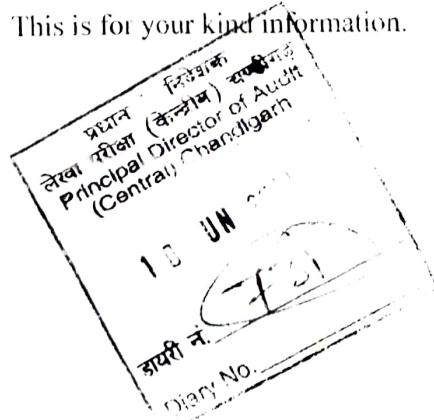
- (i) Sr. DAG/DAG (Admn) O/o the PAG (Audit) Haryana;
- (ii) Director (Admn.) O/o the Pr. Director of Audit (Central) Chandigarh; and
- (iii) Sr. DAG/DAG (AMG-II) O/o the PAG (Audit) Haryana.

The senior most from these Group Officers will be the Chairperson. Principal Accountant General is the accepting authority.

Detailed guidelines for posting and transfers to be adopted by the Board are enclosed.

This is for your kind information.

Enclosed: 02



Yours faithfully,

Dy. Accountant General (Admn.)

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**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)
HARYANA, CHANDIGARH.**

**GUIDELINES ON TRANSFER AND POSTING IN RESPECT FOR
GROUP "A" (Sr. AOs) & Group "B" Gazetted Staff.**

After restructuring of the office vide Hqrs. letter no. 96/09-SMU/2020, dated 15 May, 2020, with the constitution of the Audit Management Groups the past linkage of Audit Management Groups to previous wings stands abolished and same shall be treated as fresh administrative formations. Accordingly, Board(s) for intra and inter office transfer & posting of Group "A" (Sr. AOs) & Group "B" Gazetted Staff have been constituted by the Head of the department as per Headquarters' office Circular no. 1-Staff Wing/2014 issued vide letter No. 10-Staff (App-II) 63-2013 dated 06-01-2014.

The Transfer and Posting guidelines are based on the following principles:-

1. Office requirement and administrative convenience will have precedence over the convenience of individual officers.
2. Transfer or posting to a particular seat/office cannot be claimed as a matter of right by officers.
3. Frequent transfers of an individual are not in the interest of stability of functioning of an office and hence have to be avoided to the extent possible.

The guidelines for making recommendations in transfer & posting are as follows:-

1. No member of Group "A" (Sr. AOs) & Group "B" Gazetted Staff shall normally be transferred from particular seat/charge before completion of minimum period of two years.
2. Transfer shall be done on the basis of period of posting of officers in the respective charge. However, the board may also consider individual consideration/request in this regard.
3. Personal Staff of the Pr. Accountant General / Group Officer are not covered by the previous & fresh transfer policies. Keeping in view importance of work, the transfers of the personal staff in Group "A" & Group "B" Gazetted Cadres in Pr. Accountant General's Sectt./ Group Officer's Sectt. will be governed by administration in consultation with the Pr. Accountant General / Group Officer(s).
4. The board shall also consider instant orders of Govt. of India issued in consultation with Comptroller and Auditor General of India in the matter of transfer as well as those by the office of Comptroller & Auditor General of India.
5. In case of any special/emergent circumstances, the Head of the Department/Head of Office, as the case may be, can issue order of transfer/posting without reference or recommendation of the board. However, such transfer/ posting may be brought to the notice of the board in its following meeting.
6. Board may also recommend transfer/posting/retention of any officer(s), as the case may be, in relaxation of the above guidelines subject to the approval of the Head of the Department.
7. The Head of the Department may relax any of the above provisions and orders of transfer/posting or retention of officer keeping in view of exigencies of public services and administrative requirement.
8. Keeping in view the local scenario, the above guidelines can be modified any time by the orders of the Head of the Department.
9. Internal Guidelines can be framed by the Board taking into consideration any guidance of Head of Department, if existing.

The above guidelines have been framed as per above mentioned circular and issued with the approval of the Principal Accountant General.

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Dy. Accountant General (Admn.)

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**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)
HARYANA, CHANDIGARH.**

**GUIDELINES ON TRANSFER AND POSTING IN RESPECT FOR
GROUP "B" (Non-Gazetted) & GROUP "C" STAFF.**

After restructuring of the office vide Hqrs. letter no. 96/09-SMU/2020, dated 15 May, 2020, with the constitution of the Audit Management Groups the past linkage of Audit Management Groups to previous wings stands abolished and same shall be treated as fresh administrative formations. Accordingly, Board(s) for intra and inter office transfer & posting of Group "B" Non-Gazetted & Group "C" staff have been constituted by the Head of the department as per Headquarters' office Circular no. 1-Staff Wing/2014 issued vide letter No. 10-Staff (App-II) 63-2013 dated 06-01-2014.

