

**OFFICE OF THE ACCOOUNTANT GENERAL (AUDIT), ASSAM,
MAIDAMGAON, BELTOLA, GUWAHATI-29**

No. Estt-I/Audit/433

Date: 31-01-2014

OFFICE ORDER

Sub: Guidelines on Transfer and Posting of Group B and C Staff.

In accordance with the instructions contained in Headquarters Circular No. 1-Staff wing/2014 dated issued in letter No.10-Staff (APP-II) 63-2013 dated 6.1.2014 the Transfer and Posting Board is formed with immediate effect. The composition of the Transfer and Posting Board is as under:

1.	Transfer/Postings of Group B (Gazetted)	1. Deputy Accountant General (Admin) 2. Deputy Accountant General (Social Sector) 3. Audit Officer/Admin Senior most amongst the Group Officers will be the Chairperson
2.	Transfer/Postings of Group B (Non Gazetted) and Group C staff	1. Senior Audit Officer and Secretary to AG (Au) 2. Audit Officer/Admin 3. Senior Audit Officer/Rep (Civil) Senior most amongst them will be the Chairperson

The Broad Guidelines framed are as under:

1. Members of the Transfer and Posting Board may meet once in six months.
2. Staff should not be normally transferred from a particular post before the lapse of minimum period of 2(Two) years.
3. Request for transfer from officers/ officials from one group to another group should be forwarded duly recommended by the concerned Group Officer to Administration section.
4. Officers/officials transferred/posted to one Group may be interchanged within the Group to any Headquarters section/field duties by the concerned Group Officer and need not be submitted to the Board.
5. Group B (Gazetted) staff in a Group may be transferred to other Groups after completion of 5 years, whereas Group B (Non Gazetted) and Group C staff may be transferred after completion of 3 years.
6. Officers/Officials who are left with two years of service for superannuation may not be normally transferred from one Group to another.

(Contd/-)

7. In case of Administrative exigencies, the retention/ transfer and posting of officers/officials will be ordered by the Accepting Authority, who will be the Accountant General (Audit) in respect of Group B (Gazetted) and Sr Deputy Accountant General (Admin)/ Deputy Accountant General (Admin) in respect of Group B (Non Gazetted) and Group C staff.
8. Administration section shall prepare Data Returns regarding officers/officials who have served more than 3 years in the same Group and submit the same to Transfer and Posting Board.
9. Any modifications/amendment to these broad guidelines will be uploaded on the official website.

(Authority: Accountant General's order dated 31-01-2014)

Sd/-

Deputy Accountant General (Admn)