



No.WM-1/Gr-1/AT-2024/ D-49

Dated 15/04/2024

To

All Sr. Divisional Accounts Officers/
Divisional Accounts Officers-Grade-I and Grade-II/
Divisional Accountants including Probationary
Listed in **Annexure 'A'** (enclosed)

Subject: Annual Transfer 2024-regarding.

- 1) In terms of instructions issued by the Office of the Comptroller & Auditor General of India vide circular No.502-staff (Appt)/131-2015 dated 20th March 2015 and DO No.06.Staff (Appt) 131-2015 dated 6th January 2016 and HQs office letter No.02-Staff(Appt.)/132-2013 dated 5th January 2022, all the Sr. Divisional Accounts Officers/Divisional Accounts Officers-I/II, Divisional Accountants including probationary who are due for transfer in the year 2024 are hereby directed to submit their options for stations for considering their posting during the Annual Transfer 2024.
- 2) A list of vacant divisions with workload (**Annexure B**) is published herewith in accordance with the instructions contained in circular No. 502-Staff (Appt)/131-2015 dated 20 March 2015 & DO No.06-Staff (Appt)/131-2015 dated 6th January 2016. The classification is :

S.No.	Category of the divisions	Category of DA Cadre	Percentage of Division	Number of divisions	Range
1	Very Heavy Divisions	Sr. DAOs	15%	28	> 0.44
2	Heavy Divisions	DAOs- Grade-I	25%	35	0.25 to 0.44
3	Medium Divisions	DAOs-Grade-II	25%	39	0.13 to 0.24
4	Light Divisions	Divisional Accountants	35%	19	< 0.13

- 3) All the officials due for transfer in 2024(**Annexure A enclosed**) are required to furnish Options/Preferences of stations as per their choice. Choice of preferred station should be filled by the official in the option form in numerical form according to his/her preference as 1, 2,3,..... up to the maximum number of stations (in the case of Sr. DAOs-21 stations, in the case of DAO-Grade-I-29 stations, in the case of DAO-Grade-II-31 stations, in the case of DAs-18 stations) shown in the particular category notified in the option form.
- 4) Option/Preference form, duly filled and completed in all respect should be sent to the undersigned by e-mail to srdagaebhopal@cag.gov.in mentioning the **subject as "Option Form for AT-2024"** with name of the official. Submission of Option Form through speed post, personally or any other mode is strictly prohibited owing to administrative reasons.
- 5) Only one option form from each official sent through e-mail will be accepted and considered.
- 6) Option form received after the due date and those option forms which are found with incomplete number of preferences of stations can summarily be rejected and will be considered as officials with **"No Option"**. The posting of official in such cases will be done as per administrative convenience.
- 7) Duly filled Option Form should reach the undersigned **latest by 01-05-2024(before office closing hours).**

Enclosures; As Above

(Ramniwas G.)

**Deputy Accountant General
(Works Accounts)**



No. 502 - Staff (Appt.) / 131 - 2015
भारत के नियंत्रक-महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली-110 124
OFFICE OF THE
COMPTROLLER & AUDITOR GENERAL OF INDIA
9, Deendayal Upadhyaya Marg, New Delhi-110 124
दिनांक / DATE 20th March 2015

To

All the Pr. Accountants General/ Accountants General (A&E)
(Cadre Controlling Authority in respect of Divisional Accountants cadre)

Subject: Transfer and postings of Divisional Accounts Officers/Divisional Accountants.
Sir/Madam,

Transfers and postings in the Divisional Accounts Officers/Divisional Accountants cadre are governed by the guidelines and instructions contained in this office circular letter no. 1008-NGE (Appt.)/10-2010/Vol.II dated 23.08.2010 and letter No. 352-staff (Appt.)/132-2013 dated 22.03.2013. The existing guidelines/instructions have been reviewed and the following guidelines are issued superseding the existing guidelines.