The Transfer and Posting guidelines are based on the following principles:-

1. Office requirement and administrative convenience will have precedence over the convenience of individual officials.
2. Transfer or posting to a particular seat/office cannot be claimed as a matter of right by officials.
3. Frequent transfers of an individual are not in the interest of stability of functioning of an office and hence have to be avoided to the extent possible.

The guidelines for making recommendations in transfer & posting are as follows:-

1. No member of Group "B" Non-Gazetted & Group "C" staff shall normally be transferred from particular seat/charge before completion of minimum period of two years.
2. Transfer shall be done on the basis of period of posting of officials in the respective charge. However, the board may also consider individual consideration/ request in this regard.
3. Personal Staff of the Pr. Accountant General / Group Officer are not covered by the previous & fresh transfer policies. Keeping in view importance of work, the transfers of the personal staff in Group "B" Non-Gazetted & Group "C" cadres in Pr. Accountant General's Sectt./ Group Officer's Sectt. will be governed by administration in consultation with the Pr. Accountant General / Group Officer(s).
4. The board shall also consider instant orders of Govt. of India issued in consultation with Comptroller and Auditor General of India in the matter of transfer as well as those by the office of Comptroller & Auditor General of India.
5. In case of any special/emergent circumstances, the Head of the Department/Head of Office, as the case may be, can issue order of transfer/posting without reference or recommendation of the board. However, such transfer/ posting may be brought to the notice of the board in its following meeting.
6. Board may also recommend transfer/posting/retention of any official(s), as the case may be, in relaxation of the above guidelines subject to the approval of the Head of the Department.
7. The Head of the Department may relax any of the above provisions and orders of transfer/posting or retention of official keeping in view of exigencies of public services and administrative requirement.
8. Keeping in view the local scenario, the above guidelines can be modified any time by the orders of the Head of the Department.
9. Internal Guidelines can be framed by the Board taking into consideration any guidance of Head of Department, if existing.

The above guidelines have been framed as per above mentioned circular and issued with the approval of the Principal Accountant General.

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Dy. Accountant General (Admn.)

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Circular No. 1- Staff Wing / 2014.

No. 10- Staff (App-II) 63-2013.

Dated 06.01.2014

To

All the Heads of Department in the IA&AD

Subject: Guidelines on Transfer and Posting of Gr. 'B' & 'C' staff and disclosure of the same on the official website of the concerned offices-regarding.

Sir/ Madam,

In compliance with the Hon'ble Supreme Court's Orders dated 31.10.2013 in W.P (Civil) No. 82 of 2011, whereby the Government of India has been directed to bring transparency in the matter of transfer and posting of Officers and Staff at all levels and to ensure minimum tenure of their posting, the Government of India has decided that all the Departments have to constitute the Service and Transfer Boards for this purpose immediately.

2. In this regard, the Comptroller & Auditor General of India has decided that 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 with immediate effect. The detailed guidelines on Transfer and Posting are to be framed by every office keeping in view the local scenario of the cadre composition and the broad guidelines/ instructions given as under-

- (i) For the purpose of inter office transfer and posting of the Gr. 'B' & 'C' staff, under the same cadre controlling authority, there shall be a single Transfer and Posting Board consisting of the Group Officers incharge of Administration in the concerned offices and the seniormost amongst them will be the Chairperson. Where there are less than 03 participating offices, the third Group Officer may be nominated by the cadre controlling authority i.e the accepting authority.
- (ii) For the intra office postings of Gr. 'B' (Non Gazetted) and Gr 'C' Staff, the Transfer and Posting Board will consist of 03 Branch Officers. The Branch Officer in charge of administration would be the Ex-Officio member and other two Branch Officers would be nominated by the Head of the Department and seniormost amongst them would be the Chairperson. The Group officer incharge of Administration would be the accepting authority.
- (iii) For the intra office transfer and posting of the Gr 'B' (Gazetted) Staff, the Board will consist of Group Officer and Branch officer in-charge of administration and one more Group Officer to be nominated by the Head of the Department. The senior of the two Group Officers would be the Chairperson. The Head of the Department would be the accepting authority. However, where there is only a single Group Officer in any of the office, a branch officer may be nominated by the HoD as the third member.
- (iv) The Gr. 'B' & 'C' staff shall not be transferred from a particular post before the lapse of a minimum period of two years.
- (v) These instructions are to be implemented with immediate effect. All the Heads of Department have to ensure the compliance by 31.01.2014.
- (vi) Kindly acknowledge the receipt.

Yours faithfully,

(Ranjit Singh)

Asstt. C&AG INI