



**EASTERN RAILWAY, METRO RAILWAY & RAILWAY PRODUCTION
UNITS AUDIT STAFF ASSOCIATION**

[CATEGORY – II]

**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT
EASTERN RAILWAY, METRO RAILWAY & RAILWAY PRODUCTION UNITS,
14, STRAND ROAD (5TH FLOOR), KOLKATA – 700 001**

No. ERMNASA/PDA/2025/11139

Date: 26.03.2025

To
The Principal Director of Audit,
Eastern Railway, Kolkata.

**Sub: Proposal for Revised Guidelines for Transfer and Posting of Group “B
and Group “C” Staff.**

Madam,

The Principal Director of Audit, Eastern Railway, Kolkata—the cadre controlling authority—was pleased to implement a Transfer and Posting Policy for the staff and officers of the O/o the Principal Director of Audit, Eastern Railway, and the O/o the Principal Director of Audit, Railway Production Unit and Metro Railway, with effect from 20.11.2015. Since then, transfers and postings have been carried out in accordance with the framework laid down in this policy.

However, it is pertinent to mention that the local scenario of this office has undergone significant changes. The Workshop Audit Offices located at Liluah, Kanchrapara, and Jamalpur are now operating under the Headquarters Office. Additionally, this office is currently functioning with personnel on deputation from various offices, primarily in the AAO cadre. The strength of Auditors/Sr. Auditors is gradually declining due to adherence to the prescribed ratio of 1:2:2.5 (Sr. AO : AAO : Auditor/Sr. Auditor/Assistant Supervisor/Supervisor) as per the existing policy of the C&AG office.

Therefore, in light of the changes in the local scenario and the declining cadre strength, the Executive Body of our Association held detailed discussions with the General Members. Following these deliberations, it has been decided to request the Principal Director of Audit, Eastern Railway (the cadre controlling authority), to consider amending certain clauses of the existing transfer guidelines, as detailed in the enclosures attached to this letter.

Thanking you,

Yours faithfully,

Encl: As above

Raj Kumar Saha
26/3/25

(Raj Kumar Saha)

General Secretary (Category-II)

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27/03/25

Part I

CLAUSE	TRANSFER GUIDELINE	PROPOSAL OF ERM RASA
1.	Transfer & Posting Board constituted for the purpose henceforth will recommend the Transfer and posting of all Group "B" and Group "C" officials of the O/o the Pr. DA/Eastern Railway and O/o the Pr. DA/RPU& M. Rly, Kolkata.	No amendment is required.
2.	Transfer & Posting of Officers/Staff in one section /wing will be guided as per extant orders and rules of MSO (Admn) keeping in view of the administrative exigencies.	No amendment is required.
3.	The Group "B" and of Group "C" staff shall not be transferred from a particular post before the lapse of a minimum period of two years. However, transfer of any officer/staff before completion of the minimum period may be done at the public interest and the reasons for the same will be considered and recorded by the concerned transfer and posting board, as the case may be, before making their recommendations.	The Group "B" and Group "C" officials shall be transferred from a particular post for the period of two years. However, transfer of any officer/staff before completion of the period of two years may be done at the public interest and the reasons for the same will be considered and recorded by the concerned transfer and posting board, as the case may be, before making their recommendations.
4.	The transfer and posting at outstation from Headquarters shall be on "First in First Out" basis of a particular cadre (auditor and Sr. Auditor/AO and Sr. AO will be treated as same cadre).	The transfer and posting at outstation from Headquarters shall be on "First in First Out" basis of a particular cadre. The following four cadres have been introduced: i) AAO ii) Auditor, Sr. Auditor, Assistant Supervisor & Supervisor iii) Clerk & DEO iv) MTS
5.	The outstation [Division-Asansol & Malda Town, Production Units-Chittaranjan, Burdwan and Diesel Locomotive Works, Varanasi, Workshop-Jamalpur] Transfer and Posting of officials in any cadre shall be regulated as follows: -	The following offices in different stations should be treated as outstation offices: (a) Banaras Locomotive Works (BLW), Varanasi (b) Chittaranjan Locomotive Works (CLW), Chittaranjan (c) Divisional Audit Office/ Maldah (d) Divisional Audit Office/ Asansol. The following offices situated in Kolkata and greater Kolkata should be treated as Headquarters offices:

- (a) O/o the PDA/E.Rly ,Kolkata
- (b) O/o the PDA/RPU & MR, Kolkata
- (c) Divisional Audit Office, E.Rly,Sealdah
- (d) Divisional Audit Office, E.Rly, Howrah
- (e) COR Wing -II at Workshop Audit Office/Liluah .