1. Classification of Divisions:

The Divisions shall be classified as follows to match the four tiers of the cadre of Divisional Accountants:

Sl. No	Category of Division	Category of Incumbent	Percentage of Divisions
1	Very Heavy Divisions	Sr. Divisional Accounts Officers	15%
2	Heavy Divisions	Divisional Accounts Officers - Gr. I	25%
3	Medium Divisions	Divisional Accounts Officers - Gr. II	25%
4	Light Divisions	Ordinary Grade Divisional Accountants	35%

(a) The above classification shall be based on:

- the average annual expenditure, including deposit works, if any, for the last three years. Exact monetary limit for each category may, however, be fixed by the respective Principal Accountants General/Accountants General (A&E) depending upon the expenditure in the respective States; and
- Other aspects like nature of the work assigned to the Divisions and the territorial jurisdiction of the Divisions.

(b) The classification of the Divisions on the basis of (a) above must be reviewed every three years.

2. Constitution of a Committee on transfers and postings:

- A three member Committee on transfer and postings comprising the Group Officer in-charge of Works Accounts and two other IA&AS officers of the rank of Sr. Deputy Accountant General/Deputy Accountant General from the sister office(s) to be

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nominated by the concerned Pr. Accountant General/Accountant General shall be constituted in the month of March/April of each year. The said Committee shall function for the entire year ending March of the subsequent year.

(b) The Committee shall meet at regular intervals, or as and when required by the Pr. Accountant General/Accountant General.

3. Functions of the Committee:

Committee shall consider:

- (a) All cases of annual transfers/postings;
- (b) All other transfers affected during the year; and
- (c) All cases of additional charge / link charge(s).

4. Parameters to be considered by the Committee:

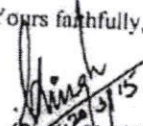
- (i) The Committee shall consider the following broad parameters while recommending the cases for postings/transfers:
 - (a) Transfer and posting should, as far as possible, be made only once in a year and annual transfers should be timed so that these do not disturb the academic session;
 - (b) List of Divisions likely to fall vacant during the year should be well in advance;
 - (c) Divisions should be properly graded by following the criteria as mentioned in paragraph 1 and further instructions issued in this regard from time to time;
 - (d) Posting of the officers should be made in the appropriately graded Divisions as far as possible;
 - (e) Option for posting in particular station(s) should be called for from the individuals and efforts should be made to accommodate the officers at the place of their choice as far as possible. subject to availability of vacancy and administrative exigencies;
 - (f) In case of overall vacancies, the same should be evenly distributed across the State as far as possible;
 - (g) The adverse comments given by the Inspecting Officers auditing the accounts of the Divisions(s), adverse remarks made by the Executive Engineers on the performance of the Divisional Accounts Officers/Divisional Accountants on their performance as reflected in their Annual Performance Appraisal Reports and their performance in proper and timely submission of accounts should be kept in view while taking a decision on posting and transfer;
 - (h) Additional charge of more than one Division to one officer should be avoided unless absolutely essential under the circumstances.
- (ii) The Committee shall record in the proceedings the considerations that weighed with them in making each posting, entrustment of additional charge, etc. The proceedings should also include an assurance that the prescribed procedure has been adhered to scrupulously.
- (iii) In case of any deviation in respect of (a) to (h) above, detailed reasons should be recorded by the Committee.

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- (iv) In case of any disagreement by the Pr. Accountant General/Accountant General with the recommendations of the Transfer Committee, the concerned Pr. Accountant General/Accountant General shall give detailed reasons in writing for the disagreement and full justification for modification(s) to the recommendations made by the Committee.

5. Tenure of Posting:

- (i) The tenure of posting shall normally be three years in a particular 'Division' and six years at a particular 'Station'. Incumbency period for the 12 years preceding the year in which the transfers are being made is to be taken into account for this purpose.
- (ii) A Sr. DAO/DAO/DA retiring on superannuation within next three years, may be allowed 'Station' of his choice subject to the condition that:
- (a) a vacant Division is available in the 'Station' in which he/she had not served during past twelve years; and
- (b) such choice of posting is not in continuation of six years of posting in that 'Station'. However, he/she may be considered for continuation of posting in that Division, if he/she is retiring on superannuation in next 12 months (to be reckoned from 01st May), if so opted by him/her.
6. Classification of Divisions, List of vacant Divisions, Divisions likely to fall vacant may be brought out and displayed prominently on the office notice board and the website of the office concerned continuously for at least a month. After the annual general transfer, the list of vacant divisions and criteria adopted for allocation of additional/link charge must also be brought out and displayed prominently on the office notice board and the website of the office concerned. A consolidated transfer / posting order should also be placed on the website of the office concerned immediately after annual general transfers. All other posting and transfer orders should also be uploaded on the website immediately after issue. These will also include orders for additional charges.
7. The above guidelines may be widely publicised by putting them on the notice board(s) /website and should be strictly adhered to.

