

Office of the
Director General of Commercial Audit
&
Audit Board, Kolkata

Circular No. 1- Staff Wing / 2014.

No. 10- Staff (App-II) 63-2013

Dated 06.01.2014

All the Heads of Department in the IA&AD

Subject: Guidelines on Transfer and Posting of Gr. 'B' & 'C' staff and disclosure of the same on the official website of the concerned offices regarding.

Sir/ Madam,

In compliance with the Hon'ble Supreme Court's Orders dated 31.10.2013 in W.P (Civil) No. 82 of 2011, whereby the Government of India has been directed 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, the Government of India has decided that all the Departments have to constitute the Service and Transfer Boards for this purpose immediately.

In this regard, the Comptroller & Auditor General of India has decided that Transfer and Posting Boards, consisting of minimum 03 members, shall be constituted in all the IA&AD offices which will recommend the transfer and posting of all the Gr. 'B' & 'C' staff. The details of the Boards so constituted, the guidelines on transfer and posting and posting orders are to be uploaded on the official websites of the concerned offices with immediate effect. The detailed guidelines on Transfer and Posting are to be framed by every office keeping in view the local scenario of the cadre composition and the broad guidelines/ instructions given as under-

- (i) For the purpose of inter office transfer and posting of the Gr. 'B' & 'C' staff, under the same cadre controlling authority, there shall be a single Transfer and Posting Board consisting of the Group Officers incharge of Administration in the concerned offices and the seniormost amongst them will be the Chairperson. Where there are less than 03 participating offices, the third Group Officer may be nominated by the cadre controlling authority i.e the accepting authority.
- (ii) For the intra office postings of Gr. 'B' (Non Gazetted) and Gr 'C' Staff, the Transfer and Posting Board will consist of 03 Branch Officers. The Branch Officer in charge of administration would be the Ex-Officio member and other two Branch Officers would be nominated by the Head of the Department and seniormost amongst them would be the Chairperson. The Group officer incharge of Administration would be the accepting authority.
- (iii) For the intra office transfer and posting of the Gr 'B' (Gazetted) Staff, the Board will consist of 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 Officers would be the Chairperson. The Head of the Department would be the accepting authority. However, where there is only a single Group Officer in any of the office, a branch officer may be nominated by the HoD as the third member.
- (iv) The Gr. 'B' & 'C' staff shall not be transferred from a particular post before the lapse of a minimum period of two years.
- (v) These instructions are to be implemented with immediate effect. All the Heads of Department have to ensure the compliance by 31.01.2014.
- (vi) Kindly acknowledge the receipt.

Yours faithfully,

(Ranjit Singh)
Asstt. C&AG (N)

Office Order No. 191 /Admn./JD/TP/2013-14

Dated: 31st JAN 2014

The guidelines on transfer and posting of this office have been framed keeping in view the local scenario of the cadre composition, existing organizational structure of this office and the instructions issued by headquarters vide their circular no. 1- Staff Wing/2014 received under letter no. 10- Staff (App-II) 63-2013 dated 06.01.2014

The main considerations of transfer and posting have been based upon (i) office requirement and administrative convenience to have precedence over the convenience of individual staff and (ii) transfer and posting to a particular seat cannot be claimed as a matter of right by individual staff.

Transfer and Posting Guidelines

1. The Group 'B' & 'C' staff shall not be transferred from a particular post before the lapse of a minimum period of two years.
2. No staff/official of Group 'B' & 'C' cadre shall be allowed to remain on same post/section/wing for more than five continuous years without specific approval of the Principal Director of Comml. Audit & Ex-officio Member Audit Board-I, Kolkata after consideration and recommendation by concerned Transfer and Posting Board.
3. Outstation vacancies across the categories will be filled up by new recruits if available followed by officials/staff with maximum continuous duration of posting at Kolkata.
4. Request for posting at a particular place will be considered in exceptionally deserving cases on medical grounds, physical disability, attainment of 58 years of age and to be with spouse etc. which will be considered for recommendation by Transfer Posting Board.
5. In matters of transfer and posting, decision of the Principal Director of Comml. Audit & Ex-officio Member Audit Board-I, Kolkata will be final.

Formation of transfer and posting board

(40) (13)

For the following three cases transfer and posting board have been framed as follows-

1. For the purpose of inter office transfer and posting of the group-B (Non-Gazetted) & Group-C staff-

Transfer and posting board will consist of Group Officer (Admin) of this office and Group Officer (Admin) of office of the Principal Director of Commercial Audit and Ex-officio MAB-II, Kolkata. The third Group Officer shall be Group Officer in charge of audit of this office. Senior most among the Group Officers shall be the Chairperson. Head of the Department of this office shall be the accepting authority.

2. For the intra office postings of group-B(Non-Gazetted) & C staff-

Transfer and posting board will consist of Branch Officer (Admn.) who shall be the Ex-officio Member, Branch Officer (Co-ordination) and Resident Audit Officer (DVC). The senior most among them shall be the Chairperson. Group Officer in charge of administration shall be the accepting authority.

3. For the intra office transfer and postings of group-B (Gazetted) staff-

Transfer and posting board will consist of Group Officer (Admn.), Group Officer (Report) and Branch Officer (Admn.). Senior most of the two Group officers shall be the chairperson and Head of the Department shall be the accepting authority.

(Signature)

(S. K. Bose)

Deputy Director

No. 3845-3858/Admn./JD/TP/2013-14

Dated: 31/1/14

Copy to

1. Sr. Audit Officer/Co-ordn./Report/Trg.&ITA
2. Sr. Audit Officer/DVC(Hqrs.).
3. Sr. Audit Officer/KOPT&AB
4. Sr. Audit Officer/RAP/DVC(DTPS)
5. Audit Officer/RAP/DVC(CTPS)
6. Ps to PDCA
7. PA to Dy. Director(Admn.)
8. PA to Dy. Director (Audit)
9. Notice Board
10. Admn. Section
11. Sr. Audit officer/MAB-11.
12. Sr. Audit officer/F & C Unit.

(Signature)
31/1/14

(Barin Ghosh)

Sr. Audit Officer/Admn.