

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) HARYANA CHANDIGARH
कार्यालय प्रधान महालेखाकार (लेखा एवं हक) हरियाणा, चण्डीगढ़।

(OFFICE ORDER)
(कार्यालय आदेश)

No. Admn.I/188

Dated: 03.02.2014

Subject: Guidelines on Transfer and Posting of Group 'B' and 'C' staff.

In compliance with Headquarters Office instructions vide No. 10-Staff (App II) 63-2013 dated 06.01.2014 the detailed guidelines on Transfer and Posting of Group 'B' & 'C' staff are given as under:-

- (i) For Group 'B' (Non Gazetted) and Group 'C' staff, the Transfer and Posting Board will consist of 03 Branch Officers. The Branch Officer incharge of administration would be Ex-officio member and other two Branch Officers viz. Branch Officer In-charge Pension-I and Branch Officer In-charge T.M. would be two other members. The Group Officer Incharge administration would be the Accepting Authority.
- (ii) For transfer and posting of the Group 'B' (Gazetted) staff, the Board would consist of Group Officer and Branch Officer incharge of administration and Group Officer In-charge Pension. The Head of the Department (Pr. A.G./A.G.) would be the Accepting Authority.
- (iii) The Group 'B' and 'C' staff shall not be transferred from a particular post before the lapse of a minimum period of two years subject to (iv) below.
- (iv) The posting and transfer of Group 'B' and 'C' staff shall be recommended keeping in view the educational/professional qualifications, work experience of the officer/officials and administrative convenience.
- (v) The maximum period for retention of an officer/official in the same section should be 5 years except with the approval of Pr. A.G./A.G. or in cases of retirement preceding 2 years.

Sd/-
Dy. Accountant General (Admn.)
उप महालेखाकार (प्रशासन)