

कार्यालय प्रधान निदेशक लेखापरीक्षा (केन्द्रीय)
चौथी मंजिल, लेखापरीक्षा भवन, नवरंगपुरा, अहमदाबाद-380009

**Transfer and Posting Policy for the Office of the Principal Director of Audit (Central),
Ahmedabad**

In pursuance of Headquarters Office Circular No. 1- Staff Wing 2014, No. 10- Staff (App-Ity 2013 dated 06.01.2014 a transfer policy was formulated in this office w.e.f. 30/01/2014. Further amendments are hereunder made in the transfer posting policy and the modified policy effective from the date of order is as under:-

1. Transfer and Posting Policy for the office of the Principal Director of Audit (Central), Ahmedabad would be done by Transfer and Posting Boards constituted for this purpose. Boards composition would be as under.

A. For Intra office Transfers and postings of Group B (Non- Gazetted) and Group C staff, Board will consist of

1. Senior Audit Officer (Administration), Office of the Principal Director of Audit (Central)
2. Two Senior Audit Officers nominated by Principal Director of Audit (Central).

Senior most amongst them would be the Chairperson.

Accepting Authority would be Director/Deputy Director (Admin).

B. For Intra office postings of Group A and Group B (Gazetted) staff, Board will consist of

1. Director (Admin/GSTA/CRA), Office of the Principal Director of Audit (Central)
2. Deputy Director (ITRA/CE), Office of the Principal Director of Audit (Central)
3. Senior Audit Officer (Administration), Office of the Principal Director of Audit (Central).

Senior most amongst them would be the Chairperson.

Accepting Authority would be Principal Director of Audit (Central)..

On first joining of new personnel in office by appointment at promotion or deputation or absorption or by any other incidence, first posting may be made by the PDA(C) in case of Group A & Group B (Gazetted) and by Director (Admin) in case of Group C staff looking into overall scenario of SS&PIP.

2. Routine and rotation transfers and postings would be recommended by the Transfer and Posting Boards and approved by the Accepting Authorities as mentioned in clause 1 above.

3. No member of staff may remain in one Section/Group for more than 5 years. However, Personnel posted in Revenue Audit Wings/Groups may be retained for 8 years at a stretch.
4. If any staff is required for retention in one Group beyond 5/8 years as a case may be looking into expertise and working needs, such staff may be retained under exceptional circumstances and with the specific orders of the Principal Director of Audit (Central).
5. The group B and C staff shall not be transferred (including between Headquarters section and Field and vice versa) from a particular post before the lapse of a minimum period of two years except in administrative exigencies and exceptional cases.
6. As far as possible, female officials would be accommodated in Headquarters unless a request for field posting is received from them in case circumstances warrant posting of female officials in field, they will be provided with field duties in such a way that they do not have to stay outside Ahmedabad and can return in time to their home. While posting them in field, convenience of female officials with reference to their health conditions, exams of their wards etc. will be taken into consideration,
7. The meetings of the Board will normally be held in first week of every quarter to review cases of rotation/transfer. However, additional meetings may be held as and when necessary.
8. The duration of a Board will normally be one year from the date of its constitution, after which fresh nominations to the Board may be made. Nomination of members of a Board will be reviewed on change of incumbency of the members of a Board or change in the incumbency of the accepting authority.
9. Consequent upon transfer of the Staff of this office on Deputation to other offices, either the Cadre Controlling Authority would fill the vacant post or on return of the concerned depute staff to the parent office they should be reposted to their respective office.
10. However, in administrative exigencies and exceptional cases, the Head of the Department and Group Officer in charge of Administration may have the discretion to transfer the staff in relaxation of the above conditions.

Authority: PDA's order dated 22.11.2021

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Deputy Director (Admin)