

भारत के नियंत्रक-महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROL
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA
NEW DELHI - 110 124

दिनांक / DATE 20-12-2016

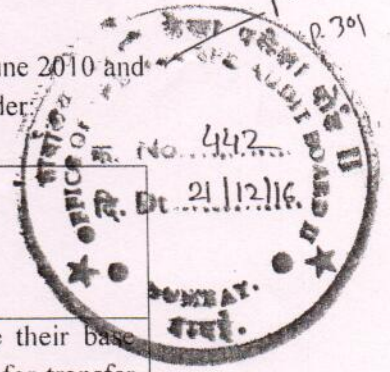
To,

The Pr. AGs/AGs (having Commercial Audit Wing)
The Pr. AG (Audit-III), Maharashtra
The Director General of Audit (Central), Chandigarh
The Director General of Audit (Post and Telecom), Delhi
The Director General of Audit (ESM), Delhi
The Director General of Audit (Railway Commercial), Tilak Bridge, New Delhi
The All Pr. DCA & Ex-Officio MsAB,
The Principal Director of Audit (South Eastern Rly.), Kolkata
The Principal Director of Audit (Central Rly./Western Rly.), Mumbai
The Principal Director of Audit (RPU & Metro Rly.), Kolkata
The President, Association of Sr.AOs/AOs (Commercial)
The Present, Commercial Audit Association of AAOs (Commercial)

**Subject: Transfer and Posting Guidelines, 2010 for Sr. Audit Officers/Audit Officers and
Assistant Audit Officer of Commercial Cadre**

Sir/Madam,

In continuation of this office letters of even nos. 609 and 1724/CA-I/09-2010 dated 15 June 2010 and 07 December 2010 on the subject cited above, a new para has been added to Para 5 as under:



Para No. of transfer and Posting Guidelines dated 15.06.2010 and subsequent amendment dated 07.12.2010	Addition to para
5	(iii) In case SAOs/AOs(C), who are posted outside their base station on repatriation from deputation, their request for transfer back to their base station will be considered after completing one year of service in the office where the officer is posted. The service rendered by the officer in IA&AD outside base station before proceeding on deputation will be reckoned for the purpose of counting station seniority, after he completes one year of service in the current station of posting.

सुभाषि
21/12/16

20/12/16

सिधी
21/12

AO(A)

21/12/16

भवदीय

(आनन्द रस्तोगी)

(आनन्द रस्तोगी)

वरिष्ठ प्रशासनिक अधिकारी/सी.ए.-I

भारत के नियंत्रक-महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



Circular No. 61 -Staff (App-II)/2019- 400 -
No. 1436-Staff (App-II)/67-2019/Vol.IX
OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 30/12/2019

To,
All Heads of Department in IA&AD,
Director General (Commercial)
PD (Headquarters)

Sub: Guidelines on Transfer and Posting of Sr. AO after change in classification from Group 'B' to Group 'A' – reg.

Sir/Madam,

The post of Sr. Audit/Accounts Officer (SAO) in IA&AD has been classified as Group 'A' in pay level-10 by the Department of Expenditure, Ministry of Finance. As per existing provisions, the transfer and posting of Sr. AOs is done by their respective cadre controlling authorities.

2. The competent authority has decided that there will be no change in existing procedure regarding posting and transfer in respect of SAOs after change in classification. The cadre controlling authority will continue to take decision regarding transfer and posting of Sr. AOs.

Yours faithfully,

(V.S. Venkatanathan)
Asstt. Comptroller & Auditor General (N)

297 -

Amendments in Transfer and Posting Guidelines CA 1 Sisodia U P S SAO Sent: Tuesday, December 07, 2010 4:30 PM To:

AG(AU), Assam; AG(AU), Bihar; AG(AU), Chhattisgarh; AG(AU), Delhi; AG(AU), Goa; AG(AU), Haryana; AG(AU), Himachalpradesh; AG(AU), JammuKashmir; AG(AU), Jharkhand; AG(AU), Kerala; AG(AU), Manipur; AG(AU), Meghalaya; AG(AU), Nagaland; AG(AU), Punjab; AG(AU), Sikkim; AG(AU), Uttarakhand; AG(AU), Uttarachand; AG(C&R-AU), Andhrapradesh; AG(C&R-AU), Gujrat; AG(C&R-AU), Rajasthan; AG(C&R-AU), Tamilnadu; AG(CW&R-AU), Orissa; AG(CW&R-AU), Orissa; AG, Chattisgarh; AG, Chattisgarh; AG, Mizoram; AG, Uttaranchal; MAB, Bangalore; MAB, Chennai; MAB, Hyderabad; MAB, Kolkata 1; MAB, Kolkata 2; MAB, Mumbai 1; MAB, Mumbai 2; MAB, New Delhi 1; MAB, New Delhi 3; MAB, New Delhi 3; MAB, New Delhi 4; CA 5 Raj Tilak AAO; caa1hq@gmail.com; hansgupta@yahoo.com; mcaa [commercial@yahoo.com]; mcaacommercial@gmail.com

