



Office of the Accountant General (A&E)-1, M.P.
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No.WM-1/Gr.1/AT-2025/D- **551**

Dated 17.06.2025

To,

All Sr. Divisional Accounts Officers,

Divisional Accounts Officers-I/II

Divisional Accountants

Subject: Regarding Workload of Divisions.

In terms of instructions issued by the Office of the Comptroller and Auditor General of India vide circular No. 4-Staff (App-III)/2025, No.51-Staff (Appt.)-III/F-110-2023 dated 22.01.2025(copy enclosed), all Sr. Divisional Accounts Officers/Divisional Accounts Officer-I/II, Divisional Accountants are hereby notified that workload of all divisions calculated in accordance with the instructions given in para 1(a)(i) and (ii) and incorporating figures upto January 2025 is being attached herewith. The classification of the divisions under jurisdiction of this office on the basis of the above will be applicable for next three years starting from year 2025 and will be reviewed every three years in accordance with the provisions made in para 1(b) of ibid circular.

(Authority: Orders of Accountant General (A&E)-I, M.P. dated 16.06.2025)

Enclosed: As Above.

**Deputy Accountant General
(Works Accounts)**

Workload for the Annual Transfers 2025

Sl No.	Division Code	Name of Division	Average Workload
1	NV544	EE ND DN.NO. 23,BHOPAL	5.477
2	NV561	EE ND DN.20 MANDLESHWAR. KHARGONE	4.032
3	NV553	EE ND DN.NO. 25 NARMADA NAGAR KHANDWA	2.987
4	WR681	PROJ MGR, MOHANPURA KUNDLIYA PROJ MGT UNIT RAJGARH	2.736
5	NV563	EE ND DN 32 BARWAH,KHARGONE	2.593
6	PW558	EE PWD MAINT.DN. 2 BHOPAL	2.406
7	WR682	PROJECT ADMINSTRATOR BINA P.M.U. WRD SAGAR M.P.	2.249
8	WR544	EE WRD MANDSAUR	2.097
9	NV562	EE ND 21 SANAWAD (KHARGONE)	2.084
10	PW516	EE PWD BRIDGE CONST. DN BHOPAL	2.024
11	NV564	EE ND DIV.DN 30 MANAWAR,DHAR	1.568
12	NV532	EE RABLS PROJECT DN. NARSINGHPUR	1.510
13	WR687	PRJ.ADMNSTRTR BETWA PROJ.IMPLI. U-2 RAHATGRH SAGAR	1.378
14	PW534	EE PWD DN. NO.1 SAGAR	1.250
15	WR565	EE,WRD ,CHHINDWARA	1.247
16	PW520	EE PWD BRIDGE CONSTRUCTION DN. JABALPUR	1.206
17	NV558	EE ND DN.16 KUKSHI,DHAR	1.180
18	PW636	EXECUTIVE ENGINEER,PWD DN.BUDNI,HQ.SEHORE	1.136
19	PW584	EE PWD DN.NO.2 JABALPUR	1.100
20	NV594	EE, N.D.DIVISION NO.19, BHIKHANGAON, KHARGONE	1.043
21	WR684	PRO. ADMINISTRATOR SSPIU. SHAMGARH ,MANDSAUR	1.032
22	PW519	EE PWD BRIDGE CONST. GWALIOR	0.999
23	NV612	PA, MORAND, GANJAL&HOS BARRAGE PIU	0.991
24	WR504	EE WRD SEHORE	0.869
25	NV572	EE,ND DIVISION NO.5,KATNI	0.860
26	WR557	EE WR DN.NEEMUCH	0.821
27	NV551	EE ND DN.NO. 28 PUNASA KHANDWA	0.772
28	PW546	EE PWD B/R DN. MANDSAUR	0.744
29	PW544	EE PWD B/R DN. UJJAIN	0.731
30	PW570	EE PWD DN. 1 REWA	0.707
31	PH550	EE PHE DN. BALAGHAT	0.694
32	PW567	EE,PWD (B&R) DIVISION HARDA	0.688
33	PW561	EE PWD B/R DN. NO.1 HOSHANGABAD	0.676
34	PH515	EE PHE DN. KHARGONE	0.673
35	PW564	EE PWD DN. RAISEN	0.671
36	WR558	EE HIRAN WRD JABALPUR	0.668
37	PW543	EE PWD B/R DN. DEWAS.	0.647
38	PW524	EE PWD DN. NO.1 GWALIOR	0.644
39	NV604	E.E.NARMADA DEVLOPMENT DIV 14,THIKRI,BARWANI	0.632
40	PH514	EE PHE DN.JHABUA	0.615