Introduction of Timer Based Roster Concept:

Different roster for different cadre should be maintained:

- i) **AAO**
- ii) **Auditor, Sr. Auditor, Assistant Supervisor & Supervisor**
- iii) **Clerk & DEO**
- iv) **MTS**

Three rosters viz. i) First Timer roster, ii) Second Timer Roster and iii) General Roster of each cadre for transfer from Headquarters Offices to outstations should be maintained as following process:

1. 1st Timer: Personnel who have no prior outstation service in their existing cadre should be treated as first-timers. A roster may be maintained based on the date of joining the office in the case of new appointees, or the date of promotion to the respective cadre in the case of promotees.
2. 2nd Timer: The personnel who has already been transferred to outstation for first time and completed his tenure at outstation service in his cadre should be placed in the Second Timer Roster as per date of joining at Headquarters after being released from outstation.
3. General Timer: The official who has already been transferred to the outstation as second timer and completed the specified tenures

	a) Periodicity: - Minimum two years for posting in the same cadre, except in the case of promotion.	at outstation in his cadre should be placed in General Roster as per the date of joining at Headquarters after being released from outstation. Place of Posting for Non-Gazetted officials: i) First timer should ordinarily be transferred and posted at BLW/BSB. ii) Second timer should ordinarily be transferred and posted at CLW/Chittaranjan and DAO / MLDT iii) Officials from General Roster should ordinarily be transferred and posted at DAO/ASN subject to sub-clause (a)-A of Clause 5 mentioned below. Place of Posting of AAO: i) First timer should ordinarily be transferred and posted at BLW/BSB, CLW/CRJ & DAO/MLDT. ii) Second timer should ordinarily be posted at DAO / ASN. iii) AAOs in General Roster should be transferred as sub-clause (a)-A of Clause 5 mentioned below. Periodicity: Outstation service should generally be counted for two years commencing from the date of joining at that outstation after being transferred from headquarter from any roster of each cadre. There should be cooling period of at least two years in between two outstation transfers. However, this clause will not be applicable for part transfer and promotion.
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	b) Officials having “NIL” service/ “Part service” at outstation in the cadre will move first to outstation. Countable part service. Less than three (3) months in each spell will be ignored. More than or equal to three (3) months, in one or different spells at outstations should be limited to one year. The official will have to render balance period of service at the outstation. c) In case of the official due to be transferred to outstation the minimum period of 2 years posting in the present post at	A. Operation of transfer of official from Headquarter to outstation: Vacant posts in outstations marked for the first timer should ordinarily be filled up by the officials from the 1st timer roster. If adequate number of officials for transfer are not available in the 1st timer roster, vacant posts would be filled up by the officials from the 2nd timer roster. If adequate number of officials are not available in both 1st timer and 2nd timer roster, vacant posts would be filled up by the officials from the General timer roster. In that case officials selected from general roster should be transferred to the nearest outstation due for transfer within that quarter. Similarly, vacant posts in outstations marked for the second timer roster should ordinarily be filled up by the officials from the 2nd timer roster. If adequate number of officials for transfer are not available in the 2nd timer roster, vacant posts would be filled up by the officials from the general timer roster. Transfer period less than 6 months to any outstation shall be ignored and transfer period more than or equal to 6months shall be considered as part transfer and the official will have to render balance period of service at the outstation as per roster No amendment is required.
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	Headquarters will not be applicable (posting either on promotion to higher cadre or in the same cadre).	
6.	Officials who is willing to continue of outstation posting of DLW/Varanasi or CLW/Chittaranjan or DAO/MLDT or WAO/JMP/Bihar should submit in writing their willingness for such stay at outstation ibid, to the Pr. DA, E. Rly for consideration, Minimum period of such stay at outstation should be for a period of Five years at a stretch.	Officials, including AAOs, who are willing to continue their outstation posting at BLW/Varanasi, CLW/Chittaranjan, or DAO/Malda (MLDT) should submit a written application expressing their willingness to the Principal Director of Audit, Eastern Railway, for consideration. In the case of AAOs, if the officer is willing to continue at an outstation posting at Asansol, a written application may similarly be submitted to the Principal Director of Audit, Eastern Railway, for consideration. The minimum tenure for such outstation postings should be five years at a stretch.
7.	The posting at Divisional offices at Howrah, Sealdah. Workshop offices at Kanchrapara, Liluah and at different sections of the office of the Pr. DA/E. Rly/ Kolkata and office of the Pr. DA/RPU & M. Rly/ Kolkata will not be treated as outstation.	May be deleted.
8.	The officials on attaining the age of 57 (fifty-seven) years and above shall be exempted from outstation transfer. In case of transfer before attaining the age of 57 years, the official may be transferred back to Headquarters subject to minimum one year of service at outstation.	No amendment is required.
9.	Officials irrespective of cadre on repatriation from deputation will be transferred to outstation on "First in First Out Basis" . Officers having "NIL"/ Part outstation [as defined under Para-5 {b)] services will move first to outstation.	The name of a repatriated official with NIL outstation service shall be entered in the respective cadre roster based on the date of joining the headquarters prior to proceeding on deputation. In the case of an official who has rendered outstation service, the name shall be entered based on the date of joining the headquarters after completion of the previous outstation service.
10.	Any particular case or situation not covered in any of the provision made above would be duly deliberated by the existing Board for recommending further course of action.	No amendment is required.