Yours faithfully,


(Ranjit Singh)
Asstt. C. & Ar. G. (N)



No. 06 Staff (Appt)/131-2015
 भारत के नियंत्रक महालेखापरीक्षक का कार्यालय
 9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली-110 024
 OFFICE OF THE
 COMPTROLLER & AUDITOR GENERAL OF INDIA
 9, Deendayal Upadhyaya Marg, New Delhi -110 124

दिनांक / DATE 06 January 2016

To,

All the Pr. Accountants General/ Accountants General (A&E)
 (Dealing with the cadre of Divisional Accountants)

R. Singh
 12/1/16

Subject: Transfer and postings of Divisional Accounts Officers/Divisional Accountants -
 Instructions regarding.

Reference: Hqrs. letter No. 502-Staff (Appt)/131-2015 dated 20.03.2015

Sir/Madam,

As per para 1 (a) of Hqrs. letter dated 20.03.2015 under reference, the classification of the Divisions shall be based on the average annual budgeted outlay, including deposit work, if any, for the last three years. Exact monetary limit for each category may, however, be fixed by the respective Principal Accountants General /Accountants General (A&E) depending upon the outlay in the respective States.

2. Clarifications are being sought by the field offices whether expenditure incurred under various centrally sponsored schemes like Natational Rural Drinking Water Programme, (NRDWP), Pradhan Mantri Gramin Sadak Yojana (PMGSY), National Highway Authority of India (NHAI) etc. in Divisions is to be included for categorisation of Divisions.

3. It is clarified that the expenditure incurred on centrally sponsored schemes through the Public Works Divisions, where post of Divisional Accountant exists, should be considered / taken into account for categorisation of the Divisions

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DAG (w A/E)

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AH-C/WMI
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Yours faithfully,

Ranjit Singh
 (Ranjit Singh)
 Asstt. C. & A. G. (N)



No. 02-Staff (Appt.)/132-2013
भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली - 110 124
OFFICE OF THE
COMPTROLLER & AUDITOR GENERAL OF INDIA
9, Daendayal Upadhyaya Marg, New Delhi-110 124

दिनांक / DATE
05th January 2022

To

All Pr. Accountants General/ Accountants General/
Sr. Deputy Accountant General/Deputy Accountant General(A&E),
(Having Divisional Accountants cadre)

Subject: Transfer and posting of Divisional Accounts Officers/ Divisional Accountants - Instructions regarding.

Reference: Hqs. circular No. 502-Staff (Appt.131-2015 dated 20.03.2015 regarding Transfer and posting of Divisional Accounts Officers/ Divisional Accountants

Sir / Madam,

Transfer and postings in the Divisional Accounts Officers/ Divisional Accountants cadre are governed by the guidelines issued vide Hqs. circular dated 20.03.2015 under reference.

2. Para 5 (i) of the circular dated 20.03.2015 under reference specified that "The tenure of posting shall normally be three years in a particular 'Division' and six years at a particular 'Station'. Incumbency period for the past 12 years is to be taken into account for this purpose.
3. This office has been receiving representations stating that the tenure of posting (12 years) for the purpose of re-posting in a particular station may be reduced to some extent.
4. The request has been examined and the competent authority has decided to reduce the incumbency period from 12 years to 10 years.
5. This will be applicable from the ensuing transfer/posting cycle of 2022.
6. All other clauses of Circular dated 20.03.2015 will remain unchanged.

