

कार्यालय महालेखाकार (लेखापरीक्षा-II), उत्तर प्रदेश
ऑडिट भवन, टी सी 35-V-1, विभूति खण्ड - गोमती नगर, लखनऊ - 226010

No. AG (Audit-II) UP/Admn/IOTPB 2022-23/ 56

Date: 29.06.2022

Corrigendum

With the approval of the Competent Authority, the modified guidelines for transfer and posting of Group 'A' (Non-IA&AS), Group 'B' and Group 'C' staff (No. AG (Audit-II) UP/Sr. DAG (Admin) Cell/IOTPB 2022-23/8-13) issued on 23.05.2022 has been partially amended and the composition of IOTPB of Group 'C' officials has now been considered as given below:

Intra-Office Transfer & Posting of Group 'C' officials (Non-Gazetted officials excluding AAO-Adhoc and Supervisors)-

Lucknow Office and Branch Office, Prayagraj

- i. Sr. Audit Officer/ Administration (Ex-Officio Member), Lucknow office
- ii. Sr. Audit Officer/ AMG-II (DP)
- iii. Sr. Audit Officer/ SFAR (Coordination)

The senior most Branch Officer will be the Chairperson of the IOTPB and the Group Officer in-charge of Administration will be the Accepting Authority.

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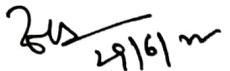
Sr. Dy. Accountant General/Admin

No. AG (Audit-II) UP/Admn/IOTPB 2022-23/ TR-735 ले 743

Date: 29.06.2022

Copy to: For information and necessary action-

1. Sr. DAG/AMG-IV & Admin, O/o the AG (Audit-II) UP, Lucknow
2. Sr. DAG/AMG-I & II, O/o the AG (Audit-II) UP, Lucknow
3. Sr. DAG/AMG-III, O/o the AG (Audit-II) UP, Lucknow
4. Secretary to AG, O/o the AG (Audit-II) UP, Lucknow
5. Members of IOTPB (Group 'C'), O/o the AG (Audit-II) UP, Lucknow
6. SAO/IT Cell with a request that please do the needful for uploading of this transfer & posting guidelines on the official website of the office.
7. Notice Board.


Sr. Audit Officer/Admin

(172)

कार्यालय महालेखाकार (लेखापरीक्षा-II), उत्तर प्रदेश
ऑडिट भवन, टी सी 35-V-1, विभूति खण्ड - गोमती नगर, लखनऊ - 226010

No. AG (Audit-II) UP/Sr. DAG (Admin) Cell/IOTPB 2022-23/Misc./08 ¹³ Date: 23.05.2022

Modified Guidelines for transfer and posting of Group 'A' (Non-IA&AS), Group 'B' and 'C' Staff

1. In supersession of earlier transfer & posting guidelines and in compliance with the HQ's Circular No. 1-Staff Wing/2014 No. 10-Staff (App-II) 63-2013 dated 06.01.2014 on Transfer and Posting of Group 'B' and 'C' Staff to bring transparency in the matter of transfer and posting of officers and staff at all levels, the detailed guidelines on transfer and posting has been framed by this office keeping view the local scenario of the cadre position.
2. In view of administrative convenience and post restructuring of the office, the composition of the Intra-Office Transfer and Posting Boards (IOTPBs) had been reconstituted vide the approval of the Accountant General (Authority: Approved note dated 06.05.2022). The details of the reconstituted IOTPBs are as follows:

Intra-Office Transfer & Posting of Group 'A' (Non-IA&AS) and 'B' Gazetted Officers including AAO-Adhoc and Supervisors -

Lucknow Office and Branch Office, Prayagraj-

- i. Sr. Dy. Accountant General/ Administration
- ii. Sr. Dy. Accountant General/ AMG-III
- iii. Sr. Audit Officer/ Administration

The senior most Group Officer will be the Chairperson of the IOTPB and the Accountant General will be the Accepting Authority in the aforesaid IOTPB.