No. 1724/CA-I/09-2010

Dated: 7 December 2010

To

The Pr. AGs/AGs (having Commercial Audit Wing)
The All Pr. DCA & Ex-Officio MsAB,
The AG (CA), Maharashtra
The President, Association of Sr.AOs/AOs (Commercial)
The President, Commercial Audit Association of AOs (Commercial)

Subject: - Amendments in Transfer and Posting Guidelines

Sir/Madam,

Please refer to this office letter no. 609/CA-I/0-2010 dated 15 June 2010 vide which Transfer & Posting Guidelines for Sr. Audit Officers/Audit Officers/Assistant Audit Officers of commercial cadre was circulated. In this regard it is stated that amendments in Para 5, 8, 13, 14, 23 and 24 of the Guidelines have been made with immediate effect. These Paras have been amended as detailed below:-

Para No. of Transfer & Posting Guidelines dated 15 June 2010	Amended Para
5.	<p>A 'base station', once allotted, cannot be changed for five years. After five years, an officer can make an application to HQ for a change of his base station. The transfer to base station will be considered based on the station seniority in the particular cadre (i.e. AAO or AO/SAO) which will be arrived at as under:-</p> <p>(i) In case posted outside from base station on transfer/promotion: - Seniority for posting back to the base station will be counted with reference to the period spent outside his base station on transfer/promotion. However if an officer opts for base station other than the station from where he was transferred/promoted to the present grade, then his seniority will be counted from the date of receipt of his application in the present office for opting/change of base station.</p> <p>(ii) In other cases: - Station seniority will be counted from the date of receipt of his application in the present office for opting/change of base station.</p> <p>An officer can request for a change of his base station more than once. However, each such request will be considered only after he completes five years of service after the change of previous station. In case of auditors/senior auditors/clerks, their service prior to promotion as AAO will also be counted for the purpose of working out five year period.</p>

Tuesday, December 07, 2010 vddrivecag2010admn fm dgcomm2

8.	<p>(a) Initial Postings of SAS passed auditors/senior auditors</p> <p>An SAS passed candidate, on his induction into AAO cadre, will be posted to his base station (as defined in clause 4 above) subject to availability of a vacancy at the base station. In case no vacancy is available, he will be posted to other station where a vacancy is available. An SAS passed candidate posted on promotion as AAO to a station other than his base station may be posted back to his base station after completion of one year outside the base station provided he has not been penalized under CCS (CCA) Rules during past three years and subject to availability of a vacancy at the base station and his outstation seniority among those waiting outside to get posted to the same base station.</p>
13.	<p>An Assistant Audit Officer returning from deputation to non-IAAD office or from abroad may be posted to a station other than his base station. The period spent on deputation to non-IAAD office will not be considered in computation of his station seniority for the purpose of transfer back to base station.</p>
14.	<p>An Assistant Audit Officer returning from deputation to IAAD office will be posted to his base station subject to availability of a vacancy at the base station. In case he is posted outside his base station, he will be brought back to base station, depending on his outstation seniority including deputation station vis-à-vis other AAOs waiting outside, as and when a vacancy arises at his base station provided he has not been penalized under CCS (CCA) Rules during past three years. However period spent on deputation to IAAD office at the base station will not be considered in computation of his station seniority.</p>
23.	<p>An AO/SAO returning from deputation to non-IAAD office or from abroad may be posted to a station other than his base station. The period spent on deputation to non-IAAD office will not be considered in computation of his station seniority for the purpose of transfer back to base station.</p>
24.	<p>An AO/SAO returning from deputation to IAAD office from outside the base station will be posted to his base station subject to availability of a vacancy at the base station and provided no AO/SAO is waiting outside to get posted to the base station for a longer period than him. The period spent on deputation to IAAD office outside the base station will be considered in computation of his station seniority for the purpose of transfer back to base station. However period spent on deputation to IAAD office at the base station will not be considered in computation of his station seniority.</p>

Yours faithfully,
Sd/-

(Saroj Punhani)

Director General (Commercial)-II

saoCA1

Actions

Thursday, September 16, 2010 12:21 PM

To:

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mabBangalore; mabChennai; mabHyderabad; mabKolkata1; mabKolkata2;
mabMumbai1; mabMumbai2; mabNewdelhi1; mabNewdelhi2; mabNewdelhi3;
mabNewdelhi4; mabRanchi; CA -V AAO -i; agauAssam; agauBihar;
agauChhattisgarh; agauDelhi; agauGoa; agauHaryana; agauHimachalpradesh;
agauJammuKashmir; agauJharkhand; agauKerala; agauManipur; agauMeghalaya;
agauNagaland; agauPunjab; agauSikkim; agauTripura; agauUttarakhand;
agC&RauAndhrapradesh; agC&RauGujarat; agC&RauRajasthan;
agC&RauTamilnadu; agC&RauUttarpradesh; agCivil&CauKarnataka;
agCivil&CauMadhyapradesh; agcommauMaharashtra; agCW&RauOrissa

Attachments:

[Proposed changes to T & P ~1.doc \(38 KB\)\[Open as Web Page\]](#)

By email only

No. 1466/CA-1/9-2010

Dated: 16 September 2010

To

All Pr.DCA & Ex-Officio MsAB and
All Pr.AGs/AGs (having commercial audit wing)
The AG (CA), Maharashtra
The President, Association of Sr.AOs/AOs (Comml)
The President, Commercial Audit Association of AOs (Comml)

