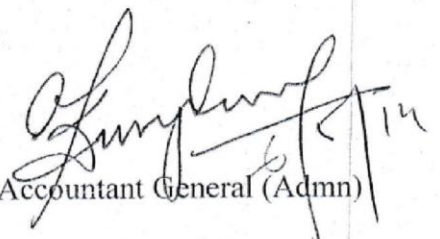


GUIDELINES FOR TRANSFER AND POSTING

1. Audit Officers are liable for service anywhere in India in any of the offices or posts under the control of the respective cadre controlling authority in whose cadre they are borne. They are also liable, like all other Central Government servants, to be transferred from one office to another subject to the provision of FR 15. CAG may, if necessary, transfer any officer to any post or office within the I.A. & A.D. [4.2.1 of CAG's Manual of Standing Orders (Administrative) Vol.I (Third Edition)]
2. Asst. Audit Officers should be given opportunity to gain experience of the work done in the various branches of the office by posting them to sections in different branches, by rotation, so that no Asst. Audit Officer normally remains in any particular Section /Wing for more than five years. Where Civil Asst. Audit Officers are working in the Commercial Wing they too would be subject to rotation as above. [5.9.1 of CAG's Manual of Standing Orders (Administrative) Vol.I (Third Edition)]
3. No member of the clerical staff should be allowed to remain in the same section/wing for more than five continuous years without the specific approval of the Accountant General /Principal Director of Audit. Also a person having worked in a seat or section for the prescribed period should not be posted again to the same seat or section after a short interval. Relaxation of these orders should particularly be avoided during the two years preceding the retirement of a person. [6.5.1 of CAG's Manual of Standing Orders (Administrative) Vol.I (Third Edition)]
4. Personnel in the audit of Direct Taxes, Indirect Taxes and State Receipt may be retained for eight years at a stretch. [Hqrs' DO No. 103/RADT/8-2009 dated 29-01-2010]
5. The Gr. 'B' & 'C' staff shall not be transferred from a particular post before the lapse of a minimum period of two years. [Hqrs' Circular No. 1-Staff Wing/2014, No.10-Staff(App-II) 63-2013 dated 06-01-2014]
6. These guidelines will not apply to cases of transfers on administrative grounds and exigencies of work.


Sr. Dy. Accountant General (Admn)