



INDIAN AUDIT & ACCOUNTS DEPARTMENT

प्रधान निदेशक लेखा परीक्षा का कार्यालय
OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT
पूर्वी रेलवे/EASTERN RAILWAY

नए कय म घाट भवन (5TH फ्लोर) / NEW KOLAGHAR BUILDING (5TH FLOOR)
1ST STRAND ROAD, कोलकाता / KOLKATA - 700 001



Ref: No. Admn/31-7/TGL/2014/3407

दिनांक / Dated:- September 4, 2015.

To
The Director General (Rlys)
O/o the Comptroller & Auditor General of India
Pocket - 9, Deen Dayal Upadhyaya Marg,
New Delhi - 110 124.

Reg:- Cadre control of Staff pertaining to Pr. DA, RPU & Metro Railway.

Respected Sir,

I am to acknowledge the receipt of Letter No. 664 Rly/RPU/P. Review/12-91/2014 dated 16/07/2015 on the subject mentioned above and to lay before you the salient feature of our new transfer and posting guideline framed by the nominated member and representative of O/o the PDA/RPU & M.Rly./Kolkata keeping in view the instructions mentioned in Headquarters Circular No. I - Staff Wing/2014, No. 10 - Staff (App - III)/63 - 2013 dated 06/01/2014 for your kind information.

In the guideline the provision of retention of a personnel for at least two years in a post is made. This policy of retention of two years is strictly followed in case of transfer to outstations (ASN, MLDT, JMP, CLW & Varanasi) for the first time in a cadre but in case of transfer from one section to another section at Headquarters, Kolkata (including Headquarters of O/o the Pr. DA, RPU & M. Rly, Kolkata) staff & officers are transferred even before two years as per requirement of the present situation. However, staff & officers of RPU, Headquarter are not generally disturbed unless situation of outside transfer comes.

In case of transfer to outstation for second time and onwards in the same cadre has been relaxed from two years to one year considering the local scenario of the cadre composition. At the same time the tenure of 1st time transfer in Audit Officer cadre is relaxed from two to one and half (1 1/2) years considering the local scenario.

i) The proposal of transfer and posting is made quarterly and placed to the board constituted for this purpose and on obtaining its recommendation the case is sent to the PDA, RPU & Metro Railway for acceptance. If any change is suggested at this stage the request is always entertained. In final recommendation of all boards and acceptance of the Pr. DA, RPU & Metro Railway, Kolkata is placed to the Pr. DA, Eastern Railway for approval and there after the transfer and posting order is carried out.

This issues with the approval of Principal Director of Audit, Eastern Railway.

Yours faithfully

Dy. Director (Admn)

Eastern Railway, Kolkata

OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT, EASTERN RAILWAY,
METRO RAILWAY AND RAILWAY PRODUCTION UNIT, KOLKATA
NEW KOILAGHAT BUILDING (5TH FLOOR),
14TH STRAND ROAD, KOLKATA - 700 001

Sub:- Policy and Guidelines for Transfer and Posting of Group "B" and Group "C" Staff.

In compliance with the Hon'ble Supreme Court's Order dated 31/10/2013 in W.P.(Civil) No. 82 of 2011 and instructions contained in Headquarters' Office Circular No. 1 - Staff Wing/2014 issued vide Letter No. 10 - Staff (App - II) 63 - 2013 dated 06/01/2014 the Principal Director of Audit, Eastern Railway, Kolkata has been pleased to constitute the following Transfer and Posting Boards to recommend Transfer and Posting of officers and staff in Group "B"(Gazetted), Group "B" (Non-Gazetted) and Group "C" cadre of O/o the Principal Director of Audit, Eastern Railway and Railway Production Unit including CLW/Chittaranjan & DLW/Varanasi, Metro Railway.