**Subject:- Proposed amendments to Transfer and Posting Guidelines for SAOs/AOs/AAOs
(Commercial)**

Sir/Madam

Please refer to Headquarters letter no. 609/CA-1/09-2010 dated 15 June 2010 forwarding the Transfer and Posting Guidelines for SAOs/AOs/AAOs (Commercial). A review of Transfer and Posting Guidelines has been made at Headquarters and it has been observed that some paras of the Guidelines need clarification/amendments for smooth implementation/to rule out any doubt. A statement containing proposed

AS/AG
16/9
Smt. B. S. B. B. B.
P. S. S. S. S.
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amendments to the Transfer and Posting Guidelines is enclosed. You are requested to forward your comments on the proposed amendments latest by 23 September 2010 (by email or fax). In case your comments are not received by the prescribed date it will be presumed that you have no comments to offer on the proposed amendments. This issues with the approval of Principal Director (Commercial).

Encl: As above

Yours faithfully,

sd/-

(U. P. S. Sisodia)

Sr. Administrative Officer/CA-I

The message you tried to print is protected with Information Rights Management. You don't have the necessary user rights to print the message.

Proposed amendment to Transfer and Posting Guidelines dated 15 June 2010

Para No. of T & P Guidelines	Contents of Para at present	Proposed Para in place of present Para
5.	A 'base station', once allotted, cannot be changed for five years. After five years, an officer can make an application to HQ for a change of his base station. This transfer will be considered based on his seniority outside the requested base station. An officer can request for a change of his base station more than once. However, each such request will be considered only after he completes five years of service after the change of previous station. In case of auditors/senior auditors/clerks, their service prior to promotion as AAO will also be counted for the purpose of working out five year period.	<p>A 'base station', once allotted, cannot be changed for five years. After five years, an officer can make an application to HQ for a change of his base station. The transfer to base station will be considered based on the station seniority in the particular cadre (i.e. AAO or AO/SAO) which will be at arrived as under:-</p> <p>(i) In case posted outside from base station on transfer*/promotion: - Seniority for posting back to the base station will be counted with reference to the period spent outside his base station on transfer/promotion. However if an officer opts for base station other than the station from where he was transferred/promoted to the present grade, then his seniority will be counted from the date of receipt of his application in the present office for opting/change of base station.</p> <p>(ii) In other cases: - Station seniority will be counted from the date of receipt of his application in the present office for opting/change of base station.</p> <p>An officer can request for a change of his base</p>

* Under Para 12, 20 and 22 of the Transfer and Posting Guidelines

		station more than once. However, each such request will be considered only after he completes five years of service after the change of previous station. In case of auditors/senior auditors/clerks, their service prior to promotion as AAO will also be counted for the purpose of working out five year period.
8	<p>(a) Initial Postings of SAS passed auditors/senior auditors, An SAS passed candidate, on his induction into AAO cadre, will be posted to his base station (as defined in clause 4 above) subject to availability of a vacancy at the base station. In case no vacancy is available, he will be posted to other station where a vacancy is available.</p>	<p>(a) Initial Postings of SAS passed auditors/senior auditors An SAS passed candidate, on his induction into AAO cadre, will be posted to his base station (as defined in clause 4 above) subject to availability of a vacancy at the base station. In case no vacancy is available, he will be posted to other station where a vacancy is available. An SAS passed candidate posted on promotion as AAO to a station other than his base station may be posted back to his base station after completion of one year outside the base station provided he has not been penalized under CCS (CCA) Rules during past three years and subject to availability of a vacancy at the base station and his outstation seniority among those waiting outside to get posted to the same base station.</p>
13	An Assistant Audit Officer returning from deputation to non-IAAD office or from abroad may be posted to a station other than his base station.	An Assistant Audit Officer returning from deputation to non-IAAD office or from abroad may be posted to a station other than his base station. The period spent on deputation to non-IAAD office will not be considered in computation of his station seniority for the purpose of transfer back to base station.
14	An Assistant Audit Officer returning from deputation to IAAD office will be posted to his base station subject to availability of a vacancy at the base station. In case he is posted outside his base station, he will be brought back to base station, depending on his outstation seniority including deputation station vis-à-vis other AAOs waiting outside, as and when a vacancy arises at his base station provided he has not been penalized	An Assistant Audit Officer returning from deputation to IAAD office will be posted to his base station subject to availability of a vacancy at the base station. In case he is posted outside his base station, he will be brought back to base station, depending on his outstation seniority including deputation station vis-à-vis other AAOs waiting outside, as and when a vacancy arises at his base station provided he has not been penalized under CCS (CCA) Rules during past three years. However period spent on deputation to IAAD office at the base

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	under CCS (CCA) Rules during past three years.	station will not be considered in computation of his station seniority.
23	An AO/SAO returning from deputation to non-IAAD office or from abroad may be posted to a station other than his base station.	An AO/SAO returning from deputation to non-IAAD office or from abroad may be posted to a station other than his base station. The period spent on deputation to non-IAAD office will not be considered in computation of his station seniority for the purpose of transfer back to base station.
24	An AO/SAO returning from deputation to IAAD office from outside the base station will be posted to his base station subject to availability of a vacancy at the base station and provided no AO/SAO is waiting outside to get posted to the base station for a longer period than him.	An AO/SAO returning from deputation to IAAD office from outside the base station will be posted to his base station subject to availability of a vacancy at the base station and provided no AO/SAO is waiting outside to get posted to the base station for a longer period than him. The period spent on deputation to IAAD office outside the base station will be considered in computation of his station seniority for the purpose of transfer back to base station. However period spent on deputation to IAAD office at the base station will not be considered in computation of his station seniority.

