

Office of the Director General of Audit, South Eastern Railway

Guidelines on Transfer and Postings

The office of the Director General of Audit, South Eastern Railway has its headquarters at Garden Reach, Kolkata and has four divisional outstation Audit offices at Kharagpur, Adra, Chakradharpur and Ranchi. The officers and staff of this office thus have an intra office transfer liability to four outstations in addition to the Headquarters at Garden Reach. At present the Office of Director General of Audit, South Eastern Railway office has a well defined transfer policy in place which is followed in letter and spirit.

In view of the Supreme Courts' directives vide order dated 31.10.13 in connection with W.P (Civil) No. 82 of 2011 and consequent instructions of the Office of the Comptroller and Auditor General of India, New Delhi (Circular No.1-Staff Wing/2004 No.10- Staff(App-II) 63-2013) dated 06.01.2014, two Transfer and Posting Boards were constituted by this office to frame guidelines on transfer & posting of Group B (Gazetted) and Group B (Non-gazetted) & Group C staff respectively in the Office of the then Principal Director of Audit, South Eastern Railway. The objective of the system was to bring about transparency and clarity in the transfers and postings in this office. The Boards would recommend for transfer & posting of all Group 'B' & 'C' Staff in the office. The policy was applicable with effect from 1 February 2014 and the same had provisions to review, revise and address any new issues arising in future.

Owing to passage of time the scenario has changed a lot necessitating some inclusion /deletion of certain clauses of the principle of Transfer and Posting. This is mainly due to the following reasons.

- All the unwilling deputationists to the Railway Audit Offices at SECR/Bilaspur and ECoR/Bhubaneswar has been repatriated
- Merger of the cadres of Audit Officer and Sr. Audit Officer as Sr. Audit Officer and classification of Sr.Audit Officers as Group A officer.
- Restructuring of cadre in IA&AD with creation of the posts of Assistant Supervisor.

The modified Transfer and Posting Policy of the Office of Director General of Audit, South Eastern Railway are enclosed in **Annexure A (for Group B-Gazetted and Supervisor)** and **Annexure B (for Group B-Non-Gazetted & Group C)**.

Since SAO in IA&AD has been classified as Gr. 'A' w.e.f. 20.11.2019, correspondences are made with Headquarters for formation of Transfer policy of SAO. Till receipt of Headquarters' classification/formation of new policy for SAO, the policy for Gr. 'B'(Gazetted) officers will be applicable for SAOs considering as a separate cadre.

Annexure – AGuidelines on Transfer and Postings of Group B(Gazetted) and Supervisor


1. All the Transfers and postings are subject to exigency of 'Public Service' and 'Administrative Convenience'
2. The transfers and postings at outstation from Headquarters shall be on 'First in First out' station seniority basis of a particular cadre. For this purpose Assistant Audit Officer and Supervisor shall be considered as a single cadre.
3. The period of outstation/divisional posting of officials in any cadre shall be:
 - (i) Minimum three years for 1st posting of newly recruited officials; and
 - (ii) Minimum two years for 2nd and subsequent posting in the same cadre or any other cadre as the case may be
 subject to administrative convenience after excluding earned leave beyond 30 (thirty) days in each year. Leave of less than 30 days taken in a year shall not be adjusted against leave taken in a subsequent year for the purpose of counting period of posting at outstations.
 - (iii) Persons may be brought back to Headquarters (Garden Reach) on humanitarian grounds before the completion of full term i.e. three/two years of outstation service for a specific period. This period should in no circumstances exceed one year. In the event of such transfer the persons so transferred will have to move first to the outstation against the first available vacancy on expiry of the specified period for serving the residual portion of outstation service.
4. In case of promotion of an official during his/ her posting at outstation he/she may be retained by the administration at the same station subject to availability of vacancy and administrative convenience. The minimum period of three/two years at outstation will include outstation service in both cadres.
5. The officials on attaining the age of 58 years and above shall be exempted from outstation transfer. In case of transfer before attaining the age of 58 years, the official may be transferred back to headquarters subject to minimum six months service at outstation, but not later than six months before retirement.