Particulars	Committee Member	Accepting Authority
(T & P BOARD NO. - I) Transfer and Posting of Group "B" Gazetted, Group "B"(Non-gazetted) and Group "C" Staff (Inter Office)	1. Dy. Director (Admn), Eastern Railway, Kolkata 2. Dy. Director, O/o the DGA, (Central), Kolkata 3. Dy. Director (Admn), South Eastern Railway, Kolkata. 4. Sr. AO/AO (EDP) of O/o the Pr. DA, RPU & M. Rly Senior most member will be the Chairperson.	Pr. DA/E. Rly/Kolkata in consultation with Pr. DA/ RPU & M. Rly.
(T & P Board No. - II) Transfer and Posting of Group "B" Non-gazetted & Group "C" Staff (intra Office Pr. DA/E. Rly/Kolkata)	1. Sr. AO/AO (Admn), Eastern Railway, Kolkata 2. Sr. AO/AO (Co. Ordination), Eastern Railway, Kolkata 3. Sr. AO/AO (Report), Eastern Railway, Kolkata Senior most member will be the Chairperson.	Dy. Director (Admn), Eastern Railway, Kolkata

(T & P BOARD NO. - III) Transfer and Posting Board (Intra Office) Gr. "B" Gazetted Staff.	1. Dy. Director (Admn), Eastern Rly, Kolkata 2. Sr. AO/AO (Co-Ord), Eastern Rly, Kolkata 3. Sr. AO/AO (Admn), Eastern Rly, Kolkata Senior most member will be the Chairperson.	Principal Director of Audit, Eastern Railway, Kolkata
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After due deliberation the following Transfer and Posting policy for the offices *ibid*, has been formulated by the Transfer & Posting Board No. - I.

This will be effective immediately in supersession of all the earlier orders/ instructions issued on the subject. -

1. Transfer & Posting Board constituted for the purpose henceforth will recommend the Transfer and posting of all Group "B" and Group "C" officials of the O/o the Pr. DA/Eastern Railway and O/o the Pr. DA/RPU & M.Rly.
2. Transfer/Posting of Officers/Staff in one section/wing will be guided as per extant orders and rules of MSO (Admn) keeping in view the Administrative exigencies.
3. The Group "B" and Group "C" staff shall not be transferred from a particular post before the lapse of a minimum period of two years. However, transfer of any officer/staff before completion of the minimum period may be done at the public interest and the reasons for the same will be considered and recorded by the concerned transfer and posting board, as the case may be, before making their recommendations.
4. The Transfer and Posting at outstation from Headquarters shall be on "First in First Out" station seniority basis of a particular cadre (Auditor and Sr. Auditor/AO and Sr. AO will be treated as same cadre).
5. The outstation [Division - Asansol & Maldah Town/ Production Units - Chittaranjan, Burdwan and Diesel Locomotive Works, Varanasi / Workshop - Jamalpur] Transfer and Posting of officials in any cadre shall be regulated as follows:-
 - a) **Periodicity:-** Minimum two years for posting in the same cadre, except in the case of promotion.
 - b) *Officials having "NIL" service/"Part service" at outstation in the cadre will move first to outstation. Countable part service.*
 - *Less than three (3) months in each spell will be ignored*