Sr.

Sd/-
(U. P. S. Sisodia)

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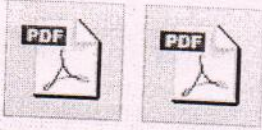
Assignments of 'Base Station' under Transfer and Posting Guidelines

Monday, 27 September, 2010 10:38 AM

From: "Mabii Mumbai" <admnmabii@yahoo.co.in>

To: pmadhunair@rediffmail.com, rap_ongc_asset1@yahoo.co.in, prasad.nade@gmail.com, sanawa_69@rediffmail.com, sraotbg@yahoo.com, sivakameswaran_1yer@yahoo.co.in, raowob@yahoo.in, ramasbhaskar@yahoo.co.in, nagarajan_kuppuswamy@rediffmail.com, govauditph@hpcl.co.in, mahesh_raul@yahoo.co.in, z_govt_audit@bharatpetroleum.com, rganesh2001@rediffmail.com, govtaudit@indianoil.co.in, govtauditwr@indianoil.co.in, manikkoth_prabhakaran@yahoo.co.in, svalli_in@yahoo.com, raokrcl@rediffmail.com, ninasmore@yahoo.co.in, govtauditail@airindia.in, sudike62@yahoo.co.in, srinivasan62ao@gmail.com, rapialmumbai@gmail.com, philip55@rediffmail.com, rachnasingh_21@yahoo.co.in, gap_aai_mum@hotmail.com, soundarmurali@rediffmail.com, rapongc_sr@rediffmail.com, gaudit@rediffmail.com, sct_satish@rediffmail.com, jnperu_3@yahoo.co.in, gurunayak9@gmail.com, thirupama_reddy@yahoo.co.in, govtaudit_bda@yahoo.in

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28/9/10
Assignments of 'Base Station' under Transfer and Posting Guidelines

saoCA1

Monday, September 20, 2010 12:40 PM

 AG, A unachal Pradesh, Itanagar; agauAssam; agauBihar; agauChhattisgarh; agauDelhi; agauGoa; agauHaryana; agauHimachalpradesh; agauJammuKashmir; agauJharkhand; agauKerala; agauManipur; agauMeghalaya; agauPunjab; agauSikkim; agauTripura; agauWestbengal1; agC&RauAndhrpradesh; agC&RauGujarat; agC&RauRajasthan; agC&RauTamilnadu; agC&RauUttarpradesh; agCivil&CauKarnataka; agCivil&CauMadhyapradesh; agcommmauMaharashtra; agCW&RauOrissa; agMizoram; mabBangalore; mabChennai; mabHyderabad; mabKolkata1; mabKolkata2; mabMumbai1; mabMumbai2; mabNewdelhi1; mabNewdelhi2; mabNewdelhi3; mabNewdelhi4; mabRanchi; CA -V AAO -j
BASE STN AAO.pdf (70 KB)[Open as Web Page]; BASE STN SAO AO Combined.pdf (100 KB)[Open as Web Page]

No.1480 /CA-I/09-2010

Dated: - 18 September 2010 -

By email only

To

 All Pr.DCA & Ex-Officio MsAB and
 All Pr.AGs/AGs (having commercial audit wing)
 The AG (CA), Maharashtra

 Subject: - Assignments of 'Base Station' under Transfer and Posting Guidelines
 Sir/Madam,

Please refer to this office letter no. 619/CA-I/09-2010 dated 23 June 2010 requesting the information on base station opted by Sr.AOs/AOs/AAOs (Commercial). On the basis of information received from the field offices and transfer representations received from officers till date, the list of base station allotted to the individual officer has been prepared at Headquarters Office (copy enclosed). It is requested that the list may kindly be circulated as

27/09/2010

 Sent Personal

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the commercial cadre officers of your office for confirmation of their base station. Any change/correction to be made to the base station allotted may be intimated to this office latest by 29 October 2010. In case a change/correction is proposed regarding the allotted base station to the officer, a certificate to the effect that all the officers are in agreement with the base station allotted to them, may kindly be sent. The information should include the Sr.AOs/AOs/AAOs (Commercial) of your office who are on deputation to outside IAAD/other IAA offices (except to Headquarters office, New Delhi). The base station once finalised on the basis of report received by 29 October 2010 from the field offices will not be changed for next five years.

It may also be brought to the notice of officers that (i) for effecting the transfer to base station, officer has to submit separate transfer representation, (ii) further now onwards transfer representation will be accepted only for transfer to base station, (iii) No representation for transfer to other than the base station will be accepted/considered and (iv) Representations received from officers till date for transfer to station other than allotted base station may be treated as rejected.

