

**OFFICE OF THE  
PRINCIPAL ACCOUNTANT GENERAL (E&RSA), GUJARAT  
AHMEDABAD – 380 009**

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**TRANSFER POSTING POLICY**

In pursuance of Headquarters Office Circular No.1–Staff Wing/2014, No. 10-Staff (App-II) 63-2013 dated 06.01.2014, a Transfer-Posting policy was formulated in this office with effect from 28<sup>th</sup> February 2014. Further, amendments are hereunder made in the Transfer Posting Policy and the modified Policy effective from the date of order is as under:

**[A] TRANSFER-POSTING BOARDS**

There are four Transfer Posting Boards in this office. The composition and jurisdiction of the Boards is as under:

**1. Transfer-Posting Board for inter-office transfer of Group-B Gazetted staff among three offices i.e. office of the Pr. AG (E&RSA), Ahmedabad, office of the AG (G&SSA), Rajkot and office of the PDA (Central), Ahmedabad.**

Pr. AG (E&RSA), Ahmedabad is cadre controlling authority in respect of all Group-B Gazetted officers deployed in the three audit offices. For the purpose of their transfer/posting, the Transfer Posting Board will consist of the following officers:

- [i] Sr. DAG / DAG (Admn), office of the Pr. AG (E&RSA), Ahmedabad
- [ii] Director / Dy. Director (Admn), office of the PDA (Central), Ahmedabad
- [iii] Sr. DAG / DAG (Admn), office of the AG (G&SSA), Rajkot

Senior most amongst [i], [ii] & [iii] will be the chairperson.

Pr. AG (E&RSA), Ahmedabad will be the accepting authority.

The officials will be posted to a particular office by the Board.

**2. Transfer-Posting Board for inter-office transfer of Group-B & Group-C staff between the office of the Pr. AG (E&RSA), Ahmedabad and office of the PDA (Central), Ahmedabad.**

Pr. AG (E&RSA), Ahmedabad is the cadre controlling authority for all the Group-B & Group-C officials posted in the office of the Pr. AG (E&RSA), Ahmedabad and office of the PDA (Central), Ahmedabad. For the purpose of their transfer-posting, the Transfer Posting Board will consist of the following officers:

- [i] Sr. DAG / DAG (Admn), office of the Pr. AG (E&RSA), Ahmedabad
- [ii] Director / Dy. Director (Admn), office of the PDA (Central), Ahmedabad
- [iii] One Sr. DAG / DAG nominated by the Pr. AG (E&RSA), Ahmedabad

Senior most amongst [i], [ii] & [iii] will be the chairperson.

Pr. AG (E&RSA), Ahmedabad will be the accepting authority.

The officials will be posted to a particular office by the Board.

3. **Transfer-Posting Board for intra-office transfer and posting of the Group-B (Gazetted) staff in the office of the Pr. AG (E&RSA), Ahmedabad**

- [i] Sr. DAG / DAG (Admn), office of the Pr. AG (E&RSA), Ahmedabad
- [ii] One Group Officer nominated by Pr. AG (E&RSA), Ahmedabad
- [iii] Sr. AO / AO (Admn), office of the Pr. AG (E&RSA), Ahmedabad

Senior most between [i] and [ii] will be the chairperson.

Pr. AG (E&RSA), Ahmedabad will be the accepting authority.

The officials will be posted to a particular Group by the Board.

4. **Transfer-Posting Board for intra-office transfer and posting of Group-B (Non Gazetted) & Group-C staff in the office of the Pr. AG (E&RSA), Ahmedabad**

- [i] Sr. AO / AO (Admn), office of the Pr. AG (E&RSA), Ahmedabad
- [ii] One Sr. AO / AO nominated by Pr. AG (E&RSA), Ahmedabad
- [iii] One Sr. AO / AO nominated by Pr. AG (E&RSA), Ahmedabad

Sr. AO / AO (GOM) will be a special invitee to the Board.

Senior most amongst [i], [ii] & [iii] will be the chairperson.

Sr. DAG / DAG (Admn), office of the Pr. AG (E&RSA), Ahmedabad will be the accepting authority.

The officials will be posted to a particular Group by the Board.

[B] **GENERAL GUIDELINES**

1. Once posted to the Group, the transfers of all Group-B (Non gazetted) & Group-C officials within a Group in the office of the Pr. AG (E&RSA) Ahmedabad will be undertaken by the concerned Group Officer. Intra-group posting of Group-B (Gazetted) officials will be decided by the concerned Group Officer only with the approval of the Pr. AG (E&RSA), Ahmedabad. Rotation of all Group-B & Group-C staff between field and headquarters of the same wing will be dealt with by the concerned Group Officer.
2. Female officials in the office of the Pr. AG (E&RSA), Ahmedabad may request for posting at headquarters. They would be accommodated in headquarters subject to administrative convenience.
3. The Group-B & Group-C staff shall not be transferred from a particular post/wing before the lapse of a minimum period of two years except with the approval of the accepting authority (Pr. AG / Sr. DAG / DAG).
4. The meetings of the Intra-office Transfer Posting Boards will be held as and when necessary to consider allocation/transfer/rotation of staff.
5. The meetings of Inter-office Transfer Board will be held as and when necessary.
6. The requests of officials for posting from field to Headquarters or *vice-versa* in the

office of the Pr. AG (E&RSA), Ahmedabad in respect of Group-B (Non Gazetted) & Group-C officials will be dealt with by the concerned Group Officers at their own level. Such requests in respect of Group-B gazetted officials of that wing will be decided by the concerned Group Officer with the approval of the Pr. AG (E&RSA), Ahmedabad.

7. Posting of officials to and from all the RAOs in the office of the Pr. AG (E&RSA), Ahmedabad will be undertaken by the Transfer Board for the respective cadre.
8. Once the transfer orders are issued, the officials must be relieved within a week from the date of order. The exceptions, if any, can be allowed only with the approval of the accepting authority.
9. No officials in the office of the Pr. AG (E&RSA), Ahmedabad should be kept in the same wing for a period exceeding five years, except in exceptional circumstances and with the specific orders of Pr. AG (E&RSA), Ahmedabad.
10. As regards posting of Group-B gazetted officers, Ahmedabad based officials will be posted to audit offices in Ahmedabad and Rajkot based officials will be posted to the audit offices at Rajkot to the extent possible keeping in view the vacancy position in respect of offices and administrative convenience.
11. The Transfer Posting Board No. 2 will meet in the month of January/February every year to consider the rotation of officials between the office of the Pr. AG (E&RSA), Ahmedabad and office of the PDA (Central), Ahmedabad.
12. The duration of a Board will normally be one year from the date of its constitution, after which fresh nominations to the board may be made. Nomination of members of a Board will be reviewed on change of incumbency of the members of a Board or change in the incumbency of the accepting authority.
13. This transfer policy will come into effect from the date of issue of this order.

**(Pr. AG (E&RSA), Ahmedabad's order dated 25.01.2016)**

**Sd/-**  
**Dy. Accountant General (Admn)**