



कार्यालय प्रधान महालेखाकार (ले व ह)-II,  
महाराष्ट्र  
सिविल लाईन्स, नागपुर - ४४०००१  
OFFICE OF  
THE PRINCIPAL ACCOUNTANT GENERAL  
(A&E)-II MAHARASHTRA  
CIVIL LINES, NAGPUR - 440 001  
Ph: 0712-2565161-67 / Fax: 0712-2560484  
Email: [agaeMaharashtra2@cag.gov.in](mailto:agaeMaharashtra2@cag.gov.in)  
Web: <https://cag.gov.in/ae/nagpur/en>



WM-I/IV/458/AGT-2025

Date: 03/04/2025

**CIRCULAR-56****Subject: Annual General Transfers-2025 – Options for stations for Transfer.**

As per the guidelines issued by the Headquarters office, the DA Cadre officials listed in Annexure-I are due for transfer this year. Accordingly, these officials are required to submit their preferences, in order of priority, for all stations with appropriately graded vacant divisions from the provided list.

While submitting the options, the following factors must be considered:

1. Transfers and postings of DA Cadre officials will be carried out in accordance with the guidelines, circulars, and classifications issued by the Headquarters office and this office from time to time.
2. Stations opted for by the officials will be considered subject to vacancy availability, relevant guidelines, and administrative exigencies.
3. If an appropriate division is not available in the opted stations, a nearby station may be considered for transfer and posting.
4. Options received after the due date and time will not be considered, and postings will be decided based on the availability of vacancies.
5. Transfers and postings will be allocated to appropriately graded divisions based on factors such as average annual expenditure, nature of work, territorial jurisdiction, performance of the officer, geographic distribution of officials, and administrative requirements.
6. Adverse remarks against the official, if any, from inspecting Officers auditing divisional accounts, Reporting Officers (such as Executive Engineers/Superintending Engineers) in Annual Performance Appraisal Reports, provided such remarks are accepted by Reviewing Officers, Performance in timely submission of accounts, and Verified complaint cases supported by evidence, etc., will be considered when deciding postings and transfers.
7. If an official due for transfer upon completing three years in a division opts for another station as their first choice, it will be considered as their willingness to be transferred from the current station. However, all options (same or different stations) will be assessed based on the criteria mentioned in Point No. 5 above.

Officials must submit their options only through official email IDs to the office email ID [agaemaharashtra2@cag.gov.in](mailto:agaemaharashtra2@cag.gov.in), with a copy to the official email ID of the Sr. Deputy Accountant General (Works Accounts) [dagaccounts.mh2.ae@cag.gov.in](mailto:dagaccounts.mh2.ae@cag.gov.in), by **04:00 pm** on or before **25/04/2025**. Options received after the due date will not be considered, and postings will be determined based on vacancy availability.

A list of vacant divisions, along with divisions likely to fall vacant and their respective grades, has been published on the office website to assist officials in selecting their preferred stations for the Annual General Transfers 2025.

(Authority: Principal Accountant General's orders dated 03/04/2025)



Sr. Deputy Accountant General (Works Accounts)

OPTION FORM

To

The Sr. Dy. Accountant General (Works Accounts)  
O/o the Principal Accountant General (A&E) II  
Maharashtra,  
Nagpur-440 001

Sir,

With reference to Circular No. 56 dated 03/04/2025, I desire to opt for the following stations in the order of preference for my posting in the division.

1. -----

2. -----

3. -----

.....

.....

Yours faithfully

Signature.....

Name.....

Designation.....

Date.....