

**OFFICE OF THE Pr. ACCOUNTANT GENERAL (A&E), GUJARAT, NR. ISHWAR
BHUVAN, NAVRANGPURA, AHMEDABAD-380009**

No. WM.1/38(3)/Addl/T&P/.

Dated : 23/06/2021

CIRCULAR

Subject : Criteria for entrustment of the additional charge of vacant divisions for 2021-22

After Annual general transfer/posting of the Divisional Accountant Cadre for the year 2021, there are 30 vacant PW divisions in which regular Divisional Accounts Officers could not be posted due to shortage of staff in the cadre.

Keeping in view the latest guidelines issued by Headquarters Office vide Confidential letter No.502-Staff(Appt)/131-2015 dated 20/3/2015 circumstances, administrative convenience, balance in the workload and experience of the officer the Committee recommends following criteria for entrustment of the additional charge of vacant divisions :

1. As far as possible officers will be entrusted additional charge of the appropriately graded divisions of the station/nearby station of their regular charge as per the seniority of the official posted at the station to the extent possible.
2. As far as possible all efforts will be made to accommodate the officers at the station/nearby station of their regular charge for entrustment of additional charge subject to availability of vacant division and administrative exigencies.
3. The geographical location of the vacant division, connectivity i.e transportation to facilitate easy movement for the concerned official from regular division to vacant division will also be considered.
4. The Committee will make all efforts to see that the officer has to travel minimum distance for additional charge.
5. Officials retiring within 6 month will not be considered for additional charge.
6. Divisional Accountant having less than 3 years regular posting experience and Divisional Accountants on deputation will not be generally considered for additional charge.
7. Additional charge of more than one division to one officer will be avoided unless absolutely essential under the circumstances. In cases where additional charge of more than one division is entrusted, seniority and suitability of the officers at the station or nearby station, as the case may be, will be given top priority. In cases of additional charge of more than one division, if unavoidable, it will be the effort to entrust additional charge of lighter divisions (Medium and light) to maintain balance in the workload of the officer.
8. In case of any deviation in respect of above criteria detailed reason will be recorded.

(As recommended by Annual General Transfer Committee 2021 dated 23/06/2021)

Rad Kiti

Sr. Accounts Officer/WM-I