



सत्यमेव जयते  
भारत सरकार

भारतीय लेखा तथा लेखा परीक्षा विभाग  
प्रधान महालेखाकार का कार्यालय (ले.व.ह.) नागालैंड, कोहिमा-७९७००१  
GOVERNMENT OF INDIA

INDIAN AUDIT AND ACCOUNTS DEPARTMENT

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) NAGALAND, KOHIMA-797001

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### Transfer and Posting Policy Guidelines

With reference to Hqrs. Circular No. 1- Staff Wing/2014 dated 06.01.2014, the following Transfer and Posting Board has been constituted for the purpose of Intra Office Transfer and Posting in respect of Group 'A'(Non-IAAS), 'B' and 'C' officers/officials of this office –

#### **Intra Office Transfer & Posting Board for Sr. AO, Gr-A(Non-IAS) and Gr – B (Gaz):-**

Composition of this board is detailed below –

- Shri Satish Kumar, IA&AS, Sr. Deputy Accountant General (A&E) -Chairperson
- Sr. Accounts Officer (Administration) -Ex-officio Member
- Shri Ashim Kumar Dey, Sr. Accounts Officer - Member

**The Principal Accountant General (A&E) is the accepting Authority**

#### **Intra Office Transfer & Posting Board for Gr - B (Non – Gaz) and Group – C:-**

Composition of this board is detailed below –

- Shri Joseph K A, Sr. Accounts Officer - Member
- Shri Shaji K, Sr. Accounts Officer - Member
- Sr. Accounts Officer (Administration) - Ex-officio Member

The senior most of the three SAOs will be the Chairperson.

**Sr. Deputy Accountant General (A&E)Admn will be the Accepting Authority.**

The general guideline for intra office transfers and posting are given in the as below:

### GENERAL GUIDELINES FOR INTRA OFFICE

#### TRANFERS AND POSTINGS OF GROUP 'A', 'B' AND 'C' STAFF

Any movement of staff from Hqrs/LAP/RAP to another LAP/RAP/Hqrs (intra office) would be covered by these guidelines. All such cases of transfers and postings would be done on the basis of recommendations by the Board which has been notified.

The general guidelines for recommending intra office transfers and postings of Group 'A'(Non-IAAS), 'B' and 'C' staff, subject to administrative exigencies are as follows.

- The Board will consider the cases as per relevant provision in MSO (Admn.) on rotation of personnel and applicable instructions issued by HQs/GOI, etc. from time to time.

Pension, GPF and GE Sections are considered as sensitive sections and officers/staff posted there shall not hold post for more than 5 (five) years .

2. The factors such as nature and requirement of the post, qualifications of the individual including special qualifications such as CISA, CA, ICWA, Legal and RA, past performance, History of service etc. would, inter-alia, be taken into consideration while deciding transfers and postings.

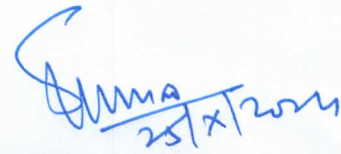
3. Group A, B & C staff shall not ordinarily be transferred from a particular post before the end of normal tenure which would be a minimum period of two years.

4. It is desirable that the transfers are done at pre fixed intervals. The periodicity for convening the meeting would be decided by the respective Boards.

5. Normally, as per existing policies, employees have to work in any position as decided by the Administration and postings and transfers cannot be claimed as a matter of right. However, requests of individuals for transfer on personal, health and any other grounds, either prematurely or otherwise, would be considered by the specified Boards.

6. In case postings are done on emergency basis due to work exigencies, they would be considered by the Board during its next meeting for post-facto confirmation.

7. All transfers and postings would be subject to administrative needs and work exigencies.



(Satish Kumar)

Sr.Deputy Accountant General(A&E)