



प्रधान महालेखाकार (ले० एवं ह०) का कार्यालय, बिहार, पटना
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), BIHAR, PATNA

O.O. No:-WM-(T&P)/AGT-20 (2020-21)/- 54
Date:- 23/09/2020

Office Order

As per order, the following criteria to entrust additional charge of the vacant divisions to the officials of Divisional Accountant cadre for ensuing period is fixed as:-

1. Additional charge shall be considered for the divisions falling vacant, where no regular incumbent has been posted in Annual General Transfer-2020. There are 126 vacant Works Divisions where additional charge has to be entrusted to officials of DAO Cadre.
2. The Committee's endeavor should be to entrust the additional charges of the vacant divisions within the same Station/Districts. In cases where not feasible, additional charges should be entrusted in nearby Station/Districts as per administrative exigencies.
3. The Committee should endeavor normally to avoid the entrustment of additional charges to the officials who are already under the regular charge of a division with annual average expenditure of Rs. 82.41 crore or above within same Station/Districts in the first round.
4. Thereafter, in second round, under exceptional circumstances, some officials, having a regular charge of division with annual average expenditure above Rs. 82.41 crore, may be entrusted the additional charges.
5. Additional charge of more than one division to one official of Divisional Accountant cadre should be avoided unless absolutely essential under the circumstances. Some officials may be given additional charges of more than one division due to non-availability of officials in the /adjacent Station/Districts.
6. Thereafter, in difficult/remote areas, vacant divisions may be filled up as per availability of the officials and administrative convenience.
7. Officials, who are retiring within six months, will not be considered for additional charge.

8. The additional charge should be invariably allocated to the officials in order of their seniority in Gradation list at the first instances. The official against whom any disciplinary or vigilance case is pending or any penalty is in currency may not be considered for additional charge.
9. The committee's endeavor should be to entrust the additional charges of the vacant Local Area Engineering Organisation (LAEO) Works Division to the official of DAO Cadre who is holding regular charge of the LAEO division in the particular Station/district in the light of Finance Department, Govt. of Bihar, Patna letter no. 2219 dated 06.03.2014
10. If any division falls vacant due to retirement/death/sanctioned leave (except C.L./R.H.) or any unforeseen reasons during ensuing period, the above mentioned criteria shall be followed to allocate additional charge of vacant divisions.
11. The deviation from above mentioned criteria , if any, made by the committee should mention in the minutes of meeting with detailed reasons.
12. Administrative contingency may override any of above guidelines.

Handwritten signature and date in blue ink. The signature is stylized and appears to be 'S. K. Singh'. The date is written as '23/09/2020'.

Dy. Accountant General (Works)