41	PH547	EE PHE DN. MANDLA	0.584
42	WR542	EE WRD UJJAIN	0.583
43	PW591	EE PWD DN.NO.1 BALAGHAT	0.540
44	PW576	EE PWD SATNA	0.523
45	PH530	EE PHE DN. MORENA	0.516
46	PH508	EE PHE DN. BETUL	0.508
47	WR679	EE,NAIGARHI PRESSURIZED MICRO IRR.PROJ. DIVN,REWA	0.486
48	NV578	ND DIVISION NO. 18 KHARGONE	0.475
49	PW588	EE PWD DN.NO.1 CHHINDWARA	0.467
50	PH523	EE PHE DN. DEWAS	0.463
51	PW565	EE PWD DN. RAJGARH	0.461
52	PW518	EE PWD BRIDGE CONST. UJJAIN	0.454
53	WR683	ADD. PROJ. DIR. O.R.P.M.U. BANMOREKALAN, SHIVPURI	0.453
54	PW522	EE PWD BRIDGE CONSTRUCTION DN. REWA	0.451
55	PW552	EE PWD B/R DN. DHAR	0.441
56	PW583	EE PWD DN.NO.1 JABALPUR	0.437
57	NV606	EE,N.D. DIVISION,AMARPATAN (TEMP H.Q. MAIHAR)	0.432
58	PW536	EE PWD ,(B/R) DN. CHHATARPUR	0.428
59	PW526	EE PWD (B/R) DN. BHIND.	0.417
60	WR555	EE WRD MANAWAR DHAR	0.416
61	WR607	EE WRD PANNA	0.409
62	PH524	EE PHE DIV MAINTAINCE NAGAR NIGAM UJJAIN	0.398
63	PH528	EE PHE DN. BHIND	0.389
64	WR694	EE KEN BETWA LINK PROJECT WRD NO 03 CHHATARPUR	0.387
65	PW529	EE PWD B/R DN. MORENA.	0.380
66	WR598	EE WRD DN. NO.2 SHAHDOL	0.379
67	WR665	PENCH DIVERSION CANAL DIVN. SINGNA DIST. CHINDWARA	0.377
68	PW541	EE PWD B/R DN NO.1 INDORE	0.372
69	PH551	EE PHE DN. SEONI	0.372
70	PW550	EE PWD B/R DN. KHANDWA	0.369
71	PH516	EE PHE DN. BADWANI	0.363
72	WR501	EE WRD DEWAS	0.357
73	PH542	EE PHE DN. SHAHDOL	0.356
74	PW545	EE PWD B/R DN. RATLAM	0.356
75	WR661	EE WR. DIV. NO. 2 SINGRAULI	0.355
76	PW563	EE PWD DN. VIDISHA	0.351
77	PH520	EE PHE DN. RATLAM	0.345
78	PW537	EE PWD (B/R) DN. PANNA	0.339
79	PW547	EE PWD (B/R) DN. NEEMUCH	0.333
80	PH504	EE PHE DN. RAISEN	0.330
81	PW533	EE PWD (B/R) DN.1 SHIVPURI.	0.328
82	PW590	EE PWD DN.NARSINGHPUR	0.326
83	PH548	EE,PHE DIVISION DINDORI	0.325
84	PH512	EE PHE DN. KHANDWA	0.319
85	PW517	EE. PWD BRIDGE CONST. DN INDORE	0.317
86	WR596	EE WRD SATNA (M.P.)	0.316