The base stations of newly appointed AAOs (Commercial) on probation are the stations where they have been posted in terms of the clause 10 of the Transfer and Posting Guidelines.

Encl:- As above

-sd-

Yours faithfully

(Y. N. Thakare)
Principal Director (Commercial)

vijidrivecag2010adm200920102.00pm fmYNTDC

27/09/2010

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From: saoCA1 Sent: Wed 16/06/2010 11:12
 To: AG, Arunachal Pradesh, Itanagar; agauAssam; agauBihar; agauChhattisgarh; agauDelhi; agauGoa; agauHaryana; agauHimachalpradesh; agauJammuKashmir; agauJharkhand; agauKerala; agauManipur; agauMeghalaya; agauNagaland; agauPunjab; agauSikkim; agauTripura; agauUttarakhand; agauWestbengal1; agC&RauAndhrapradesh; agC&RauGujarat; agC&RauRajasthan; agC&RauTamilnadu; agC&RauUttarpradesh; agChattisgarh; agCivil&CauKarnataka; agCivil&CauMadhyapradesh; agcommauMaharashtra; agCW&RauOrissa; agMizoram; agUttaranchal; mabBangalore; mabChennai; mabHyderabad; mabKolkata1; mabKolkata2; mabMumbai1; mabMumbai2; mabNewdelhi1; mabNewdelhi4; mabRanchi
 Attachments: Transfer Posting Policy June2010.doc(56KB)

No. 609/CA-I/09-2010
 Dated:- 15 June 2010

To
 All Pr.AGs/AGs (having Commercial Audit Wing)
 All Pr.DCA/MsAB &
 AG (CA), Maharashtra

Subject: - Transfer and Posting Guidelines for Sr. Audit Officers/Audit Officers/Assistant Audit Officers of Commercial cadre

Sir/Madam,

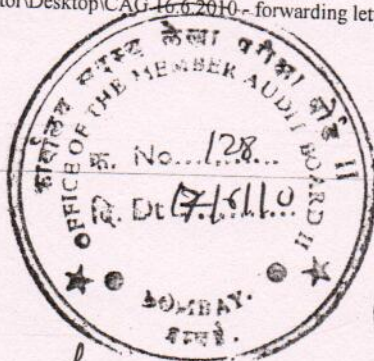
Please find enclosed Transfer and Posting Guidelines in respect of Sr. Audit Officers/Audit Officers/Assistant Audit Officers of Commercial cadre duly approved by Deputy Comptroller and Auditor General (Commercial) cum Chairman, Audit Board. The Transfer and Posting Guidelines shall come into effect from the date of issue. A separate letter will follow for assigning/calling the option for the 'Base Station' to existing Sr. Audit Officers/Audit Officers/Assistant Audit Officers of Commercial cadre.

Yours faithfully,

-sd-
 (Y. N. Thakare)
 Principal Director (Commercial)

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By document



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Transfer and Posting Guidelines for AAOs/AOs/SAOs of Commercial Cadres

Rationale for Transfer and Posting Guidelines

1. Assistant Audit Officers (AAOs), Audit Officers (AOs) and Senior Audit Officers (SAOs) borne on Commercial cadres of Indian Audit and Accounts Department (IAAD) have an All India transfer liability. They, thus, have to work in different offices of IAAD spread across the country. At the same time, it is a fact that their families are settled at particular places and hence they prefer to remain posted at places of their choice. While the department has to ensure that different offices have sufficient persons to carry out their assigned mandate of audit, care has to be taken to minimize the inconvenience resulting from transfers of officers to places other than their choice station.
2. These Transfer and Posting Guidelines have been formulated keeping the above objective in view. These apply to commercial cadres of Assistant Audit Officers (hereinafter referred to as 'AAO cadre') and Audit Officers/Senior Audit Officers (hereinafter referred to as 'AO cadre') of IAAD.

Principles of Transfer and Posting Guidelines

3. These Transfer and Posting Guidelines are based on the following principles.
 - Office requirement and administrative convenience will have precedence over the convenience of individual officers.
 - Transfer or posting to a particular station cannot be claimed as a matter of right by officers.
 - Frequent transfers of an individual are not in the interest of stability of functioning of an office and hence have to be avoided to the extent possible.
 - Mere existence of vacancies at a particular station does not entitle officers serving outside the station to get posted to that station. Filling up of vacancies is a prerogative of Administration which is exercised keeping in view the overall vacancy position across the offices and exigencies of work.
 - Administration will accommodate officers to their choice station subject to the conditions mentioned in these Transfer and Posting Guidelines.

'Base Station' Concept

4. Every officer will be assigned a 'base station' which is a place (such as Delhi, Ranchi etc.) where he will generally be posted. This base station is determined as follows:

- In respect of SAS passed auditor/senior auditor/clerk promoted as AAO, it will be the place where he is posted as auditor/senior auditor/clerk (generally the place from where he passes his SAS examination).
- In respect of directly recruited AAO, it will be the place where he is initially posted on / appointment.