Yours faithfully,

(Supriya Singh)

Asstt. Comptroller & Auditor General (N)

Annexure-A

” List of officials due for Annual transfer 2024”

Sl.No.	Name of DA/DAO's posted in regular charge and due for transfer Shri...	Designation	Name of the division in which posted	Account Number
1	S C Verma	Sr DAO	PWD (B&R) Dn Dhar	PW 552
2	Sanjay Kumar-I	Sr DAO	PWD (B&R) Dn 1 Narmadapuram	PW 561
3	Binod Chandra Singh	Sr DAO	PWD Dn 1 Sagar	PW 534
4	Rahul Choudhary	SR DAO	ND Dn 23 Bhopal	NV 544
5	Anupam Kumar Bhatt	Sr DAO	ENC PWD Bhopal (on Deputation)	---
6	V M Khare	Sr DAO	PWD (B&R) Dn Raisen	PW 564
7	Mohd. Rashid Khan	Sr DAO	ND Dn. 32 Badwah (Khargone)	NV 563
8	Bharat Lal Meena	Sr DAO	PWD (B&R) Dn Ratlam	PW 545
9	Ajay kumar Saxena	SR DAO	WR Dn Bhopal	WR 503
10	Prem Chandra	Sr DAO	PWD (B&R) Dn Budhni (sehore)	PW 636
11	Rajiv Kumar Shakya	Sr DAO	PWD (B&R)Dn Satna	PW 576
12	Madan Lal Meena-II	Sr DAO	PWD Bridge Construction Dn Jabalpur	PW 520
13	Bal Narayan Meena	Sr DAO	SS PIU Dn WRD Shamgarh (Mandsaur)	WR 684
14	Hari Prakash Meena	Sr DAO	Bina Project Management Unit Sagar	WR 682
15	Ramkesh Meena	Sr DAO	WR Dn Narsingharh (Rajgarh)	WR 506
16	R.B Azad	Sr.DAO	PWD (B&R) Dn Betul	PW 566
17	Vijendra Lodwal	DAO I	WRD Ujjain	WR 542
18	Hukum Chand Meena	DAO I	PWD (B&R) Dn 2 Indore	PW 542
19	Vimal Sharma	DAO I	PHE Dn Ujjain	PH 524
20	Anand Kumar Jain	DAO-I	PHE Dn Balaghat	PH 550
21	Satish Kumar Singh	DAO I	RES Dn Indore	RE 008
22	K K Singh	DAO I	PWD (B&R) Dn 2 Jabalpur	PW 584

23	Lalit Kishore Sharma	DAO I	PWD (B&R) Dn Tikamgarh	PW 538
24	Pramod Kumar Gupta	DAO I	PWD (B&R) Dn 1 Jabalpur	PW 583
25	Ram Avtar Meena	DAO I	WR Dn Ratlam	WR 543
26	Maula Ram Meena	DAO I	PHE Dn Ratlam	PH 520
27	R L Khobragade	DAO I	PWD Dn 1 Mandla	PW 592
28	Jai Ram Meena	DAO I	PWD (B&R) Dn 1 Jhabua	PW 554
29	Sanjay Kumar-III	DAO I	PWD Bridge Construction Dn Gwalior	PW 519
30	Shyamal Sen	DAO I	PWD (B&R) Dn Rajgarh	PW 565
31	Vikash	DAO-I	PWD (B&R) Dn Damoh	PW 535
32	Sanjay Kumar IV	DAO I	PWD Dn Narsinghpur	PW 590
33	Naresh Kumar Meena	DAO-I	PWD Dn.1 Balaghat	PW 591
34	Madhusudan Kumar	DAO II	PWD Dn Singrauli	PW 604
35	Ashwini Kumar II	DAO II	PHE Dn Chhindwara	PH 552
36	Kumar Vedit	DAO II	PHE Dn Narmadapuram	PH 509
37	Manish Kumar Meena	DAO-II	PHE Dn Alirajpur	PH 572
38	Keshav Dev Meena	DAO II	PHE Dn Shajapur	PH 522
39	Suresh Kumar Meena	DAO II	ND Dn 20 Mandleshwar (Khargone)	NV 561
40	Narendra Kumar Sharma	DAO II	PHE Dn Dewas	PH 523
41	Dharmee Lal Meena	DAO II	PHE Dn Khandwa	PH 512
42	Amit Kumar Sharma	DAO-II	PHE Dn Agar Malwa	PH 579
43	Santosh Kumar	DAO-II	PHE Dn Ashok Nagar	PH 568
44	Chandra Prakash Mishra	DAO II	RES Dn Bioara (Rajgarh)	RE 029
45	Sravan Kumar	DAO II	PWD (B&R) Dn 1 Guna	PW 531
46	Abadh Sahu	DAO II	RES Dn Jabalpur	RE 039
47	Mukesh Chand Meena	DAO II	PHE Dn Neemuch	PH 519
48	Rajendra Prasad Meena	DAO II	PHE Dn Gwalior	PH 526
49	Lakhan Lal	DAO II	RES Dn Dewas	RE 020

