



**Office of the Accountant General (Audit),
Nagaland, Kohima-797001.**

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NOTICE

**Constitution of Transfer and Posting Boards in the Office of the Accountant General
(Audit), Nagaland, Kohima.**

In pursuance of Hqrs' Circular No. 1-Staff Wing/2014 at 06.01.2014 for transfer and posting of Group 'B' (Gazetted) officials a Board has been constituted with the following three officers

1. Shri Kalyan Kumar Kirtania, DAG (Audit)
2. Shri K.M Kabui, Sr. Audit Officer
3. Shri. RC Pegu, Sr. Audit Officer

The accepting authority of the recommendation of the Board shall be Accountant General (Audit).

For transfer and posting of Group 'B' (Non-Gazetted) and Group 'C' officials a Board has been constituted with the following three officers

1. Shri. Manikandan, Sr. Audit Officer
2. Shri. Chibemo Shitirie, Sr. Audit Officer
3. Shri. Ajeto Wotsa, Audit Officer

The accepting authority of the recommendation of the Board shall be Deputy Accountant General (Audit).

Sd/-

Accountant General (Audit)

Memo No. Admn/Audit/3-21/95-96/Vol-II/1725-1730

Dated: 23.01.2014

Copy to:

1. IS Cell for uploading in the office website
2. PA to Accountant General(Audit)
3. PA to DAG(Audit)
4. All Sr. AO/AO
5. All AAOs
6. Notice Board

Udit Anand

Dy. Accountant General (Audit)

General Guidelines for intra office transfers and postings of group B and C personnel.

All cases of transfers and posting (other than temporary transfers) will be done on the basis of recommendations by the Board concerned which has been notified.

The general guidelines for recommending intra office transfers and postings of group B and C officials subject to administrative exigencies are as follows.

The Broad Guidelines framed are as under:

1. Members of the Transfer and Posting Board may meet once in six months.
2. The Boards will consider the cases as per relevant provisions in MSO (Admn.) and Manuel of Establishment Sections on rotation of personnel and applicable instructions issued by HQs/GOI etc. from time to time.
3. Wherever applicable, the factors such as nature and requirement of the post, qualification of the individual including special qualifications, skill sets and past performance, etc. would also be additionally taken into consideration while deciding transfers and postings.
4. The personnel for Inspection are normally selected based on their willingness and the gap in manpower requirement, if any, is addressed by posting personnel by rotation.
5. Normally, as per the existing policies, employees have to work in any position as decided by the Administration and transfers cannot be claimed as a matter of right. However requests from individuals for transfer on personal health and any other grounds, either prematurely or otherwise, would be considered by the specified Boards.
6. In case posting are done on emergency basis/ temporary diversion of staff due to work exigencies, they would be considered by the Board during its next meeting for post-facto confirmation.
7. All transfers and postings would be subject to administrative needs and exigencies of work.
8. Staff should not be normally transferred from a particular post before the lapse of minimum period of 2(Two) years.
9. Officers/Officials 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.
10. Officers/Officials who are left with two years of service for superannuation may not be normally transferred.
11. 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 Deputy Accountant General (Audit) in respect of Group B (Non Gazetted) and Group C staff.
12. Administration section shall prepare Data Returns regarding officers/officials who have served more than three (3) years and submit the same to Transfer and Posting Board.
13. Any modifications/amendment to these broad guidelines will be uploaded on the official website.

Sdf

Deputy Accountant General (Audit)