



भारतीय लेखा तथा लेखापरीक्षा विभाग  
कार्यालय महालेखाकार (लेखा एवं हकदारी),  
पंजाब, सेक्टर-17, चण्डीगढ़-160017

INDIAN AUDIT AND  
ACCOUNTS DEPARTMENT

Office of the Accountant General (A&E)  
Punjab, Sector-17, Chandigarh - 160 017  
Phone: 172-2702174, 2702906

No. W.Admn./AGT-2024/23-24/2329

Dated: 12.03.2024



To

Smt./Sh. (As per list enclosed)  
O/o the Executive Engineer  
(As per list attached)

**Subject:- ANNUAL GENERAL TRANSFERS-2024.**

Annual General Transfers and Postings of Divisional Accountants Cadre, who have completed three years in a particular division or have completed six years at a station by cut off date i.e. 31.08.2024 is due in Mar/April, 2024. All concerned are therefore directed to submit their option/choice for posting in the proforma enclosed (Option Form).

2. The tenure of posting shall normally be three years in a particular division and six years at a particular station. Options for posting in a particular station should therefore be exercised carefully by clearly indicating at least three stations of choice in the desired order of preference. Option once exercised would be treated as final. It may be noted that option for single station would be treated as no option (except in the case of officials retiring within two years from the date of issue of this circular) and the transfer and posting of the concerned official would be considered by the Annual Transfer Committee anywhere in the State of Punjab as per the administrative convenience.

3. List of vacant and likely to fall vacant divisions during the year is enclosed for ready reference. It may be noted that based on the average annual budgeted outlay for the last three years, the divisions have been classified into following four categories

Sr. No	Category of Division	Category of incumbent	Percentage of Division
1.	Very Heavy Division (A)	Sr. D.A.O	15 %
2	Heavy Division (B)	D.A.O-I	25 %
3	Medium Division (C)	D.A.O. II	25 %
4	Light Division (D)	D.A	35 %

4. It may be noted that Sr. DAOs/DAOs-I/DAOs-II/DAs may exercise their options for the station as per list of vacant & likely to be vacant divisions in respective category. In case they exercise option to a station where division of his/her status is not available, his/her request

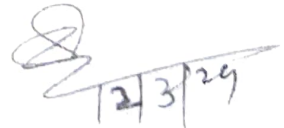
may be considered for the lower status division. But in such case no request for transfer status division will be entertained for any reason for the next three years. Though every effort will be made to adjust the officials due for transfer as per his/her choice, but no assurance can be given in this regard as posting and transfer shall be made subject to administrative exigency and availability of vacant division in a particular Station.

5. Option for posting in particular station will be considered subject to availability of vacancy having due regard to seniority of the official due for transfer subject to his/her satisfactory performance to be evaluated as per the criteria already circulated vide this office order No. Works Admn/2010-11/78 dated 25.3.2011 (copy enclosed). It may also be noted that while evaluating the performance of the official, due cognizance would be given to the adverse comments given by the Inspecting Officers auditing the accounts of the division (s), adverse remarks made by the Executive Engineers on the performance of the Divisional Accountant cadre on their performance as reflected in their Annual Performance Appraisal Reports and their performance in proper and timely submission of accounts. Each official due for transfer during the year (2024) must submit his/her performance in the enclosed proforma (Performance Evaluation Form) for objective evaluation of their performance by the Annual Transfer Committee.

The Sr. DAO/DAO-I/DAO-II/DA due for transfer are directed to submit their options through:

- Mail (shishram43@cag.gov.in) with the subject "OPTION FORM FOR ANNUAL GENERAL TRANSFER-2024"
- By hand to be delivered in the drop box placed in the DAG (Admn.) Cell in sealed cover mentioning thereon "OPTION FORM FOR ANNUAL GENERAL TRANSFER-2024"
- By Registered post/Speed post in sealed cover mentioning thereon "OPTION FORM FOR ANNUAL GENERAL TRANSFER-2024".