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5. A 'base station', once allotted, cannot be changed for five years. After five years, an officer can make an application to HQ for a change of his base station. This transfer will be considered based on his seniority outside the requested base station. An officer can request for a change of his base station more than once. However, each such request will be considered only after he completes five years of service after the change of previous station. In case of auditors/senior auditors/clerks, their service prior to promotion as AAO will also be counted for the purpose of working out five year period.

6. A change of base station will be considered before completion of five years of service in case both the spouses are officials of IAAD but have different base stations.

Initial Postings in AAO cadre

7. Initial postings in AAO cadre are the postings of persons at the time of their induction into AAO cadre. There are two streams of induction into this cadre. Firstly, departmental candidates (mainly auditors and senior auditors) who pass departmental SAS (Commercial) examination get inducted into the cadre as AAOs. Secondly, the candidates who clear SSC examination for AAO (Commercial) are directly recruited as AAOs.

(a) Initial Postings of SAS passed auditors/senior auditors

8. An SAS passed candidate, on his induction into AAO cadre, will be posted to his base station (as defined in clause 4 above) subject to availability of a vacancy at the base station. In case no vacancy is available, he will be posted to other station where a vacancy is available.

(b) Initial Postings of Directly Recruited AAOs

9. A directly recruited AAO will be posted to a station as per his initial choice subject to availability of a vacancy at the station(s). If no vacancy is available at his choice station, he will be posted to a station where a vacancy is available. In case more AAOs opt for a particular station than the number of vacancies at that station, the posting to that station will be governed by the handicapped status and merit of the candidates in the examination.

10. Once a directly recruited AAO is posted to a particular station, that station becomes his base station.

Subsequent Transfers in AAO cadre

11. Wherever a request for a change of base station has been accepted in terms of clause 5 above, the concerned AAO will be transferred to the new base station if the vacancy is available at that station. If no vacancy is available, he will be transferred as and when the vacancy arises. However, such a transfer will be effected only if the concerned AAO has not been penalized under CCS (CCA) Rules during past three years.

12. An Assistant Audit Officer who has been penalized under CCS (CCA) Rules during past three years may be transferred, to a station other than his base station. He will have to serve for a minimum of two years at that new station.

13. An Assistant Audit Officer returning from deputation to non-IAAD office or from abroad may be posted to a station other than his base station.

14. An Assistant Audit Officer returning from deputation to IAAD office will be posted to his base station subject to availability of a vacancy at the base station. In case he is posted outside his base station, he will be brought back to base station, depending on his outstation seniority including deputation station vis-à-vis other AAOs waiting outside, as and when a vacancy arises at his base station provided he has not been penalized under CCS (CCA) Rules during past three years.

15. An Assistant Audit Officer may be considered for a deputation within IAAD. This deputation shall be solely at the discretion of the Cadre Controlling Authority.

16. A deputation outside IAAD, if circulated for AAOs by Commercial Wing/ HQ, may be considered at the discretion of Cadre Controlling Authority.

Initial Postings in AO cadre

17. An Assistant Audit Officer, on promotion as AO, will be posted to his base station subject to

- (a) availability of a vacancy at the base station and
- (b) no other request from an AO/SAO who has been assigned the same base station and who is presently serving outside the base station for at least one year, is pending.

Otherwise, he will be posted to a station other than his base station.

Subsequent Transfers in AO cadre

18. An AAO posted on promotion as AO to a station other than his base station may be posted back to his base station after completion of one year outside the base station provided he has not been penalized under CCS (CCA) Rules and subject to availability of a vacancy at the base station and his outstation seniority among those waiting outside to get posted to the same base station.

19. Wherever a request for a change of base station has been accepted in terms of clause 5 above, the concerned AO/SAO will be transferred to the new base station if the vacancy is available at that station provided no other request from an AO/SAO who has been assigned the same base station and who is presently serving outside the base station for at least one year, is pending. However, such a transfer will be effected only if the concerned AO/SAO has not been penalized under CCS (CCA) Rules during past three years. If no vacancy is available, his name will be added to the list of officers waiting to get posted to the base station.

20. An AO/SAO, provided he has not been penalized under CCS (CCA) Rules during past three years, who is waiting to get posted to his base station and has already served at least two years outside the base station since his posting outside, will be posted to his base station by creating a vacancy provided that there is another officer available at the base station who has

served at least five years at the base station. In such case, an AO/SAO waiting outside will be posted to his base station and the AO/SAO who is the senior most in terms of station seniority at that base station will be transferred out. For the purpose of counting station seniority, total continuous service at the station (both as AAO and AO/SAO) will be considered.

21. Notwithstanding anything contained in clause 20 above, the senior most officer will not be transferred out if he is left with service of less than five years before his retirement.

22. Notwithstanding anything contained in clause 20 and 21 above, an AO/SAO who has been penalized under CCS (CCA) Rules during past three years may be transferred to a station other than his base station. He will have to serve for a minimum of two years at that new station.

23. An AO/SAO returning from deputation to non-IAAD office or from abroad may be posted to a station other than his base station.

24. An AO/SAO returning from deputation to IAAD office from outside the base station will be posted to his base station subject to availability of a vacancy at the base station and provided no AO/SAO is waiting outside to get posted to the base station for a longer period than him.

25. An AO/SAO may be considered for a deputation within IAAD. This deputation shall be solely at the discretion of the Cadre Controlling Authority.

