



कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी) मेघालय, शिलांग
एम.जी.रोड, सचिवालय हिल्स, गवर्नर हाउस के सामने, पिन-793001

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) MEGHALAYA, SHILLONG
MG Road, Secretariat Hills, Opposite to Governor House, PIN-793001

Transfer and Posting Guidelines

1) Introduction

The office of the Pr. Accountant General (A&E), Meghalaya is based at Shillong. The officers and staff of this office thus have an intra section transfer liability.

2) Principle of Transfer and posting Guidelines

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

- a) All transfer and postings are subject to exigencies of 'Public Service' and 'Administrative Convenience'.
- b) The provisions of these Guidelines are subject to extant CAG's Office Orders on the matter as issued from time to time.

3) Transfer and Posting Board

- a) All transfer/ posting of officers and staff shall be effected on the recommendations of the Transfer and Posting Board constituted by the Principal Accountant General / Accountant General.
- b) For intra office transfer and posting of Group 'B' Non-Gazetted and Group 'C' Staff, the Transfer and Posting Board shall comprise of Sr. AO/Admn as Ex-officio member and other 2 (two) Sr. AOs duly nominated by the Head of the Department and senior most Sr.AO would be the Chairperson. The Group Officer in charge of Administration would be the Accepting Authority.
- c) For intra-office transfer and posting of Group 'B' Gazetted and Group 'A' (Non-IA&AS) officers, the Transfer and Posting Board shall comprise of Group Officer and Sr.AO in charge of administration and one more Group Officer to be nominated by the Head of the Department. The seniormost Group Officer would be the Chairperson. The Principal Accountant General/ Accountant General would be the Accepting Authority.
- d) The Transfer and Posting Board would meet quarterly in the month of April, July, October & January or as and when the transfer and posting of staff are required to be done, whichever is earlier.

4) General

- a) The Transfer and Posting of officials shall not ordinarily be made from a particular post to another post before the lapse of a minimum period of two years.
- b) Wherever applicable, the Board will consider other factors such as nature of the post, requirement of skills to the posts if any, educational qualification/ professional qualification, past performance, etc. while deciding transfer and

postings. In addition to this the Board may also consider other personal attributes

- c) No staff shall hold any sensitive post for more than five years
- d) Posting of the employees at the time of appointment/ promotion etc., would be decided by the Administration Section of this office.
- e) In case of transfers and postings done on an emergency or temporary basis due to work exigencies and duly approved by the Competent Authority, such cases may be brought to the notice of the Transfer and Posting during its next meeting.
- f) Any case or situation not covered in any of the provisions made in the transfer guidelines would be duly deliberated by the Transfer and Posting Board (s) for recommending further course of action.
- g) Implementation of transfer orders shall be carried out within one month from the date of issue of the Transfer Orders.
- h) Staff of all grades who are due to superannuate within one year will be normally exempted from such transfers.
- i) Staff likely to be promoted within one year shall be normally exempted from transfer even if they have completed the maximum prescribed tenure in their present post.
- j) Cases not covered under these Guidelines shall be placed before the Principal Accountant General/ Accountant General for an appropriate decision.

5) Effective Date of these Guidelines

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

6) Amendment of these Guidelines

Principal Accountant General/ Accountant General shall be the Competent Authority to amend, add or delete any of the guidelines mentioned above.