- *More than or equal to three (3) months, in one or different spells at outstations should be limited to one year. The official will have to render balance period of service at the outstation.*
- c) In case of the official due to be transferred to outstation the minimum period of 2 years posting in the present post at Headquarters will not be applicable (posting either on promotion to higher cadre or in the same cadre).
6. Officials who is willing to continue at outstation posting at DLW/Varanasi or CLW/Chittaranjan or DAO/MLDT or WAO/JMP/Bihar should submit in writing their willingness for such stay at outstation ~~ibid~~, to the Pr. DA, E. Rly for consideration of the ~~T & P~~ Committee. Minimum period of such stay at outstation should be for a period of *Five Years* at a stretch.
 7. The posting at Divisional offices at Howrah, Sealdah, Workshop offices at Kanchrapara, Liluah and at different sections of the office of the Pr. DA/E Rly/Kolkata and office of the Pr. DA/RPU & M, Rly/Kolkata will not be treated as outstation.
 8. The officials on attaining the age of 57 (fifty Seven) years and above shall be exempted from outstation transfer. In case of transfer before attaining the age of 57 years, the official may be transferred back to Headquarters subject to minimum one year of service at outstation.
 9. Officials irrespective of cadre on repatriation from deputation will be transferred to outstation on "*First in First Out Basis*". Officers having "*NIL*"/Part outstation [as defined under Para - 5 (b)] services will move first to outstation.
 10. Any particular case or situation not covered in any of the provision made above would be duly deliberated by the existing Board for recommending further course of action.
 11. Posting of the officials within the Headquarters (Division offices at Howrah, Sealdah, Workshop offices at Kanchrapara, Liluah and at different sections of the office of the Pr. DA/E Rly/Kolkata and office of the Pr. DA/RPU & M, Rly/Kolkata) will be decided by the concerned Group Officer at any time irrespective of minimum tenure of two years as per administrative exigencies with the approval of the concerned Pr. DA and need not be submitted to the Board.
 12. The Board will meet quarterly to regulate the transfer and posting. However, depending on any mid-term requirement owing to promotions/resignations/ VRs etc. subsequent meetings could also be convened.

13. In case where officials try to influence transfer through other than proper channel, action will be taken as per Clause 20 CCS (Conduct) Rules. This rule envisages that *"No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matter pertaining to his service under government"*.
14. The committee will review the T & P Guidelines policy as and when required by accepting authority.
15. These Guidelines will not apply to cases of Transfer & Posting on Administrative grounds and Exigencies.

The decision of the Board will be recommendatory and final decision will rests with the accepting authority.

Transfer & Posting Board Members:-

Sd/-
[A. K. BID]
Dy. Director
South Eastern Railway, Kolkata

Sd/-
[G. CHOUDHURY]
Dy. Director (Admn)
O/O DGA (Central), Kolkata

Sd/-
[G. C. DAS]
Dy. Director (Admn)
Eastern Railway, Kolkata

Sd/-
[B. J. CHANDA]
Audit Officer
(RPU & M. Rly), Kolkata

Subsequently, considering the local scenario of this office and cadre composition the following modifications in the policy and guideline of Transfer and Posting are made:-

- 1) Sl. No. 5 (a) – Periodicity:- The provision of two years will be followed strictly in case of transfer to outside unit office in case of 1st time in a cadre (except Sr. AO/AO). But in case of transfer for 2nd time and onwards in the same cadre the provision has been relaxed from two years to one year (Auditor /Sr. Auditor and Audit Officer/ Sr. Audit Officer will be considered as same cadre).
- 2) In case of transfer of Audit Officer for the 1st time in a cadre the provision of two years has been relaxed to 1 ½ years.
- 3) Sl. No. 4 – The transfer and posting at outstation from Headquarters shall be on the basis of the effective date of previous transfer order.

- 4) Lady staff upto AAO cadre will be transferred to CLW/Chittaranjan only. P/298^c
60^N
- 5) The President, Secretary, Treasurer of the Audit Staff Association and the Secretary, Treasurer of the Audit Recreation Club shall not ordinarily be transferred from Headquarters, Kolkata during their tenure as far as possible. P/199^c
17^N
- 6) Staff newly recruited under Sports Quota shall not ordinarily be transferred to outstations at the initial stage for two years subject to their "Very Good Performance". P/199^c
19^N
- 7) Staff (other than Sr. AO/AO) transferred to nearest outstation at Asansol would be transferred back on completion of his/her term at Unit Offices at Kanchrapara or Liluah, if vacancy is available. P/199^c
19^N
- 8) Physically Disabled Staff and Staff having family suffering from fatal diseases may be retained in Headquarters till the crisis is over. P/199^c
19^N

Dy. Director (Admn)
Eastern Railway, Kolkata

Principal Director of Audit
Eastern Railway, Kolkata



भारतीय लेखा तथा लेखापरीक्षा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
प्रधान निदेशक लेखापरीक्षा का कार्यालय
OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT
पुर्वी रेलवे / कोलकाता
EASTERN RAILWAY/KOLKATA



सं या/No.: Admn/31-7/TGL/2014 / 1824

दिनांक/Dated: - July 3, 2014.