Intra-Office Transfer & Posting of Group 'C' officials (Non-Gazetted officials excluding AAO-Adhoc and Supervisors)-

Lucknow Office and Branch Office, Prayagraj

- i. Sr. Audit Officer/ Administration (Ex-Officio Member), Lucknow office
- ii. Sr. Audit Officer/ Report-II
- iii. Sr. Audit Officer/ AMG-II (HQ/AIR)

The senior most Branch Officer will be the Chairperson of the IOTPB and the Group Officer in-charge of Administration will be the Accepting Authority.

3. All the Group 'B' and 'C' Staff are liable to be transferred and posted in any Group/Section of the office (HQ or Field). Transfer & Posting to any Group/Section shall not be claimed by any official as a matter of right.
4. The Group 'B' and 'C' Staff shall not be transferred from a particular seat/section to other seat/section in the headquarters and the headquarters to the field audit, before the lapse of a minimum period of two years, except in case of promotion, retirement, long term training, long leave and work requirement/administrative exigencies etc.
5. Change of posting from HQ to field audit in respect of Group 'B' officers posted in Report Section will be done after completion of a period of three years, keeping in view the nature of Report work and the need for continuity therein. Further, posting in respect of the Secretary to AG, AAOs and other staff posted in the AG Secretariat will be at the discretion of the concerned AG.
6. In addition to the above criterion of two years, the quality of output, including contribution to CAG Audit Reports and comments on annual accounts approved by the CAG headquarters (excluding the repeated comments) would be a deciding factor for posting as well as continuance in the field audit. Quarter wise review of contribution of field officers will be carried out and the further continuance in the field or the wing of the officer will depend upon the results of quarter wise review.
7. There will be no minimum term of posting in the field audit. The Group 'B' and 'C' Staff who have completed a minimum period of two years of posting in the headquarters, will be replaced with the staff posted in the field audit in the priority of time period spent by them (except those who are engaged in a long term audit assignment viz. Performance Audit, IT Audit etc.) or with those staff who have no significant audit contribution/poor performance as mentioned in the aforesaid point no 5.
8. The newly recruited Group 'B' and 'C' Staff will not be transferred/posted from headquarters to field audit until they successfully complete the prescribed probation period.
9. The Group 'B' and 'C' Staff transferred from other offices will be generally posted in the headquarters and considered for further posting in the field audit after completion of a minimum period of two years, except in case of persistent work requirement in the field audit. These staff will be replaced with those staff posted in the headquarters and who have completed a period of two years, or in the priority of completion of period in the headquarters, in case they have not completed the minimum period of two years.
10. The meetings of the IOTPB will normally be held twice in every year for recommendation of transfer of Group 'B' and 'C' Staff, i.e. first meeting after approval of the Audit Plan to cope up with the requirement of Audit Plan and second meeting after a period of six months from the date of the first

meeting. Evidently, first meeting of the IOTPB will be dependent on the approval of the Audit Plan. Therefore, transfer and postings due during the span of next six months will also be considered in the first meeting of IOTPB.