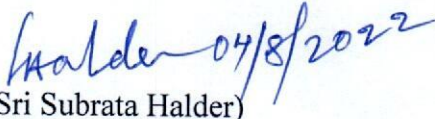
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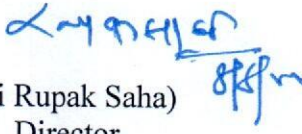
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6. DOPT's instructions on posting of husband and wife at the same station shall be kept in view during the transfer and posting of officials of this office at outstation subject to availability of vacancies and administrative convenience.
7. Representations of officials for exemption from transfer on medical ground supported by valid medical certificates shall be considered on the merit of each case by a Committee consisting of (i) Cadre controlling officer in the rank of Director General of Audit/Pr. Director of Audit (ii) Officer in the rank of Dy. Director/Director in-charge of Administration (iii) A doctor in a Central/State Government in the rank of Joint Director of CGHS or above.
8. Any particular case or situation not covered in any of the provision made above would be duly deliberated by the existing Board for recommending further course of action.
9. The policy may be reviewed to address new issues arising, if any. In such a case, the Board will deliberate, document and recommend addition/modifications for acceptance of the competent authority.
10. The policy comes into effect from 11.08.2022. All transfer and postings from this date onwards shall be as per the modified 'Transfer and Posting Policy' of the Office of Director General of Audit, South Eastern Railway.


 (Sri Ratan Kumar Bala)
 Sr. Audit Officer


 (Sri Subrata Halder)
 Sr. Audit Officer


 (Sri Rupak Saha)
 Director

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Annexure – B

Guidelines on Transfer and Postings of Group – B (Non-Gazetted) and Group-C

1. All the Transfers and postings are subject to exigency of 'Public Service' and 'Administrative Convenience'
2. The transfers and postings at outstation from Headquarters shall be on 'First in First out' station seniority basis of a Particular cadre. For this purpose Auditor, Sr. Auditor and Assistant Supervisor shall be considered as a single cadre. Also Clerk, DEO Group A and Group B shall be considered as another single cadre and MTS cadre shall be considered as a separate cadre for this purpose.
3. The period of outstation/Divisional posting of officials in any cadre shall be:
 - (i) Minimum three years for 1st posting of newly recruited officials; and
 - (ii) Minimum two years for 2nd and subsequent postings in the same cadre or any other cadre as the case may be
subject to administrative convenience after excluding earned leave beyond 30 (thirty) days in each year. Leave of less than 30 days taken in a year shall not be adjusted against leave taken in a subsequent year for the purpose of counting period of posting at outstations.
 - (iii) Persons may be brought back to Headquarters (Garden Reach) on humanitarian grounds before the completion of full term i.e. three/two years of outstation service for a specific period. This period should in no circumstances exceed one year. In the event of such transfer the persons so transferred will have to move first to the outstation against the first available vacancy on expiry of the specified period for serving the residual portion of outstation service.
4. In case of promotion of an official during his/ her posting at outstation he/she may be retained by the administration at the same station subject to availability of vacancy and administrative convenience. The minimum period of three/two years at outstation will include outstation service in both cadres.
5. The officials on attaining the age of 58 years and above shall be exempted from outstation transfer. In case of transfer before attaining the age of 58 years, the official may be transferred back to headquarters subject to minimum six months service at outstation, but not later than six months before retirement.

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6. DOPT's instructions on posting of husband and wife at the same station shall be kept in view during the transfer and posting of officials of this office at outstation subject to availability of vacancies and administrative convenience.
7. DOPT's instructions regarding posting of Group-C officials belonging to Schedule Tribe community shall be kept in view.
8. Car Driver(s), PA(s), PS(s), Steno(s), Welfare Assistant, Console Operator(s), Data Processor(s) is/are exempted from outstation transfer.
9. Representations of officials for exemption from transfer on medical ground supported by valid medical certificates shall be considered on the merit of each case by a Committee consisting of (i) Cadre controlling officer in the rank of Pr. Director of Audit/Director General of Audit (ii) Officer in the rank of Dy. Director/Director in-charge of Administration (iii) A doctor in a Central/State Government in the rank of Joint Director of CGHS or above.
10. Any particular case or situation not covered in any of the provision made above would be duly deliberated by the existing Board for recommending further course of action.
11. The policy may be reviewed to address new issues arising, if any. In such a case, the Board will deliberate, document and recommend addition/modifications for acceptance of the competent Authority.
12. The Policy comes into effect from 11.08.2022. All transfer and posting from this date onwards shall follow the modified 'Transfer and Posting Policy' of the Office of the Director General of Audit, South Eastern Railway.

