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Uo:- A.O./Admin. 3, O/o the Comptroller & Auditor General of India, New Delhi

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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

To

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.
- (vi) Kindly acknowledge the receipt.

BO-A-1 }  
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GO(A)-1 }  
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R. Choudhary  
29/1/14

MD/A-2 per.  
08/1/14

206/6/1/2014  
DAG (Admin)

All G.O.S

Asst Admin-I  
Asst Admin-II

Pr. dis. cum.  
29/1/14

प.वे (प्र.नि. एवं स्थानि.वे.प.) सचिवालय  
प्रति की तारीख..... 29/1/14  
डाकरी संख्या..... 875

Yours faithfully,

(Ranjit Singh)  
Asstt. C&AG (N)

DAG (ADMN) 'S Seett  
Diary No 782  
Date 08-01-2014

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ANNEXURE I

**GENERAL GUIDELINES FOR INTER OFFICE TRANSFER AND POSTINGS OF GROUP 'B' (GAZETTED AND NON-GAZETTED) AND GROUP 'C' STAFF BETWEEN OFFICE OF THE PR. AG (G&SSA) WEST BENGAL AND OFFICE OF THE AG (E&RSA) WEST BENGAL**

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All the transfer and postings of Group 'B' (Gazetted), Group 'B' (Non-Gazetted) and Group 'C' staff between O/o the Pr. AG (G&SSA), WB and O/o the AG (E&RSA), WB would be made on the basis of recommendations by the Service and Transfer Board. Transfer and postings within these offices will be made subject to exigencies of work. The following general guidelines may be adhered to in respect of transfer and postings:-

1. The transfer and postings of Group 'B' (Gazetted), Group 'B' (Non-Gazetted) and Group 'C' staff between these two offices will be made after exploring the scope and possibilities of transfer and posting.
2. Considering the cadre composition of all the cadres in both these offices there will be no routine policy of transfer and posting in general, between these two offices. However in respect of Group B (Gazetted) staff, the Cadre Controlling Authority shall have the right to direct to make any transfer and posting.
3. The Transfer and Posting Board will be made according to convenience of all the members of the Board.
4. Wherever applicable, the Board will consider other factors such as nature of the post, requirement of skills to the posts if any, educational qualification/professional qualification, past performance, etc. while deciding transfer and postings. In addition to this the Board may also consider other personal attributes.
5. The transfer and postings of Group 'B' & 'C' staffs between these two offices shall not ordinarily be made before the lapse of a minimum period of two years.
6. The transfer and posting of staff and all the cadre in both the offices should be considered in an objective and impartial manner.
7. Normally, as per the existing policies, posting of the employees at the time of Appointment/Promotion, etc., would be decided by the Cadre Controlling Authority. Requests for posting to a particular section/wing/office will not be entertained and such request cannot be claimed as a matter of right. However, requests from individual for transfer only on deserving ground such as personal, health ground and any other ground,

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is under discretion and may be placed before the Service and Transfer Board for consideration.

8. In case of a transfer and posting done on emergency or temporary basis due to work exigencies, post-facto recommendation of the Board may be obtained during its next meeting.
9. Inter-Office transfer and posting of Group 'B' (Gazetted), Group 'B' (Non-Gazetted) and Group 'C' staff may be explored according to the need and possibilities and finalized by the decision of the Board.
10. The Accepting Authority shall have the right to reserve to revise or modify or amend or addition or deletion of any of the guidelines mentioned above.

  
26/7/14  
Deputy Accountant General (Admn.)

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## ANNEXURE-II

### GENERAL GUIDELINES FOR **INTRA OFFICE** TRANSFER AND POSTINGS OF GROUP 'B' (GAZETTED AND NON-GAZETTED) AND GROUP 'C' STAFF IN RESPECT OF OFFICE OF THE AG (E&RSA) WEST BENGAL


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All the transfer and postings of Group 'B' (Gazetted), Group 'B' (Non-Gazetted) and Group 'C' staff of O/o the AG (E&RSA), WB would be made on the basis of recommendations of the Service and Transfer Board. Transfer and postings within these offices will be made subject to exigencies of work. The following general guidelines may be adhered to in respect of transfer and postings:-

1. The Board will meet as and when the transfer and posting of Staff are required to be done.
2. The transfer and posting of Group 'B' (Gazetted), Group 'B' (Non-Gazetted) and group 'C' staff of this office will be made after exploring the scope and possibilities of transfer and posting within the office.
3. The transfer and posting of Staff within the Group (including temporary transfers) will continue to be decided by the Group Officer concerned. However, in case of transfer and posting of Group 'B' (Gazetted) staff within the group, the concerned Group Officer may place the matter before the Board/Accepting Authority if he/she deems it fit.
4. Wherever applicable, the Board will consider other factors such as nature of the post, requirement of skills to the posts if any, Educational qualification/Professional qualification, past performance, etc. while deciding transfer and postings. In addition to this, the Board may also consider other personal attributes.
5. The transfer and posting of Group 'B' & 'C' staff shall not ordinarily be made from a particular post to another post within a Group and from one Group to another Group before the lapse of a minimum period of two years.
6. The transfer and posting of staff of all the cadre in this office should be considered in an objective and impartial manner.
7. Normally, as per the existing policies, posting of the employees at the time of Appointment/Promotion etc, would be decided by the Administration Section of this office. Requests for posting to a particular section/wing/office will not be entertained and such request cannot be claimed as a matter of right. However, requests from individual

for transfer only on deserving ground such as personal, health ground and any other grounds, is under discretion and may be placed before the Service and Transfer Board for consideration.

8. In case of a transfer and postings done on emergency or temporary basis due to work exigencies, post-facto recommendation of the Board may be obtained during its next meeting.
9. The Accepting Authority will have the right to reserve to revise or modify or amend or addition or deletion of any of the guidelines mentioned above.

  
26/4/17  
Deputy Accountant General (Admn.)