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Revised Guidelines for transfer and postings of Group 'B' and C' Staff

Dated: 27 December 2019

1. In compliance with the Hon'ble Supreme Court's orders dated 31.10.2013 in WP (Civil) No. 82/2011, Headquarters' vide Circular No. 1- Staff Wing/2014 issued vide letter no 10-Staff (App-II) 63-2013 dated 06.01.2014 have circulated broad guidelines/instructions for transfer and posting of Gr. 'B' &'C' staff. 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, HQ has directed that the detailed guidelines on transfer and posting should be framed by every office keeping in view the local scenario of the cadre position and the broad guidelines/instructions issued by the HQ. Headquarters have further instructed that Transfer and Posting Boards, consisting of minimum of three member, shall be constituted in all the IA&AD offices, which will recommend the transfer and posting of all the Group 'B' and 'C' staff.
2. In pursuance to the aforesaid guidelines/ instructions, Intra-office Transfer and Posting Boards (IOTPB) had been constituted and guidelines for transfer and posting of Group 'B' Gazetted Officers, Group 'B' Non- Gazetted Staff and Group 'C' Staff had been framed as per Accountant General's order dated 20.01.2014 vide office order no.174 under endorsement no. 2927-2937/Admin/Audit/T&P-Guidelines/37/2013-14. As per the requirement, the composition of IOTPB and guidelines have been modified by AG's orders dated 29.04.2015 and 27.12.2017. The IOTPB has further been reconstituted vide AG's orders dated 20.06.2019. The details of existing IOTPB are as follows:

Intra-Office Transfer & Posting of Group 'B' Gazetted Officers

(a) Lucknow Office

1. Sr. Dy. Accountant General/ES-I
2. Sr. Dy. Accountant General/Admin
3. Sr. Dy. Accountant General/ES-II
4. Sr. Audit Officer/Admin

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(b) Branch office, Prayagraj

1. Sr. Dy. Accountant General/Admin
2. Dy. Accountant General/RSA
3. Sr. Audit Officer/Admin, Lucknow

(This IOTPB will also recommend the transfer and posting of Gr. 'B' Non-gazetted and Gr. 'C' staff)

The senior most Group officer will be the Chairperson of the IOTPB and Principal Accountant General will be the Accepting Authority in each of the aforesaid IOTPBs.

Intra-Office Transfer & and posting of Group 'B' Non-Gazetted & Group 'C' Staff

(a) Lucknow Office

1. Secretary to Pr. Accountant General
2. Sr. Audit Officer/ES-I/AIR¹
3. Sr. Audit Officer/Admin

The senior most branch officer will be the Chairperson of the IOTPB and the Group Officer in charge of Administration will be the Accepting Authority.

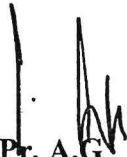
3. All the Group 'B' and 'C' Staff are liable to be transferred and posted in any Sector/Section of the office (HQ or Field). Transfer/posting to any Sector/Wing shall not be claimed by any official as a matter of right.
4. The Group 'B' and 'C' Staff shall not be transferred from a particular seat/section to other seat/section in the headquarters, and the headquarters to the field audit, before the lapse of a minimum period of two years, except in case of promotion, retirement, long term training, and work requirement/administrative exigencies etc.
5. Change of posting from HQ to field audit in respect of Group 'B' officers posted in Report Section will be done after completion of a period of three years, keeping in view the nature of Report work and the need for continuity therein. Further, posting in respect of the Secretary to Pr. AG/AG, AAOs and other staff posted in the Pr. AG/AG Secretariat will be at the discretion of the concerned Pr. AG/AG.

¹ This will change after a period of one year on rotational basis. Previously, Sr. AO/ES-II/AIR had represented to the IOTPB. Hence, for the calendar year 2020, Sr. AO/ES-I/AIR will be the member of IOTPB.

