



कार्यालय प्रधान निदेशक लेखापरीक्षा (स्वास्थ्य, कल्याण एवं ग्रामीण विकास)  
OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (HEALTH, WELFARE & RURAL  
DEVELOPMENT)  
इन्द्रप्रस्थ एस्टेट, नई दिल्ली-110 002  
INDRAPRASTHA ESTATE, NEW DELHI - 110002

No.Admn/Trafr&Post/2020-21

Date: 12.11.2021

As per guidelines of Headquarters office on the constitution of Transfer and Posting Board, the Principal Director Sir has nominated members of the Board as under: -

Sl.No.	Category of Transfer	Category of Official	Constitution of Board	Accepting Authority
1.	Intra Office	Gr. B (Non-Gazetted) & Gr. C	1. Sh. Sanjeev Kumar, Sr.AO (Admin) 2. Ms. Deepti J. Singh, Sr. AO 3. Sh. Kailash Kataria, Sr.AO	Director (Admin)
2.	Intra Office	Sr.AO classified as Gr. A & Gr. B (Gazetted)	1. Ms. Bhavika Joshi Lathe, Director (Admin) 2. Sh. Praveen Kumar Saxena, Dy. Director (AMG-I) 3. Sh. Sanjeev Kumar, Sr. AO (Admin)	Principal Director of Audit (HW&RD)

**GUIDELINES ON TRANSFER AND POSTING IN RESPECT OF SR. AO CLASSIFIED AS GROUP "A", GROUP "B" (GAZETTED/NON-GAZETTED) & GROUP "C" STAFFS.**

A Board for intra office transfer and posting of Gr. A (Sr.AO), Gr. B (Gazetted/ Non-Gazetted) & Gr. C staff constituted by the Head of the Department as per Headquarters Circular No.1-Staff Wing/2014 issued under No.10-Staff (App-II) 63-2013 dated 06.01.2014 shall consider the following guidelines in making its recommendation as per the abovementioned circular:-

1. All the Group A (Sr.AO), B and C staffs are liable to be transferred and posted in any section/wing in the office (HQrs or Field). Transfer and posting to any section/wing are not to be claimed by any officials as a matter of right. However, requests from individuals for transfer on personal, health and any other grounds, either prematurely or otherwise would be considered by Board.
2. All cases of intra office transfers and posting (other than temporary transfers) will be done on the basis of recommendations by the Board concerned which has been notified. Director General/ Principal Director will be the accepting authority in the case of Transfer and Posting Board for Sr.AO classified as Group 'A' & Group 'B' (Gazetted) Staffs. The Group Officer in charge of Administration Group will be the accepting authority in the case of Transfer and Posting Board for Group 'B' (non-gazetted) and Group 'C' Staffs.
3. The Boards will consider the cases as per relevant provisions in C&AG's MSO (Admin) on rotation of personnel and applicable instructions issued by HQrs./ GOI etc. from time to time.
4. While considering the proposal for transfer and posting of officers and staffs, the TPB will keep in mind the fact that the staff who have rendered two or more than two years in a particular Section/Wing should be rotated and posted to other Sections/Wing so that the staff could gain experience.

P. T. O.

5. No official will be retained in the same section for a period exceeding five years without approval of Head of the Department.
6. The deciding factor for posting as well as continuance in the field audit would be the quality of output including contribution to CAG Audit Reports approval by the Headquarters. Quarter wise review of contribution of field officers/officials will be carried out.
7. The Head of Department can assign any special work viz Performance Audits, Thematic cum Compliance Audit and any other work to any of the staff in Group 'A', 'B' & 'C' cadre keeping in view the best interest of the office. The officers and staffs who have been assigned Performance Audits/ Thematic Audits, shall not be transferred till completion of assignment/ until consent of their supervisory officers has been obtained.
8. The newly recruited Group B and C staff will not be transferred/ posted from the Headquarters to field audit, until they successful completion of the prescribe probation period.
9. Keeping in view importance of work, the personal staff in Director General/Principal Director Sectt./ Group Officer's Sectt. shall be transferred in consultation with the Director General/ Principal Director/Group Officers.
10. As far as possible persons with physical disabilities will not be transferred frequently and may be posted where their service can be utilized optimally.
11. The accepting authorities can issue transfer and posting orders directly on a case to case basis under emergent conditions where the meeting of the Transfer and Posting Board cannot be convened on a short notice or for reasons to be recorded in writing. This will, however, be undertaken only under exceptional circumstances and not as norm.
12. The deployment of staff within the Group will continue to be decided by the Group Officer and Transfer and Posting Board will not have any role in this matter.
13. These guidelines for intra-office transfer and posting of staff are applicable to Group B Gazetted officer and Group B (Non Gazetted Officer) and Group C Staffs. The post of Sr. Audit Office falling under Gr. B Gazetted officer has now been classified as Gr.A vide HQrs circular no. 67-Staff Entt. (Rules)/AR/11-2015 dated 16.05.2019. However, for the purpose of intra-office transfer and posting, these guidelines will also applicable to the Sr. Audit officer until issuance of specific guidelines by the HQrs/Govt. Of India
14. These guidelines for intra-office transfer and posting of Group A (Sr.AO), B and C staff will come into force with immediate effect.

The above guidelines have been framed as per abovementioned circular and with the approval of Principal Director of Audit (HW&RD).

**Sr. Audit Officer (Admin)**

**Copy forwarded to following for information and necessary action: -**

1. P.D.A.'s Sectt. O/o the P.D.A. (HW&RD), New Delhi.
2. All Group Officers, O/o the P.D.A. (HW&RD), New Delhi.
3. All the members of the Board
4. Sr.AO/ IS wing, O/o the P.D.A. (HW&RD), New Delhi, request to upload above office order on office website.
5. Notice Board.