



सत्यमेव जयते

भारतीय लेखापरीक्षा और लेखा विभाग  
INDIAN AUDIT & ACCOUNTS DEPARTMENT

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), असम, बेलतला, गुवाहाटी- 29  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT), ASSAM,  
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SUPREME AUDIT INSTITUTION OF INDIA  
लोकहितार्थं सत्यमिदम्  
Dedicated to Truth in Public Interest

No. Admn./Estt./Audit/37

Date: 16-05-2023

Office Order

**Subject:** *Guidelines on Transfer and Posting of Group 'B' (Gazetted), Group 'B' (Non-Gazetted) and Group 'C' Staff of this office.*

In continuation of this Office's Order No. Estt-1/Audit/433 dated 31.01.2014 and instructions contained in Headquarters Circular No.1-Staff wing/2014 dated issued in letter No.10-Staff (APP-II) 63-2013 dated 06-01-2014, the revised Transfer and Posting Board of Group 'B' (Gazetted), Group 'B' (Non-Gazetted) and Group 'C' staff is formed with *immediate effect*. The composition of the Transfer and Posting Board is as under:

1. Transfer/Posting of Group 'B' (Gazetted)	1. Sr.DAG/DAG (Admin.) 2. Sr.DAG/DAG (AMG-II) 3. Sr. Audit Officer (Admin.) <i>Senior most amongst the Group Officers will be the Chairperson.</i>
2. Transfer/Posting of Group 'B' (Non-Gazetted) and Group 'C' staff.	1. Secretary to Pr.AG/AG. 2. Sr. Audit Officer (Admin.) 3. Sr. Audit Officer /AMG-I (Controlling) <i>Senior most amongst them will be the Chairperson.</i>

**The Board Guidelines framed are as under:**

1. Members of the Transfer and Posting Board may meet once in Six months.
2. Staff should not be normally transferred from a particular post before the lapse of minimum period of 2 (Two) years.
3. Request for transfer from Officers/Officials from one group to another group should be forwarded duly recommended by the concerned Group Officer to Administration Section.
4. Officers/Officials transferred/posted to one Group may be interchanged within the Group to any Headquarters Section/field duties by the concerned Group Officer and need not be submitted to the Board.
5. Group 'B' (Gazetted) staff in a Group may be transferred to other Groups after completion of 5 years, whereas Group 'B' (Non-Gazetted) and Group 'C' staff may be transferred after completion of 3 (Three) years.
6. Officers/Officials who are left with two years of service for superannuation may not be normally transferred from one Group to another.

(Contd/-)



7. In case of Administrative exigencies, the retention/transfer and posting of Officer/officials will be ordered by the Accepting Authority who will be the Principal Accountant General /Accountant General (Audit) in respect of Group 'B' (Gazetted) and Senior Deputy Accountant General /Deputy Accountant General (Admin) in respect of Group 'B' (Non-Gazetted) and Group 'C' staff.
8. Administration Section shall prepare Data Returns regarding Officers/Officials who have served more than 3 years in the same Group and submit the same to Transfer and posting Board.
9. Any modifications/amendment to these board guidelines will be uploaded on the official website.

*(Authority: Pr. Accountant General (Audit)'s order dated 04-05-2023)*

*Sd/-*

**Sr. Deputy Accountant General (Admn.).**

**Memo No. Admn./Estt./Au/Posting/2022-2024/485-494**

**Date: 16-05-2023**

***Copy forwarded to:***

1. All the Members of the Transfer and Posting Board.
2. Branch Officer/IS &DA with a request to upload the office order on the official web site of this office.
3. Secretary to Pr. Accountant General (Audit), Assam
4. PA to Sr.DAG (Admn.,AMG-I)
5. PA to DAG (AMG-II)
6. PA to DAG (AMG-III)
7. PA to DAG (AMG-IV & LB)
8. Sectional Order file.
9. Notice Board.
10. Hindi Cell for translation.

*DAI*  
*16/05/23*

**Sr. Audit Officer (Estt).**