

NOTICE

It is regularly been noticed that the Divisional Officers/Executive Engineers of the Remittance Departments of new or reconstituted divisions do not submit proper documents for issuance of Authority letter from this office, causing unnecessary delays and needless correspondence between the concerned Offices.

Keeping in view of the above, this is to bring to the notice of Divisional Officers/Executive Engineers & Divisional Accounts Officers/Divisional Accountants of all Remittance Departments that, it should be ensured that the request applications for issuance of Authority letter should necessarily include the following documents for consideration:-

1. Request letter with proper signature of the Executive Engineer for issuance of Authority letter.
2. Copy of U.P. Govt. Govt. orders regarding creation/establishment of new Division.
3. Orders of Engineer-in-Chief regarding creation/establishment of new Division.
4. Handing-over-charge/Joining by the Executive Engineer in the new Division.
5. Orders regarding Establishment of new Division i.e. Name & Correspondence Address of the Division.
6. Details of Records/Balances in respect of Old Division.
7. Orders by the Engineer-in-Chief or Chief Engineer for sanctioned post of Divisional Accountant in the newly formed/reconstituted Division.

Sr. Accounts Officer/W.C(Cell)

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Copy to the following for information:-

1. Secretary to the A.G(A&E)-II,U.P, Prayagraj.
2. AAO/Computer Cell for uploading the above mentioned notice on the official website of office.

Sr. Accounts Officer/W.C(Cell)