



प्रधान निदेशक लेखा परीक्षा का कार्यालय, पश्चिम रेलवे, चर्चगेट, मुंबई

**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT, WESTERN  
RAILWAY, CHURCHGATE, MUMBAI**

POO No.:- 642

Date: 28/01/2014

**GUIDELINES ON TRANSFER AND POSTING OF GROUP 'B' GAZETTED & NON  
GAZETTED AND GROUP 'C' OFFICIALS OF THE O/O PRINCIPAL DIRECTOR OF  
AUDIT, WESTERN RAILWAY, CHURCHGATE, MUMBAI.**

**1. INTRODUCTION:-**

The aim of framing these guidelines in respect of Transfers of Group 'B' Gazetted and Non-Gazetted & Group 'C' officials of this office is to bring transparency, objectivity, efficiency, efficacy and increased perception of fairness and clarity in matters pertaining to transfers keeping in mind the directives issued by the Headquarters office & Government of India from time to time. These guidelines have been framed keeping in view the local scenario of the cadre composition and jurisdiction of this office as the unit offices are located in 10 different cities (i.e Mumbai, Vadodara, Ahmedabad, Rajkot, Bhavnagar para, Sabarmati, Dahod, Ratlam, Ajmer, Delhi kishanganj).

**2. CATEGORIES OF TRANSFER:-** The following will be the categories of transfers ;

- i) Transfer on Administrative Grounds i.e Completion of Tenure/ Periodical Transfer, On Promotion /Retirement etc.
- ii) Transfer on Requests.

**3. EVALUATION OF PERFORMANCE FOR AUDITING & NON AUDITING SECTION**

- i) **Non Auditing Section:-** The performance of the Officials working in the Administration, Co-Ordination, Reports, ECPA and B&B which are non- Auditing Section, will be evaluated on the basis of APARs.
- ii) **Auditing Section:-** In case of all other Section/ Units, performance will be evaluated with reference to targets assigned from time to time.

**Note:-Officers responsible for grading the performance of subordinates in the APARs need to ensure that performance reflected in APARs co-relate with the targets assigned.**

**4. TRANSFER & POSTING BOARD:-** Based on the inputs/ feedback received from administration through check list, The Transfer & Posting Board will recommend the names of the Officials for Transfer & Posting. The decision of the Board will be recommendatory. **The final decision will rest with the approving/accepting authority.**

**4.1 Constitution of Board for Transfer & Posting for Inter and Intra station Transfer & posting are as under:-**

- a) **Inter Station Transfers:-** Transfer from Mumbai (including Mumbai Central Division & Workshop Parel) and from Ahmedabad (including Sabarmati) to any other offices situated in the jurisdiction of Principal Director of Audit and vice versa.
- b) **Intra Station Transfers (Local transfer at same station):-** Transfer is done within the same place of posting (In Mumbai & Ahmedabad area).

Type of transfer	Transfer and Posting Board Members	Accepting Authority
1. Inter Station Transfer (Divisions/ Workshops/ S&Cs/ TA Unit): For Gr. 'B' & 'C' staff	1. Director/Dy. Director-(Admn.) - Mumbai 2. Director/Dy. Director-Ahmedabad 3. Sr. Audit Officer/Reports Senior most among the above two Group Officer will be chairperson.	Pr. Director of Audit
2. Intra Station Transfers (i.e Local transfer at same station):- for Gr. B Gazetted	Same as above	Pr. Director of Audit
3. Intra Station Transfers (i.e Local transfer at same station):- for Gr. B- Non Gazetted & Gr.C Staff	1. Sr. Audit Officer (Admn.) 2. Sr. Audit Officer (Reports) 3. Sr. Audit Officer (Co-Ord.) Senior most will be the chairperson	Director/ Dy. Director-(Admn.)-Mumbai

**Principal Director of Audit shall be the final authority in case grievances, if any, arise from transfer under Sr. No. 4.1 (b) 3.**

4.2 The Board will normally meet once every year in the month of February/ March. However depending on any mid-term requirement owing to promotions, resignations, voluntary retirement, death, etc. subsequent meetings could also be convened.

4.3 In case of requests received for transfer, Principal Director of Audit shall forward the request to the Board for deliberation and making any recommendations accordingly. Before making any recommendations, the Board shall satisfy itself about the genuineness of the reasons on which the transfer is sought.

4.4 A check list is to be prepared by the Administration Section in consultation with Co-Ordination, ECPA and Report Section and jointly signed, which would be furnished to the Transfer & Posting Board for consideration, while recommending the name of the Officials to accepting authority for transfer and posting.

Sr. No.	Name of the officials proposed to be transferred with designation.	Present place of posting	Duration at present place of posting	Whether two years minimum tenure completed (Yes/ No)	Performance with reference to targets. (APAR in case of non-auditing Section)	Other criteria as mentioned in the guidelines for consideration of transfer	Other remarks.
1							
2							

Note:- In addition to above format, if Board feels necessary to include any other details/ information, as it deems fit, it can do so

## **5. NORMS/CRITERIA FOR TRANSFER AND POSTING**

5.1 Rotation shall be in such a manner that Officer/Official has seen almost all the offices under PDA/ Western Railway in his/her service career.

