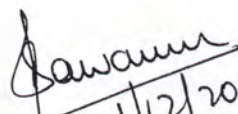


Guidelines for Intra/Inter Office Transfer & Posting Boards

1. The Board will consider the cases as per relevant provisions in MSO (Admn.) on rotation of personnel and applicable instructions issued by Headquarters. from time to time.
2. The factors such as nature and requirement of the post, qualifications of the individual including special qualifications such as RAE, CISA, CA, ICWA, Legal, Past performance, History of service etc. would be taken into consideration while deciding transfers and postings.
3. The minimum tenure of a Government employee on a particular post shall be two years. Requests received from the officials before the lapse of a minimum period of two years in a particular section, shall not be considered except in special circumstances.
4. A government employee holding any post may be transferred even before the completion of minimum tenure of two years if:
 - i. the performance of the employee is found to be below the job requirement, if there are grounds for initiating enquiry or disciplinary proceedings against him/her; or
 - ii. it is not in public interest or in the interest of administration to allow the employee to continue on a post for a full tenure; or
 - iii. the transfer is sought by the incumbent on health grounds or any other valid reasons to be considered and accepted by the Accepting Authority.
5. Normally, as per existing policies, employees have to work in any position as decided by the Administration and postings and transfers cannot be claimed as a matter of right. However, requests from individuals for transfer on personal, health and other grounds, either prematurely or otherwise, would be considered by the specified Boards.
6. Group Officer/Branch Officer may rotate the staff to various sections under their control. Branch Officers may obtain the approval of Group Officer of the concerned section after rotation of staff upon intimation to administration of cadre controlling authority.
7. Orders once issued must be strictly complied with and if it is considered that any order requires modification for any compelling reason, it shall be done only after obtaining approval of the Accepting Authority. Reversal of transfer orders once made shall be a very rare event and to be resorted to only in exceptional cases.

8. Employees are liable to be transferred to any Wing at any point of time and the request for transfer to a desired Section/Wing cannot be claimed as a matter of right.
9. Postings of staff to the functional wings shall be adjusted by the Wing concerned between Headquarters and Field. The Functional Wings may rotate the staff between Headquarters and Field duties as per their requirement.
10. The Postings and Transfers of officials on their appointment, promotion, deputation, repatriation and Mutual transfer would be decided by the Cadre Controlling Authority.
11. In normal circumstances, representations received from officials of O/o DGA(C), Hyderabad will not be considered unless it is routed through Administration section of O/o DGA(C), Hyderabad.
12. Substitute would be posted only if the leave vacancy exceeds six months.
13. In case of surrender of the official, no substitute would be provided.
14. Submission of transfer representations does not bind upon the Administration section to consider their requests within the definite time limit. The representations would be considered as per the vacancies available and administrative convenience.
15. These guidelines regarding transfer are meant essentially for the internal use of the Office and do not vest any employee with any right.
16. The transfer policy and guidelines prescribing the tenure for posting are only directory in nature and not mandatory. Any official can be transferred by the Accepting Authority at any time to any post on administrative grounds.
17. Headquarters instructions on postings & transfers will prevail over the guidelines of this office and the same would be implemented by the Accepting Authority.


11/12/2021
Senior Deputy Accountant General (Admn.)