

OFFICE OF THE DIRECTOR GENERAL OF AUDIT
SOUTH WESTERN RAILWAY, HUBBALLI

Transfer and Posting Policy for Group 'B' and Group 'C' Staff of the Office of the Director General of Audit, South Western Railway, Hubballi

1. INTRODUCTION

Based on directions issued by the Comptroller and Auditor General of India, a new Transfer and Posting Policy (hereinafter referred to as **Transfer Policy**) for Group 'B' (Gazetted), Group 'B' (Non-Gazetted) and Group 'C' Staff has been formulated. The new **Transfer Policy** shall come into effect from 1st February 2014/1st November 2017.

2. SALIENT FEATURES OF THE TRANSFER POLICY

All transfers and postings of Group 'B' (Gazetted) Officers and Group 'B' (Non-Gazetted) and 'C' Officials shall be based on recommendations of the Transfer and Posting Board.

3. TRANSFER AND POSTING BOARD

The Transfer and Posting Board will be constituted as under:

- 3.1 For Group 'B' (Gazetted) Officers, the Board will consist of a Group Officer, the Branch Officer in-Charge of Administration and one more Group Officer (a Branch Officer in case there is only one Group Officer) to be nominated by the Head of Department. The Senior of the two Group Officers would be the Chairperson. The Head of Department would be the Accepting Authority.
- 3.2 For Group 'B' (Non-Gazetted) and Group 'C' Officials, the Board will consist of three Branch Officers. The Branch Officer-in-Charge of Administration would be the Ex-Officio Member and the other two Branch Officers would be nominated by the Head of Department. The senior most of the two Branch Officers would be the Chairperson. The Group Officer in-Charge of Administration would be the Accepting Authority.
- 3.3 Minutes of Meetings of both Boards shall be drawn up and approved by all Members on the day of the Meeting (not by circulation), and shall be approved or modified and returned to the Board by the Accepting Authority within a week.

4. TRANSFER POLICY OF THE OFFICE

Categories of Transfer in this Office

Transfers made in the Office will generally be as under:

4.1. LOCAL TRANSFERS

- (i) Transfers to all Offices in Hubballi, including Headquarters, Hubballi Division and Workshop & Stores, Hubballi.
- (ii) Transfers to all Offices in Bengaluru, including Bengaluru Division (SBC Division), Traffic Audit. (TA/SBC), Bengaluru, Construction/Bengaluru (CN/BNC) and Rail Wheel Factory (RWF/YNK).

(iii) Transfers to all Offices in Mysuru, including Mysuru Division (MYS Division) and Workshop & Stores/Mysuru (W&S/MYSS).

4.2. OUTSTATION TRANSFERS

Transfers involving change of Headquarters between Hubballi, Bengaluru and Mysuru.

4.3. TEMPORARY TRANSFERS

Temporary Transfers effected for the purpose of carrying out Reviews, Thematic Audit studies and other purposes for short duration will **NOT** be counted as transfers and Officers and Staff so drawn will revert to the original Sections from which drawn.

5. GENERAL FEATURES OF TRANSFERS AND POSTINGS

5.1. All transfers and postings will be for a minimum period of **TWO** years.

5.2. Officers/Officials may be retained in a post for a maximum period of **three** years in a Seat/Section and **five** years in a Region. However, based on Administrative grounds, exigencies of service and with ample justification, Officers/Staff may be retained in a region even after completion of five years.

5.3. **Station Seniority** will be the sole criteria for posting/transfer, if more than one request of Officers/Officials for transfer to a particular location are pending.

5.4. By applying Rotation Policy, Officers/Officials can be immediately transferred from a post within the same Station on completion of **three** years.

5.5. TRANSFERS ON ACCOUNT OF PROMOTION

In any cadre, an Officer/Official to be promoted can be retained in the same Station, provided there is a vacancy in that Station and there is no demand for the same location from any other Outstation Officer/Official. In case there is no vacancy in the Station where an Officer/Official is promoted, the Officer/Official may be transferred on promotion to any other location where such vacancy exists.

5.6. TRANSFERS FOR OTHER REASONS

Transfers within a region are governed by Clause 5.2 above.

In case of transfers involving Outstation postings for other reasons, such as completion of minimum period of service in Outstation posting, filling up of vacancies arising out of unforeseen circumstances in Outstations, etc.,

.... the Officer/Official of that cadre, who was retained in the same Station for the maximum period shall move first, and

.... if all Officers/Officials were already transferred Outstation earlier on promotion, Station Seniority would be the sole criteria.

5.7. Promotion of Auditors to Senior Auditors and Audit Officers to Senior Audit Officers and grant of MACP will **NOT** be treated as promotion for the purpose of transfers.

5.8. Temporary transfers shall **NOT** be treated as regular transfers and can be ordered without referring to the Transfer and Posting Board.

6. RELAXATIONS FROM PRESCRIBED TRANSFER POLICY

- 6.1. All transfers would be reviewed by the Transfer and Posting Board after completion of tenure of one year in the Section keeping in view the performance of the Officer/Official and local scenario of the cadre.
- 6.2. In case an Officer/Official seeks a posting to a particular Station on medical grounds, the Transfer and Posting Board is empowered to take a decision on the plea. However, if required, the case may be referred to a Medical Board.
- 6.3. Officers/Officials with less than two years of service should be given priority for transfer to a place of his/her choice.
- 6.4. Officers/Officials with less than two years of service before superannuation may generally **NOT** be transferred.

7. ABSENCE FROM DUTY AT OUTSTATIONS

- 7.1. Period spent on deputation shall not be treated as Outstation posting.
- 7.2. Long spells of leave/absence will **NOT** be taken into account for reckoning length of Outstation postings.

8. TRANSFER ON ADMINISTRATIVE GROUNDS

Notwithstanding anything contained in this **Transfer Policy**, the Head of Department may, in public interest, transfer or post any Officer/Official to any Station/Post.

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DIRECTOR GENERAL OF AUDIT
SOUTH WESTERN RAILWAY