

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)-I MADHYA PRADESH, GWALIOR

Guidelines on Transfer & Posting of Group 'B' & 'C' Staff

Introduction

There are two Offices of Accounts and Entitlement (A&E) in the State of Madhya Pradesh viz. Office of the Principal Accountant General (A&E)-I Madhya Pradesh and Office of the Accountant General (A&E)-II Madhya Pradesh. Both the above Offices are located at Gwalior excepting a Branch Office of Principal Accountant General (A&E)-I Madhya Pradesh at Bhopal. The Principal Accountant General (A&E)-I Madhya Pradesh has been given the power of cadre controlling authority in respect of all Group 'B' & 'C' cadres for promotion, transfer and postings etc.

Aim of the Policy

The aim of this Transfer and Posting Policy Guidelines for Group 'B' & 'C' staff is to provide standard norms, transparency, objectivity and increased perception of fair play and clarity in general transfers.

Periodicity for Transfer and Posting

The Group 'B' & 'C' staff shall not be transferred from a particular Section or Group or Office before the lapse of a minimum period of two years and no member of the Group 'B' & 'C' staff shall be allowed to remain in a Section/Wing continuously for more than five years except under administrative convenience.

Transfer and posting of the staff will be made twice in a year normally, in the month of April & October or as and when deemed necessary.

Broad Guidelines for formation of Transfer and Posting Board

- i. For the purpose of Inter Office Transfer and Posting of the Group 'B' & 'C' staff, under the same cadre controlling authority, there shall be a single Transfer and Posting Board (Board) to monitor these transfers. The Board will consist of:
 - (a) Group Officer in charge of Administration in the Office of the Principal Accountant General (A&E)-II, Madhya Pradesh, Gwalior.
 - (b) Group Officer in charge of Administration in the Office of the Accountant General (A&E)-II, Madhya Pradesh, Gwalior Senior most amongst them would be the chairperson.
 - (c) Since there are only two participating Offices, the third Group Officer may also be nominated by the Principal Accountant General (A&E)-I, Madhya Pradesh, i.e. the cadre controlling authority as well as the Accepting Authority.
- ii. For the intra office transfer and posting in the Office of the Principal Accountant General (A&E)-I (including Bhopal Branch Office), of Group 'B' (Non gazetted) and Group 'C' staff the Transfer and Posting Board will consist of :
 - (a) Branch Officer in charge of Administration in the Office of the Principal Accountant General (A&E)-I, Madhya Pradesh, Gwalior who would be Ex-Officio member.
 - (b) Branch Officer (in charge of TM Section (Gwalior Office)

- (c) Branch Officer in charge of Administration Section of Bhopal Branch Office/Branch Officer in charge of Book Section (Gwalior Office). Senior most amongst them would be the Chairperson.

The Group Officer in charge of the Administration of that office would be the Accepting Authority.

iii. For the intra Office transfer and posting in the Office of the Principal Accountant General (A&E)-I (including Bhopal Branch Office), of the Group 'B' (Gazetted) Staff, the Board will consist of :

- (a) Group Officer in charge of Administration in the Office of the Principal Accountant General (A&E)-I Madhya Pradesh, Gwalior.
- (b) Branch Officer in charge of Administration in the Office of the Principal Accountant General (A&E)-I Madhya Pradesh, Gwalior and
- (c) One more Group Officer who would be nominated by the Head of the Department.

The senior of the two Group Officers would be the Chairperson and Head of the Department would be Accepting Authority.

Sd/-

Dy. Accountant General (Administration)