



लोकहितार्थं सत्यनिष्ठा  
Dedicated to Truth in Public Interest

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./112/AGT/DAO,DA/22-23/ 17//

Dated:

**24 FEB 2023**

To

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

**Subject:- ANNUAL GENERAL TRANSFERS-2023.**

Annual General Transfers and Postings of Divisional Accountants Cadre, who were posted in their respective divisions upto 15.07.2020 completing three years in a particular division or have completed six years at a station by cut off date i.e. 31.08.2023 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 on 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 (2023) must submit his/her performance in the enclosed proforma (Performance Evaluation Form) for objective evaluation of their performance by the Annual Transfer Committee.

Option Forms duly filled in, alongwith its enclosures (Performance Evaluation Form) should be sent in a sealed cover by SPEED POST/through email to the Deputy Accountant General (Admn), O/o the Accountant General (A&E) Punjab & U.T. Chandigarh, mentioning on the envelope "OPTION FORM FOR ANNUAL TRANSFERS 2023" and his/her name and division in order to reach this office latest by 17-03-2023. Options received late would not be entertained.



**Deputy Accountant General (Admn.)**

**Encls:-**

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

**Provisional list of vacant Divisions**

NAME OF DIVISION

**OPTION -FORM**

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. : (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	2019-20			2020-21			2021-22			CB (as on 31.3.21)
		OB 1.4.18	Addi-tion	clearance	OB 1.4.19	Addi-tion	Clear-ance	OB 1.4.20	Addi-tion	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	2019-20		2020-21		2021-22		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 31.3.2020	Balance as on 31.3. 2021	Balance as on 31.3.2022	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.**

**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		
	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)**

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

Dated: 25.03.2011

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.)**

**Provisional list of vacant Divisions**

Sr. No	NAME OF DIVISION	DISTRICT	Department	AVERAGE EXP. (IN CRORES)	Grade of Division
1	Provincial Division No.-II (B&R)	Amritsar	B & R	43.55	A
2	W/S & Sanitation Division No.II	Amritsar	W S S	3.48	C
3	W/S & Sanitation Division No.-I	Amritsar	W S S	51.73	A
4	Central Works Division No-II (B&R) now as National Highway Division No-II	Amritsar	B & R	32.22	B
5	Bari Doab Drainage Division (Irr.)	Amritsar	W R	14.88	B
6	Drainage Construction. Division (Irr.)	Amritsar	W R	6.65	C
7	Golewala Division (Irr.)	Ferozpur	W R	8.54	C
8	Rajasthan Feeder Division (Irr.)	Ferozpur	W R	116.94	A
9	Harike Division (Irr.)	Ferozpur	W R	5.44	C
10	Panchayati Raj Division (B&R)	Ferozpur	P R D	3.58	C
11	W/S & Sanitation Division	Garhshankar	W S S	16.62	B
12	Provincial Division (B&R)	Gurdaspur	B & R	83.96	A
13	Madhopur UBDC (Irr.)	Gurdaspur	W R	1.34	D
14	Gurdaspur UBDC Division (Irr.)	Gurdaspur	W R	5.98	C
15	Project Division (Irr.) now as Drainage Division (Irr.), Gidderbaha at Gurdaspur	Gurdaspur	W R	1.2	D
16	Provincial Division (B&R)	Hoshiarpur	B & R	72.6	A
17	Shah Nahar Ext. (Civil Stage-I) (Irr.)	Hoshiarpur	W R	18.77	B
18	W/S & Sanitation Division No.-I	Hoshiarpur	W S S	7.49	C
19	Panchayati Raj Division	Hoshiarpur	P R D	4.48	C
20	W/S & Sanitation Division No-III (EE-2)	Jalandhar	W S S	4.67	C
21	Construction Division No.-I (B&R)	Kapurthala	B & R	19.83	B
22	Panchayati Raj Division (Irr.)	Kapurthala	P R D	1.77	D
23	W/S & Sanitation Division No-I	Moga	W S S	17.5	B
24	W/S & Sanitation Division	Pathankot	W S S	18.86	B
25	W/S & Sanitation Division No-II	Pathankot	W S S	8.35	C
26	Drainage Division (Irr.), Gurdaspur at Pathankot	Pathankot	W R	20.24	B
27	Drainage Construction Division (Irr.)	Sangrur	W R	43.77	A
28	Shah Nahar Head Works (Irr.)	Talwara	W R	0.66	D
29	Panchayati Raj Division	Tarn Taran	P R D	1.76	D
30	W/S & Sanitation Division No.-II	Tarn Taran	W S S	18.16	B

*24/02/2023*

31	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
32	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
33	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
34	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
35	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
36	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
37	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
38	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
39	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
40	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
41	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
42	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
43	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
44	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
45	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
46	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
47	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
48	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
49	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
50	FA&CAO, BBMB, NANGAL	Nangal	BBMB	0	D
51	FA&CAO, RSD, SHAHPURKANDI	SHAHPUR-KANDI	RSD		D
52	FA&CAO, RSD, SHAHPURKANDI	SHAHPUR-KANDI	RSD		D
53	FA&CAO, RSD, SHAHPURKANDI	SHAHPUR-KANDI	RSD		D
54	FA&CAO, RSD, SHAHPURKANDI	SHAHPUR-KANDI	RSD		D
55	Dam & Head Regulator Division	SHAHPUR-KANDI	RSD	48.21	A
56	Power House & Hydrel Channel Division	SHAHPUR-KANDI	RSD		D
57	Power House-II & Reservoir Mgmt, Division	SHAHPUR-KANDI	RSD		D
58	SPK Dam Mech. Division	SHAHPUR-KANDI	RSD		D
59	Power House Mech. Division	SHAHPUR-KANDI	RSD		D
60	SPK Electrical Division	SHAHPUR-KANDI	RSD		D
61	Store Purchase & Disposal Division	SHAHPUR-KANDI	RSD		D

