

**OFFICE OF THE DIRECTOR GENERAL OF AUDIT, NORTH
EASTERN RAILWAY, GORAKHPUR**

In compliance to the provisions contained in HQ's circular no 10-Staff(App-II)/63-2013 dated 06-01-2014, HQ circular no 61-Staff(App-II)/2019 dated 30-12-2019, HQ circular no. 36-Staff/2024 dated 18-10-2024 etc. and Para no. 5.9.1, 6.5.1& other of MSO(Admin) vol-I 3rd edition, the following guidelines are laid down to consider Transfer and Posting in the office:

1. A Transfer and Posting Board for intra office transfer and posting of Group "A" Non-IAAS, Group "B" Gazetted/Non Gazetted and Group 'C' staff shall be constituted by the Head of the Department for making the recommendations for transfer and posting for above cadre.
2. No members of Group 'A' Non-IAAS, Group 'B' and Group 'C' staff normally be transferred from a particular seat/charge before completion of a minimum period of two years subject to administrative requirements.
3. No members of Group 'A' Non-IAAS, Group 'B' and Group 'C' staff shall hold sensitive post (Admin, Coordination & Control, etc.) for more than five years.
4. The maximum tenure in a section would be five years and at a station would be ten years subject to administrative requirements.
5. All officials in ordinary circumstances would be transferred to another station on promotion.
6. T&P Board while making transfer and postings will take into account the number of vacancies at different section/division under this office, work requirements, station seniority and other relevant factors. Guidelines for posting of spouse at the same station will be followed as far as practicable and feasible to the extant rules.
7. The board shall also consider orders of Govt. of India issued in consultation with Comptroller and Auditor General of India in the matter of transfer between section/station from time to time.
8. 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.
9. 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.
10. Employees recruited under physically handicapped category may be given posting, as far as possible, subject to administrative constraints, near their native places within the zone.
11. The T&P Board shall generally meet at least two times in a year with a gap of six month between the two meetings. The T&P Board could meet earlier than six months, if needed.
12. Welfare Assistant, Staff Car Driver, PA(s), PS(s) is/are exempted from outstation transfer.

Almgo.
19/05/2025

(Deputy Director)