11.	Posting of the officials within the Headquarters (Division offices at Howrah, Sealdah. Workshop offices at Kanchrapara, Liluah and at different sections of the office of the Pr. DA/E. Rly/Kolkata and office of the Pr. DA/RPU & M. Rly/ Kolkata) will be decided by the concerned Group Officer at any time irrespective of minimum tenure of two years as per administrative exigencies with the approval of the concerned Pr. DA and need not be submitted to the Board.	No amendment is required.
12.	The Board will meet quarterly to regulate the transfer and posting. However, depending on any mid-term requirement owing to promotions/resignations/VRs etc. subsequent meetings could also be convened.	No amendment is required.
13.	In case where officials try to influence Transfer through other than proper channel, action will be taken as per Clause 20 CCS (Conduct) Rules. This rule envisages that "No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matter pertaining to his service under government".	No amendment is required.
14.	The committee will review the T & P Guidelines policy as and when required by accepting authority.	The committee will review the T & P Guidelines policy in consultation with staff association as and when required by accepting authority.
15.	These Guidelines will not apply to cases of Transfer & Posting on Administrative grounds and Exigencies. The decision of the Board will be recommendatory, and final decision will rest with the accepting authority.	No amendment is required.
16.	May be incorporated in the guideline	Out of turn transfer may be included in the transfer guideline as follows: The officials from first timer roster may opt for out of turn transfer to the outstations marked for first timer. Similarly, the officials for second timer roster may opt for out of turn transfer to the outstations marked for first & second timer. The officials from general roster may opt for out of turn transfer to the outstations marked for first, second and general timer roster.

		Out of turn transfer to Asansol should not be considered for Non-gazetted officials from general roster. The period of such out of turn transfer shall not be less than five years.
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Part II

CLAUSE	TRANSFER GUIDELINE	PROPOSAL OF ERM RASA
1)	5(a) - Periodicity: - The provision of two years will be followed strictly in case of transfer to outside unit office in case of 1 st time in a cadre. But in case of transfer for 3 rd time and outwards in the same cadre the provision has been relaxed from two years to one year (Auditor/Sr. Auditor and Audit Officer/Sr. Audit Officer will be considered as same cadre).	May be deleted.
2)	In case of transfer of Audit Officer for the 1 st time in a cadre the provision of two years has been relaxed to 1 ½ years.	May be deleted.
3)	(4)-The transfer and posting shall be "First in First Out" seniority basis on the basis of the effective date of previous transfer order.	May be deleted.
4)	Lady staff up to AAO cadre will be transferred to CLW/Chittaranjan only.	Lady staff up to the AAO cadre will be considered for transfer to CLW/Chittaranjan only upon submission of a written option within one month of joining their respective cadre. If a lady employee opts for CLW as an outstation posting from the First Timer Roster, she will be given preference for transfer to CLW as and when a vacancy arises, superseding other non-opted members in the First Timer Roster. In the future, she will be considered for transfer to CLW only as an outstation posting from any roster of her cadre. The option once exercised shall be treated as final.
5)	The President, Secretary, Treasurer of the Audit Staff Associations and the Secretary, Treasurer of the Audit Recreation Club shall not ordinarily be transferred from Headquarters, Kolkata during their tenure as far as possible.	No amendment is required.

6)	Staff newly recruited under Sports Quota shall not ordinarily be transferred to outstations at the initial stage for two years subject to their "Very Good Performance".	No amendment is required.
7)	Staff (other than Sr. AO/AO) transferred to nearest outstation at Asansol would be transferred back on completion of his/her term at Unit Office at Kanchrapara or Liluah, if vacancy is available.	May be deleted.
8)	Physically Disabled Staff and Staff having family suffering from fatal diseases may be retained in Headquarters till the crisis is over.	Physically/differently abled staff or staff having differently abled son/ daughter who needs special care will be exempted from transfer as per DOPT order in this connection. Staff having family suffering from fatal diseases may be retained in Headquarters till the crisis is over.