To
The Asstt. Comptroller & Auditor General (N)
O/o the Comptroller & Auditor General of India
Pocket - 9, Deen Dayal Upadhyaya Marg,
New Delhi - 110 124

Reg:- Guidelines on transfer and posting of Group "B" & Group "C" Staff.

Sir,

I am directed to forward herewith a copy of the New Transfer & Posting Guidelines (for Group "B" & "C" Staff) framed by this office as per your Circular No.1 - Staff Wing/2014 - No. 10 - Staff (App - II)/63 - 2013, dt. 06/01/2014 for your information please. This New Guidelines has already been implemented and transfer and posting of Group "B" & "C" staff is being done as per this Guidelines.

This issues with the approval of the Principal Director of Audit, Eastern Railway.

Yours faithfully

(G.C.DAS)

Dy. Director (Admn)

DA:- As above.

नई कयला घाट भवन (छठवां तल), 14, स्ट्रैंड रोड, कोलकाता - 700 001

New Kailaghat Building (5th Floor), 14th Strand Road, Kolkata - 700 001
FAX - 033 2242 6667, Ph. No. 033 2243 6382, 033 2248 8485

प्रधान निदेशक लेखापरीक्षा का कार्यालय, पूर्वी रेलवे, नई कयला घाट भवन (छठवाँ तल),

कोलकाता - 700 001

OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT, EASTERN RAILWAY, NKG BUILDING (5TH FLOOR)
14TH STRAND ROAD, KOLKATA - 700 001

**Policy and Guidelines for Transfer and Posting of Group – 'B'
and Group – 'C' Staff.**

In compliance with the Hon'ble Supreme Court's Orders dated 31/10/2013 in WP (Civil) No. 82 of 2011 and instructions contained in Headquarters Office Circular No. - I Staff Wing/2014 issued vide Letter No. 10-Staff (App-II) 63-2013 dated 06/01/2014, the Principal Director of Audit, Eastern Railway, Kolkata has been pleased to constitute the following Transfer and Posting Boards to recommend Transfer and Posting of Officers and Staff in Group - 'B' (Gazetted), Group - 'B' (Non Gazetted) and Group - 'C' Staff of the office of the Principal Director of Audit, Eastern Railway and Principal Director of Audit, Railway Production Unit including CLW, DLW and Metro Railway.

<u>Particulars</u>	<u>Committee Member</u>	<u>Accepting Authority</u>
<u>T & P Board No. - 1</u> Transfer and Posting of Group 'B' Gazetted, Group 'B' (NG) and Group 'C' Staff (Inter Office)	1. Dy. Director (Admn), Eastern Railway, Kolkata 2. Dy. Director (Admn), O/o the Director General of Audit, Central, Kolkata 3. Dy. Director (Admn)/ S, Eastern Railway/Kolkata Senior most member will be the Chairperson.	Principal Director of Audit, Eastern Railway, Kolkata in consultation with Principal Director of Audit, RPU & Metro Railway, Kolkata
<u>T & P Board No. - 2</u> Transfer and Posting of Group 'B' (NG) and Group 'C' Staff (Intra Office Pr. DA/E. Rly/ Kolkata)	1. Sr. AO / AO (Admn), Eastern Railway, Kolkata 2. Sr. AO/AO (COR), E. Rly, Kolkata 3. Sr. AO/ AO (Report), E. Rly., Kolkata Senior most member will be the Chairperson	Dy. Director (Admn)/ Eastern Railway

