

**OFFICE OF THE ACCOUNTANT GENERAL (A&E) UTTARAKHAND
MAHALEKHAKAR BHAWAN, KAULAGARH, DEHRADUN- 248195**

No. 335/Admn-I/A&E/AGUK/Gr. B & C T.P. Board/2024-25/49

Dated:10.09.2024

OFFICE ORDER

INTRA OFFICE TRANSFER & POSTING POLICY

Transfer and posting policy for staff in Group B (Gazetted), Group B (Non Gazetted) and Group C cadre under administrative control of this office was formulated and **Transfer & Posting Boards** were constituted to recommend transfer and posting of the staff vide order No. 335/Admn-I/A&E/AGUK/Gr. B & C T.P. Board/164 dated 28.01.2014. The same has been reviewed by the competent authority and following guidelines are being issued for compliance by all concerned:

1. Constitution of Transfer and Posting Board

(I) Intra Office transfer and Posting of Group B (Gazetted) Staff:

- | | |
|---|-------------------|
| 1. Dy. Accountant General (Admn) | Ex-officio Member |
| 2. Dy. Accountant General (A/cs, VLC & Funds) | Member |
| 3. Sr. Accounts Officer (Admn) | Ex-officio Member |

The Accountant General will be the accepting authority and the senior most of the group officer will be the chairperson.

(II) Intra Office transfer and posting of Group B (Non-Gazetted) and Group C staff:

- | | |
|-------------------------------------|-------------------|
| 1. Senior Accounts Officer (Admn-I) | Ex-officio Member |
| 2. Senior Accounts Officer (Fund-I) | Member |
| 3. Senior Accounts Officer (TM) | Member |

The Deputy Accountant General (Administration) will be the accepting authority and the senior most of the Senior Accounts officer will be the chairperson.

(III) Transfer and Postings of Divisional Accounts Officers/Divisional Accountants: As per the guidelines issued by the Headquarters' office Circular No. 27-Staff (App-III)/2024 issued vide letter no. 594-Staff (Appt.)-III/F-110-2023 dated 16.08.2024 (Copy at Annexure)

2. The Transfer & Posting Board so constituted shall consider and recommend transfer and posting of staff in various cadres keeping in view the following broad principles -

(a) All the cases of transfer and posting (other than temporary transfer) will be done based on recommendations by the Board concerned.

(b) The Board will consider the cases for transfer as per relevant provisions of MSO (Admn) and instructions issued time to time on rotation of personnel.

(c) No member of staff should normally be kept in the same wing, for a period exceeding five years. Rotation beyond five years will also be considered subject to Manpower, Administrative convenience and technical nature of charge necessitating expertise and circumstances at that given point of time.

Contd..../

(d) A person having worked in a seat or section or group for the prescribed period should normally not be posted again to the same seat or section or group after a short interval.

(e) The Transfer & Posting of any staff before completion of minimum tenure of two years can be done in extremely exceptional circumstances. In such cases the reasons for transfer/posting shall invariably be recorded and approval of Head of the Department be taken.

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

(g) The Transfer Boards would review all transfer after completion of a period of two years in the section keeping in view the performance of the official and local scenario of the cadre.

(h) The periodicity for convening the meeting would be decided by the respective Boards.

(i) The posting of Non-Gazetted staff within the wing can be decided by the concerned Group Officer as a special measure with the acceptance of Dy. Accountant General/Admn. Such posting orders are required to be sent to the Admn-I section and subsequent reliving of the officials will be routed through Admn-I for monitoring/updating the Database of employees.

3. The Transfer and Posting Board shall be a recommendatory body, and their recommendations will be placed before the competent authority for final orders as per rules.

4. Notwithstanding the above principles, the Accountant General has every authority to order to retain any Officer/staff beyond the prescribed tenure or transfer of any Officer/staff before completion of minimum tenure.

These revised orders will come into effect from 10th September 2024.

Sd/-

Dy. Accountant General/Admn

No. 335/Admn-I/A&E/AGUK/Gr. B & C T.P. Board/2024-25/ 546-551

Dated: 10.09.2024

Copy forwarded for information and necessary action to:-

1. Secretary to Accountant General (A&E), Uttarakhand
2. Dy. Accountant General (Admn) Cell
3. Deputy Accountant General (A/c & Funds) Cell
4. All Sr. Accounts Officers/Data Manager/AAO's/Supervisors/Hindi Officer
5. Sr. Accounts Officer/ITSG (for uploading in the office website)
6. Notice Board

812 d-11 10/09/24
Sr. Accounts Officer/Admn-I