The General Guidelines for intra office transfers and postings of Group B and Group C staff will be as under:

1. All the cases of transfer and posting (other than temporary transfer) will be done on the basis of recommendations by the Board concerned which has been notified. The deployment of staff within the group will continue to be decided by the concerned Group Officer.
2. Temporary transfers shall not be regarded as regular transfers and can be ordered as per exigencies without referring to the Transfer and Posting Board.
3. The Board will consider the cases for transfer as per relevant provisions of MSO (Admn) and instructions issued time to time on rotation of personnel.
4. The normal tenure of Group B and C staff in a Group will ordinarily be a minimum of two years and maximum of five years.
5. As per the existing policies, employees have to work in any position as decided by the Administration and postings and transfers cannot be claimed as a matter of right. However, requests from individuals for transfer on personal, health and any other ground, either prematurely or otherwise, would be considered by the specified Boards.
6. The Transfer Boards would review all transfer after completion of a period of two years in the section keeping in view the performance of the official and local scenario of the cadre.
7. The periodicity for convening the meeting would be decided by the respective Boards.
8. All transfer and postings would be subject to administrative needs and exigencies of work as decided by the Accountant General.

sd/-
Dy. Accountant General (Admn)

No. Admn-1/P&T/2021-22/ 431 **Dated:** 25.06.2021

Copy of the above is forwarded to the following:

1. Sr. Pvt. Secretary to Accountant General.
2. P.A. to all Group officers.
3. All Branch Officers.
4. All Sectionals in charge.
5. VLC Section with instructions to upload the office order on the website of the office.
6. Notice Board.

Sr. Accounts Officer (Admn-I)