

To

All the Heads of Department in the IA&AD

**Subject:** Guidelines on Transfer and Posting of Gr. 'B' & 'C' staff and disclosure of the same on the official website of the concerned offices-regarding.

Sir/ Madam,

In compliance with the Hon'ble Supreme Court's Orders dated 31.10.2013 in W.P (Civil) No. 82 of 2011, whereby the Government of India has been directed to bring transparency in the matter of transfer and posting of Officers and Staff at all levels and to ensure minimum tenure of their posting, the Government of India has decided that all the Departments have to constitute the Service and Transfer Boards for this purpose immediately.

2. In this regard, the Comptroller & Auditor General of India has decided that Transfer and Posting Boards, consisting of minimum 03 members, shall be constituted in all the IA&AD offices which will recommend the transfer and posting of all the Gr. 'B' & 'C' staff. The details of the Boards so constituted, the guidelines on transfer and posting and posting orders are to be uploaded on the official websites of the concerned offices with immediate effect. The detailed guidelines on Transfer and Posting are to be framed by every office keeping in view the local scenario of the cadre composition and the broad guidelines/ instructions given as under-

- (i) For the purpose of inter office transfer and posting of the Gr. 'B' & 'C' staff, under the same cadre controlling authority, there shall be a single Transfer and Posting Board consisting of the Group Officers incharge of Administration in the concerned offices and the seniormost amongst them will be the Chairperson. Where there are less than 03 participating offices, the third Group Officer may be nominated by the cadre controlling authority i.e the accepting authority.
- (ii) For the intra office postings of Gr. 'B' (Non Gazetted) and Gr 'C' Staff, the Transfer and Posting Board will consist of 03 Branch Officers. The Branch Officer in charge of administration would be the Ex-Officio member and other two Branch Officers would be nominated by the Head of the Department and seniormost amongst them would be the Chairperson. The Group officer incharge of Administration would be the accepting authority.
- (iii) For the intra office transfer and posting of the Gr 'B' (Gazetted) Staff, the Board will consist of Group Officer and Branch officer in-charge of administration and one more Group Officer to be nominated by the Head of the Department. The senior of the two Group Officers would be the Chairperson. The Head of the Department would be the accepting authority. However, where there is only a single Group Officer in any of the office, a branch officer may be nominated by the HoD as the third member.
- (iv) The Gr. 'B' & 'C' staff shall not be transferred from a particular post before the lapse of a minimum period of two years.
- (v) These instructions are to be implemented with immediate effect. All the Heads of Department have to ensure the compliance by 31.01.2014.
- (vi) Kindly acknowledge the receipt.

Yours faithfully,

(Ranjit Singh)  
Asstt. C&AG (N)

2

Rotation Policy of Kolkata Branch of Office of the Principal Director of Audit,  
Scientific Department.

1. No Branch Officer (AO/SAO) should be allowed to remain in the same section/wing for more than five continuous years and shall not be transferred from a particular post before the lapse of a minimum period of two years. They may be rotated between (i)Administration, (ii)Report, (iii)OAD HQ, (iv)Field Audit Party(operated either by OAD or Report) and (v)IT Cell.
2. No Assistant Audit Officer normally remains in any particular Section/Wing for more than five years and shall not be transferred from a particular post before the lapse of a minimum period of two years. They may be rotated between (i)Administration, (ii)Establishment, (iii)Report, (iv)OAD HQ, (v)Field Audit Party (operated either by OAD or Report) and (vi)IT Cell.
3. No clerical staff should be allowed to remain in the same section/wing for more than five continuous years without the specific approval of the PDA and shall not be transferred from a particular post before the lapse of a minimum period of two years. Also a person having worked in a seat or section for the prescribed period should not be posted again to the same seat or section after a short interval. They may be rotated between (i)Administration, (ii)Routine, (iii)GAD/FPA, (iv)Establishment, (v)Report, (vi)OAD HQ, (vii)Field Audit Party (operated either by OAD or Report), (viii)Central Co-ordination and (ix)IT Cell.
4. Any intermittent/occasional assignment of work to other section without formal posting order approved by the competent authority will not be treated as discontinuance of posting.
5. Before six months of superannuation, one should be accommodated either in HQ or in LAP locally.
6. Roster regarding posting/rotation (separately for AOs/Sr.AOs, AAOs and other clerical staff) be maintained by the Administration Section.
7. In the 1<sup>st</sup> week of March every year, Rosters as mentioned in (6) above be evaluated for posting/rotation of officials which will take effect from 1<sup>st</sup> working day of April of that year.
8. Any official can be withdrawn from any section at any time if the Group Officer of Kolkata Branch desires so.
9. Posting at any section will be made at the proposal of Intra-office Transfer Posting Board with the approval of the Competent Authority.

T. Jena  
Director 3/11/17  
O/o the PUA, (S.I.),  
Kolkata Branch.

Approved.

*Manish Kumar*

Principal Director of Audit, Scientific  
Departments, New Delhi.