6. In addition to the above criterion of two years, the quality of output, including contribution to CAG Audit Reports and comments on annual accounts approved by the CAG headquarters (excluding the repeated comments) would be a deciding factor for posting as well as continuance in the field audit. Quarter wise review of contribution of field officers will be carried out and the further continuance in the field or the wing of the officer will depend upon the results of quarter wise review.
7. There will be no minimum term of posting in the field audit. The Group 'B' and 'C' Staff who have completed a minimum period of two years of posting in the headquarters, will be replaced with the staff posted in the field audit in the priority of time period spent by them (except those staff who are engaged in a long term audit assignment, viz. Performance audit, IT Audit etc.) or with those staff who have no significant audit contribution as mentioned in the aforesaid point no. 5.
8. The newly recruited Group 'B' and 'C' Staff will not be transferred/posted from the headquarters to the field audit until they successfully complete the prescribed probation period.
9. The Group 'B' and 'C' Staff transferred from other offices will be generally posted in the headquarters and considered for further posting in the field audit after completion of a minimum period of two years, except in case of persistent work requirement in the field audit. These staff will be replaced with those staff posted in the headquarters and who have completed a period of two years, or in the priority of completion of period in the headquarters, in case they have not completed the minimum period of two years.
10. The meetings of the IOTPB will normally be held twice in every year for recommendation of transfer of Group 'B' and 'C' staff, i. e. first meeting after approval of the Audit Plan to cope up with the requirement of audit plan and second meeting after a period of six months from the date of the first meeting. Evidently, first meeting of the IOTPB will be dependent on the approval of the audit plan. Therefore, transfer and postings due during the span of next six months will be considered in the first meeting.
11. Transfer and posting orders will be issued in the month of meetings and will be effective from the effective dates indicated in the transfer and posting orders. However, depending on any midterm requirement owing to promotion, retirements, resignations, training etc., subsequent meetings can also be held in the intervening period.

12. The decision of the IOTPB will be recommendatory and final decision will rest with the Accepting Authorities i.e. Principal Accountant General in the case of Group 'B' Gazetted Staff and Sr. Deputy Accountant General in-charge of Administration in case of Group 'B' Non-Gazetted and Group 'C' Staff.
13. While considering the proposal for transfer and posting of the Group 'B' and 'C' Staff, the IOTPB will also keep in mind the fact that the staff who have rendered three or more than three years in a particular Sector/Section should be rotated and posted to other Sectors/Sections so as to gain experience of work in various Sectors/Sections. This provision shall be subject to Point no. 5 of these guidelines. In addition to this, efforts will be made to link the period of posting with the Audit Report cycle.
14. Officers/officials being posted for the first time in the field audit of any Sector/Wing will be posted/associated in the AIR Section for at least one quarter to gain knowledge and experience of that Sector/Wing. Such officers/officials will be replaced with the officers/officials due for HQ posting only after successfully completion of their posting in AIR Section for at least one quarter. This will be clearly indicated in the transfer/posting orders.
15. The transfer and posting of Group 'B' and 'C' staff will be done as per administrative convenience and the same cannot be claimed as a matter of right by any staff. Moreover, these will be subject to the following:
 - (i) No officer/staff shall be considered for field posting six months prior to his/her retirement.
 - (ii) Officers/staff seeking exemption from some assignment on medical or other grounds shall not be considered for field duty for a minimum period of six months.
 - (iii) Officers/staff seeking exemption from outstation posting on the grounds of requirement of personal care of their dependents in the light of DOPT circular/GOI guidelines etc., will be considered for posting in field audit only after submission of undertaking by them to the effect that such posting will not affect personal care of their dependents.
 - (iv) Similarly, differently abled persons will be considered for posting in the field audit only after submission of undertaking by them to the effect that they will comfortably perform the field duty.

16. The Principal Accountant General can assign any special work viz. Performance Reviews, Thematic cum Compliance Audit, Examinations duty etc. to any of the Staff in Group 'B' and 'C' cadre keeping in view the best interest of the office.
17. Group Officers concerned of each sector may assign any special assignment to any of the staff in Group 'B' and 'C' cadre under their control, keeping in view his/her performance, experience, Audit material and targets. Such an assignment will be in the best interest of the office and as per the administrative convenience. However, if such assignment results in change of posting of the staff from the headquarters to the field audit or vice versa, such changes can be done only after intimating the justification to the Group officer in charge of the Administration in case of Group 'C' staff and the Principal Accountant General in case of Group 'B' staff.
18. The Accepting Authorities can issue transfer and posting orders directly on a case to case basis under emergent conditions where the meetings of the IOTPB cannot be convened on a short notice or for reasons to be recorded in writing. This will, however, be undertaken only under exceptional circumstances and not as a norm.
19. These guidelines for intra-office transfer and posting of staff are applicable to Gr. 'B' Gazetted Officer, Gr. 'B' Non-Gazetted staff and Gr. 'C' staff. The post of Sr. Audit Officer falling under Gr. 'B' Gazetted officer has now been classified as Group 'A,' vide HQ circular no. 67- Staff Entt. (Rules) AR/11-2015 dated 16 May 2019. However, for the purpose of intra-office transfer and posting, these guidelines will also be applicable to the Sr. Audit Officer until issuance of specific guidelines by the HQ/Govt. of India.
20. These guidelines for intra-office transfer and posting of Gr. 'B' and Gr. 'C' staff will come into force with immediate effect.


Pr. A.G.

Hansha
27.12.19
Sr. DAG/Admin


27.12.19
SAO/Admin