26. A deputation outside IAAD, if circulated by Commercial Wing /HQ, may be considered at the discretion of Cadre Controlling Authority.

Exceptions to these Transfer and Posting Guidelines

27. Deputy Comptroller and Auditor General (Commercial) cum Chairperson Audit Board shall be the competent authority to relax one or more provisions of these Transfer and Posting Guidelines and make such exceptions in individual cases as he may deem fit.

Effective Date of these Transfer and Posting Guidelines

28. These Transfer and Posting Guidelines come into effect from the date of their issue and shall supersede all previous instructions, orders, guidelines etc. issued on the subject.



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no. 63 /CA 1/09-2010
भारत के नियंत्रक-महालेखा परीक्षक का कार्यालय
OFFICE OF THE COMPTROLLER
AND AUDITOR GENERAL OF INDIA

दिनांक
Date

25 January 2010

Central Circular

To

DG(Commercial)
All the MABs
All PAGs/AGs having Commercial Audit Wing
Director(CS)

Subject:- Proposed Transfer and Posting Guidelines for AAOs/AOs/SAOs of Commercial Cadre

Dear Sir/Madam,

1. The subject matter of transfer and posting guidelines for AAOs/AOs/SAOs of Commercial Cadre has been engaging the attention of headquarter. The draft of the said guidelines is now ready and is enclosed herewith for your comments.
2. You are requested to forward your comments to headquarters by 5 February 2010. It is also requested that staff side may also be consulted on this issue before forwarding your comments to headquarter office.

Yours faithfully,

(Y. N. Thakare)
Principal Director(Commercial)
& Secretary Audit Board
Email: thakareyn@cag.gov.in

Urgent. Pl. pin
Staff comments by
4.2.10

Proposed Transfer and Posting Guidelines for AAOs/AOs/SAOs of Commercial Cadres

Rationale for Transfer and Posting Guidelines

1. Assistant Audit Officers (AAOs), Audit Officers (AOs) and Senior Audit Officers (SAOs) borne on Commercial cadres of Indian Audit and Accounts Department (IAAD) have an All India transfer liability. They, thus, have to work in different offices of IAAD spread across the country. At the same time, it is a fact that their families are settled at particular places and hence they prefer to remain posted at places of their choice. While the department has to ensure that different offices have sufficient persons to carry out their assigned mandate of audit, care has to be taken to minimize the inconvenience resulting from transfers of officers to places other than their choice station.

2. These Transfer and Posting Guidelines have been formulated keeping the above objective in view. These apply to commercial cadres of Assistant Audit Officers (hereinafter referred to as 'AAO cadre') and Audit Officers/Senior Audit Officers (hereinafter referred to as 'AO cadre') of IAAD.

Principles of Transfer and Posting Guidelines

3. These Transfer and Posting Guidelines are based on the following principles.

- These Transfer and Posting Guidelines are only indicative - office requirement and administrative convenience will have precedence over the convenience of individual officers.
- Transfer or posting to a particular station cannot be claimed as a matter of right by officers.
- Frequent transfers of an individual are not in the interest of stability of functioning of an office and hence have to be avoided to the extent possible.
- Mere existence of vacancies at a particular station does not entitle officers serving outside the station to get posted to that station. Filling up of vacancies is a prerogative of Administration which is exercised keeping in view the overall vacancy position across the offices and exigencies of work.
- Administration will accommodate officers to their choice station subject to the conditions mentioned in these Transfer and Posting Guidelines.

'Base Station' Concept

4. Every officer will be assigned a 'base station' which is a place (such as Delhi, Ranchi etc.) where he will generally be posted. This base station is determined as follows:

- In respect of SOG passed auditor/senior auditor promoted as AAO, it will be the place where his parent office as auditor/senior auditor is located (generally the place from where he passes his SOG examination).

- In respect of directly recruited AAO, it will be the place where he is initially posted on appointment.

5. A 'base station', once allotted, cannot be changed for seven years. After seven years, an officer can make an application to HQ for a change of his base station. This change will be registered from the date of acceptance of his request. An officer can request for a change of his base station more than once. However, each such request will be considered only after he completes seven years of service after the change of previous station. All valid requests for change of a base station will be considered favourably only if number of persons opting for a particular base station does not exceed twice the number of posts at that base station.

6. Notwithstanding anything contained in clause 5 above, a change of base station is permitted before completion of seven years' service on the basis of a reciprocal request. For example, if the base station of 'A' is Lucknow and that of 'B' Patna, and if 'A' wants to change his base station to Patna and 'B' wants to change his base station to Lucknow, the same will be permitted even before they complete seven years of service. Similarly, a change of base station will be permitted before completion of seven years of service in case both the spouses are officials of commercial cadres but have different base stations.

Initial Postings in AAO cadre

7. Initial postings in AAO cadre are the postings of persons at the time of their induction into AAO cadre. There are two streams of induction into this cadre. Firstly, departmental candidates (mainly auditors and senior auditors) who pass departmental SOG (Commercial) examination get inducted into the cadre as AAOs. Secondly, the candidates who clear SSC examination for AAO (Commercial) are directly recruited as AAOs.

