

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT -I)
KARNATAKA, BENGALURU

No. Pr.AG(Audit-I)/DAG(Admn.)/PMC/2023-24/07

Date: 11.04.2023

OFFICE ORDER

Sub: Inter Office Transfer and Posting Guidelines of Group 'A' (Non-IA&AS)
Group 'B'(Gazetted) & Group 'B' (Non-Gazetted) and Group 'C' Staff

In accordance with the instructions contained in Headquarters Circular No. 1 Staff Wing/2014 issued in Letter No. 10-Staff(App-II)63-2013 dated 06.01.2014 the Transfer and Posting Board is formed with immediate effect. The composition of the Inter Office Transfer and Posting Board is as under:

1	Inter Office Transfer and Posting of Group 'A' (Non-IA&AS) and Group 'B' (Gazetted) Staff	1. Sr. / Deputy Accountant General (Admn.) / Audit -I 2. Sr. / Deputy Accountant General (Admn.) / Audit -II 3. Director / Deputy Director (Admn.) / PDA-C The senior most amongst them will be the Chairperson. The Accepting Authority is the Head of the Department of the cadre control office
2	Inter Office Transfer and Posting of Group 'B' (Non-Gazetted) and Group 'C' Staff	1. Senior Audit Officer (Admn.)/Audit -I 2. Senior Audit Officer (Admn.) / Audit -II 3. Senior Audit Officer (Admn.) / PDAC The senior most amongst them will be the Chairperson The Accepting Authority is the Deputy Accountant General (Admn.) of the cadre control office

The Broad Guidelines framed are as under:

1. Members of the Transfer and Posting Board shall meet at least once in six months or more frequently if necessary to consider cases maturing in the next half year preferably once in the month of February before the start of Audit Cycle.
2. The post of Senior Audit Officers falling under Group 'B' Gazetted has now been classified as Group 'A' vide Headquarters Circular No. 67-Staff Entt(Rules) AR/11-2015 dated 16th May 2019. For transfer policy the guidelines for Group 'B' Gazetted may be applied to Sr.AOs till further instructions from headquarters.
3. The Group 'A' (Non-IA&AS), Group 'B' (Gazetted), Group 'B' (Non-Gazetted) and Group 'C' Staff will become eligible and considered for transfer on completion of 8 years in a particular office.
4. Board will implement the Transfer policy by rotating about 25% of the eligible staff for rotation in a year. Any exemptions must be granted only after recorded reasons with the approval of Head of Department for Group 'A' (Non-IA&AS) and Group 'B' Gazetted and approval of Group officer for Group 'B' (Non Gazetted) and Group 'C'.
5. Request for transfer from officers / officials from one office to another office should be forwarded duly recommended by the concerned Group Officer for consideration / non consideration of the Board with reasons to DAG(Admn.) of the cadre control office.

6. Officers / officials may be surrendered to Administration only if any disciplinary proceedings are initiated / proposed to be initiated or being contemplated with proper justification
7. Officers / Officials who are left with two years of service for superannuation may not be normally transferred from one office to another or one group to another, unless a request is made by them.
8. Transfer Board may consider the choice of office to be posted if represented by the officer / officials due for transfer from a particular office. Administration should circulate the names of officers / officials due for transfer in the upcoming year from a particular office to ensure office / group to plan the Audit assignments, accordingly, thereby avoiding inconvenience.
9. In case of administrative exigencies, the retention / transfer and posting of officers / officials will be ordered by the Heads of the Department, which will be recorded in the minutes of the meeting of Transfer Board.
10. This order supersedes all other previous orders issued pertaining to Inter Office Transfer Policy.

This is issued with the approval of Principal Accountant General (Audit-I), Principal Accountant General (Audit-II) and Principal Director of Audit (Central).

Sd/-
Deputy Accountant General (Admn.)

Copy to:

1. All the members of the Transfer Board
2. All Group Officers
3. Sr.AO / Data Analytics Cell to upload the office order on the official website
4. Secretaries to Pr.AG(Audit-I), AG(Audit-II) and PDA(Central), Sr.AO (Admn.) of Audit-I, Audit -II and PDA(C), Branch Officers
5. Notice Boards