- 11. Transfer and posting orders will be issued in the month of meetings and will be effective from the effective dates indicated in the transfer and posting orders. However, depending on any midterm requirement owing to promotion, retirements, resignations, training etc. subsequent meetings can also be held in the intervening period.
- 12. The decision of the IOTPBs will be recommendatory and final decision will rest with the Accepting Authorities i.e. Accountant General in case of Group 'B' Gazetted staff and Sr. Dy. Accountant General in-charge of Administration in case of Group 'B' Non-Gazetted and Group 'C' staff.
- 13. While considering the proposal for transfer and posting of the Group 'B' and 'C' staff, the IOTPB will also keep in mind the fact that the staff who have rendered three or more than three years in a particular Sector/Section should be rotated and posted to other Sectors/Sections so as to gain experience of work in various Sectors/Sections. This provision shall be subject to Point no.5 of these guidelines. In addition to this, efforts will be made to link the period of posting with the Audit Report cycle.
- 14. Officers/officials being posted for the first time in the field audit of any Sector/Wing will be posted/associated in the AIR Section for at least one quarter to gain knowledge and experience of that Sector/Wing. Such officers/officials will be replaced with the officers/officials due for HQ posting only after successfully completion of their posting in AIR Section for at least one quarter. This will be clearly indicated in the transfer/posting orders.
- 15. The transfer and posting of Group 'B' and 'C' Staff will be done as per administrative convenience and the same cannot be claimed as matter of right by any staff/officer. Moreover, these will be subject to the following-
 - i. No officer/staff shall be considered for field posting six months prior to his/her retirement.
 - ii. Officers/staff seeking exemption from some assignment on medical or other grounds shall not be considered for field duty for a minimum period of six months.
 - iii. Officers/staff seeking exemption from outstation posting on the grounds of requirement of personal care of their dependents in the light of DoPT circular/GoI guidelines etc. will be considered for posting in field audit only after submission of undertaking by them to the effect that such posting will not affect personal care of their dependents.
 - iv. Differently abled employees will be considered for posting in the field audit only after submission of undertaking by them to the effect that they will comfortably perform the field duty.

16. The Accountant General can assign special task viz. Performance Audits, Reviews, Thematic Audit, Compliance Audit, Examination Duty etc. to any of the Staff in Group 'A' (Non-IA&AS), Group 'B' and 'C' Staff irrespective of their posting, keeping in view the best interest of the office.
17. Group Officers concerned of each sector may assign any special assignment to any of the staff in Group 'B' and 'C' cadre under their control, keeping in view his/her performance, experience, Audit material and targets. Such an assignment will be in the best interest of the office and as per administrative convenience. However, if such assignment results in change of posting of staff from the headquarters to the field audit or vice versa, such changes can be done only after intimating the justification to the Group Officer in charge of the Administration in case of Group 'C' staff and the Accountant General in case of Group 'B' staff.
18. The Accepting Authorities can issue transfer and posting orders directly on a case to case basis under emergent conditions where the meetings of the IOTPB cannot be convened on a short notice or for reasons to be recorded in writing. This will, however, be undertaken only under exceptional circumstances and not as a norm.
19. These guidelines for intra-office transfer and posting of staff are applicable to Gr. 'B' Gazetted Officer, Gr. 'B' Non-Gazetted staff and Gr. 'C' staff. The post of Sr. Audit Officer falling under Gr. 'B' Gazetted officer has now been classified as Group 'A', vide HQ circular no. 67-Staff Entt. (Rules) AR/11-2015 dated 16 May 2019. However, for the purpose of intra-office transfer and posting, these guidelines will also be applicable to the Sr. Audit Officer until issuance of specific guidelines by the HQ/Govt. of India
20. In order to make vetting process of Audit Inspection Reports more intensive, the Group Officer must ensure that the incumbency of Branch Officers (SAOs) posted in the HQ (in AMGs) should be kept in such a way that one Branch Officer do not have the charge of AIR section and DP section. Either of the following sectional charges may be allotted to the Branch Officers (during HQ posting) in the AMGs-
- i. Sr. AO – AIR/ Programme and Sr. AO – DP/ Accounts
or
 - ii. Sr. AO – AIR/ Accounts and Sr. AO – DP/ Programme
21. The aforesaid guidelines for Intra-Office Transfer and Posting of Group 'A' (Non-IA&AS), Group 'B' and 'C' Staff will come into force with immediate effect.

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Sr. Dy. Accountant General/Admin

(168)

No. AG (Audit-II) UP/Sr. DAG (Admin) Cell/IOTPB 2022-23/Misc./ 08 to 13 Date: 23.05.2022

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Sm
23/5/22
Sr. AO/Admin