87	PW572	EE PWD DN. SIDHI	0.314
88	PW538	EE PWD ,(B/R) DN. TIKAMGARH	0.309
89	PW551	EE PWD B/R DN. KHARGONE.	0.307
90	NV598	EE, ND.NO.7 SATNA	0.306
91	WR660	SANJAY SAGAR PROJECT BAH RIVER DIVISION GANJBASODA	0.305
92	WR623	EE,KEOTI CANAL DN REWA	0.303
93	WR521	EE WRD BETUL	0.299
94	NV547	EE ND DN.NO.8 SANAWAD DISTT.KHARGONE	0.299
95	WR506	EE WRD NARSINGHARH	0.298
96	PH513	EE PHE DN. DHAR	0.296
97	PW553	EE PWD B/R DN. SHAJAPUR	0.295
98	PW586	EE PWD DN.NO.1 SEONI	0.295
99	WR685	WATER RESOURCES DIVISION CHHATARPUR	0.295
100	PW578	EE,PWD DN.NO.1 CPA BHOPAL	0.286
101	PW530	EE PWD, CHAMBAL AYCET DN. SHEOPURKALAN	0.285
102	WR610	EE WRD DAMOH	0.284
103	PH526	EE PHE DN. GWALIOR	0.282
104	WR608	EE WRD I SAGAR	0.282
105	PH546	EE PHE PROJ. DN.-1 KATNI	0.280
106	PW579	EE PWD DN.NO.2 CPA BHOPAL	0.274
107	PH544	EE PHE DN. SIDHI	0.273
108	PH538	EE PHE DN. TIKAMGARH	0.270
109	PH552	EE PHE DN. CHHINDWARA	0.267
110	PH507	EE PHE DN. VIDISHA	0.265
111	PH503	EE PHE CAPITAL PROJ.DN.NO.2 BHOPAL	0.264
112	PW560	EE PWD NEW BOPAL DN. BHOPAL	0.257
113	PH567	EE,PHE ANUPPUR	0.255
114	PW523	EE,PWD BRIDGE CONSTRUCTION DN. SAGAR	0.251
115	PH511	EE PHE DN. INDORE	0.250
116	PH545	EE PHE DN. JABALPUR	0.245
117	PH549	EE PHE DN. NARSINGHPUR	0.242
118	WR502	EE WRD SHAJAPUR	0.241
119	PW602	PWD B/R DIVISION, ASHOK NAGAR	0.239
120	NV549	EE ND DN.NO.12 RAJPUR,BARWANI(OLD SANAVAD)	0.238
121	WR686	PRO. ADMNSTRTOR KOTHA BARRAGE PROJ. UNIT GANJBASOD	0.236
122	PW574	EE PWD DN.NO.1 SHAHDOL	0.232
123	WR532	EE,WRD,SHIVPURI	0.231
124	PW527	EE PWD B/R DN. DATIA	0.229
125	NV599	EXECUTIVE ENGINEER ND. DN.NO.1 NAGOD(SATNA)	0.226
126	PW604	EE,PWD DIVISION, SINGRAULI (M.P.)	0.222
127	PW585	EE PWD DN. KATNI	0.222
128	PH572	EE, PHE DIVISION, ALIRAJPUR	0.221
129	PW601	E.E. PWD BURHANPUR	0.221
130	PH522	EE PHE DN. SHAJAPUR	0.220
131	WR689	SUTHALIYA PROJECT, WRD BIAORA DIST RAJGARH	0.219

