



भारतीय लेखापरीक्षा और लेखा विभाग  
कार्यालय महानिदेशक लेखापरीक्षा  
दक्षिण पूर्व रेलवे, गार्डेन रीच, कलकत्ता -700043  
**INDIAN AUDIT AND ACCOUNTS DEPARTMENT**  
**Office of the Director General of Audit**  
**South Eastern Railway**  
**Garden Reach; Kolkata-700043**



Admn/31-21/Transfer Policy/2022/3165

Date: 03.01.2024

To  
All Branch Officers at  
Headquarters and Outstations,  
South Eastern Railway,

Sub: Revised guidelines on transfer and posting of the officers/staff of the  
Director General of Audit, South Eastern Railway, Garden Reach

The guidelines on transfer and posting of the Group B Gazetted, Group B Non-Gazetted and Group C staff circulated under Audit Officer/Admn's letter No. Admn/31-21/Transfer Policy/2014/2722 dated 03.02.2014 and amended under Sr. Audit Officer/Admn's letter No. Admn/31-21/Transfer Policy/2022/769 dated 11.08.2022 has been reviewed and revised by the competent authority to adopt a consolidated transfer and posting guidelines.

The revised transfer and posting guidelines are enclosed hereto for your information with the request to bring it to the knowledge of all officers and staff under your control.

The revised transfer and posting guidelines will come into force with effect from the date of issue of this letter.

The Competent Authority has also decided that all the existing postings will be reviewed in terms of clause 6(e) of the revised transfer and posting guidelines and action will be taken accordingly.

This issues with the approval of Director General of Audit.

Enclosure: As above

Sr. Audit Officer Admn

**Office of Director General of Audit,  
South Eastern Railway, Garden Reach, Kolkata**

**Transfer and Posting Guidelines**

**1. Introduction**

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 divisional outstations in addition to the Headquarters at Garden Reach.

**2. Principles of Transfer and Posting Guidelines**

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

- a) Office requirement and administrative convenience will have precedence over the convenience of individual staff/officer.
- b) All transfers and postings are subject to exigencies of 'Public Service' and 'Administrative Convenience' All officials at all levels are liable to be transferred and posted in any station under the jurisdiction of this office.
- c) Transfer or posting to a particular station cannot be claimed as a matter of right by any staff/officer.
- d) Mere existence of vacancies at a particular station does not entitle staff/officer serving outside the station to get posted to that station.
- e) Notwithstanding the principles mentioned above, the staffs/officers may be transferred to any station to fulfil available vacancies.

**3. Transfer and Posting Board**

- a) All transfer/posting of officers and staff shall be effected on the recommendations of the Transfer and Posting Board constituted by Director General of Audit/Principal Director of Audit.
- b) For intra office transfer and posting of Group B non-gazetted and Group C staff, the Transfer and Posting Board shall comprise of Sr.AO/Admn, Sr.AO/Co-ord and Sr. AO/Report with senior most amongst them as the Chairperson. The Group Officer in charge of Administration would be the accepting authority.
- c) For intra office transfer and posting of Group B gazetted and Group A (Non-IA&AS) officers, the Transfer and Posting Board shall comprise of Sr.AO/Admn, Sr.AO/Co-ord and Director/Administration as Chairperson. The Director General of Audit/ Principal Director of Audit would be the accepting authority.
- d) The Transfer and Posting Boards would meet quarterly in the month of April, July, October and January.
- e) Any particular case or situation not covered in any of the provision made in the transfer guidelines would be duly deliberated by the Transfer and Posting Board(s) for recommending further course of action.

#### **4. Cadres**

For the purpose of transfer, there will be five different composite cadres as mentioned below.

- a) Sr. Audit Officer
- b) Assistant Audit Officer and Supervisor
- c) Auditor, Sr. Auditor and Assistant Supervisor
- d) Clerk, DEO Group A and DEO Group B
- e) MTS

#### **5. Initial Posting**

The initial posting on recruitment in any cadre will be at Headquarters, Garden Reach. Thereafter, transfer would be governed as per Para 6 below:

#### **6. Transfer to Outstation/Division**

- a) The transfers and postings at outstation/division from Headquarters shall be on 'First in First out' station seniority basis of a particular composite cadre subject to the condition that persons who have never served at any outstation, shall have to move first.
- b) If two or more officials in the same cadre joined at Hqrs on same date on recruitment/promotion or after transfer from outstations, then seniority shall be maintained as per their inter se cadre seniority.
- c) The officials on attaining the age of 58 years shall be exempted from outstation transfer. In case of transfer before attaining the age of 58 years, the official may be transferred back to his previous station of posting subject to minimum six months and maximum one year service at new station.
- d) The period of outstation/divisional posting of officials (irrespective of cadre) shall be minimum three years for 1<sup>st</sup> transfer and two years for subsequent transfer(s).
- e) Maximum period of outstation posting in a single spell (irrespective of cadre) is five years except in case of administrative exigencies.
- f) For calculation of outstation period of three/two years as per (b) above, earned leave of 90/60 days is allowed. Earned leave availed beyond 90/60 days and any other kind of leave will not be considered for exemption in calculating the outstation period. However maximum period of five years as per (c) above would be counted on calendar day basis.
- g) In case of promotion of an official within a composite cadre, as mentioned in clause 4 above, during his/ her posting at outstation he/she may be retained at the same station subject to availability of vacancy and administrative convenience. The minimum period of three/two years combined outstation service in both lower and upper posts within the said cadre may be reckoned.
- h) On completion of minimum outstation period, the incumbent will be brought back to Headquarters. However, if official wishes to extend his/her tenure or to get transferred to a specific division/station, other than Headquarters, he/she shall have to apply accordingly.

- i) Persons may be brought back to Headquarters (Garden Reach) on humanitarian grounds before completion of applicable full term, i.e., three/two years of outstation service for a specific period. Normally, this period should not 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.
- j) Employees recruited under physically handicapped quota may as far as possible be posted at outstation/division of their choice, subject to availability of vacancy.
- k) Period spent on deputation by an official shall not be treated as transfer.
- l) Any representation of an official like exemption from transfer, deferment of transfer, retention at outstation beyond five years etc. shall be considered by the Transfer and Posting Board.
- m) 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 on receipt of application.
- n) DoPT's instructions regarding posting of Group-C officials belonging to Scheduled Tribe category shall be kept in view.
- o) Car Driver(s), PA(s), PS(s), Steno(s), Welfare Assistant, Console Operator(s), Data Processor(s) is/are exempted from outstation transfer.

## **7. General**

- a) Only those application(s) forwarded through proper channel will be considered and any application/representation sent directly to the Headquarters by the Official or any member of the family/ political representative etc. will not be considered. In case, representation for transfer is received from any source other than through proper channel, a suitable action will be taken against the official.
- b) The guidelines may be reviewed to address new issues arising, if any, by the Administration wing. In such a case, Director General of Audit/ Principal Director of Audit may modify existing Transfer and Posting Guidelines, if required, from time to time and suitable action will be taken by the Administration.

## **8. Exceptions to these Transfer and Posting Guidelines**

Director General of Audit/Principal Director of Audit 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/she may deem fit.

## **9. Effective Date of these Transfer and Posting Guidelines**

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.