S. Datta Bhowmik
4/8/22
(Sri Soumitra Datta Bhowmik)
Sr. Audit Officer

Ratan Kumar Bala
04/8/22
(Sri Ratan Kumar Bala)
Sr. Audit Officer

Subrata Halder 04/8/2022
(Sri Subrata Halder)
Sr. Audit Officer

Annexure

Amendments to guidelines on transfer and posting of the Officers/Staff of the O/o the Director General of Audit, South Eastern Railway, Garden Reach

Existing guidelines circulated vide letter No. Admn/31-21/Transfer Policy/2014/2722 dated 03.02.2014		Modified guidelines	
Clause reference	Details of clause	Clause reference	Details of clause
Heading of Annexure A	Guidelines on Transfer and Postings of Group B (Gazetted)	Heading of Annexure A	Guidelines on Transfer and Postings of Group B (Gazetted) and Supervisor
Clause 2 of Annexure A	The transfers and postings at outstation from Headquarters shall be on 'First in First out' station seniority basis of a particular cadre. For this purpose Audit Officer and Sr. Audit Officer shall be considered as separate cadre	Clause 2 of Annexure A	The transfers and postings at outstation from Headquarters shall be on 'First in First out' station seniority basis of a particular cadre. For this purpose Assistant Audit Officer and Supervisor shall be considered as a single cadre
No clause	No guidelines	New clause: Clause 3 (iii) of Annexure A	Persons may be brought back to Headquarters (Garden Reach) on humanitarian grounds before the completion of 'full term' i.e. three/two years of outstation service for a specific period. This period should in no circumstances exceed one year. In the event of such transfer the persons so transferred will have to move first to the outstation against the first available vacancy on expiry of the specified period for serving the residual portion of outstation service.
Last line of Clause 4 of Annexure A	The minimum period of two years at outstation will include service in both cadres	Last line of Clause 4 of Annexure A	The minimum period of three/two years at outstation will include outstation service in both cadres
Clause 2 of Annexure B	The transfers and postings at outstation from Headquarters shall be on 'First in First out' station seniority basis of a Particular cadre. For this purpose, Auditor and Sr. Auditor shall not be considered as separate cadre	Clause 2 of Annexure B	The transfers and postings at outstation from Headquarters shall be on 'First in First out' station seniority basis of a Particular cadre. For this purpose Auditor, Sr. Auditor and Assistant Supervisor shall be considered as a single cadre. Also Clerk, DEO Group A and Group B shall be considered as another single cadre and MTS cadre shall be considered as a separate cadre for this purpose

No clause	No guidelines	New clause: Clause 3 (iii) of Annexure B	Persons may be brought back to Headquarters (Garden Reach) on humanitarian grounds before the completion of 'full term' i.e. three/two years of outstation service for a specific period. This period should in no circumstances exceed one year. In the event of such transfer the persons so transferred will have to move first to the outstation against the first available vacancy on expiry of the specified period for serving the residual portion of outstation service.
Last line of Clause 4 of Annexure B	The minimum period of two years at outstation will include service in both cadres	Last line of Clause 4 of Annexure B	The minimum period of three/two years at outstation will include outstation service in both cadres
Clause 8 of Annexure B	Transfer to Zonal Headquarters of South East Central Railway at Bilaspur and East Coast Railway at Bhubaneswar shall continue to be governed..... to the newly created Zonal Audit Offices in the following manner: Repatriation of officials deputed posted in the deficit offices As and when vacancy arises in this office, officials to be reverted back on seniority basis, starting from the senior most	No clause	Deleted
Clause 9 of Annexure B	Car Driver(s), PA(s), Steno(s), Welfare Assistant, is/are exempted from outstation transfers	Clause 8 of Annexure B	Car Driver(s), PA(s), PS(s), Steno(s), Welfare Assistant, Console Operator(s), Data Processor(s) is/are exempted from outstation transfer


Sr. Audit Officer/Admn-I