

OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA, NEW DELHI

Circular No. 1- Staff Wing / 2014.

No. 10- Staff (App-II) 63-2013.

Dated 06.01.2014

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. Kindly acknowledge the receipt.

15/1
Dm (CA&A)

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Urgent

16/1/14
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A.R.O
Adm

डी ए जी (ए एंड इ) सचिवालय
D.A.G. (A&E) SECTT.
हायरी संख्या 619
Dy. No. 16/1/14
तिथि 16/1/14
Dated 16/1/14

Urgent
SR sharma
16/1

Yours faithfully,
(Ranjit Singh)
Asstt. C&AG (N)
06/01/14

101/c

OFFICE OF THE ACCOUNTANT GENERAL (A&E), JAMMU & KASHMIR

ORDER

Accountant General has been pleased to constitute the following transfer & posting board in respect of Jammu & Srinagar Office to bring transparency in the matter of transfer / postings of staff at all levels. The composition of boards is as under:

1. Inter Office Transfers (Group – B & C)

- (i) Sr. Dy. Accountant General (Admn)
- (ii) Sr. Dy. Accountant General (Pension)
- (iii) Sr. Dy. Accountant General (Accounts),

2. Intra Office Transfers Group B (Gazetted)

MAIN OFFICE SRINAGAR

- (i) Sr. Dy. Accountant General (Admn)
- (ii) Sr. Dy. Accountant General (Pension)
- (iii) Accounts Officer (Admn.), Srinagar

BRANCH OFFICE JAMMU

- (i) Sr. Dy. Accountant General (Admn)
- (ii) Sr. Dy. Accountant General (Accounts)
- (iii) Sr. Accounts Officer (Admn.), Jammu

3. Intra Office Transfers Group B (Non-Gazetted) and Group-C

MAIN OFFICE SRINAGAR

- (i) Accounts Officer (Admn.),
- (ii) Accounts Officer (T.M.),
- (iii) Accounts Officer (Pension Cord.)

BRANCH OFFICE JAMMU

- (i) Sr. Accounts Officer (Admn.),
- (ii) Sr. Accounts Officer (T.M.),
- (iii) Sr. Accounts Officer (Pension Cord.)

Senior most amongst the concerned board would be the Chairperson. Accountant General would be the accepting authority for Inter Office Transfers (Group – B & C) and Intra Office Transfers Group – B (Gazetted). Sr.Dy. Accountant General (Admn.) would be accepting authority for Intra Office transfers Group B (Non-Gazetted) & Group 'C'.

SD/-
Sr. Dy. Accountant General (A&E)

NO:- Admn.I/A&E/S-4/2017-18/1208-15

Dated: 23.08.2017

Copy to:-

- ✓1) All Group Officers.
- ✓2) All Branch Officers.
- ✓3) Sr. Accounts Officer (Admn), O/o the Accountant General (A&E), J&K, Jammu.
- 4) Sr. Accounts Officer (T.M), O/o the Accountant General (A&E), J&K, Jammu.
- 5) Secretary to A.G, Srinagar/ Jammu
- 6) C.A to Sr. DAG (Admn)
- 7) C.A to Sr. DAG (Accounts)
- 8) C.A to Sr. DAG (Pension)

[Signature]
Accounts Officer (Admn)

Transfer Board