

Broad Guidelines for Transfer & Posting Boards:

Enumerated below are broad guidelines for reference of the Transfer & Posting Boards constituted for considering and recommending intra-office transfer of staff.

- The Transfer & Posting Boards shall normally meet once in every quarter in the month of January, April, July and October each year or as and when the need arises to consider the transfer & posting of the staff.
- The senior most officer of the Board would be the Chairperson of the Board.
- All transfer and postings shall be considered keeping in view primarily the foremost aspect of administrative requirement and exigency of work. All other factors including individual requests/preferences shall be secondary except grave medical opinion/s.
- Officers/officials may not, in normal course, be transferred from one sector/section to another before completion of a minimum tenure of 02 years except in the case of promotion/reversion to higher/lower cadre.
- Keeping in view the confidentiality of the sectional work, personal staff of Pr. AGs sect and Sr. DAG Sectt. the staff shall be transferred/posted in consultation with the PAG/Sr. DAG (Admn.)
- The decision of the boards shall be recommendatory and the final approval rests with the concerned accepting authority.
- The Transfer and Posting Boards shall endeavour to transfer and rotate the staff, within sectors/sections, who have rendered five or more years tenure in a particular sector/section.
- Transfers recommended by Boards shall, however, does not preclude the prerogative of the HoD to assign any special work viz. Performance Reviews, Thematic-cum-compliance Audit examination duty/in-house training assignments irrespective of posting of the officer/official.
- The accepting authorities shall, however, possess the overriding powers to issue transfer and posting orders on case to case basis under emergent conditions where the meeting of the Boards cannot be convened at a short notice or for reasons to be recorded in writing.
- The transfer & posting Boards shall also endeavour to rotate staff between Hqrs. and field audit duties subject to administrative requirement.
- In case of large number of requests for posting at Hqrs. or field audit duty in any particular cadre, the Boards may resort to roster system with the prior approval of the competent authority, wherein each and every officer/official shall mandatorily be posted at Hqrs. and field duties for prescribed durations.
- The Head of Department may over and above the guidelines ibid issue further instructions in this regard from time to time.

Sd/-

Dy. Accountant General (Admn.)