50	Awdesh Kumar Meena	DA	PWD (NH) Dn Gwalior	PW 669
51	Manbir Singh Mor	DA	RES Dn Guna	RE 004
52	Amit Arora	DA	RES Dn Raisen	RE 028
53	Bhoopendra Singh	DA	RES Dn Bhind	RE 007
54	Rishikesh Meena	DA	E/M,HEM WRD Dn Sagar	WR 515
55	Smt. Usha	DA	RES Dn Gwalior	RE 002
56	Ajay Raj Singh	DA	Rajghat Left Canal Disnet Dn Kaniyadhana (Shivpuri)	WR 635
57	Manish Singh	DA	Sindh Proj. RBC Dn Narwar (Shivpuri)	WR 577
58	Ku. Anjali	DA	E/M,LMW&G Dn Datia	WR 536
59	Avadh Kishore Mandal	DA	RES Dn Ratlam	RE 019
60	Pradhan Nagar	DA	RES Dn Neemuch	RE 013
61	Deepak Balan	DA	E/M, WRD Dn Ujjain	WR 692
62	Rakesh Kumar	DA	RES Dn Rewa	RE 097
63	Prashant Singh Kushwah	DA	RES Dn Datia	RE 005
64	Ranjeet Singh	DA	WR Dn Neemuch	WR 557

Bhagolwal.
Sr.Accounts Officer/WM1

Annexure-B

List of Vacant Very Heavy Divisions having average (% of work load of the Division) more than 0.44 for considering Annual Transfer 2024

Sl No.	Account Number	Name Of Division	Average (% of workload of the division)
1	WR 681	Mohanpura Kundalia Project Management Unit, Rajgarh	3.42
2	NV 553	ND Dn 25 Narmada Nagar- Khandwa	1.83
3	PH 550	PHE Dn Balaghat	1.79
4	WR 682	Bina Project Management Unit Sagar	1.55
5	NV 563	ND Dn. 32 Badwah (Khargone)	1.52
6	NV 604	ND Dn 14 Thikri Badwani	1.16
7	PW 564	PWD (B&R) Dn Raisen	1.15
8	WR 506	WR Dn Narsingharh (Rajgarh)	1.15
9	NV 564	ND Dn 30 Manawar Dhar	1.15
10	NV 544	ND Dn 23 Bhopal	1.07
11	WR 684	SS PIU Dn WRD Shamgarh (Mandsaur)	1.05
12	PW 561	PWD (B&R) Dn 1 Narmadapuram	0.84
13	PW 538	PWD (B&R) Dn Tikamgarh	0.70
14	PH 552	PHE Dn Chhindwara	0.68
15	PW 520	PWD Bridge Construction Dn Jabalpur	0.63
16	PW 534	PWD Dn 1 Sagar	0.62
17	NV 610	OSPC Dn Dhamnod-Dhar	0.62
18	PW 579 *	PWD CPA Dn No. 2, Bhopal	0.60
19	NV 558	ND Dn 16 Kukshi Dhar	0.60
20	WR 515	E/M,HEM WRD Dn Sagar	0.59

21	PW 545	PWD (B&R) Dn Ratlam	0.57
22	WR 503	WR Dn Bhopal	0.57
23	PW 576	PWD (B&R)Dn Satna	0.56
24	PW 584	PWD (B&R) Dn 2 Jabalpur	0.52
25	PH 520	PHE Dn Ratlam	0.52
26	PW 583	PWD (B&R) Dn 1 Jabalpur	0.51
27	WR 665	Pench Diversion Canal Dn , Singna, chindwara	0.51
28	PW556	PWD E/M Dn. Indore	0.48

*Division shown at Sl. No.18 is likely to be closed in near future and hence this division will be given in additional charge only.