132	PW592	EE PWD DN. NO. 1 MANDLA	0.217
133	PH531	EE PHE DN.SHEOPUR	0.214
134	PW566	EE PWD (B/R) DN. BETUL	0.213
135	PW562	EE PWD DN. SEHORE	0.212
136	PH534	EE PHE DN. SAGAR	0.211
137	NV610	EE.O.S.P.CANAL DIV DHAMNOD DISTT.DHAR	0.211
138	PH540	EE PHE DN. REWA	0.210
139	RE023	EE. RES, Bhopal	0.209
140	PH 501	EE PHE DN. BHOPAL	0.207
141	WR563	EE,WR SURVEY DN,BALAGHAT	0.204
142	PH529	EE PHE DN. SHIVPURI	0.202
143	PH506	EE PHE DN. RAJGARH (BIORA)	0.199
144	PW531	EE PWD, B/R DN. NO. 1 GUNA	0.195
145	PW603	EXECUTIVE ENGINEER,PWD DIVISION ALIRAJPUR	0.191
146	PW535	EE PWD, (B/R) DN. DAMOH	0.190
147	WR615	EE LAND A.C.Q.DN.I REWA (H.Q.TYOTHAR, REWA)	0.189
148	WR549	EE WRD KHANDWA	0.187
149	PW542	EE PWD B/R DN NO.2 INDORE	0.184
150	PH510	EE,PHE DIVISION HARDA	0.183
151	PW549	EE PWD (B/R) DN. BARWANI	0.180
152	PW593	EE PWD DN. DINDORI.	0.179
153	PH541	EE PHE DN. SATNA	0.173
154	WR572	EE,WRD PENCH DIVISION,CHOURAI CHHINDWARA	0.171
155	PW554	EE PWD B/R DN.NO.1 JHABUA	0.166
156	WR696	KEN BETWA LINK PRO, WRD NO-1, PAWAI DISTT. PANNA	0.159
157	PW557	EE PWD MAINT. DN. 1 BHOPAL	0.158
158	PH584	EE, PHE DN. KHURAI, SAGAR	0.148
159	PH521	EE PHE DN. MANDSAUR	0.147
160	NV554	EE ND CANAL DIVISION KHARGONE	0.147
161	PH532	EE PHE DN. DATIA	0.146
162	WR530	EE WRD MULTAI DISTT.BETUL	0.146
163	PW568	EE PWD E/M DN. 1 BHOPAL	0.143
164	PW600	E.E. PWD ANUPPUR	0.140
165	PH505	EE PHE DIV SEHORE	0.136
166	PW556	EE PWD E/M DN. INDORE	0.130
167	NV609	EE,N.D. HALON DIVISION BICHIYA,DISTT.MANDLA	0.126
168	PW577	EE PWD (B/R) DN.UMARIYA	0.122
169	PW571	EE PWD E/M DN. REWA	0.117
170	NV536	EE ND DN.2 MANDLA	0.117
171	WR559	EE WRD MANDLA	0.117
172	WR650	EE,WR DIVISION,BURHANPUR	0.115
173	WR691	PRO.ADMN MA RATANGARH IMP UNIT BHIND	0.109
174	WR538	EE,WRD SHEOPURKALAON	0.108
175	NV515	EE ND MAN JOBAT DIV. PROJECT,KUKSHI,DHAR	0.105
176	RE039	EE. RES, Jabalpur	0.103