**The option form must reach this office before the close of day of 15<sup>th</sup> March, 2024.**

  
Sr. Deputy Accountant General (A)

Encl:

1. Option forms
2. Performance Evaluation Form
3. Office order No. 78 dated 25.3.2011
4. List of vacant/likely to be vacant divisions

OPTION -FORM

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1. Name of DA/DAO/Sr. DAO :- \_\_\_\_\_
2. Date of Birth :- \_\_\_\_\_
3. Place of permanent residence :- \_\_\_\_\_
4. Address :- \_\_\_\_\_
5. Does he own house? If yes, where? :- \_\_\_\_\_
6. Date of Joining in Government Service :- \_\_\_\_\_
7. Date of Joining as DA/DAO/Sr. DAO :- \_\_\_\_\_
8. Name of Divisions where worked so far and duration of stay therein with date(s) since joining in the cadre :- \_\_\_\_\_  
:- \_\_\_\_\_
9. Members of family :- \_\_\_\_\_  
Profession & place of posting of Wife/Husband, if working, :- \_\_\_\_\_
10. If the son/daughters are getting education, the details thereof

Sr. No.	Name	Relation	Class	School/College	Station/District

11. Station/Distt. desired in order of preference (at least three) as per his status and incumbency of 10 years. : (a) (b) (c)
12. Other factors, if any affecting transfer i.e. reasons in brief for posting at station of his/her choice.

**Certified that the data/facts given above are true to the best of my knowledge and belief**

Date:

Signature :  
Designation:  
Division :

Performance Evaluation Form

Name of Division

Name of DA(P)/DA/DAO-II/DAO-I/Sr.DAO

**1. Position of outstanding balances**

Sr. No.	Particular	2021-22			2022-23			2023-24			CB (as on 31.03.24)
		OB 01.04.21	Addition	clearance	OB 01.04.22	Addition	Clear-ance	OB 01.04.23	Addition	Clear-ance	
i.)	Form PWA-26										
ii)	8782 Cash Remittances 102-PW Remittances										
iii)	Reconciliation of accounts with A.G.(A&E) office										

**2. Submission of monthly accounts.**

Month of Accounts	2021-22		2022-23		2023-24		Remarks
	Due date of submission	Actual date of submission of account	Due date of submission	Actual date of submission of account	Due date of submission	Actual date of submission of account	
April							
May							
June							
July							
August							
September							
October							
November							
December							
January							
February							
March							

**3. Position of cash balance**

Particular	Balance as on 31.03.22	Balance as on 31.03.2023	Balance as on 31.03.2024	Remarks
Cash Balance				

Signature of DA/DAO-II/ DAO-I/ Sr.DAO

**NOTE: In case holding dual charge, Photocopy of this form may be used.**

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

O/o W.Admn./2010-11/78

Dated: 25.03.2011

**OFFICE ORDER**

As per the guidelines issued by the Headquarter vide letter No. 1008-NGE(App)/10-2010/Vol-II dated 23.8.2010, one of the criteria for deciding the transfers of Divisional Accounts Officers/Divisional Accountants cadre in the State, would be their performance as reflected in their Annual Performance Appraisal Reports and their performance in proper and timely submission of accounts. Accordingly the performance of each member of Divisional Accounts Officers/Divisional Accountants cadre in the Works Divisions of Govt. of Punjab & U.T., Chandigarh would be evaluated as per the following criteria.

