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**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)  
HARYANA, CHANDIGARH.**

**GUIDELINES ON TRANSFER AND POSTING IN RESPECT FOR  
GROUP "A" (Sr. AOs) & Group "B" Gazetted Staff.**

After restructuring of the office vide Hqrs. letter no. 96/09-SMU/2020, dated 15 May, 2020, with the constitution of the Audit Management Groups the past linkage of Audit Management Groups to previous wings stands abolished and same shall be treated as fresh administrative formations. Accordingly, Board(s) for intra and inter office transfer & posting of Group "A" (Sr. AOs) & Group "B" Gazetted Staff have been constituted by the Head of the department as per Headquarters' office Circular no. 1-Staff Wing/2014 issued vide letter No. 10-Staff (App-II) 63-2013 dated 06-01-2014.

The Transfer and Posting guidelines are based on the following principles:-

1. Office requirement and administrative convenience will have precedence over the convenience of individual officers.
2. Transfer or posting to a particular seat/office cannot be claimed as a matter of right by officers.
3. Frequent transfers of an individual are not in the interest of stability of functioning of an office and hence have to be avoided to the extent possible.

The guidelines for making recommendations in transfer & posting are as follows:-

1. No member of Group "A" (Sr. AOs) & Group "B" Gazetted Staff shall normally be transferred from particular seat/charge before completion of minimum period of two years.
2. Transfer shall be done on the basis of period of posting of officers in the respective charge. However, the board may also consider individual consideration/request in this regard.
3. Personal Staff of the Pr. Accountant General / Group Officer are not covered by the previous & fresh transfer policies. Keeping in view importance of work, the transfers of the personal staff in Group "A" & Group "B" Gazetted Cadres in Pr. Accountant General's Sectt./ Group Officer's Sectt. will be governed by administration in consultation with the Pr. Accountant General / Group Officer(s).
4. The board shall also consider instant orders of Govt. of India issued in consultation with Comptroller and Auditor General of India in the matter of transfer as well as those by the office of Comptroller & Auditor General of India.
5. In case of any special/emergent circumstances, the Head of the Department/Head of Office, as the case may be, can issue order of transfer/posting without reference or recommendation of the board. However, such transfer/ posting may be brought to the notice of the board in its following meeting.
6. Board may also recommend transfer/posting/retention of any officer(s), as the case may be, in relaxation of the above guidelines subject to the approval of the Head of the Department.
7. The Head of the Department may relax any of the above provisions and orders of transfer/posting or retention of officer keeping in view of exigencies of public services and administrative requirement.
8. Keeping in view the local scenario, the above guidelines can be modified any time by the orders of the Head of the Department.
9. Internal Guidelines can be framed by the Board taking into consideration any guidance of Head of Department, if existing.

The above guidelines have been framed as per above mentioned circular and issued with the approval of the Principal Accountant General.

KS — 9/18/21  
**Dy. Accountant General (Admn.)**

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**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)  
HARYANA, CHANDIGARH.**

**GUIDELINES ON TRANSFER AND POSTING IN RESPECT FOR  
GROUP "B" (Non-Gazetted) & GROUP "C" STAFF.**

After restructuring of the office vide Hqrs. letter no. 96/09-SMU/2020, dated 15 May, 2020, with the constitution of the Audit Management Groups the past linkage of Audit Management Groups to previous wings stands abolished and same shall be treated as fresh administrative formations. Accordingly, Board(s) for intra and inter office transfer & posting of Group "B" Non-Gazetted & Group "C" staff have been constituted by the Head of the department as per Headquarters' office Circular no. 1-Staff Wing/2014 issued vide letter No. 10-Staff (App-II) 63-2013 dated 06-01-2014.

The Transfer and Posting guidelines are based on the following principles:-

1. Office requirement and administrative convenience will have precedence over the convenience of individual officials.
2. Transfer or posting to a particular seat/office cannot be claimed as a matter of right by officials.
3. Frequent transfers of an individual are not in the interest of stability of functioning of an office and hence have to be avoided to the extent possible.

The guidelines for making recommendations in transfer & posting are as follows:-

1. No member of Group "B" Non-Gazetted & Group "C" staff shall normally be transferred from particular seat/charge before completion of minimum period of two years.
2. Transfer shall be done on the basis of period of posting of officials in the respective charge. However, the board may also consider individual consideration/ request in this regard.
3. Personal Staff of the Pr. Accountant General / Group Officer are not covered by the previous & fresh transfer policies. Keeping in view importance of work, the transfers of the personal staff in Group "B" Non-Gazetted & Group "C" cadres in Pr. Accountant General's Sectt./ Group Officer's Sectt. will be governed by administration in consultation with the Pr. Accountant General / Group Officer(s).
4. The board shall also consider instant orders of Govt. of India issued in consultation with Comptroller and Auditor General of India in the matter of transfer as well as those by the office of Comptroller & Auditor General of India.
5. In case of any special/emergent circumstances, the Head of the Department/Head of Office, as the case may be, can issue order of transfer/posting without reference or recommendation of the board. However, such transfer/ posting may be brought to the notice of the board in its following meeting.
6. Board may also recommend transfer/posting/retention of any official(s), as the case may be, in relaxation of the above guidelines subject to the approval of the Head of the Department.
7. The Head of the Department may relax any of the above provisions and orders of transfer/posting or retention of official keeping in view of exigencies of public services and administrative requirement.
8. Keeping in view the local scenario, the above guidelines can be modified any time by the orders of the Head of the Department.
9. Internal Guidelines can be framed by the Board taking into consideration any guidance of Head of Department, if existing.

The above guidelines have been framed as per above mentioned circular and issued with the approval of the Principal Accountant General.

KS — 9  
18/5/21  
**Dy. Accountant General (Admn.)**