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

का०आ०-डब्लू०एम०/(टी० एवं पी०)/वा०सा०स्था०-21/ 2021-22/39  
दिनांक- 16/09/2021

कार्यालय आदेश

निर्देशानुसार, इस कार्यालय के आदेश संख्या- डब्लू०एम० (टी० एवं पी०)/ वार्षिक सामान्य स्थानांतरण 21/ 2021-22/ 35 दिनांक- 27/ 08/ 2021 के द्वारा बिहार राज्य के प्रमंडलीय लेखा पदाधिकारियों के स्थानांतरण एवं पदस्थापन के उपरांत शेष रिक्त कार्य प्रमंडलों में अतिरिक्त प्रभार देने हेतु प्रक्रिया को सूचनार्थ परिचालित किया जाता है ।

अनुलग्नक: - यथोपरि ।


ह०/-

उप महालेखाकार (कार्य)

जापांक- डब्लू०एम०/(टी० एवं पी०)/वा०सा०स्था०-21/ 2021-22/  
प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित-

दिनांक- 16/09/2021

1. प्रधान महालेखाकार (लेखा एवं हकदारी) का सचिवालय
2. उप महालेखाकार (कार्य) का सचिवालय
3. सूचना पट्ट ।

  
वरीय लेखा अधिकारी  
बिहार, पटना।

## CRITERIA TO ENTRUST ADDITIONAL CHARGE OF VACANT WORKS DIVISIONS

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: -

- i. Additional charge shall be considered for the divisions falling vacant, where no regular incumbent has been posted in Annual General Transfer-2021.
- ii. The Committee's endeavour should be to entrust the additional charges of the vacant divisions within the same Station/ Districts. In case where not feasible, additional charges should be entrusted in nearby Station/ Districts as per administrative exigencies.
- iii. The Committee should endeavour normally to avoid the entrustment of additional charge 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 first round.
- iv. 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.
- v. 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.
- vi. Thereafter, in difficult/ remote areas, vacant divisions may be filled up as per availability of the officials and administrative convenience.
- vii. Officials, who are retiring within six months, will not be considered for additional charge.
- viii. The additional charge should be allocated to the officials in order of their seniority in Gradation list at the first instance. The official against whom any disciplinary or vigilance case is pending or any penalty is in currency may not be considered for additional charge.
- ix. If any division falls vacant due to retirement/ death/ sanctioned leave (except C.L./R.H.) or any unforeseen reason during ensuing period, the above mentioned criteria shall be followed to allocate additional charge of vacant divisions.
- x. The deviation from above mentioned criteria, if any, made by the committee should mention in the minutes of meeting with detailed reasons.
- xi. Administrative contingency may override any of the above guidelines.

  
Dy. Accountant General (Works)