Sr. No.	Criteria	Marking system	Total Marks
1.	Submission of monthly Accounts by due date	4 marks for each accounts	48
2.	Submission of Revised Form 26 by due date	2 marks for each Form 26	24
3.	Reconciliation of Accounts with Accountant General(A&E)	1.75 marks for each month	21
4.	Cash balance at the year end		7
	If balance is Nil	7	
	Balance 1 to 100000	5	
	Balance 100001 to 200000	4	
	Balance 200001 to 300000	3	
	Balance 300001 to 400000	2	
	Balance 400001 to 500000	1	
	Balance above 500000	0	100

Divisional Accounts Officers/Divisional Accountants cadre in the State of Punjab & U.T., Chandigarh are, therefore, advised to ensure that they secure well in the performance evaluation as per the above criteria. It may be noted that performance of each member of the concerned Divisional Accounts Officers/Divisional Accountants cadre would be one of the primary parameter alongwith the seniority and categorization of the Works Divisions for making suitable recommendation by the Transfer Committee during the year 2011-12 and henceforth.

Sd/-

**Sr. Deputy Accountant General (A/cs)**

Dated: 25.03.2011

Endst. No. W.Admn./112-DA/P&T/10-11/1415-1615

1. Copy of above is forwarded to Sh. \_\_\_\_\_ for information and compliance.
2. Copy to General Secretary, Punjab DAOs/DAs Association for information and compliance.

Sd/-

**Accounts Officer (W.Admn.)**

LIKELY TO VACANT DIVISIONS

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S.N.	NAME OF DIVISION	DISTRICT	Department	Grade of Division
1	Construction Division No.I (B&R), Tarn Taran	Amritsar	B & R	A
2	W/S & Sanitation Division No.-III	Amritsar	W S S	B
3	Electrical Division (B&R)	Amritsar	B & R	C
4	Construction Division No-II (B&R), Tarn Taran	Amritsar	B & R	A
5	Construction Division (B&R)	Barnala	B & R	B
6	Construction Division (B&R)	Batala	B & R	A
7	W/S & Sanitation Division, Batala	Batala	W S S	C
8	Panchayati Raj Division (B&R)	Bhatinda	P R D	C
9	W/S & Sanitation Division No. II	Bhatinda	W S S	C
10	Provincial Division (B&R), Room No.315-316, 3 <sup>rd</sup> Floor, 17 Bays Building, Sector-17-D	Chandigarh	B & R	B
11	W/S & Sanitation Division No.-I	Mohali	W S S	B
12	Ground Water Resources Division no-II (Water Resources Division (Irr.), Water Resources Bhawan, Sector-68	Mohali	W R	D
13	Water Quality Division (W/S & Sanitation Division)	Mohali	W S S	C
14	Faridkot Canal & Ground Water Division	Faridkot	W R	C
15	Faridkot Drainage Cum Mining & Geology Division	Faridkot	W R	D
16	Panchayati Raj Division (B&R)	Fatehgarh sahib (sirhind)	P R D	D
17	W/S & Sanitation Division	Fatehgarh sahib (sirhind)	W S S	B
18	Construction Division No-I (B&R)	Ferozpur	B & R	A

19	Construction Division. No.-II (B&R)	Fazilika	B & R	B
20	Eastern Division (Irr.) now Fazilka Drainage Cum Mining & Geology Division	Ferozpur	WR	C
21	W/S & Sanitation Division No.-II	Ferozpur	WSS	D
22	Construction Division No. I (B&R)	Jalandhar	B & R	B
23	Mechanical Division (B&R)	Jalandhar	B & R	D
24	Construction Division No-III (B&R)	Ludhiana	B & R	B
25	W/S & Sanitation Division No.-III	Ludhiana	WSS	C
26	W/S & Sanitation Divn. No.-I	Ludhiana	WSS	C
27	Provincial Division No-I (B&R)	Ludhiana	B & R	A
28	W/S & Sanitation Division	Malout	WSS	D
29	Mansa Drainage Cum Mining & Geology Division	Mansa	WR	D
30	Construction Division (B&R)	Muktsar	B & R	B
31	W/S & Sanitation Division No.-I	Muktsar	WSS	D
32	Panchayati Raj Division (B&R)	Muktsar	PRD	C
33	Provincial Division No-II (B&R)	Patiala	B & R	A
34	Devigarh IB Division (Irr.)NOW Patiala Canal & Ground Water Division	Patiala	WR	C
35	Mechanical Division (B&R)	Patiala	B & R	D
36	Horticulture Division, Rajpura Colony	Patiala	B & R	D
37	W/S & Sanitation Division	Rajpura	WSS	A
38	W/S & Sanitation Division No.-II	Ropar	WSS	C
39	Water Management Inv. Division Now Ropar Drainage Cum Mining & Geology Division	Ropar	WR	D

