

Guidelines for Transfer and Posting of Officers/Officials working under the Cadre Controlling Office i.e. Principal Accountant General (Audit-I), Rajasthan, Jaipur

In compliance with the Hqrs office circular No. 1-Staff Wing/2014 endorsed vide letter No.10-Staff(App-II)63-2013 dated 06.01.2014, read together with Headquarters Office Circular No. 61 Staff (App-II)/2019 dated 30/12/2019 the rotational transfer work should be done in the following manner: -

Cadre	Composition of Board	The Accepting Authority
For Inter Office transfer of the Sr. Audit Officer and Assistant Audit Officer (from one wing of an office to a wing of another office)	Transfer and Posting Board consisting of:- 1. DAG/Sr. DAG (Admn.) of O/o the PAG (Audit-I), Rajasthan, Jaipur 2. DAG/Sr. DAG (Admn.) of O/o the AG (Audit-II), Rajasthan, Jaipur 3. Other Group Officer level officer nominated by the Cadre Controlling Authority.	The Cadre Controlling Authority
For Inter Office transfer of the other officials other than Sr. AO & AAO (from one wing of an office to a wing of another office)	Transfer and Posting Board consisting of:- 1. DAG/Sr. DAG (Admn.) of O/o the PAG (Audit-I), Rajasthan, Jaipur 2. DAG/Sr. DAG (Admn.) of O/o the AG (Audit-II), Rajasthan, Jaipur 3. Other Senior most Group Officer from the CRA or CEA Cadre.	The Cadre Controlling Authority
For the Intra Office transfer and posting of the Gazetted Staff (from one wing to another wing of same office)	Group Officer (Administration) Branch Officer (Administration) One Group Officer (nominated by HOD)	The Head of Department
For the intra office transfer and posting of the Non-Gazetted staff (from one wing to another wing of same office)	Branch Officer (Admn.) Two other Branch Officer (to be nominated by HoD)	The Group Officer incharge of Administration

Further, the Headquarters Office instructed to all field offices to frame/ detailed guidelines on transfer and posting, keeping in view the local scenario of the cadre composition. The following points provide a comprehensive framework to the guidelines /that incorporates the principles established by the Government of India as well as instructions received from the Headquarters' Office: -

1. General Guidelines on Transfers and Postings

The transfer and posting of government officials are essential components for ensuring smooth functioning, addressing work demands, and maintaining organizational efficiency. Apart from this it is also essential to follow the rules and regulation issued by the CAG's Office time to time.

2. Transfer Policy Based on Tenure

- A. Staff rotation shall be carried out in such a manner that no official remains in the same post for more than five years. Thereafter, the official shall be transferred to a different wing. This policy shall also apply to sensitive posts.

(Authority: Headquarters' Circular No. 36-Staff 2024 dated 18/10/2024)
(Authority Headquarters Circular No. 215-PC (Coord.)/3-87 dated 17.11.1987)

- B. Due to the need for specialized knowledge of laws, rules, and procedures in the revenue (State Taxation), officials working these groups often require longer tenures to build sufficient expertise. So, they may be retained in the same group for up to eight years.

(Authority: Headquarters' DO 95/RADT/8-2009 dated 29.01.2010)

To execute above parameters in transfers it will be ensured that there will no disruption to the functioning of the group. The tenure limit may be extended based on operational requirements or the unique skills of the official, with the specific order of CCA/HOD.

3. All group officers will maintain an incumbency register to monitor deployment of staff in field and Headquarter posting. Further, they will send annual report for the same by 31st December every year in following format in MS-Excel to Administration-I:-

S. No.	PIN	Name of Employee	Designation	Date of posting in the group	Period of HQ Posting		Period of field Posting		Remarks
					From	To	From	To	

4. Relaxations and Exceptions

- A Government employee who is care giver of dependent daughter/son/parents/spouses/ brother/sister with Specified Disability may be exempted from the routine exercise of transfer/ rotational transfer subject to administration constraints.

[O.M No. 42011/03/2014-Estt.(Res) dated 08/10/2018]

B. Employees who are physically challenged, suffering from serious health conditions, or are the primary caregivers of disabled family members may be posted in field parties only with their consent.

Administration-I Section maintain a register for the purpose.

5. Special Considerations for Women Employees

CCA/HOD recognizes the importance of **work-life balance** and will provide flexibility for female employees to ensure they can meet their family obligations, so women employees with young children may be accommodated at Hqrs as far as possible, however due to work exigency or administrative reasons, they will be posted in field parties.

The above parameter will also be applicable on single male parent.

6. Transfer Due to Administrative/Operational Needs

In certain circumstances, employees may be transferred by the CCA/HOD on the basis of **administrative necessity** or operational demands. It may also include:

- Filling critical vacancies in a different group.
- Deployment for special assignments.

Such transfers will ensure the smooth functioning of the office operations and address immediate needs in groups requiring additional personnel.

7. Pre-Retirement Transfers

Officials who are going to retire within the current or next calendar year will normally not be transferred, as the new role may involve important responsibilities or require a long-term commitment. They will be retained in the same group to help train and guide their juniors.

8. Transfer of the Person who will be promoted in near future.

Officials who are likely to be promoted within the current or next calendar year will normally not be transferred, as their posting will be decided after the promotion.

9. Normally, as per the existing policies, posting of the employees in the wing at the time of Appointment/Promotion etc. would be decided by the Cadre Controlling Office. Further request for posting to a particular section/wing/office will not be entertained and such request cannot be claimed as a matter of right. However, request from individual for transfer only on deserving ground such as personal, health ground and any other ground in under discretion and may be placed the Service and Transfer Board for consideration.

10. For the purpose of determining the retention period, the tenure of Sr. Audit Officer and Assistant Audit Officer shall be calculated separately. However, the tenure of Supervisor, Assistant Supervisor, Sr. Auditor, and Auditor shall be clubbed. The transfer proposals of other Group C officials, such as DEO, Audit Clerk, and MTS, will not be submitted to the Transfer Posting Board.

Transfer Process

The tenure of official in a particular group may be ascertain as on 1st January every year. The CCA/HOD will make a decision based on operational requirements and the employee's specific situation. The process of rotation will be completed by end of February every year. After that a formal order will be issued by 15th march, detailing the employee's new posting and effective date from 1st April. All the Group Officers will ensure the relieving of the transferred employees.

The above guidelines have been framed with the consultation of the Accountant General (Audit-I) and Accountant General (Audit-II). Keeping in view the local scenario, the above guidelines can be modified any time by the orders of CCA/HOD. It will be applicable on inter/intra office transfer and post



Sr. Dy. Accountant General
Admn.