



प्रधान महालेखाकार (लेखा एवं हक.) आन्ध्र प्रदेश का कार्यालय,

27-37-158, 6 वां तल, स्टालिन सेंद्रल मॉल परिसर, गवर्नरपेट, विजयवाडा - 520 002.

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), ANDHRA PRADESH,

27-37-158, 6 & 7<sup>th</sup> FLOOR, STALIN CENTRAL MALL, GOVERNORPET, VIJAYAWADA-520 002.



**PAG (A&E)/AP/Admn-I/U-III/T&PI/610940/2024 दिनांक: 09-05-2024.**

**कार्यालय आदेश संख्या/ OFFICE ORDER NO.3**

All the transfer and postings of Gazetted Officials, Non-Gazetted Officials of O/o the PAG (A&E), Andhra Pradesh would be made based on recommendations of the Transfer & Posting Board. The following guidelines may be adhered to in respect of intra transfer and postings of this office:

1. The Transfer and Posting Board for Gazetted Officials excluding Group Officers consists of a 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 Officer would be the Chairperson. The Head of the Department would be the accepting authority.
2. The Transfer and Posting Board for Non-Gazetted Officials consists of 3 branch Officers. The Branch Officer in charge of administration would be the Ex-Officio member and the other two Branch Officers would be nominated by the Head of Department and senior most among them would be the Chairperson. The Group Officer in charge of Administration would be the accepting authority.
3. The Board will meet as and when the transfer and posting of Staff are required to be done.
4. The transfer and posting of all the officials of this office excluding Group Officers will be made after exploring the scope and possibilities of transfer and posting within the office.
5. The transfer and posting of Staff within the Group (including temporary transfers) will continue to be decided by the Group Officer concerned. However, in the event of transfer and posting of Gazetted staff within the group, the concerned Group Officer may place the matter before the Board/Accepting Authority if he/she deems it fit.
6. 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, Trainings attended etc. while deciding transfer and postings. In addition to this, the Board may also consider other personal attributes as well as the needs of the office.
7. The transfer and posting of Group 'B' & 'C' staff shall not ordinarily be made from one post to another post within a Group and from one Group to another Group before

the lapse of a **minimum period of two years**. This will however be subject to administrative convenience.

8. No Group B Non-Gazetted & Group C Official would ordinarily be allowed to remain in the same unit for three years and for more than five continuous years in a section. Such cases will be brought to the notice of the competent authority, i.e. DAG/Sr. DAG Admin who would take the decision for their retention in consultation with the respective Group Officers of the wing. Cases exceeding 5 years will need approval of Pr.AG. The interest of work and official requirements will be the guiding force in deciding such cases.
9. Section Officers ordinarily will 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 section officer normally remains in any Section/Wing for more than five years. This will however be subject to administrative convenience.
10. Newly recruited officials under probation should be rotated to different wing for the first 2 years.
11. The transfer and posting of staff of all the cadre in this office should be considered in an objective and impartial manner.
12. Staff working in sensitive posts shall strictly be rotated after every two/three years to avoid developing vested interests which may not be in the interest of the organization.
13. The postings 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.
14. 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.
15. The Accepting Authority and the authority higher than the Accepting Authority reserve the right to revise or modify or amend or addition or deletion of any of the guidelines mentioned above.

(Authority: PAG orders on the Note:113 dt:09-05-2024 of the File:Postings of Gazetted Officers).

**उप महालेखाकार (प्रशासन)**  
**Deputy Accountant General (Admn)**

**Copy to:**

1. All the Group officers Peshi
2. All the Branch Officers
3. Notice Board
4. DM/CEDP- to send mail to all the officials & publish in the office website.
5. ITA/Rajya Basha Anubhag.

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