177	WR507	EE WRD RAISEN	0.102
178	PW663	EXECUTIVE ENGINEER, PWD NH DIVISION, INDORE	0.099
179	PW638	E.E. PWD B/R DN AGAR (MALWA)	0.098
180	PH568	EE,PHE DN.ASHOKNAGAR	0.097
181	WR503	EE WRD BHOPAL	0.092
182	WR545	EE,GANDHI SAGAR DAM DN.GANDHI SAGAR DISTT.MANDSAUR	0.089
183	NV571	EE,ND DN.NO.4 SEHORA JABALPUR	0.089
184	PH535	EE PHE DN. CHHATARPUR	0.087
185	WR620	EE,MANSONARY DAM DN.3 DEOLAND SHAH DOL	0.085
186	RE034	EE, RES, Sidhi	0.083
187	WR543	EE WRD RATLAM	0.078
188	PW594	EE PWD E/M DN. JABALPUR	0.077
189	PH537	EE PHE DN. DAMOH	0.076
190	WR550	EE WRD DN.NO.1 JHABUA	0.073
191	RE033	EE, RES, Satna	0.070
192	WR547	EE WRD BARWANI	0.069
193	PW582	EE NEW E/M DN CPA BHOPAL	0.068
194	PH579	E E PHE DN AGAR MALWA	0.067
195	WR522	EE,WRD BARNA, LBC BARI DISTT.RAISEN	0.066
196	NV541	EE ND DN.NO.13 KHANDWA.	0.065
197	WR552	EE WR DN.1 DHAR	0.065
198	RE050	EE, RES, Sagar	0.065
199	WR551	EE WRD ALIRAJPUR JHABUA	0.064
200	WR657	EE.WRD,JAORA DISTT.MORENA	0.063
201	RE024	EE, RES, Vidisha	0.062
202	PW580	EE,PWD CONTROLER OF BLDG (VIDHAN SABHA) CPA BHOPAL	0.061
203	RE027	EE, RES, Schore	0.060
204	RE048	EE, RES, Balaghat	0.059
205	RE052	EE, RES, Damoh	0.057
206	RE008	EE, RES, Indore	0.056
207	WR533	EE,WRD,BHIND	0.055
208	PW539	EE PWD (E/M) DN. GWALIOR	0.055
209	RE088	EE, RES, AGAR	0.055
210	WR631	EE RAJGHAT DISTRIBUTORY DN.NO.9 DATIYA (OLD-CANAL)	0.055
211	WR004	WRD MAIHAR SATNA	0.054
212	RE053	EE, RES, Panna	0.053
213	WR541	EE WRD INDORE	0.053
214	NV607	EE ND DIV NO.3, KATNI	0.053
215	WR548	EE WRD KHARGONE	0.051
216	WR606	EE WRD TIKAMGARH	0.050
217	WR602	EE,WATER RESOURCES DIVISION,UMARIA(M.P.)	0.049
218	WR564	EE WRD SEONI	0.047
219	WR526	EE,TAWA CANAL DN SEONIMALWA HOSHANGABAD	0.047
220	NV605	EE, RBC DIVISION NO. 1 KATNI	0.047
221	NV528	EE RABLS PROJECT LBC DIV 2 BARGIHILL,JABALPUR	0.046

222	PH519	EE.PHE DN. NEEMACH	0.045
223	PW555	EE PWD E/M DN. UJJAIN.	0.045
224	RE004	EE, RES, Guna	0.044
225	WR693	EE, WATER RESOURCES DIVISION, GWALIOR	0.044
226	WR505	EE SAM.ASHOK SAGAR DN.2 VIDISHA	0.044
227	WR561	EE WRD DINDORI	0.043
228	RE081	EE, RES, Singrauli	0.043
229	RE028	EE, RES, Raisen	0.042
230	RE001	EE, RES, Shivpuri	0.042
231	WR619	EE.BANSAGAR WORKSHOP&STORE.DN. DEOLAND SHAHDOL	0.041
232	PH509	EE PHE DN. HOSHANGABAD	0.041
233	PH569	EE.PHE DN.BURHANPUR	0.041
234	PH527	EE PHE DN. GUNA	0.039
235	WR524	EE,WRD KOLAR CANAL DIV 2 NASRULLAGANJ SEHORE	0.039
236	NV518	EE PWD(NVDA) REHOB. DIV. BARWANI	0.038
237	WR641	EE,MAHAN CANAL DN.WRD SIDHI	0.037
238	RE040	EE, RES, Katni Jabalpur	0.036
239	RE029	EE, RES, Biaora Rajgarh	0.036
240	RE013	EE, RES, Neemuch	0.035
241	RE094	EE, RES-No.2, Sagar	0.035
242	WR568	EE.TILWARA,LBC DN,KEOLARI SEONI	0.035
243	WR512	EE WRD E&M L.M.L& GDN.BHOPAL	0.034
244	PW639	E E PWD E/M DIVN SAGAR	0.034
245	RE093	EE, RES, Balghat No 2	0.033
246	RE042	EE, RES-No.2, Chhindwara	0.033
247	WR509	EE WRD RAJGARH	0.031
248	WR573	EE,BANJAR RIVER PROJECT,BAIHAR BALAGHAT	0.031
249	RE016	EE, RES, Dhar	0.029
250	WR537	EE,WRD,SABALGARH MORENA	0.029
251	WR528	EE,WRD PIPRAIYA BR. CANAL SOHAGPUR HOSHANGABAD	0.029
252	RE099	E.E. RES Project Division Bhopal	0.028
253	RE032	EE, RES Dn. No.2, Rewa	0.028
254	RE011	EE, RES, Khargone	0.027
255	RE009	EE, RES, Alirajpur	0.027
256	RE012	EE, RES, Thikri Khargone	0.026
257	RE022	EE, RES, Mandsaur	0.025
258	WR673	EXECUTIVE ENGINEER WRD AMBAH DISTT MORENA(MP)	0.024
259	WR519	DY.DIRECTOR&EE,SS DN,MECHANICAL UNIT,WRD BHOPAL	0.023
260	RE010	EE, RES, Jhabua	0.023
261	WR531	EE,WRD HARSI ,DABRA	0.023
262	RE051	EE, RES, Chhattarpur	0.023
263	RE006	EE, RES, Marena	0.022
264	RE054	EE, RES, Tikamgarh	0.022
265	PW670	EE PWD Niwari	0.022
266	RE019	EE, RES, Ratlam	0.022
267	RE097	EE, RES, REWA	0.022

