

## **OFFICE OF THE ACCOUNTANT GENERAL (A&E) PUNJAB CHANDIGARH**

### **Transfer Policy-2023**

In reference to the Headquarters office vide letter 06.01.2014, the intra office transfer & posting guidelines/policy of staff Group 'B' & Group 'C' staff of this office is being formulated. These guidelines have been framed in compliance HQ circular No. Staff Wing/2014, No-10 Staff (App-II) 6-2013 dated 06.01.2014. Comptroller Auditor General's MSO (Administration) Vol. The guidelines are as follows:

1. Group A (Non-IA&AS), Group 'B' and Group 'C' staff (excluding MTS) shall not be transferred from a particular post/charge before the lapse of a minimum period of 2 years.
2. Keeping in view that the average service period of an employee is around 35 years, it shall be ensured that each officer/official serves a term of 12 years each in Administration/ Pension /Accounts wing . Further during the 12 years stay in a particular wing it shall be ensured that the official is posted in different sections in such a manner so as to cover the entire working of the wing.
3. No member of clerical staff should be allowed remain in the same section/wing for more than 5 years without specific approval of Accountant General and a person having worked in a seat or section should not be posted again to the same seat or section after a short interval.
4. Section wise/charge wise posting would be done by the Transfer/Posting board in case of intra office transfer.
5. Any proposal for transfer/posting of staff should be forwarded to Admn section for submission before the transfer posting board.
6. The meeting of transfer board will normally held in once in year. The meeting could be preponed or postponed as per administrative requirement after the approval of Head of Department i.e. Accountant General/Head of office i.e. DAG (Admn).
7. No informal request of posting/transfer would be considered by transfer posting board.
8. If any employee is retained in particular seat/charge for administrative requirement the same official would be considered for transfer in next board meeting.
9. In case of special circumstance/administrative requirement, the respective Accepting Authority of the transfer/posting board can issue order of transfer/posting without any

reference or recommendation of the board. However, such cases of transfer will be put up to next meeting of concerned transfer board.

10. The Transfer and Posting board shall ensure that at a time no more than 25% of staff having more than 5 years stay are transferred , in order to ensure that there is no disruption in the working of office.
11. The Accountant General may relax any of the above provision and orders of transfer/posting retention keeping in view of the administrative requirement.

Sd/-  
**DAG(Administration)**

**OFFICE OF THE ACCOUNTANT GENERAL (A&E) PUNJAB CHANDIGARH**

**Transfer Policy-2023**

In partial modification of Transfer Policy which was formed in May 2023, the Point No. 2 has been modified as under:-

1. All the officers/officials should be transferred from their respective section/wing with stay of more than 3 years in section and 6 years in a wing.  
All other points will remain the same.

Sd/-  
**DAG (Administration)**