

Guidelines on Transfer and Posting of Group 'B' & 'C' Staff

With a view to bring transparency in the matter of transfer and posting of Officers and Staff at all levels, the CAG of India has decided to constitute Transfer & Posting Boards consisting of minimum three members in all the IA&AD offices to recommend transfer & posting of all Group 'B' & 'C' staff.

Accordingly, two Transfer and Posting Boards as detailed in the Table below have been constituted to consider & recommend intra-office transfer & posting of staff of Group 'B' & 'C'. The composition of each Board and the accepting authority are also indicated in the Table.

Sr. No	Details of Cadre	Members of the Board	Accepting Authority
1	Gr.'B'(Gazetted)	<ul style="list-style-type: none">• Dy. Director/Admn (Convener)• One Director/Dy. Director (to be nominated by the PDCA before convening the meeting)• Sr. Audit Officer/Admn.	DG/PDCA
2.	Gr.'B'(Non-Gazetted) and Gr.'C' Staff	<ul style="list-style-type: none">• Sr. Audit Officer/Admn. (Convener)• 2 Sr. Audit Officers/Audit Officers (to be nominated by the PDCA before convening the meeting)	Dy. Director/Admn.

Principles of Transfer and Posting Guidelines

These Transfer and posting Guidelines are based on the following principles: -

- Boards shall normally meet twice in a year or as and when the need arises to consider transfer & posting of staff.
- The senior most officer of the Board would be Chairperson of the Board.
- To ensure stability and continuity, official will generally have minimum tenure of two years in the group they are posted to.
- Board shall submit the recommendation to the accepting authority and decision of the Accepting Authority shall be final in all cases.
- All transfer and postings would be subject to administrative needs and exigencies of works including catering requirement for temporary deployment for specific and general work related requirement.
- Keeping in view the confidentiality of the sectional work, personal staff of DG/PDCA and Directors/Dy. Directors shall be posted in consultation with the DG/PDCA or concerned Directors/Dy. Directors and their transfer/posting shall not be part of Transfer and Posting Board.
- DG/PDCA shall be the competent authority to relax one or more provisions of the Transfer and Posting Guidelines and may make such exceptions on assessment of individual cases as he/she may deem fit.