268	NV602	EE, N.D DIVISION 11 BADWANI	0.021
269	RE018	EE, RES, Ujjain	0.021
270	WR635	EE, RAJGHAT L. CANAL DISNET DN, KHANIYADANA, SHIVPURI	0.021
271	RE005	EE, RES, Datia	0.021
272	PW669	EE PWD NH DIVISION GWALIOR	0.021
273	RE007	EE, RES, Bhind	0.021
274	WR000	KEN BETWA LINK PRO, WRD NO.-5 CHATARPUR	0.020
275	WR604	EE WRD KATNI	0.020
276	PH536	EE PHE DN, PANNA	0.020
277	RE017	EE, RES, Manawar Dhar	0.019
278	RE045	EE, RES, Dindori Mandla	0.019
279	RE046	EE, RES-No.1, Seoni	0.019
280	RE085	EE, RES, Maheshwar Khargaun	0.019
281	NV537	EE ND DIV.4, PANCH PETI JABALPUR.	0.019
282	PW637	EE PWD E/M DN. NO. 2 BHOPAL	0.018
283	WR535	EE, WRD, MORENA	0.018
284	WR663	EE, PURVA CANAL DIVISION NO.2 SATNA	0.018
285	RE030	EE, RES, Betul	0.017
286	RE036	EE, RES-No.1, Shahdol	0.016
287	WR525	EE WRD DN, HARDA	0.016
288	WR647	EE, WRD DIVISION, ANUPPUR, DISTT. ANUPPUR (M.P.)	0.016
289	RE049	EE, RES, Narsinghpur	0.016
290	WR510	EE WRD RAGHOGARH. DISTT. GUNA	0.016
291	WR508	EE WRD GUNA	0.015
292	RE020	EE, RES, Dewas	0.014
293	WR651	EE, JAL SANSADHAN DIVISION, ASHOK NAGAR	0.014
294	WR515	EE, E&M HEM WRD SAGAR (previous H.Q. SATNA -12/2010)	0.014
295	PW667	EE, PWD (NH) DN REWA MP	0.014
296	WR576	EE SIND PRO. PHASE2 MESON DAM DN. MADIKHERA. SHIRVPURI	0.013
297	PW668	EE, PWD, NH DN JABALPUR	0.013
298	RE003	EE, RES, Sheopur Kalan	0.013
299	RE092	EE, RES-No.2, Mandla	0.013
300	NV533	EE, RABS, DISNET DN. NARSINGHPUR	0.013
301	WR562	EE, WAINGANGA DN, BALAGHAT	0.012
302	RE002	EE, RES, Gwalior	0.012
303	WR534	EE WRD GOHAD. DISTT. BHIND	0.011
304	NV524	EE RABLS PROJECT DIV.2 GOTEGAON NARSINGPUR	0.011
305	RE025	EE, RES- No-I, Hoshangabad	0.011
306	RE037	EE, RES, Umaria	0.011
307	RE041	EE, RES-No.1, Chhindwara	0.011
308	WR518	EE, E&M, HEM WRD BHOPAL	0.011
309	WR666	EE, HANDIYA BRANCH CANAL DN, TIMARNI, DIST. HARDA	0.011
310	WR003	WRD MAUGANJ	0.010
311	WR517	EE, HEM WRD GWALIOR	0.010

