



भारतीय लेखा एवं लेखा परीक्षा विभाग  
INDIAN AUDIT & ACCOUNTS DEPARTMENT  
कार्यालय/OFFICE OF THE  
प्रधान निदेशक लेखा परीक्षा  
PRINCIPAL DIRECTOR OF AUDIT  
दक्षिण पूर्व मध्य रेलवे, बिलासपुर  
SOUTH EAST CENTRAL RAILWAY, BILASPUR



## Detailed guideline on Transfer and Postings of Gr. C and Gr. B (non gazetted) staff

### 1. Introduction

In terms of Circular No. 1 – Staff Wing / 2014 dated 6.1.2014 of the Office of the Comptroller and Auditor General of India, New Delhi this detailed guideline on transfer and posting of the staff and officers of the Office of the Principal Director of Audit South East Central Railway, Bilaspur is formulated by the members of Transfer and Posting Board constituted for the purpose by the competent authority after a detailed discussion. Main purpose of this guidelines is to bring transparency in the matter of transfer and postings at all levels in compliance with the Hon'ble Supreme Court's Orders dated 31.10.2013 in W.P (Civil) No. 82 of 2011 whereby the Government of India was directed to bring transparency in the matter of transfer and postings of officers and staff at all levels.

### 2. Composition of office

Office of the Principal Director of Audit, South East Central Railway, Bilaspur is situated Bilaspur, Chhattisgarh. At present, it has Branch Offices as under:

- Divisional Audit Office, SEC Railway, Bilaspur, Chhattisgarh.
- Divisional Audit Office, SEC Railway, Raipur, Chhattisgarh
- Workshop Audit Office, SEC Railway, Raipur, Chhattisgarh
- Divisional Audit Office, SEC Railway, Nagpur, Maharashtra
- Workshop Audit Office, SEC Railway, Nagpur, Maharashtra



### 3. Applicability and effect

These policy guidelines shall be applicable to all the Group C and Group B Non Gazetted Staff working under the Principal Director of Audit, SEC, Railway Bilaspur and shall effective from April 2014.

### 4. Definition

- (1) For the purpose of transfer and posting, Office of the Principal Director of Audit, South East Central Railway, Bilaspur (C.G) and Divisional Audit Office, SEC Railway, Bilaspur, Chhattisgarh shall be treated as **Head Quarter Office**.
- (2) For this purpose, the remaining four branch offices mentioned at (2) above shall be treated as **Outstation offices**. And services rendered in this office will be called outstation service.
- (3) Further, offices at Raipur (C.G) shall be treated as **Nearer Outstation** and offices at Nagpur shall be treated as **Farthest Outstation**.

### 5. Procedure to be followed for transfer subject to administrative convenience and exigency of public service,

- (1) Subject to administrative convenience attempts will be made for transfer and postings in the month April or before keeping in view of the benefit of scholastic year of the children.
- (2) Minimum period of retention at outstation will be two years and there will be no minimum tenure at Head Quarter Office at Bilaspur as the majority (75% approx) of the officials are required to be posted there. This will help minimize the transfer liability.
- (3) Minimum tenure of two years will be maintained for each cadre. For this purpose, Auditor & Sr. Auditor will be treated as one cadre.
- (4) In case of vacancy in outstation offices in any cadre, new appointee ( by direct recruitment or by promotion) will move first and thereafter 2nd junior most onwards of the cadre will follow. In cases where simultaneous vacancy will be arising in Nearer Outstation and Furthest outstation, the Sr. most among the juniors will have option to choose nearest outstation. In this way, outstation offices will be manned on rotational basis. For second and subsequent term which will also be of two years, the



person with two years or more outstation service at farthest outstation in any cadre will be considered for nearest outstation subject to vacancy and his preference will be above the new recruits / new promotee/junior most going first time.

(5) Officials seeking transfer to outstation on personal ground or medical ground will be given preference over the junior most/ new appointee / 2<sup>nd</sup> or subsequent transferee due to be transferred.

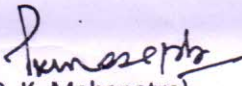
(6) On completion of two years tenure at outstations officials will be brought back to head quarter office. In case he wants to continue at outstation he will be allowed to continue and no transfer will be made.

6. The officials on attaining the age of 58 years and above shall be exempted from transfer liability.

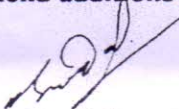
7. Government of India's (DOPT) instructions posting of husband and wife at the same station shall be kept in view during transfers and postings

8. Any particular case or situation not covered in any of the above provision would be duly deliberated by the existing Board of transfer and posting and recommend for further action on reasonable and impartial manner.

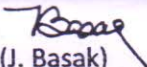
9. The above policy guidelines may be reviewed as and when required for addressing any new issues or the existing issues adversely affecting the officials. In such cases, the Board will deliberate, document and recommend additions / modifications of above guidelines.

  
(P. K. Mahapatra)

Sr. Audit Officer/ Administration

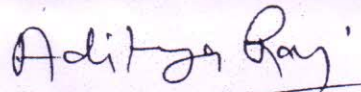
  
(S. K. Mandal)

Sr. Audit Officer (TA)

  
(J. Basak)

Sr. Audit Officer/Report

Accepted.



आदित्य राज (आई ए एवं ए एस)  
उप निदेशक लेखा परीक्षा  
Dy. Director of Audit  
व. पू. म. रेल्वे, बिलासपुर  
B.E.G. Railway., Bilaspur





भारतीय लेखा एवं लेखा परीक्षा विभाग  
कार्यालय प्रधान निदेशक लेखा परीक्षा  
दक्षिण पूर्व मध्य रेलवे,  
बिलासपुर-495004

No. Admn/31-1/Transfer/2014/3056

Date: 31/01/2014

**Office Memorandum**

**Sub : Transfer and Posting of Gr. 'B' & 'C' officials.**

In terms of HQrs. circular no. 1-Staff wing/2014 issued vide letter no. 10-Staff(App-II) 63-2013 dated 6.1.2014, following transfer and Posting Boards have been constituted for the transfer and posting of all Gr 'B' & 'C' officials of this office. P/1<sup>c</sup>

	Transfer and posting of	Accepting authority	Member of Committee
1	Gr. 'B' (Non Gazetted) and Gr 'C' officials	Dy. Director	1 Shri J. Basak, Sr.AO Chairperson 2 Shri P.K. Mahapatra, Sr. AO/Admn Ex-Officio member 3 Shri S.K. Mandal, Sr.AO
2	Gr 'B' (Gazetted) Officers	Pr. Director of Audit	1 Shri Aditya Raj Dy. Director- Chairperson 2 Shri P.K. Mahapatra, Sr. AO/Admn Ex-Officio member 3 Shri S. K. Mandal, Sr.AO

This issues with the approval of Pr. Director of Audit.

To  
All Sr. Audit Officer/Audit Officer  
All section at HQrs Bilaspur  
and Branch offices at Raipur & Nagpur

for information

31/1/14  
Dy. Director

(P & S) 30-1-14

31/1/14