

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

No. Admn-I/Au/2013-14/282

Dated:- 12.02.2014

In compliance with Headquarters' office circular No 1-Staff Wing/2014 issued vide No. 10-Staff (App-II)/63-2013 dated 06.01.2014, the Principal Accountant General has decided to constitute a Transfer and Posting Board for inter office/intra office posting and transfer of Group "B" and "C" staff. The members of the Board so constituted are as under:-

1. For inter office transfer and posting of Group "B" & "C" staff:-

- (i) Sr. DAG/DAG (Admn) O/o the Pr. AG (Audit) Haryana;
- (ii) Director (Admn) O/o the Dir. General of Audit (Central) Chandigarh; and
- (iii) Sr. DAG/DAG (Social Sector) O/o the Pr. AG (Audit) Haryana.

The senior most from these Group Officers will be the Chairperson. Principal Accountant General is the accepting authority.

2. For intra office transfer and posting of Group "B" (Gazetted) officers:-

- (i) Sr. DAG/DAG (Admn) O/o the Pr. AG (Audit) Haryana;
- (ii) Sr. DAG/DAG (Economic-2 Sector), O/o the Pr. AG (Audit) Haryana; and
- (iii) Sr. AO/AO (Admn) O/o the Pr. AG (Audit) Haryana.

The senior most from these Group Officers will be the Chairperson and Principal Accountant General is the accepting authority.

3. For intra office transfer and posting of Group "B" (Non Gazetted) & "C" staff:-

- (i) Sr. AO/AO (Admn) O/o the Pr. AG (Audit) Haryana;
- (ii) Sr. AO/AO, I/C {Economic-I Sector (HQ)} O/o the Pr. AG (Audit) Haryana; and
- (iii) Sr. AO/AO, I/C {Revenue Sector (Sales Tax-HQ)} O/o the Pr. AG (Audit) Haryana.

The senior most from these Branch Officers will be the Chairperson and Sr. DAG/DAG (Admn) is the accepting authority.

Detailed guidelines for posting and transfers to be adopted by the Boards are attached as Annexure "A".

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

No. Admn-I/Au/P&T Board/2013-14/3695

Dated:- 12.02.2014

Copy forwarded to the following for information & necessary action:-

1. The Director General of Audit (Central), Chandigarh.
2. All Group Officers.
3. Secy. to Pr. AG.
4. All sections in the office.

Sd/-
Sr. Audit Officer (Admn-I)

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

ANNEXURE – “A”

GUIDELINES FOR POSTING AND TRANSFER BOARDS

1. Assistant Audit Officers should be given opportunity to gain experience of the work done in the various branches of the office by posting them to sections in different branches, by rotation, so that no Assistant Audit Officer normally remains in any particular section/sector for more than five years, where Civil Assistant Audit Officers are working in the Commercial wing they too would be subjected to rotation as above.

(Para 5.9.1 of CAG's MSO (Admn) Vol-I (3rd Edition)

2. No member of the Clerical staff should be allowed to remain in the same section/wing for more than five continuous years without the specific approval of the Principal Accountant General/Accountant General. Also a person having worked in a seat or section for the prescribed period should not be posted again to the same seat or section after a short interval. Relaxation of these orders should particularly be avoided during the two years preceding the retirement of a person.

(Para 6.5.1 of CAG's MSO (Admn) Vol-I (3rd Edition)

3. The policy of retention of personnel in the audit of Revenue Audit (Direct Tax Audit, Indirect Tax Audit and State Receipt Audit wing) for 08 years at a stretch has been approved by the Comptroller & Auditor General of India.

(Hqrs' office d.o. letter No. 97/RADT/8-2009 dated 29.01.2010)

4. While posting the staff in the office of the Director General of Audit (Central), Chandigarh, the preference will be given to the staff who have qualified Revenue Audit Examination.
5. Mutual Transfers will be considered as per instructions issued by the Headquarters' office from time to time.
6. The above guidelines shall be relaxed in exceptional cases as per administrative convenience after the approval of the competent authority.