Sr. Accounts Officer/WM-1

Annexure-B

List of Vacant **Heavy Divisions** having average (% of work load of the Division) Between 0.25 to 0.44 for considering Annual Transfer 2024

Sl No.	Account Number	Name Of Division	Average (% of workload of the division)
1	NV 578	ND Dn 18 Khargone	0.44
2	WR504	WR Dn. Sehore	0.44
3	PW 636	PWD (B&R) Dn Budhni (sehore)	0.42
4	PW 535	PWD (B&R) Dn Damoh	0.39
5	PW 590	PWD Dn Narsinghpur	0.39
6	PH 523	PHE Dn Dewas	0.39
7	WR 549	WR Dn Khandwa	0.38
8	NV 547	ND No.8, Sanawad, Khargone	0.38
9	PW 578 *	PWD CPA Dn No 1 Bhopal	0.37
10	PH 526	PHE Dn Gwalior	0.36
11	RE 048	RES Dn. Balaghat	0.35
12	WR 572	WRD PENCH Dn Chourai Chhindwara	0.35
13	RE 039	RES Dn Jabalpur	0.34
14	WR 598	WR Dn 2 Shahdol	0.34
15	PH 524	PHE Dn Ujjain	0.33
16	PW 552	PWD (B&R) Dn Dhar	0.32
17	PW 604	PWD Dn Singrauli	0.32
18	PH 522	PHE Dn Shajapur	0.32
19	WR 620	Masonry Dam Dn No. 3 Deoland Shahdol	0.31
20	PW 565	PWD (B&R) Dn Rajgarh	0.30
21	PH 512	PHE Dn Khandwa	0.30
22	PW 581	PWD Gas Rahat Dn 1 CPA Bhopal - Division shifted to PWD(B&R)Dn Niwadi as new name	0.30

23	WR 555	WR Dn Manawar- Dhar	0.30
24	NV 571	ND Dn .4, Sihora Jabalpur	0.30
25	NV 554	ND Canal, Dn 1 Khargone	0.30
26	PW 519	PWD Bridge Construction Dn Gwalior	0.28
27	PH 572	PHE Dn Alirajpur	0.28
28	PH 537	PHE Dn Damoh	0.28
29	WR 522	WRD Barna LBC Dn Bari, Raisen	0.28
30	WR 543	WR Dn Ratlam	0.25
31	PW 554	PWD (B&R) Dn 1 Jhabua	0.25
32	NV 561	ND Dn 20 Mandleshwar (Khargone)	0.25
33	PH 568	PHE Dn Ashok Nagar	0.25
34	RE 004	RES Dn Guna	0.25
35	WR 619	Light Machinery & E/M Dn Deoland Shahdol	0.25

*Division shown at Sl. No.09 is likely to be closed in near future and hence this division will be given in additional charge only.


Sr. Accounts Officer/WM-1

Annexure-B

List of Vacant Medium Divisions having average (% of work load of the Division) Between 0.13 to 0.24 for considering Annual Transfer 2024

Sl No.	Account Number	Name Of Division	Average (% of workload of the division)
1	PW 542	PWD (B&R) Dn 2 Indore	0.24
2	PH 579	PHE Dn Agar Malwa	0.24
3	RE 001	RES Dn Shivpuri	0.24
4	WR 542	WRD Ujjain	0.23
5	PH 519	PHE Dn Neemuch	0.23
6	WR 657	WRD Joura Morena	0.23
7	PW 591	PWD Dn.1 Balaghat	0.22
8	PH 509	PHE Dn Narmadapuram	0.22
9	NV 515	PWD NVDA- Manjobat Proj Dn Kukshi, Dhar	0.22
10	RE 008	RES Dn Indore	0.21
11	WR 557	WR Dn Neemuch	0.21
12	RE 009	RES Dn Alirajpur	0.21
13	PW 580*	PWD Controller of Building Vidhan Sabha CPA Bhopal	0.21
14	PW 593	PWD Dn Dindori	0.21
15	WR 669	Ban Sujara Project Canal Dn.WRD Baldevgarh-Tikamgarh(New Dn Name:- Ken Betwa link pariyojna WRD Dn 2 Baldevgarh- Tikamgarh)	0.21
16	PW 531	PWD (B&R) Dn 1 Guna	0.20
17	WR 615	Teontharr Canal Dn Sirmore Rewa	0.20
18	WR 568	Tilwara LBC Dn Keolari Seoni	0.20
19	RE 007	RES Dn Bhind	0.19
20	PH 569	PHE Dn Burhanpur	0.19

