

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL, WEST BENGAL  
TREASURY BUILDINGS, KOLKATA-700001**

No. Admn. I/1213/T&P/S.File/13-14/ 345

Dated : 27.1.2014

**Circular**

Sub: Guidelines on Transfer and Posting of Gr. 'B' & 'C' staff

In accordance with the Headquarters' Circular No. 1-Staff Wing/2014 communicated under letter no 10-Staff (App-II) 63-2013 dated 6.1.2014 read with the provisions contained in Comptroller & Auditor General's Manual of Standing Orders (Administrative) Vol-I, the guidelines on transfer and posting of Group 'B' & 'C' staff are enumerated below.

1-(A) For the intra-office transfer of Group 'B' (Gazetted) staff, a Board is constituted comprising following members --

- i) Sr. Deputy Accountant General/Deputy Accountant General (Administration)
- ii) Deputy Accountant General(Pension) and
- iii) Sr. Accounts Officer/Accounts Officer (Administration).

The senior of the two Group Officers will be the chairperson.  
Accountant General would be the accepting authority.

(B) For the intra-office transfer of Group 'B' (Non-Gazetted) & Group 'C' staff, a Board is constituted comprising following members --

- i) Sr. Accounts Officer/ Accounts Officer (Administration)
- ii) Secretary to the Accountant General and
- iii) Internal Audit Officer.

The seniormost amongst the above officers will be the chairperson.  
Sr. Deputy Accountant General/Accountant General (Administration) would be the accepting authority.

2-The members of the Boards would meet for considering transfer and posting in respect of Group 'B' (Gazetted) and Group 'B'(Non-Gazetted) & 'C' staff in the first week of November every year and submit their recommendations to the Accountant General or Senior Deputy Accountant General/Deputy Accountant General (Administration), as the case may be, for acceptance. After acceptance of the recommendations of the Boards by the respective accepting authorities, the transfer & posting may be implemented in the month of December every year.

3-The Group 'B' & 'C' staff shall not be transferred from a particular post before the lapse of a minimum period of two years.

4-No Group 'B' & 'C' staff should be allowed to remain in the same Section/Wing for more than five continuous years so as to give them opportunity to gain experience of work done in the various branches of the office .However, they may be retained in the same Section/Wing for more than five continuous years with the specific approval of the Accountant General.

5-In case of exigencies arising due to influx of works in a particular Group/Wing, rearrangement of Section, creation of cell for specified purpose, etc or due to complaint against any particular staff received from any Group/Wing, the transfer and posting in respect of Group 'B' (Gazetted) staff may be made with the approval of the Accountant General and in respect of Group 'B' (Non-Gazetted) & 'C' staff with approval of Sr. Deputy Accountant General/Deputy Accountant General (Administration).

Authority: - AG 's order Dated  
23.1.2014



VANLALCHHUANGA  
Sr. Deputy Accountant General (Admn)