  
 Sr. Accounts Officer (W. Admn) 24/2/23

**List of likley to be vacant Divisions and officials who have completed 03 years in a Division/06 years at a station**

Sr. No	Name of Division	Station	EXP	Grade	UNIQUE ID #PUE*	Name of Official	DESIGNATION
1	Central Works Division (B&R) now as National Highway Division	Abohar	78.71	A	218 0095	Rajendra Prasad Mali	DAO-I
2	Central Works Division No-I (B&R)now as National Highway Division No.-I	Amritsar	26.57	B	218 0128	Karan Singh	DAO-II
3	Jandiala UBDC Division (Irr.)	Amritsar	6.57	C	218 0094	Atul Kumar Singh	DAO-I
4	Drainage Division (Irr.)	Amritsar	15.6	B	218 0177	Rakesh Kumar Meena	DAO-II
5	W/S & Sanitation Division	Barnala	4.75	C	218 0189	Bhupinder Goyal	DA
6	W/S & Sanitation Division No.-I	Bhatinda	5.80	C	218 0092	Naresh Kumar Meena	DAO-I
7	Works Account-I (Local)	Chandigarh	0.00	D	218 0066	Vishal Gupta	DAO-I
8	Construction Division (B&R)	Gidderbaha	18.7	B	218 0090	Dilawar Singh	DAO-I
9	W/S & Sanitation Division	Gurdaspur	11.87	B	218 0203	Sahil	DA
10	W/S & Sanitation Division No.-II	Jalandhar	4.82	C	218 0093	Mukesh Kumar	DAO-I
11	Construction Division No.II (B&R)	Jalandhar	23.18	B	218 0087	Dharam Raj Singh	DAO-I
12	Central Works Division (B&R)	Jalandhar	1.55	D	218 0194	Pinky	DA
13	W/S & Sanitation Division No.-I	Jalandhar	7.39	C	218 0077	Prakash Kumar	DAO-I
14	Bist Doab Division (Irr.)	Jalandhar	29.88	B	218 0118	Mohammad Raihan Alam	DAO-I
15	Construction Division No.-II (B&R)	Kapurthala	95.79	A	218 0058	Rakesh Kumar-II	DAO-I
16	W/S & Sanitation Division	Kapurthala	5.74	C	218 0075	Kumar Sudhir Ranjan	DAO-I
17	Construction Division No-I (B&R)	Ludhiana	37.66	A	218 0019	Tej Pal Singh	SDAO
18	Construction Division No.-IV (B&R)	Ludhiana	3.17	C	218 0196	Pratibha Saini	DA
19	Central Works Division No-I (B&R)	Ludhiana	0.02	D	218 0207	Parteek Minocha	DA
20	Drainage Division (Irr.)	Ludhiana	12.94	B	218 0120	Mandeep	DAO-II

*21.12.23*



21	Electrical Division (B&R)	Ludhiana	4.21	C	218 0145	Vijay Pratap	DAO-II
22	W/S & Sanitation Division, Khanna	Ludhiana	10.83	B	218 0215	Kamaldeep Singh	DA
23	Provincial Division (B&R)	Mansa	11.88	B	218 0155	Amit	DAO-II
24	W/S & Sanitation Division	Mansa	11.89	B	218 0175	Parshant Jain	DAO-II
25	Mansa IB Division (Irr.)	Mansa	24.71	B	218 0146	Kuldeep	DAO-II
26	Construction Division (B&R)	Moga	36.44	B	218 0048	Yogesh Kumar Lekhi	DAO-I
27	W/S & Sanitation Division No.-II	Mohali	34.34	B	218 0040	Anoopam Sharma	SDAO
28	Central Works Division (B&R),	Mohali	63.22	A	218 0054	Rajiv Singh Rawat	DAO-I
29	Ground Water Resources Division No.-I (Irr.)	Mohali	0.00	D	218 0065	Ashwani Kumar-II	DAO-I
30	Construction Division (B&R)	Mukerian	30	B	218 0020	K.L. Gome	SDAO
31	W/S & Sanitation Division	Nawanshahar	9.06	C	218 0185	Arshpreet Singh	DA
32	Bhakra Main Line Division (Irr.)	Patiala	10.25	B	218 0029	Arun Kumar	SDAO
33	Panchayati Raj Division (B&R)	Patiala	29.85	B	218 0091	Ashutosh Kumar Gupta	DAO-I
34	Lehal IB Division (Irr.)	Patiala	6.08	C	218 0042	Rajinder Singh	DAO-I
35	Patiala Drainage Division (Irr.)	Patiala	11.89	B	218 0125	Mukesh Goyal	DAO-II
36	Provincial Division (B&R)	Sangrur	216.86	A	218 0010	Om Parkash-II	SDAO
37	W/S & Sanitation Division	Sangrur	9.68	C	218 0124	Ravinder Singh	DAO-I
38	W/S & Sanitation Division	Talwara	14.34	B	218 0063	Maninder Singh	DAO-I

  
 Sr. Accounts Officer 24/2/2023