(a) Initial Postings of SOG passed auditors/senior auditors

8. An SOG passed candidate, on his induction into AAO cadre, will be posted to his base station (as defined in clause 4 above) subject to availability of a vacancy at the base station. In case no vacancy is available, he will be posted to other station where a vacancy is available.

(b) Initial Postings of Directly Recruited AAOs

9. A directly recruited AAO will be posted to a station as per his initial choice subject to availability of a vacancy at the station(s). If no vacancy is available at his choice station, he will be posted to a station where a vacancy is available. In case more AAOs opt for a particular station than the number of vacancies at that station, the posting to that station will be governed by the merit of the candidates in the examination.

10. Once a directly recruited AAO is posted to a particular station, that station becomes his base station.

Subsequent Transfers in AAO cadre

11. Wherever a request for mutual change of base stations has been received, the change will be effected as mentioned in clause 6 above and the concerned AAOs will be transferred

accordingly provided none of them has been penalized under CCS (CCA) Rules during past two years.

12. Wherever a request for a change of base station has been accepted in terms of clause 5 above, the concerned AAO will be transferred to the new base station if the vacancy is available at that station. If no vacancy is available, he will be transferred as and when the vacancy arises. However, such a transfer will be effected only if the concerned AAO has not been penalized under CCS (CCA) Rules during past three years.

13. If an SOG passed candidate was posted outside his base station at the time of his induction into AAO cadre, he will be posted to his base station as and when a vacancy arises at his base station provided he has not been penalized under CCS (CCA) Rules during past three years.

14. An Assistant Audit Officer who has been penalized under CCS (CCA) Rules during past three years may be transferred to a station other than his base station. He will have to serve for a minimum of two years at that new station.

15. An Assistant Audit Officer returning from deputation to non-IAAD office or from abroad may be posted to a station other than his base station.

16. An Assistant Audit Officer returning from deputation to IAAD office will be posted to his base station subject to availability of a vacancy at the base station. In case he is posted outside his base station, he will be brought back to base station, depending on his outstation seniority vis-à-vis other AAOs waiting outside, as and when a vacancy arises at his base station provided he has not been penalized under CCS (CCA) Rules during past three years.

17. An Assistant Audit Officer may be considered for a deputation within IAAD. This deputation shall be solely at the discretion of the Cadre Controlling Authority.

18. A deputation outside IAAD, if circulated for AAOs by Commercial Wing, may be considered at the discretion of Cadre Controlling Authority.

Initial Postings in AO cadre

19. An Assistant Audit Officer, on promotion as AO, will be posted to his base station subject to

- (a) availability of a vacancy at the base station and
- (b) no other request from an AO/SAO who has been assigned the same base station and who is presently serving outside the base station for at least two years, is pending.

Otherwise, he will be posted to a station other than his base station.

Subsequent Transfers in AO cadre

20. Wherever a request for mutual change of base stations has been received, the change will be effected as mentioned in clause 6 above and the concerned AOs/SAOs will be transferred

accordingly provided none of them has been penalized under CCS (CCA) Rules during past three years.

21. Wherever a request for a change of base station has been accepted in terms of clause 5 above, the concerned AO/SAO will be transferred to the new base station if the vacancy is available at that station provided no other request from an AO/SAO who has been assigned the same base station and who is presently serving outside the base station for at least two years, is pending. However, such a transfer will be effected only if the concerned AO/SAO has not been penalized under CCS (CCA) Rules during past three years. If no vacancy is available, his name will be added to the list of officers waiting to get posted to the base station. The date of acceptance of request for a change in base station will be the date for the purpose of counting seniority in the waiting list.

22. An AO/SAO, provided he has not been penalized under CCS (CCA) Rules during past three years, who is waiting to get posted to his base station and has already served at least two years outside the base station since his posting outside, will be posted to his base station by creating a vacancy provided that there is another officer available at the base station who has served at least five years at the base station. In such case, an AO/SAO waiting outside will be posted to his base station and the AO/SAO who is the senior most in terms of station seniority at that base station will be transferred out. For the purpose of counting station seniority, total continuous service at the station (both as AAO and AO/SAO) will be considered.

23. Notwithstanding anything contained in clause 22 above, the senior most officer will not be transferred out if he is left with service of less than five years before his retirement.

24. Notwithstanding anything contained in clause 22 and 23 above, an AO/SAO who has been penalized under CCS (CCA) Rules during past three years may be transferred to a station other than his base station.

25. An AO/SAO returning from deputation to non-IAAD office or from abroad may be posted to a station other than his base station.

26. An AO/SAO returning from deputation to IAAD office from outside the base station will be posted to his base station subject to availability of a vacancy at the base station and provided no AO/SAO is waiting outside to get posted to the base station for a longer period than him.

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Exceptions to these Transfer and Posting Guidelines

29. Deputy Comptroller and Auditor General (Commercial) cum Chairperson Audit Board shall be the competent authority to relax one or more provisions of these Transfer and Posting Guidelines and make such exceptions in individual cases as he may deem fit.

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Effective Date of these Transfer and Posting Guidelines

30. **These Transfer and Posting Guidelines come into effect from the date of their issue (to be determined) and shall supersede all previous instructions, orders, guidelines etc. issued on the subject.**