

1/301614/2023

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) HARYANA,  
CHANDIGARH**

**OFFICE ORDER**

No: Admn-1/102

Dated:- 20.06.2023

**Transfer & Posting Policy**

The posting and transfer Board for Group- 'B' (Gazetted) and Group- 'B' & 'C' (Non-Gazetted) is reconstituted as follows:-

**I Group- 'B' (Gazetted) and Group- 'B' & 'C' staff (Non Gazetted)**

1. Sr. Dy. Accountant General (Admn)
2. Dy. Accountant General (Pension)
3. Senior Accounts Officer (Admn-1)
4. Sr. Accounts officer (ITA)

**II. Group- 'A' Staff**

1. Sr. Dy. Accountant General (Admn)
2. Dy. Accountant General (Pension).

In case of transfer of Group- 'B' and Group- 'A', the approval of Principal Accountant General will be required.

*- sd -*  
Sr. Dy. Accountant General (Admn.)

Admn-1/P&T/2023-24/527

Dated:- 20.06.2023

**Copy of the above is forwarded to the following:-**

1. Sr. Dy. Accountant General (Admn.)
2. Dy. Accountant General (Pension)
3. Secy./PS/Consultant to PAG.
4. PA's to all Group Officers.
5. All Branch Officers.
6. All sectional Incharge.
7. Notice Board.

*Rh*  
Sr. Accounts Officer (Admn.-1)

Signed by Ranjeet Singh

Date: 20-06-2023 16:43:21

Reason: Approved

7c

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) HARYNA CHANDIGARH  
कार्यालय प्रधान महालेखाकार (लेखा एवं हक) हरियाणा, चण्डीगढ़।

(OFFICE ORDER)  
(कार्यालय आदेश)

No. Admn.I/188

Dated: 03.02.2014

**Subject: Guidelines on Transfer and Posting of Group 'B' and 'C' staff.**

In compliance with Headquarters Office instructions vide No. 10-Staff (App II) 63-2013 dated 06.01.2014 the detailed guidelines on Transfer and Posting of Group 'B' & 'C' staff are given as under:-

- (i) For Group 'B' (Non Gazetted) and Group 'C' staff, the Transfer and Posting Board will consist of 03 Branch Officers. The Branch Officer incharge of administration would be Ex-officio member and other two Branch Officers viz. Branch Officer In-charge Pension-I and Branch Officer In-charge T.M. would be two other members. The Group Officer Incharge administration would be the Accepting Authority.
- (ii) For transfer and posting of the Group 'B' (Gazetted) staff, the Board would consist of Group Officer and Branch Officer incharge of administration and Group Officer In-charge Pension. The Head of the Department (Pr. A.G./A.G.) would be the Accepting Authority.
- (iii) The Group 'B' and 'C' staff shall not be transferred from a particular post before the lapse of a minimum period of two years subject to (iv) below.
- (iv) The posting and transfer of Group 'B' and 'C' staff shall be recommended keeping in view the educational/professional qualifications, work experience of the officer/officials and administrative convenience.
- (v) The maximum period for retention of an officer/official in the same section should be 5 years except with the approval of Pr. A.G./A.G. or in cases of retirement preceding 2 years.

Sd/-

Dy. Accountant General (Admn.)  
उप महालेखाकार (प्रशासन)

No. Admn.I/P&T/2013-14/3322

संख्या: प्रशा.1/तै.व. स्था/2013-14/3322

Dated: 03.02.2014

दिनांक: 03.02.2014

Copy forwarded for information and necessary action to:-

1. प्रधान महालेखाकार के सचिव/वरि. निजि सचिव/Secy./Sr. Pvt. Secy. to the Principal Accountant General.
2. कल्याण अधिकारी/Welfare Officer.
3. सभी ग्रुप अधिकारी के निजि सहायक/P.As to all Group Officers.
4. सभी शाखा अधिकारी/All Branch Officers.
5. शाखा अधिकारी ड.एम.(प्र)/Branch Officer I/c. WM(A) for similar action in respect of Divisional Accountant cadre.
6. शाखा अधिकारी वी.एल.सी./Branch Officer I/c. VLC, the above instructions may be uploaded on the officials website (CD enclosed).

न.ए. अंत 3/2/14  
Sr. Accounts Officer (Admn.I)  
वरिष्ठ लेखा अधिकारी (प्रशासन-1)

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1/e

To

All the Heads of Department in the IA&amp;AD

Subject: Guidelines on Transfer and Posting of Gr. 'B' & 'C' staff and disclosure of the same on the official website of the concerned offices-regarding.

Sir/ Madam,

In compliance with the Hon'ble Supreme Court's Orders dated 31.10.2013 in W.P (Civil) No. 82 of 2011, whereby the Government of India has been directed to bring transparency in the matter of transfer and posting of Officers and Staff at all levels and to ensure minimum tenure of their posting, the Government of India has decided that all the Departments have to constitute the Service and Transfer Boards for this purpose immediately.

2. In this regard, the Comptroller & Auditor General of India has decided that Transfer and Posting Boards, consisting of minimum 03 members, shall be constituted in all the IA&AD offices which will recommend the transfer and posting of all the Gr. 'B' & 'C' staff. The details of the Boards so constituted, the guidelines on transfer and posting and posting orders are to be uploaded on the official websites of the concerned offices with immediate effect. The detailed guidelines on Transfer and Posting are to be framed by every office keeping in view the local scenario of the cadre composition and the broad guidelines/ instructions given as under-

- (i) For the purpose of inter office transfer and posting of the Gr. 'B' & 'C' staff, under the same cadre controlling authority, there shall be a single Transfer and Posting Board consisting of the Group Officers incharge of Administration in the concerned offices and the seniormost amongst them will be the Chairperson. Where there are less than 03 participating offices, the third Group Officer may be nominated by the cadre controlling authority i.e the accepting authority.
- (ii) For the intra office postings of Gr. 'B' (Non Gazetted) and Gr 'C' Staff, the Transfer and Posting Board will consist of 03 Branch Officers. The Branch Officer in charge of administration would be the Ex-Officio member and other two Branch Officers would be nominated by the Head of the Department and seniormost amongst them would be the Chairperson. The Group officer incharge of Administration would be the accepting authority.
- (iii) For the intra office transfer and posting of the Gr 'B' (Gazetted) Staff, the Board will consist of Group Officer and Branch officer in-charge of administration and one more Group Officer to be nominated by the Head of the Department. The senior of the two Group Officers would be the Chairperson. The Head of the Department would be the accepting authority. However, where there is only a single Group Officer in any of the office, a branch officer may be nominated by the HoD as the third member.
- (iv) The Gr. 'B' & 'C' staff shall not be transferred from a particular post before the lapse of a minimum period of two years.
- (v) These instructions are to be implemented with immediate effect. All the Heads of Department have to ensure the compliance by 31.01.2014.
- (vi) Kindly acknowledge the receipt.

प्रधान महालेखाकार सचिवालय  
हाफ मर्जिन पावली नं. भेजी २०  
क्रमांक 75  
दिनांक 6.01.14

Yours faithfully,

*(Signature)*  
(Ranjit Singh)  
Asstt. C&AG (N)