

**OFFICE OF THE DIRECTOR GENERAL OF AUDIT
EAST COAST RAILWAY
BHUBANESWAR**

**Guidelines on Transfer and Postings of Group-A (Non-IAAS), Group-B
(Gazetted and Non-Gazetted) and Group-C officials**

1. Guiding Principles of Transfer Policy:

- 1.1 All officials at all levels are liable to be transferred and posted in any station under the jurisdiction of this office. Transfer/posting to a particular Section/station shall not be claimed by any official as a matter of right. Filling up of vacancies is a prerogative of Administration which is exercised keeping in view the overall vacancy position across the officers and exigencies of work.
- 1.2 All transfers/postings of officers and staff shall be effected on the recommendations of Transfer and Posting Board constituted by Director General of Audit/Principal Director of Audit.
- 1.3 The accepting authorities may issue transfer and posting order directly on case to case basis under emergent conditions where meeting of the Transfer and Posting Board cannot be convened on a short notice or for any other reasons.
- 1.4 All transfers and postings will be for a minimum period of **TWO** years. However, transfer of any official before completion of minimum tenure at a station may be considered on administrative grounds and exigencies of work at the discretion of competent authority.
- 1.5 Station seniority shall be the sole criteria for transfer and posting in any cadre. For this purpose, Auditors and Sr.Auditors shall be considered as one and the same cadre while considering transfer.
- 1.6 Extant guidelines of DoPT at the time of meetings of Transfer and Posting Boards for consideration of transfer of husband and wife at the same station will be followed as far as possible.
- 1.7 Officers/Officials with less than 02 years of service before superannuation may generally not be transferred. They may, however, be considered for posting at a place of their choice as far as possible.

- 1.8 In case an official seeks posting to a particular Station on medical grounds, the Transfer and Posting Board is empowered to take a decision on the plea. However, if required, the case may be referred to a Medical Board.
- 1.9 Officials who are physically handicapped or suffer from any kind of permanent disability may as far as possible be posted at Station of their choice and may not be considered for outstation postings.
- 1.10 Any official may opt for transfer to any station of his/her choice after completion of prescribed minimum tenure of **TWO** years or more at a station for consideration of competent authority. The decision of the authority in this respect shall be binding.

2. **On promotion:**

- 2.1 In any cadre, an Officer/Official to be promoted can be retained in the Same Station, provided there is a vacancy in that Station and there is no demand for the same location from any other Outstation Officer/Official. In case there is no vacancy in the Station where an Officer/ Official is promoted, the Officer/ Official may be transferred on promotion to any other location where such vacancy exists.

3. **Initial Posting:**

- 3.1 Initial postings are postings in a cadre at the time of induction in which officials are directed recruited.
- 3.2 Initial postings will be made at Headquarters Office or other field units under the jurisdiction of this office depending upon requirement and administrative interest.
- 3.3 In case more persons opt for a particular station than the number of vacancies at that station, the posting to that station will be governed based on administrative requirement.

4. **Treatment of Deputation and Absence from Duty**

- 4.1 Period spent on deputation outside the department by an official shall not be taken into account for reckoning the length of posting at a particular station irrespective of the place of posting in the concerned deputation.
- 4.2 Long spells of leave/ absence from duty except for leave on medical grounds will not be taken into account for reckoning the minimum tenure required at a particular place of posting before considering the request of the official for transfer to a choice location.

5. **Transfer:**

- 5.1 Requests for transfers from one station to another will be considered after completion of a minimum tenure of 02 years at that station subject to availability of vacancy. Transfer would normally be made on seniority basis, but administrative exigencies would be given top priority.
- 5.2 The station seniority shall be the primary criterion for transfer/postings, ie. length of service rendered at a station including service rendered in previous post(s) shall be taken into consideration for determining station seniority for the purpose of transfer.
- 5.3 In case of application received from any official/officer for transfer to the station of his/her choice before completion of minimum tenure of 02 years in that station, his appeal may be considered by the competent authority as transfer on own interest.
- 5.4 These guidelines shall not apply to cases of transfers effected on administrative grounds and exigencies of work.

This Transfer Policy is issued with the approval of Director General of Audit and takes effect from 23.07.2021

The aforesaid guidelines on transfer and posting shall be applicable uniformly to all classes of employees of this office unless otherwise specified. Any of the aforesaid provisions, if found inconsistent with or repugnant to any other provisions while being implemented/interpreted under any given circumstance, then the decision taken by the Competent Authority shall be final. The decision of Competent Authority with regard to transfers effected in circumstances not covered in the aforesaid policy shall be final.


23/7/2021
Sr. Audit Officer/Admn