21	PW 566	PWD (B&R) Dn Betul	0.18
22	NV 541	ND Dn 13- Khandwa	0.18
23	RE 006	RES Dn Morena	0.18
24	RE 054	RES Dn Tikamgarh	0.18
25	PW 592	PWD Dn 1 Mandla	0.17
26	RE 017	RES Dn Manawar Dhar	0.17
27	RE 034	RES Dn Sidhi	0.17
28	PW 669	PWD (NH) Dn Gwalior	0.16
29	NV 549	ND Dn 12 Rajpur Badwani	0.16
30	RE 045	RES Dn. Dindori	0.16
31	RE 029	RES Dn Bioara (Rajgarh)	0.15
32	RE 093	RES Dn. No. 2 Balaghat	0.15
33	RE 030	RES Dn. Betul	0.14
34	RE 042	RES Dn .2 Chhindwara	0.14
35	WR 535	WRD Morena	0.14
36	PW 582*	New E/M Dn CPA Bhopal	0.13
37	WR 666	Handia Branch Canal Dn Timrani	0.13
38	NV 551	ND Dn 28 Punasa - Khandwa	0.13
39	NV 534	RABS Canal Dn1 Kareli Narsinghpur	0.13

*Divisions shown at Sl. No.13 and 36 is likely to be closed in near future and hence this divisions will be given in additional charge only.

Bhagwatiwal.
Sr. Accounts Officer/WM-1

Annexure-B

List of Vacant Light Divisions having average (% of work load of the Division) less than 0.13 for considering Annual Transfer 2024

Sl No.	Account Number	Name Of Division	Average (% of workload of the division)
1	RE 002	RES Dn Gwalior	0.11
2	WR 691	Maa Ratangarh PIU Mau Distt-Bhind	0.11
3	WR 635	Rajghat Left Canal Disnet Dn Kaniyadhana (Shivpuri)	0.10
4	WR 536	E/M,LMW&G Dn Datia	0.10
5	RE 020	RES Dn Dewas	0.09
6	RE 013	RES Dn Neemuch	0.09
7	WR 604	WR Dn Katni	0.09
8	RE 092	RES Dn-2 Mandla	0.07
9	WR 622	Lower Sihawal Canal Dn. Churhat Sidhi	0.06
10	RE 097	RES Dn Rewa	0.05
11	RE 005	RES Dn Datia	0.05
12	RE 028	RES Dn Raisen	0.04
13	NV 609	ND Halon Dn Bichhiya Mandla	0.04
14	RE 019	RES Dn Ratlam	0.02
15	WR 573	Banjar River Project Dn Baihar Balaghat	0.02
16	WR 577	Sindh Proj. RBC Dn Narwar (Shivpuri)	0.01
17	WR 692	E/M, WRD Dn Ujjain	0.01
18	NV 611	Lower GOI Canal Dn Rajpur,Badwani	0.00
19	RE041	RES Dn 1 Chhindwara	0.00


Sr. Accounts Officer/WM-1

OPTION FORM FOR ANNUAL TRANSFER -2024

For Senior Divisional Accounts Officer (Sr. DAO)

1	Name of the Divisional Accounts Officer	
2	Designation	
3	Date of Birth	
4	Date of Retirement	
5	Division in which posted Presently	
6	Date from which posted in the present division.	

My options for the Annual Transfer 2024 are as follows

(Choice of preferred station should be filled by the official in the option form in numerical form according to his/her preference as 1,2,3,.....up to the maximum number of stations shown below)

S.No	Name of the Station	My Choice of Preference
1.	Badwah(Khargone)	
2.	Balaghat	
3.	Bhopal	
4.	Chhindwara	
5.	Dhamnod(in Dhar)	
6.	Indore	
7.	Jabalpur	
8.	Kukshi(in Dhar)	
9.	Manawar(in Dhar)	
10.	Narmada Nagar(in Khandwa)	
11.	Narmadapuram	
12.	Narsinghgarh(in Rajgarh)	
13.	Raisen	
14.	Rajgarh	
15.	Ratlam	
16.	Sagar	
17.	Satna	
18.	Shamgarh(in Mandsaur)	
19.	Singna(in Chindwara)	
20.	Thikri(in Badwani)	
21.	Tikamgarh	

Signature

Place: ()

Name

Date: ()

Designation

OPTION FORM FOR ANNUAL TRANSFER -2024

For Divisional Accounts Officer Grade-I (DAO-I)

1	Name of the Divisional Accounts Officer	
2	Designation	
3	Date of Birth	
4	Date of Retirement	
5	Division in which posted Presently	
6	Date from which posted in the present division.	