T & P Board No. - 3 Transfer and Posting (Intra Office) of Group 'B' Gazetted Officers	1. Dy. Director (Admn), Eastern Railway, Kolkata 2. Sr. AO/AO (COR), E. Rly, Kolkata 3. Sr. AO/ AO (Admn), E. Rly., Kolkata Senior most member will be the Chairperson	Principal Director of Audit/ Eastern Railway/ Kolkata
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After due deliberation the following Transfer and Posting Policy for the offices ibid, has been formulated by the Transfer and Posting Board No. - 1.

This will be effective immediately in supersession of all the earlier orders/instructions issued on the subject.

1. Transfer and Posting Board Constituted for the purpose henceforth will recommend the Transfer and Posting of all group 'B' and Group 'C' officials of the Office of the Principal Director of Audit, Eastern Railway and office of the Principal Director of Audit, Railway Production Units & Metro Railway.
2. Transfer/Posting of Officers/Staff in one section/wing will be guided as per extant orders and rules of MSO (Administration) keeping in view the administrative exigencies.
3. The normal tenure of transfer of the Group 'B' & Group 'C' Staff shall not be less than two (2) years. However, transfer and posting of any Officer/Staff before completion of the normal tenure may be done keeping in view of the local scenario of the cadre composition of this office and also on official exigencies. A reference in this connection would be made to the C & AG of India for consideration.
4. The transfer and posting at outstation from Headquarters shall be on "**First in First Out**" station seniority basis of a particular cadre (Auditor/Sr. Auditor and AO/Sr. AO will be treated as same cadre) and on the basis of three "**Roster Registers**" to be maintained by the office.
5. The outstation [Division (Asansol/MLDT)/Production Units (CLW/Chittaranjan and DLW/Varanasi)/ Workshop (Jamalpur)] transfer and posting of officials in any cadre shall be regulated as follows:-
 - a) **Periodicity**:- Minimum two years for postings in the same cadre, except in the case of promotion.
 - b) Officials having "**NIL Service**"/"**Part Service**" at outstation in the cadre will move first to outstation. Countable Part Service:-

- Less than three (3) months in each spell will be ignored
- More than or equal to three (3) months, in one or different spells at outstations should be limited to one year. The official will have to render balance period of services at the outstation

c) In case of the official due to be transferred to outstation the minimum period of 2 years posting in the present post at Headquarters will not be applicable (posting either on promotion to higher cadre or in the same cadre).

6. Official who is willing to continue at outstation posting at DLW/Varanasi or CLW/Chittaranjan or DAO/MLDT or WAO/JMP/Bihar should submit in writing their willingness for such stay at outstation ibid, to the Principal Director of Audit/Eastern Railway for consideration of the Transfer and Posting Committee. Minimum period of such stay at outstation should be for a period of **Five Years** at a stretch.
7. The Posting at Divisional Offices at Howrah, Sealdah, Workshop Offices at Kanchrapara, Liluah and at different Sections of the office of the Principal Director of Audit, Eastern Railway, Kolkata and office of the Principal Director of Audit, RPU and Metro Railway, Kolkata will not be treated as outstation.
8. The officials on attaining the age of 57 (fifty seven) years and above shall be exempted from outstation transfer. In case of transfer before attaining the age of 57 years, the official may be transferred back to Headquarters subject to minimum one year of service at outstation.
9. Officials irrespective of cadre on repatriation from deputation will be transferred to outstation on "**First in First Out Basis**". Officers having "**NIL**"/**Part Outstation** [as defined under Para 5 (b)] services will move first to outstation.
10. Any particular case or situation not covered in any of the provision made above would be duly deliberated by the existing Board for recommending further course of action.
11. Posting of the officials within the Headquarters (Division office at Howrah, Sealdah, Workshop Offices at Kanchrapara, Liluah and at different sections of the office of the Principal Director of Audit, Eastern Railway, Kolkata and office of the Principal Director of Audit, RPU & Metro Railway, Kolkata) will be decided by the concerned Group Officer at any time irrespective of minimum tenure of two years as per administrative exigencies with the approval of the concerned Principal Director of Audit and need not be submitted to the Board.
12. The Board will meet quarterly to regulate the transfer and posting. However, depending on any mid-term requirement owing

to promotions/resignations/VRS etc. subsequent meeting could also be convened.

