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**OFFICE OF THE  
PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II), GUJARAT  
AHMEDABAD - 380 009**

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**TRANSFER POSTING POLICY**

In pursuance of Headquarters Office Circular No.1-Staff Wing/2014, No.10-Staff(App-II) 63-2013 dated 06.01.2014, a Transfer-Posting policy was formulated in this office with effect from 28<sup>th</sup> February 2014 and the modified policy was effective from 25th January 2016.

Further, consequent to restructuring of State Audit Offices in Gujarat and change in classification of Sr. Audit Officer post from Group 'B' to Group 'A', amendments are hereunder made in the Transfer Posting Policy and the modified Policy effective from the date of order is as under:

**[A] TRANSFER-POSTING BOARDS**

There are four Transfer Posting Boards in this office. The composition and jurisdiction of the Boards is as under:

**1. Transfer-Posting Board for inter-office transfer of Sr. Audit Officer (Group-A) and Group-B (Gazetted) staff among three offices i.e. office of the Pr. AG (AUDIT-II), Ahmedabad, office of the Pr. AG (AUDIT-I), Rajkot and office of the PDA (Central), Ahmedabad.**

Pr. AG (AUDIT-II), Ahmedabad is cadre controlling authority in respect of all Sr. Audit Officer (Group-A) and Group-B Gazetted officers deployed in the three audit offices. For the purpose of their transfer/ posting, the Transfer Posting Board will consist of the following officers:

- [i] Sr. DAG / DAG (Admn), office of the Pr. AG (AUDIT-II), Ahmedabad
- [ii] Director / Dy. Director (Admn), office of the PDA (Central), Ahmedabad
- [iii] Sr. DAG / DAG (Admn), office of the Pr. AG (AUDIT-I), Rajkot

Seniormost amongst [i], [ii] & [iii] will be the chairperson.

Pr. AG (AUDIT-II), Ahmedabad will be the accepting authority.

The officers will be posted to a particular office by the Board.

**2. Transfer-Posting Board for inter-office transfer of Group- (Non-Gazetted) & Group- C staff between the office of the Pr. AG (AUDIT-II), Ahmedabad and office of the PDA (Central), Ahmedabad.**

Pr. AG (AUDIT-II), Ahmedabad is the cadre controlling authority for all the Group-B (Non -Gazetted) & Group-C officials posted in the office of the Pr. AG (AUDIT-II), Ahmedabad and office of the PDA (Central), Ahmedabad. For the purpose of their transfer-posting, the Transfer Posting Board will consist of the following officers:



- [i] Sr. DAG / DAG (Admn), office of the Pr. AG (AUDIT-II), Ahmedabad
- [ii] Director / Dy. Director (Admn), office of the PDA (Central), Ahmedabad
- [iii] One Sr. DAG / DAG nominated by the Pr. AG (AUDIT-II), Ahmedabad

Senior most amongst [i], [ii] & [iii] will be the chairperson.

Pr. AG (AUDIT-II), Ahmedabad will be the accepting authority.

The officials will be posted to a particular office by the Board.

### **3. Transfer-Posting Board for intra-office transfer and posting of the Sr. Audit Officer (Group-A) and Group-B (Gazetted) staff in the office of the Pr. AG (AUDIT-II), Ahmedabad**

- [i] Sr. DAG / DAG (Admn), office of the Pr. AG (AUDIT-II), Ahmedabad
- [ii] One Group Officer nominated by Pr. AG (AUDIT-II), Ahmedabad
- [iii] Sr. AO / AO (Admn), office of the Pr. AG (AUDIT-II), Ahmedabad

Senior most between [i] and [ii] will be the chairperson.

Pr. AG (AUDIT-II), Ahmedabad will be the accepting authority.

The officials will be posted to a particular Group by the Board.

### **4. Transfer-Posting Board for intra-office transfer and posting of Group-B (Non Gazetted) & Group-C staff in the office of the Pr. AG (AUDIT-II), Ahmedabad**

- [i] Sr. AO / AO (Admn), office of the Pr. AG (AUDIT-II), Ahmedabad
- [ii] One Sr. AO / AO nominated by Pr. AG (AUDIT-II), Ahmedabad
- [iii] One Sr. AO / AO nominated by Pr. AG (AUDIT-II), Ahmedabad

Sr. AO / AO (GOM) will be a special invitee to the Board.

Senior most amongst [i], [ii] & [iii] will be the chairperson.

Sr. DAG / DAG (Admn), office of the Pr. AG (AUDIT-II), Ahmedabad will be the accepting authority.

The officials will be posted to a particular Group by the Board.

## **[B] GENERAL GUIDELINES**

1. The Cadre Controlling Authority, considering the vacancy position and on first-come-first-serve basis, will proportionately distribute the new directly recruited staff amongst the three offices.
2. Once allocated to the Office, the allocation/transfer/rotation in different groups of allocated staff in a particular office will be undertaken by the Heads of the Department as per their local Transfer Posting Policy.

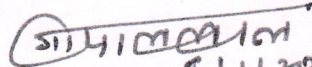


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3. The meetings of the Transfer Boards will be held as and when necessary.
  4. The duration of a Board will normally be one year from the date of its constitution, after which fresh nominations to the board may be made. Nomination of members of a Board will be reviewed on change of incumbency of the members of a Board or change in the incumbency of the accepting authority.
  5. As regards posting of Sr. Audit Officer (Group-A) and Group-B (Gazetted) officers, Ahmedabad based officials will be posted to audit offices in Ahmedabad and Rajkot based officials will be posted to the audit offices at Rajkot to the extent possible keeping in view the vacancy position in respect of offices and administrative convenience.