5.2 **Minimum Tenure:-** The minimum tenure of posting for each category i.e Sr. A.O/A.O, AAuO/Supervisor, Sr. Auditor/Auditor, Sr. Console Operator, Data Entry Operator, Clerk cum Typist and MTS (All Group 'B' Gazetted & Non Gazetted, Group - 'C') will be for 2 years normally. In case of requests/Administrative convenience and subject to availability of vacancies the minimum tenure will be subject to relaxation. ***Due importance will be given to Performance, Seniority and request of the Officials.***

- 5.3 **Maximum Tenure:-** The maximum tenure of posting in Section or at Station for each category i.e Sr.A.O/A.O, AAuO/Supervisor, Sr. Auditor/Auditor, Sr. Console Operator, Data Entry Operator, Clerk cum Typist and MTS (All Group 'B' Gazetted & Non Gazetted and Group - 'C') will be for 5 years normally.
- 5.4 **Station Rotation:-**In case of aspirants for the particular station being more than the available posts in a particular cadre, transfer to such station will have to be considered on rotation basis as follows:-
- A) Requests for transfer would be considered based on the aspirant's seniority in the request list for posting (Name Noting Register) to a station of his /her choice as well as their performance.
- B) To accommodate such requests officials to be moved out of such station will be selected **in the order of preference** as follows:-
- Officials on Promotion/Newly Promoted Officials,
  - Junior most officials in particular cadre who has never been posted out of their Station of first choice ( involving change of city of residence),
  - Further, such Officials in particular cadre who's posting of less than 06 months at a place other than first choice of posting will not be counted as out station posting.
  - On completion of maximum tenure of 05 years at present station in the particular cadre by an official (Posting of less than 06 months at a place other than first choice of posting will not be counted as out station posting),
  - In case of more than one person falling in the zone of consideration under Sr. No. B (iv) above, then the Performance (achievements with reference to targets, etc.) will be taken in to consideration.
  - Performance parameters will be considered as base for all the above Transfer & Posting.

## **6. CRITERIA FOR CONSIDERATION IN RESPECT OF TRANSFER ON REQUEST**

- A) **Serious illness** - Where a Government servant or his spouse or children are suffering from a serious disease like Renal failure/Cancer/Paralysis/Coronary heart disease where bypass surgery has been done/Parkinsons disease etc, which require continuity of treatment at a particular Stations/ Hospital/ Doctor then such an employee shall as far as possible be retained/accommodated at a station of his/her choice subject to availability of vacancy at such station.
- B) **Staff nearing superannuation:-** An employee due to superannuate within a period of 2 years will be considered for transfer to a place preferred by him (home town) or a place nearest to it subject to vacancy and seniority of the officials in case of multiple requests.
- C) **Seniority cum Performance:-** Where multiple requests for the same station are received, preference will be given to seniority as well as performance with reference to targets assigned.
- D) **Spouse Ground:-**Where both the spouses are working in the same office, Central/State Govt. Offices and one of the spouse is transferred, then the other spouse may also be considered for transfer as far as possible to the same place or nearby location if requested subject to availability of vacancies.

## **7. OTHER GUIDELINES**

- 7.1 Periodical transfers which involves inter station transfers will as far as possible be synchronized with the end of the academic year i.e **April/May** each year.
- 7.2 While making a request for transfer, the Officials may submit the name of three stations in order of preference as their choice of posting.
- 7.3 Where a female Government servant is a widow or female appointed on compassionate ground, she may be posted to a place of her choice subject to availability of a vacancy.
- 7.4 Request for mutual transfer within Western Railway Audit jurisdiction may be considered subject to fulfillment of other criteria, performance etc.
- 7.5 In case of operation of ad-hoc post like Sr. Data Processor, Sr. Console Operator/ Console Operator, Data Entry Operator, Welfare Assistant etc., option for eligible interested employees

should be called for before completion of maximum tenure of 05 years of the existing incumbent.

- 7.6 On repatriation from deputation, the Official shall be treated as junior most in his/her cadre for transfer & posting purpose only for the first time. After completion of minimum tenure of 2 years, his/her choice of posting will be considered as per the provision made in this guideline.
- 7.7 In respect of Multi- Tasking Staff (MTS), if the demand for a particular station is more than the available post, transfer to such station will be considered on rotation basis keeping in view minimum tenure of 2 years at a particular Station. The criteria for consideration of such request will be based on performance in terms of discipline, sincerity attitude towards work etc.
- 7.8 These guidelines may be revised at a future date considering the experience of the Board in their implementation and/or on receipt of suggestions if any by the Officials.
- 7.9 All the representations received from the officials in respect of Transfer & Postings shall be disposed off preferably within 15 days of receipt of the application.

**8. Record Management and Transparency.**

Name Noting Register for the cadres will be maintained Station wise, incorporating therein request for transfer from the date of receipt in Administration Section. History in respect of Transfer & Posting of all Group 'B' & Group 'C' officials shall be maintained by the Administration Section. Records regarding individual performance/Work assigned to the Officials of auditing Section/ Units will be maintained by the Co-Ordination, Reports & ECPA Sections. Further Administration shall ensure that the transfer & posting guidelines is uploaded & updated on the website of this office from time to time to ensure transparency.

(Authority: PDA's order dated 28/01/2014)

Sd/-

**Sr. Audit Officer (Admn)**

Copy to:-

1. Dy. Director/ CCG & ADI
2. All Branch Officer, Western Railway