

Circular No. 16 Staff Wing/2013.
No. 885 Staff (App-II)/64-2012/Vol.IV.
Dated 06.06.2013

To

1. The Heads of Department in the IA&AD
(as per list).
2. Director General (Headquarters)

Sub.- Mutual Transfers in Gr. 'B' & 'C' cadres in the IA&AD-regarding.


Sir/Madam,

I am to state that presently the Mutual Transfers in IA&AD are being governed by the instructions/guidelines contained in various circulars/clarifications issued by this office from time to time. Therefore, a need has been felt to review the existing instructions/ guidelines and bring out a self contained Circular in this regard. Accordingly, the following set of comprehensive guidelines will supersede all the existing instructions/guidelines on the subject-

- (i) Mutual Transfers may be permitted in respect of all the regular Gr. 'B' & 'C' posts, excluding the posts of Sr.A.O/A.O, in the Department subject to the condition that the concerned officials should hold same post under the two different cadre controlling offices located at two different stations. Mutual transfer between an Auditor and Sr. Auditor and an Accountant and Sr. Accountant may also be permitted subject to the condition that the concerned Sr.Auditor/Sr.Accountant will have to seek reversion to the lower post of Auditor/Accountant. On reversion to the lower post, the pay will be fixed in terms of the DoPT OM No. 16/4/2012-Pay-I dated 05.11.2012. Such Sr.Auditor/Sr.Accountant who will seek reversion to the post of Auditor/Accountant may be considered for promotion to the post of Sr.Auditor/Sr.Accountant in the new office only after completion of the minimum length of service required for promotion to the post of Sr. Auditor/Sr.Accountant in the new office. However, in such cases, at the time of promotion as Sr.Auditor/ Sr.Accountant in the new offices, the benefit of pay fixation in terms of FR-22 (I) (a) (1) would not be admissible.
- (ii) Mutual transfers allowed will not be in public interest and the officials mutually transferred will be the junior most in the respective cadre on the dates of their joining in the new offices.
- (iii) If the officials willing for mutual transfer belong to different categories (UR, SC, ST, OBC), it will be the responsibility of the concerned Heads of the Department to ensure that the vacant point of the requisite category is available in the reservation roster for the said post maintained by their offices to accommodate the officials of different categories.

- (iv) In the case of AAOs, mutual transfers shall be permitted only in the same stream.
- (v) In case of officials recruited under sports quota, mutual transfers during first 10 years of their service would be allowed between the same discipline of Sports.
- (vi) Mutual Transfers may also be considered during probation period. However, in such cases where the mutual transfers have been permitted during probation period, the concerned officials will have to pass the requisite departmental examinations in the new office. The number of chances already availed to pass the said examination in the old office, alongwith the exemptions, if any, would be carried forward in the new office.
- (vii) Requisite length of service for promotion to the next higher grade would be required in the new office. However, for the purpose of MACP, the service rendered in the old office may be taken into consideration.
- (viii) Mutual Transfers may be permitted only once in the entire service career of an official. However, the same may not be permitted if the official concerned has attained the age of 56 years on the date of submitting the application to his/her cadre controlling office.
- (ix) Both the officials will have to give an undertaking to the effect that on the date of submitting the application for mutual transfer, they have not passed any other competitive examination conducted by the SSC/UPSC/State PSCs/Banking Service Recruitment Boards/ Railway Recruitment Board or any other Recruitment agency and they will not resign from the service within one year from the date of joining in the new offices. However, if any of them resigns within one year, the mutual transfer already permitted would be treated as null and void.
- (x) The concerned Heads of the Department will have to initiate action within 10 days from the date of receipt of the application and dispose of the case within 60 days.
- (xi) The cases of Mutual Transfer in respect of Non Gazetted Gr. 'B' & 'C' posts would be finalized by the local Heads of Department at their own level and intimate the details to the Headquarters for information. However, the cases of Mutual Transfer of Gazetted Gr. 'B' Officers are to be forwarded to the Headquarters for prior approval alongwith the consent of both the Heads of Department.
- (xii) These instructions will come into force from the date of issue. However, the cases of mutual transfers already finalized need not be reopened.
- (xiii) Please acknowledge the receipt.

Yours faithfully,


(Ranjit Singh)
Asstt. C&AG (N)
6/6/13