**[C] GENERAL GUIDELINES FOR O/O THE PAG (AUDIT-II), GUJARAT**

1. Once posted to the Group, the transfers of all Group-B (Non-gazetted) & Group-C officials within a Group in the office of the Pr. AG (AUDIT-II) Ahmedabad will be undertaken by the concerned Group Officer. Intra-group posting of Sr. Audit Officer (Group-A) and Group-B (Gazetted) officers will be decided by the concerned Group Officer only with the approval of the Pr. AG (AUDIT-II), Ahmedabad. Rotation of all Sr. Audit Officer (Group-A), Group-B & Group-C staff between field and headquarters of the same wing will be dealt with by the concerned Group Officer.
2. Female officials in the office of the Pr. AG (AUDIT-II), Ahmedabad may be accommodated in headquarters subject to administrative convenience.
3. The Sr. Audit Officer (Group-A), Group-B & Group-C staff shall not be transferred from a particular post/wing before the lapse of a minimum period of two years except with the approval of the accepting authority (Pr. AG/ Sr. DAG/ DAG).
4. The requests of officials for posting from field to Headquarters or *vice-versa* in the office of the Pr. AG (AUDIT-II), Ahmedabad in respect of Group-B (Non-Gazetted) & Group-C officials will be dealt with by the concerned Group Officers at their own level. Such requests in respect of Sr. Audit Officer (Group-A) and Group-B gazetted officials of that wing will be decided by the concerned Group Officer with the approval of the Pr. AG (AUDIT-II), Ahmedabad.
5. Once the transfer orders are issued, the officials must be relieved within a week from the date of order. The exceptions, if any, can be allowed only with the approval of the accepting authority.
6. No officials in the office of the Pr. AG (AUDIT-II), Ahmedabad should be kept in the same wing for a period exceeding five years, except in exceptional circumstances and with the specific orders of Pr. AG (AUDIT-II), Ahmedabad.
7. This transfer policy will come into effect from the date of issue of this order.

**(Pr. AG (AUDIT-II), Ahmedabad's order dated 04.01.2022)**

  
8/11/2022  
**Dy. Accountant General (Admn)**



कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-), गुजरात राजकोट  
तैनाती-तबादला पॉलिसी

परिपत्र संख्या प्रसाशन (लेखापरीक्षा) 19 दिनांक 25/08/2020

परिपत्र संख्या 19 दिनांक 27.09.2019 में आंशिक संशोधन के अनुसार वरिष्ठ लेखा परीक्षा अधिकारी एवं समूह "ख" कार्मिकों के अंतर्कार्यालयी स्थानांतरण एवं तैनाती के लिए गठित स्थानांतरण एवं तैनाती बोर्ड में निम्न सदस्य होंगे -


In partial modification of Circular No 19, dated 27.09.2019. Transfer-Posting Board for Intra-Office transfer and posting of Sr. AO and Group "B" (Gaztted) staff will consist of following members:-

**Sr. AO and Group "B" (-Gazetted)**

Board Members	Accepting Authority
1. DAG/Admn (Ex-officio Member)	Pr. Accountant General
2. DAG/AMG-III	
3. Sr. AO/Admn (Ex-officio Member)	

Senior most of Sr. No (1) and (2) above will be chairperson.

(प्राधिकार -प्रधान महालेखाकार के दिनांक:19/08/2020 को जारी आदेश से)

  
वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन

**प्रतिलिपि-**

1. प्रधान महालेखाकार के सचिव
2. ईडीपीअनुभाग - वेब साइट पर रखने के लिए
3. सभी ग्रुप अधिकारी (email के माध्यम से )



कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-I), गुजरात राजकोट  
तैनाती-तबादला पॉलिसी

परिपत्र संख्या 41 दिनांक 25/02/2021

परिपत्र संख्या 39 दिनांक 06/02/2018 में आंशिक संशोधन के अनुसार कार्मिकों के अंतर्कार्यालयी स्थानांतरण एवं तैनाती के लिए गठित स्थानांतरण एवं तैनाती बोर्ड में निम्न सदस्य होंगे :-

In partial modification of circular No. 39 dated 06/02/2018, Transfer-Posting Board for Intra-Office transfer and posting of staff will consist of following members:-

Gr. "B" (Non-Gazetted) & Gr. "C" Staff

Board Members	Accepting Authority
1. Sr. AO/ Admn. (Ex-officio Member)	DAG/Admn
2. Sr.AO OAD-I & II /AMG-II	
3. Sr.AO OAD-V/AMG-III	

Senior most amongst Sr. No. (1) (2) & (3) above will be the Chairperson.

(प्राधिकार -प्रधान महालेखाकार के दिनांक 16/02/2021 को जारी आदेश से)

*Signature*  
वरिष्ठ लेखा परीक्षा अधिकारी/प्रशासन

प्रतिलिपि-

1. प्रधान महालेखाकार के सचिव,
2. सभी ग्रुप अधिकारी (by email)
3. सभी वरिष्ठ लेखापरीक्षा अधिकारी (by e-mail)
4. ईडीपी अनुभाग - वेब साइट पर रख ने के लिए