


CIRCULAR

Revised Transfer and Posting Guidelines of Group 'B' and 'C' Staff are enclosed for information. This circular supersedes the circular issued vide letter No. CH-III/MAB-I/Transfer & posting guidelines dated 31/01/2014.

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4 MAR 2014


3.3.14
Audit Officer/Admn

No. CH-III/MAB-I/Transfer & posting guidelines

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Copy to :

1. Office of the Principal Director of Commercial Audit & ex-officio Member Audit Board-II, Mumbai for information and necessary action.
2. P.S. to PDCA
3. Deputy Director/Admn.
4. Deputy Director/Report
5. All Sr. Audit Officers/Audit Officers/Assistant Audit Officers may circulate to all staff under their control. (By email)
6. Central Office for circulation
7. Notice Board.

**Office of the Principal Director of Commercial Audit &
Ex-officio Member Audit Board-I, Mumbai**

Transfer and Posting Guidelines

1. The Office of the Principal Director of Commercial Audit & Ex-officio Member Audit Board-I, Mumbai (MAB-I) is the Cadre Controlling Officer for the common cadres of two offices located in Mumbai, i.e., MAB-I and MAB-II. These transfer & posting guidelines apply to the cadres controlled by MAB-I. These guidelines do not apply to transfer of AAOs/AOs/SAOs from one office to another as the same is done by their cadre controlling officer, i.e., DG (C) in the office of the Comptroller and Auditor General of India.

2. General Principles

- All officials in the common cadres of two MAB offices in Mumbai are liable to be transferred and posted from one MAB office to another.
- Transfers will be made as per administrative requirements.
- To ensure stability and continuity, every official will have a minimum tenure of 2 years in an MAB office.

3. Transfer and Posting Boards

3.1. The intra office Transfer & Posting Board for Gr. 'B' (Gazetted) will consist of Group Officer in-charge of Administration in the office of the MAB-I, other Group Officer in-charge of Report-I in the office of MAB-I and Branch Officer in-charge of Administration in the office of the MAB-I. The seniormost Group Officer would be the chairperson of the Board. The Head of the Department, i.e., MAB-I would be the accepting authority.

3.2. The inter office Transfer & Posting Board for Gr. 'B' (Gazetted) will be the same as mentioned in Para 3.4 below.

3.3. The intra office Transfer & Posting Board for Gr. 'B' Non-Gazetted and Gr. 'C' staff will consist of Branch Officer in-charge of Administration of office of MAB-I, one Branch Officer from the field audit parties of O/o MAB-I and the Secretary to PDCA of office of the MAB-I. The seniormost branch officer would be the chairperson. The Group Officer in-charge of Administration of office of the MAB-I would be the accepting authority for intra office transfers pertaining to the office of the MAB-I.

3.4. The inter office Transfer & Posting Board for 'B' Non-Gazetted and Gr. 'C' staff will consist of Group Office in-charge of Administration of office of the MAB-I, Group Officer in-charge of Administration of office of the MAB-II and Group Officer of Report-I Group of office of the MAB-I. If the Group Officer of Report-I Group of office of the MAB-I is not available, the other Group Officer of the office of the MAB-II, stationed in Mumbai, will be the third member. The Head of the Department and Cadre Controlling Authority, i.e., MAB-I will be the accepting authority.

4. Rotation

Auditors/ Sr Auditors working in the HQ of MAB-I, Mumbai office shall be rotated to field audit on completion of 5 years. They may also be transferred to field audit before completion of 5 years as per administrative requirements.

5. Relaxation

The Head of the Department, i.e., MAB-I may relax any of the above provisions on grounds to be recorded in writing.

6. This supersedes the previous instructions/ guidelines on the subject.



(Y. N. Thakare)
Principal Director of Commercial Audit &
Ex-officio Member Audit Board-I, Mumbai

Date: 3 March 2014

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**OFFICE OF THE PRINCIPAL DIRECTOR OF COMMERCIAL AUDIT
AND EX-OFFICIO MEMBER, AUDIT BOARD-I, MUMBAI-400 051.**

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In continuation of the Revised Transfer and Posting Guidelines of Group B and C staff issued vide letter No. CH-III/MAB-I/Transfer & posting guidelines/1596 dated 4/3/2014, it may also be noted that the request for deputation to other offices by Auditors/Sr.Auditors would be entertained only to the extent of 10% of men-in-positions of that cadre. However, request from physically handicapped officials will be considered sympathetically and given preference.

13 AUG 2014


(C.S. Panwar)
Deputy Director/Admn

No.MAB-I/Admn/Transfer & Posting Guidelines/2014-15

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