312	WR529	EE.WR &TAWA PROJ.DN ITARSI HOSHANGABAD	0.010
313	WR546	EE WRD, E&M LIGHT MACHINERY DHAR	0.010
314	PW621	EE PWD NH DIVISON, BHOPAL	0.010
315	WR527	EE.WRD L.M.T&GATES.HOSHANGABAD	0.010
316	RE031	EE, RES, Multai Betul	0.010
317	RE015	EE, RES, Burhanpur	0.010
318	RE080	EE, RES, ANUPPUR	0.009
319	RE026	EE, RES, Harda	0.009
320	WR588	EE.HYDROMETEROLOGY WRD.BHOPAL	0.008
321	WR575	EE TUBEWELL &GATES DN.NARSIGHPUR	0.008
322	RE014	EE, RES, Khandwa	0.008
323	WR658	E.E.BHANDER CANAL CONSTN. DN. 10, LAHAR, BHIND	0.008
324	RE079	EE, RES, Ashok Nagar	0.008
325	WR536	EE.E/M,LMTW&GATES DN.DATIA (THATIPUR,GWALIOR) 8/12	0.008
326	NV608	EE, ND DIVISION, KATNI	0.007
327	RE021	EE, RES, Shajapur	0.007
328	RE043	EE, RES, Mandla	0.006
329	WR692	EE L & ME & M DIV UJJAIN	0.005
330	WR000	KEN BETWA LINK PRO, WRD NO.-6 CHATARPUR	0.005
331	WR688	E.E. WR DIVISION NIWARI	0.005
332	WR516	EE,E&M WRD BALAGHAT	0.005
333	NV579	EE (PWD) NVDA ISP DIV. 2 DHARAMPURI DISTT..DHAR	0.004
334	NV534	EE RABLS PROJCT CANAL DIV I KARELI NARSINGHPUR	0.004
335	WR593	EE,SINDH PROJECT R.B.C. DIVISION KARERA (SHIVPURI)	0.004
336	WR667	EE BHANDER MAIN CANAL DIVISION, BHANDER, DATIA	0.004
337	WR600	EE E/M LM TUBEWELL&G DN REWA	0.004
338	PW513	EE.PWD N.H.DN.SAGAR	0.003
339	WR695	EE KEN BETWA LINK PRO WRD NO-2 BALDEVGARH TIKAMGAR	0.002
340	NV527	EE RABLS ND E/M DIV 2 BARGI .BARGINAGAR JABALPUR	0.002
341	NV569	EE.ND DN.NO.2 PANAGAR, (JABALPUR)M.P.	0.001
342	WR514	EE.STORE DN CMU.BHOPAL	0.001
343	WR002	KEN BETWA LINK PRO, WRD NO.-7 CHATARPUR	0.001
344	PH585	EE PHE DN NIWARI	0.001
345	WR584	SR.GEOHYDROLOIGST GROUND WATER SURVEY DN 6,KHANDWA	0.000
346	NV555	EE,NARMADA DEVELOPMENT E/M DN. BARWANI	0.000
347	WR580	EE.GROUND WATER SURVEY DN. 4, REWA	0.000
348	WR582	EE.GROUND WATER SURVEY DN. 5,JABALPUR	0.000
349	NV535	EE ND DN.1 DINDORI	0.000
350	WR	PROJECT DIRECTOR NAMAMI KSHIPRE PROJECT,UJJAIN	0.000

