

Inter Office Transfer and Posting Guidelines for AOs and AAOs Rerised

1. With a view to bring transparency in the matter of transfer and posting of AOs and AAOs and to ensure minimum tenure of their posting, the Headquarters vide circular dated 06-01-2014 issued guidelines to constitute the Transfer and Posting Boards consisting of minimum three members in all the IA & AD offices to recommend the transfer and posting of Group 'B' and 'C' staff. Accordingly, a Transfer and Posting Board as detailed in the Table below has been constituted to consider and recommend transfer and posting of AOs and AAOs borne on combined cadre under the control of the Accountant General, Maharashtra, Mumbai being the cadre controlling authority. **All cases of Inter Office Transfer and Posting without any exception, shall be considered by Inter Office Transfer and Posting Board.**

Details	Members of the Board & Office they belong	Accepting Authority
Inter office transfer & posting of officers under the same cadre controlling authority	<ul style="list-style-type: none">• Group officer in charge of Admn, O/O AG(A&E)-I, Mumbai• Group Officer in charge of Admn, O/o AG(A&E)-II, Nagpur• Group officer as nominated by the cadre controlling authority. Senior most amongst three will be the Chairperson.	A.G. (A&E)-I, Maharashtra, Mumbai

2. Principles of Transfer and Posting Guidelines

Accounts Officers and Assistant Accounts Officers of O/o the AG (A&E)-I, Maharashtra, Mumbai and O/o the AG (A&E)-II, Maharashtra, Nagpur belong to the combined cadre and have transfer liability between Mumbai and Nagpur. While the AG, Mumbai being the cadre controlling authority has to ensure that both the offices have sufficient officers to carry out their assigned duties, care has to be taken to minimize the inconvenience resulting from transfers of officers belonging from one station to another.

These Transfer and Posting Guidelines are based on the following principles:

- On promotion, AOs and AAOs will be posted to offices where vacancy exists at that time taking into account the office requirement and administrative exigencies of work as precedence over the convenience of individual officers
- Transfer or posting to a particular station cannot be claimed as a matter of right by officers.

- Mere existence of vacancies at a particular station does not entitle officers serving outside the station to get posted to that station. Filling up of vacancies is a prerogative of Administration which is exercised keeping in view the overall vacancy position in both the offices and exigencies of work.

3. 'Base station' concept

a) Every officer will have a 'base station' which is a place where he/she will generally be posted. This base station is determined as follows:

- In respect of SAS passed Accounts Clerk/Accountant/Sr. Accountant/Stenographer promoted as AAO, it will be the place where he/she is posted as Accounts Clerk/ Accountant/ Sr. Accountant/Stenographer (generally the place from where he/she has passed his/her SAS examination.)

b) A base station cannot be changed for five years. After five years, an officer can make an application to AG for a change of his/her base station. The transfer will be considered based on his/her seniority outside the requested base station.

c) For the purpose of counting station seniority, total number of days served outside the base station (as AO or AAO) will be considered.

d) If the total service of two or more officers outside the base station is equal the panel seniority in the cadre will be considered.

e) Any request for deputation while being away from base station should be forwarded with the consent of the Competent Authority at the base station of the officer.

4. Initial postings in AO and AAO cadre

a) SAS passed candidate, on his / her induction into AAO cadre, will be posted to his / her base station subject to

- (i) Availability of a vacancy at the base station.
- (ii) No other request from the AAO who has been assigned the same base station and who is presently serving outside the base station is pending.

b) Assistant Accounts Officer, on promotion as AO, will be posted to his/her base station subject to

- (i) Availability of a vacancy at the base station

- (ii) No other request from the AO who has been assigned the same base station and who is presently serving outside the base station is pending.

Otherwise, he/she will be posted to a station other than his/her base station.

5. Subsequent Transfers in AO and AAO cadre

a) AAO posted on promotion as AO to a station other than his/her base station may be posted back to his/her base station on availability of a vacancy at the base station based on his/her outstation seniority among those waiting outside to get posted to the same base station.

b) AO/AAO returning from deputation will be posted to his/her base station subject to availability of a vacancy at the base station provided that no AO/AAO is waiting outside his/her base station to get posted to the base station for a longer period than him/her base station.

6. AOs/AAOs **including officials considered for promotion, who are left with service length of less than one year before their superannuation may opt for their choice station. The Board may consider such option subject to availability of vacancies at the** choice station.

7. Transfer and Posting Board may meet as and when the need arises to consider general transfer and posting of staff. Special meeting may be convened with the approval of the Accountant General as and when special request on compassionate grounds are required to be considered.

8. Exceptions to these Transfer and Posting Guidelines

Respective Accountant General shall be competent authority to relax one or more provisions of these Transfer and Posting Guidelines and make such exceptions in individual cases as she/he may deem fit.

9. Effective Date of these Transfer and Posting Guidelines

These Transfer and Posting Guidelines come into effect from the date of their issue and shall supersede all previous instructions, orders, guidelines etc., if any, issued on the subject.