LIKELY TO VACANT

(3)

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40	Panchayati Raj Division	Ropar	PRD	C
41	Sangrur IB Division, Now Sangrur Canal & Ground Water Division	Sangrur	WR	C
42	Electrical Division (B&R), Shifted from Patiala	Sangrur	B & R	C



VACANT DIVISIONS

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Sr. No.	NAME OF DIVISION	STATION	DEPT	CAT
1	Central Works Division (B&R) now as National Highway Division	Abohar	B & R	B
2	W/S & Sanitation Division No.II	Batala	W S S	B
3	W/S & Sanitation Division No.- III	Bhatinda	W S S	B
4	Construction Division (B&R)	Fatehgarh sahib (Sirhind)	B & R	A
5	Rajasthan Feeder & Ground Water Division (Irr.)	Ferozpur	W R	A
6	Shri Muktsar Sahib Canal & Ground Water Division	Ferozpur	WR	D
7	Construction Division (B&R)	Gidderbaha	B & R	B
8	W/S & Sanitation Division	Gurdaspur	W S S	B
9	Provincial Division (B&R)	Hoshiarpur	B & R	A
10	Hoshiarpur Drainage Cum Mining & Geology Division (Irr.)	Hoshiarpur	W R	D
11	Construction Division No.-II (B&R)	Kapurthala	B & R	A
12	Construction Division (B&R)	Malerkotla	B & R	A
13	W/S & Sanitation Division	Pathankot	W S S	B
14	Pathankot Drainage Cum Mining & Geology Division	Pathankot	W R	D
15	Electrical Division No-I (B&R)	Patiala	B & R	B
16	W/S & Sanitation Division No.- II	Patiala	W S S	B
17	W/S & Sanitation Division	Talwara	W S S	B
18	W/S & Sanitation Division	Tarn Taran	W S S	A
19	FA&CAO, RSD, SHAHPURKANDI	SHAHPUR- KANDI	RSD	D
20	FA&CAO, RSD, SHAHPURKANDI	SHAHPUR- KANDI	RSD	D
21	FA&CAO, BBMB, NANGAL	Nangal	BBMB	D
22	FA&CAO, BBMB, NANGAL	Nangal	BBMB	D
23	FA&CAO, BBMB, NANGAL	Nangal	BBMB	D
24	FA&CAO, BBMB, NANGAL	Nangal	BBMB	D
25	FA&CAO, BBMB, NANGAL	Nangal	BBMB	D
26	FA&CAO, BBMB, NANGAL	Nangal	BBMB	D
27	FA&CAO, BBMB, NANGAL	Nangal	BBMB	D

28	FA&CAO, BBMB, NANGAL	Nangal	BBMB	D
29	FA&CAO, BBMB, NANGAL	Nangal	BBMB	D
30	FA&CAO, BBMB, NANGAL	Nangal	BBMB	D
31	FA&CAO, BBMB, NANGAL	Nangal	BBMB	D
32	FA&CAO, BBMB, NANGAL	Nangal	BBMB	D
33	FA&CAO, BBMB, NANGAL	Nangal	BBMB	D
34	FA&CAO, BBMB, NANGAL	Nangal	BBMB	D
35	FA&CAO, BBMB, NANGAL	Nangal	BBMB	D
36	FA&CAO, BBMB, NANGAL	Nangal	BBMB	D