13. In case where officials try to influence transfer through other than proper channel, action will be taken as per Clause 20 CCS (Conduct) Rules. This rule envisages that "no government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matter pertaining to his service under government".
14. The committee will review the Transfer and Posting Guidelines Policy as and when required by accepting authority.
15. These Guidelines will not apply to cases of Transfer and Posting on Administrative Grounds and exigencies.
16. The president, Secretary, Treasurer of the Audit Staff Association and the Secretary, Treasurer of the Audit Recreation Club shall not ordinarily be transferred from Headquarters, Kolkata during their tenure as far as possible.
17. Staff newly recruited in Sports Quota shall not ordinarily be transferred to outstations at the initial stage for two years subject to their "Very Good performance"
18. Staff (other than AO/Sr. AO) transferred to nearest outstation at Asansol would be transferred back on completion of his/her term at Unit Offices at Kanchrapara or Liluah, if vacancy is available.
19. Physically Disabled Staff and Staff having family suffering from fatal diseases may be retained in Headquarters till the crisis is over.

All the above clauses will be effective immediately.

The decision of the Board will be recommendatory and final decision will rests with the accepting authority.

Sd/-
[A. K. BID]
Dy. Director
South Eastern Railway, Kolkata

Sd/-
[G. CHOUDHURY]
Dy. Director (Admn)
DGA (Central), Kolkata

Sd/-
[G. C. DAS]
Dy. Director (Admn),
Eastern Railway, Kolkata

Sd/-
Principal Director of Audit
Eastern Railway, Kolkata

भारत के नियंत्रक-महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 16/07/2015

To,
Principal Director of Audit,
Eastern Railway,
Kolkata - 700001

Subject: - Cadre control of Staff pertaining to PDA, RPU & Metro.

Sir,

Recently, a Peer Review O/o Principal Director of Audit, Railway Production Unit and Metro Railway for the period from April, 2012 to March, 2014 has been carried out by Principal Account General (A & E) Odisha. The report of the Peer Review Team seen by CAG has contained the following observations and recommendations:

1. Observation-

The cadre control of the staff of the office is with PDA, Eastern Railway. It was seen that during the period of review the staff was transferred on average of 15 months by the cadre controlling office.

2. Recommendation

"The controlling officer may be asked to adhere to the Hdqrs guidelines in retention of a personnel for at least 2 years in a post and representative from PDA RPU and Metro Railway should be included in the committee so that the requirements of the concerned office can be presented and considered".

PDA, RPU & Metro Railway while replying on the matter repeatedly stated that posting of Branch Offices in Metro Railway is done on the verge of superannuation or sudden issue of transfer proposals of experienced officials have had a severely dexterous effect on the quality of field inspection and in formulating Draft Paragraphs thereof. In the posting of Audit Officer/Co-ordination and Audit Officer/Report was delayed by the Cadre Controlling Authority by several months which affected the conduct of normal functioning in these sections.

In view of above you are requested that the recommendation made by the Peer Review Team may kept in view while posting staff to PDA, RPU and Metro Railway. Similarly, the distribution of staffs between ER and RPU & Metro should be invariably done vary judiciously so that the work of PDA, RPU and Metro Railway will not be adversely affected.

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dt 22/07/15

Note and Comply Pl

29/7

Dr. / Admin.

R.P. NO. 959
30/7/15

29/7/2015

Dr. / Admin.

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(S. Nandkeolyar)

Director General (Railways)