

**OFFICE OF THE ACCOUNTANT GENERAL (A&E) PUNJAB,
CHANDIGARH.**

No. Admn-I/A/21-22/46

Dated: 04.06.2021

OFFICE ORDER

While conducting review of work distribution by ITA the following recommendations have been made to comply with :-

- Work distribution should be in office order format.
- Review of work distribution should be an annual feature ensuring deletion of obsolete works and addition of new works, if any.
- Each official should be handed over a list of works allotted to the seat which should be readily available.
- Work distribution should be done after each transfer mandatorily.
- Proposal for requirement of training should be received from each section annually and training may be organized accordingly.

Sd/-

Deputy Accountant General (Admn)

No. Admn-I/ Review of Work distribution/21-24/430-435

Dated : 04.06.2021

Copy of above is forwarded to:

1. Secretary to Accountant General.
2. PAs to all Group Officers
3. All Branch Officers
4. PAO
5. IT Support Cell for uploading on the official website
6. Office order file


Sr. Accounts Officer (Admn-I)