My options for the Annual Transfer 2024 are as follows

(Choice of preferred station should be filled by the official in the option form in numerical form according to his/her preference as 1,2,3,.....up to the maximum number of stations shown below)

S.No	Name of the Station	My Choice of Preference
1.	Alirajpur	
2.	Ashoknagar	
3.	Balaghat	
4.	Bari(in Raisen)	
5.	Budhni(in Sehore)	
6.	Chourai(in Chhindwara)	
7.	Damoh	
8.	Deoland(in Shahdol)	
9.	Dewas	
10.	Dhar	
11.	Guna	
12.	Gwalior	
13.	Jabalpur	
14.	Jhabua	
15.	Khandwa	
16.	Khargone	
17.	Mandleshwar(in Khargone)	
18.	Manwar(in Dhar)	
19.	Narsinghpur	
20.	Niwadi	
21.	Rajgarh	
22.	Ratlam	
23.	Sanawad(in Khargone)	
24.	Sehore	
25.	Shahdol	
26.	Shajapur	
27.	Sihora(in Jabalpur)	
28.	Singrauli	

29.	Ujjain	
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Signature

Place: ()

Name

Date: ()

Designation

OPTION FORM FOR ANNUAL TRANSFER -2024

For Divisional Accounts Officer Grade-II (DAO-II)

1	Name of the Divisional Accounts Officer	
2	Designation	
3	Date of Birth	
4	Date of Retirement	
5	Division in which posted Presently	
6	Date from which posted in the present division.	

My options for the Annual Transfer 2024 are as follows

(Choice of preferred station should be filled by the official in the option form in numerical form according to his/her preference as 1,2,3,.....up to the maximum number of stations shown below)

S.No	Name of the Station	My Choice of Preference
1.	Agar Malwa	
2.	Alirajpur	
3.	Balaghat	
4.	Baldevgarh(in Tikamgarh)	
5.	Betul	
6.	Bhind	
7.	Bioara(in Rajgarh)	
8.	Burhanpur	
9.	Chhindwara	
10.	Dindori	
11.	Guna	
12.	Gwalior	
13.	Indore	
14.	Joura(in Morena)	
15.	Kareli(in Narsinghpur)	
16.	Keolari(in Seoni)	
17.	Khandwa	
18.	Kukshi(in Dhar)	
19.	Manawar(in Dhar)	
20.	Mandla	
21.	Morena	
22.	Narmadapuram	
23.	Neemuch	
24.	Punasa(in Khandwa)	
25.	Rajpur(in Badwani)	
26.	Shivpuri	
27.	Sidhi	

28.	Sirmore(in Rewa)	
29.	Tikamgarh	
30.	Timrani(in Harda)	
31.	Ujjain	

Place: (Signature)
Date: (Name)
Designation

OPTION FORM FOR ANNUAL TRANSFER -2024

For Divisional Accountant (DA)

1	Name of the Divisional Accountant	
2	Designation	
3	Date of Birth	
4	Date of Retirement	
5	Division in which posted Presently	
6	Date from which posted in the present division.	

My options for the Annual Transfer 2024 are as follows

(Choice of preferred station should be filled by the official in the option form in numerical form according to his/her preference as 1,2,3,.....up to the maximum number of stations shown below)

S.No	Name of the Station	My Choice of Preference
1.	Baihar(in Balaghat)	
2.	Bichhiya (in Mandla)	
3.	Chhindwara	
4.	Churhat(in Sidhi)	
5.	Datia	
6.	Dewas	
7.	Gwalior	
8.	Kaniyadhana(in Shivpuri)	
9.	Katni	
10.	Mandla	
11.	Mau(in Bhind)	
12.	Narwar (in Shivpuri)	
13.	Neemuch	
14.	Raisen	
15.	Rajpur (in Badwani)	
16.	Ratlam	
17.	Rewa	
18.	Ujjain	

Signature

Place: ()

Name

Date: ()

Designation