

Transfer and posting policy for Group B (Gazetted) Officers of F&C Audit Offices:

1. Each Branch Audit Office under the DGA (P&T) has its own separate cadre up to AAO and ordinarily officials/officer upto AAO cadre are not transferred from one branch audit office to another.
2. **On promotion as Assistant Audit Officer (AAO), the Officer may be permitted to take over charge in the same office. He/She will, thereafter, will follow his posting order on promotion. However, he/she may continue to be posted in the same branch office subject to:**
 - i) **availability of vacancies in branch office, and**
 - ii) **no other AAO posted out of that branch office earlier is awaiting transfer back to that branch office.**

In case of non-availability of vacancy in the branch office to which the officer belongs, he/she will be posted to other branch offices where vacancy exists.

3. Consequent on promotion as Audit Officer, the Officer may be permitted to take over charge in the same office. He/She will, thereafter, will follow his posting order on promotion. However, he/she may continue to be posted in the same branch office subject to:
 - iii) availability of vacancies in branch office, and
 - iv) no other Senior Audit Officer/Audit officer posted out of that branch office earlier is awaiting transfer back to that branch office.

In case of non-availability of vacancy in the branch office to which the officer belongs, he/she will be posted to other branch offices where vacancy exists.

4. The officer so transferred out on promotion will be transferred back to his/her parent branch office as and when vacancies arise in that office provided he/she had served the minimum tenure of two (2) years or when they have only three **(03)** years left for retirement, whichever is earlier.

In case no vacancy arises in the branch office after the officer completes two (2) years outside or when they have only three **(03)** years left for retirement, whichever is earlier, then, the senior most Senior Audit Officer/Audit Officer/**Assistant Audit Officer** of that office who has completed **five (05)** years or more will be transferred to accommodate the waiting officer. While considering the officers who have completed **five (05)** years, such officers who are about to retire within three **(03)** years will be exempted.

5. The officers who are transferred out of their branch offices (other than first time) to accommodate the waiting officers (as mentioned in para 4 above) are transferred back on completion of two years of posting outside or when they have only three **(03)** years left

for retirement, whichever is earlier. For the officers who have completed **five (5)** years in the BAO will be posted out.

6. The request of SAOs/AOs/**AAOs** for transfer to the Branch Audit Offices of their choice is considered on the basis of their seniority on the basis of joining the outside BAO provided they have completed their minimum tenure of two (2) years in their outside posting, whether in respect of first transfer or in respect of second transfer, as the case may be.
7. For all those officers about to complete their minimum tenure of two (2) years outside their parent office, whether in respect of first transfer or in respect of second transfer, as the case may be, and willing to go back to their parent BAO should request for the same in writing failing which it will be considered that they desire to continue their service in the present BAO.
8. If a SAO/AO/**AAO** who is posted outside parent office went on deputation outside P&T wing, then such officer will lose the seniority for transfer back to parent office to those who are working in P&T Audit organization outside their parent office. However, the period of service rendered in outside BAO/CO before going on deputation will be counted for the tenure period of two (2) years.
9. In case of SAOs/AOs/**AAOs** who proceeds on deputation from his parent office the service spent on deputation will also be treated same as the period spent at parent office, while considering posting outside.
10. If a SAO/AO/**AAO** [~~who~~] takes leave (except casual leave) for more than 30 days in a year, such period of leave will not **be** taken for the prescribed completion of two (02) years as mentioned in the paras 4 and 5, outside branch audit office.
11. For bringing about overall work efficiency and quality of output a score of below 6 in the APAR for two out of preceding three years or three out of preceding five years in the grade of AAO, AO and SAO will forfeit the right of an officer to be posted at his parent BAO irrespective of the provisions contained in serial number 1 to 10 above. Such officers will be transferred out to any other BAO (other than his parent BAO) as per the administrative convenience for a minimum period of two (2) years so as to improve his/her efficiency.
12. In order to have wider experience and a deeper understanding of the organization, all **AAOs/AOs/SAOs** would be required to work in Central Office, Delhi at least once during their service.
13. These guidelines will not apply to case of transfers on administrative grounds and exigencies of work.