

प्रधान महालेखाकार (लेखापरीक्षा-प्रथम) का कार्यालय, मध्य प्रदेश
झाँसी रोड, ऑडिट भवन, ग्वालियर

दिनांक: #ApprovedDate#

कार्यालय आदेश क्र.-183

Manual of Administration के पैराग्राफ 1.1.10 में संदर्भित Annexure A में आंशिक संशोधन करते हुए प्रशासन-11, प्रशासन-12 एवं गोपनीय कक्ष में कार्यों का पुनर्वितरण निम्नानुसार किया जाता है :

| S.No. | Section Name | Work allocation |
|-------|-------------------|---|
| 1 | Confidential Cell | <ol style="list-style-type: none"> 1. Disciplinary cases. 2. Upkeep and maintenance of Confidential Reports (now APAR) 3. Work in relation to DPC/DSC DCC etc. for promotion/regularisation/confirmation/selection/MACP of all cadres and maintenance of rosters <u>of all cadres</u>. 4. Dealing with representations against adverse remarks recorded in confidential reports. 5. Any other matter assigned by the AG/DAG. |
| 2 | OE XI | <ol style="list-style-type: none"> 1. Personal files and allied records of Group 'A' officers. 2. Cadre control of Group 'B' officers (Civil) including confirmation, promotion, transfer, posting, leave, increment and other matters of Sr. AOs / AOs / AAOs /Supervisors. 3. Personal files and allied records in respect of Group 'B' staff (Sr.AOs / AOs / AAOs /Supervisors). 4. Permission under CCS (Conduct) Rules, 1964 to Group 'B' staff (Sr.AOs / AOs / AAOs /Supervisors). 5. Issue of No Objection Certificate for Passport. 6. Service Association matters. 7. Deputation-cum-absorption of SAS (Civil Audit) passed A&E staff. 8. Deputation & Foreign Assignment Cases. 9. Work regarding permission for purchase and sale of movable/immovable property and Annual Property returns of officials in Pay Level-8 and above. 10. Mutual / Unilateral transfers. 11. Forwarding of applications for outside posts and permission to staff for various Competitive examination. 12. All miscellaneous matters like inspection by Director of |

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| | | <p>Inspection permission for prosecuting further studies and appearing in outside examinations, permission to visit foreign countries, sanction of special pay and any other special benefits.</p> <p>13. Work regarding Document Verification of officials in Pay Level-8 and above.</p> <p>14. Any other matter assigned by the AG/DAG.</p> |
| 3 | OE XII | <p>1. Processing of pension and other retirement benefits cases.</p> <p>2. Gradation lists</p> <p>3. Posting/promotions confirmations leave of Group 'D' and Group 'C' officials.</p> <p>4. Processing of anomaly cases in pay fixation.</p> <p>5. All types of pay fixation, and pay anomaly cases, of all cadres (including retired officials) will be executed by AAO/Pension posted in Admin-12.</p> <p>6. Work regarding permission for purchase and sale of movable/immovable property and Annual Property returns of officials in Pay Level-1 to Pay Level-7.</p> <p>7. Work regarding Document Verification of officials in Pay Level-1 to Pay Level-7.</p> <p>8. Any other matter assigned by the AG/DAG.</p> |

(प्राधिकार: महालेखाकार के अनुमोदन से जारी)

हस्ता/-

वरिष्ठ उप महालेखाकार/प्रशासन

प्रतिलिपि:- सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित-

1. सचिव, प्रधान महालेखाकार (लेखापरीक्षा-प्रथम) मध्य प्रदेश, ग्वालियर |
2. उप महालेखाकार/ ए.एम.जी.- 1, 2, 3, 4 एवं 5, प्रधान महालेखाकार (लेखापरीक्षा-प्रथम) कार्यालय, मध्य प्रदेश, ग्वालियर |
3. वरिष्ठ लेखापरीक्षा अधिकारी/ ए.एम.जी.- 1, 2, 3, 4 एवं 5 (मुख्या), फास-एम., प्रशासन-12, 13, 14, गोपनीय कक्ष, सामान्य अनुभाग, कार्यपालन शाखा, विधि कक्ष, हिंदी कक्ष, आई.एस. विंग, रिपोर्ट- (1, 2 एवं पी.ए.सी.), आई.टी.ए. |
4. वरिष्ठ लेखापरीक्षा अधिकारी/ आई.एस. विंग को इन्टरनेट एवं इंटरनेट पर अपलोड करने हेतु प्रेषित |
5. श्री नरेश आहूजा, सहायक लेखापरीक्षा अधिकारी/ प्रशासन-14 को इन्टरनेट एवं इंटरनेट से सम्बंधित कार्य हेतु |

6. गार्ड फाइल |
7. सूचना पटल |

हस्ता/-

वरिष्ठ लेखापरीक्षा अधिकारी/ प्रशासन- 11