351	WR581	EE,GROUND WATER_SURVEY DN.2,GWALIOR	0.000
352	NV557	EE ND (E&M) DIV 15 INDORE	0.000
353	WR583	EE,GROUND WATER SURVEY DN.,BALAGHAT	0.000
354	WR579	EE,GROUND WATER SERVEY DN.3,SAGAR	0.000
355	WR589	DY.DIR.,HYDROMETROLOGY, REWA	0.000
356	NV603	EE,N.D DIVISION NO.27 RAJPUR DISTT. BADWANI	0.000
357	NV526	EE RABLS QUALITY CONTROL DIV BARGI HILLS JABALPUR	0.000
358	NV601	EE,QUALITY CONTROL DN.NO.1 KHARGONE	0.000
359	NV556	EE ,FIELD DN. (POWER) NARMADA BHAVAN,BHOPAL	0.000
360	NV565	EE QUALITY CONTROL DN.SANAWAD,DISTT.KHARGONE	0.000
361	NV576	E.E. N.D. DN. NO.9 MAIHAR SATNA	0.000
362	NV611	EE LOWER GOI CANAL DN. RAJPUR, DISTT.BADWANI	0.000


 Sr. Accounts Officer/ WM-I

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, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 22.01.2025

To

1. All the Pr. Accountants General/ Accountants General (A&E)
(Cadre Controlling Authority in respect of Divisional Accountants cadre)
2. Director General (Govt. Accounts-II)
3. Principal. Director (Personnel)

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

- References :**
- (i) No. 502-Staff (Appt.)/131-2015 dated 20.03.2015
 - (ii) No. 02-Staff (Appt.)/132-2013 dated 05.01.2022
 - (iii) No. 594-Staff (Appt.)-III/F-110-2023

Sir/Madam,

Transfers and postings policy of Divisional Accounts Officers (DAOs)/Divisional Accountants (DAs) were circulated vide Headquarters Circular No. 27-Staff (App-III)/2024 issued under letter no. 594-Staff (Appt.)-III/F-110-2023 dated 16.08.2024. The policy has been reviewed and with the approval of Competent Authority the following revised guidelines are issued superseding all the existing guidelines on this subject.

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:

- (i) 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;
- (ii) Other aspects like nature of the work assigned to the Divisions and the territorial jurisdiction of the Divisions;
- (iii) Flow of other funds in a Division need to be examined taking into account whether these funds are merely routed through it or the Division has any

control/supervision over them. If the Division has control/ supervision, such funds shall be taken into account in the expenditure referred to in sub-para (i) above.

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

(c) Station wise list of Divisions in each District is to be published on the website of the office. As and when addition(s)/deletion(s) of Division(s) take place, the list may be updated accordingly. Grading of the Divisions, within a Station, may vary from time to time, based on the review of average annual expenditure, which may be specified against each Division.

2. Constitution of a Committee on transfers and postings:

A three-member Committee on transfer and postings comprising Pr. AG/AG in charge of the office, PAG/AG (Audit) of the same State and a member from the panel of officers prepared by PD (P) would be constituted for the purpose. In case, PAG/AG (Audit) of same state is not available, or the same officer is holding the charge of both offices i.e. Accounts and Audit office, the second member would be nominated from an adjacent state by PAG/AG (A&E). The Group officer in-charge of Works Accounts shall function as the secretariat for this Committee. The Committee 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.

3. Functions of the Committee:

Committee shall consider:

- (a) All cases of transfers/postings;
- (b) Deciding on assigning additional charge/link charges (s) to DAOs.

4. Parameters to be considered by the Committee:

(A) 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. The transfer/posting process may be completed preferably by May end each year.

(b) 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;

(c) Divisions likely to fall vacant due to retirement during the year (i.e upto September of the year) should also be included in the list of vacant Divisions to be published well in advance.

(d) List of officials due for transfer may be published on the office web site and such officials directed to submit their representations/exercise their options, in order of preference, for all stations having vacancies notified for the year and proposed to be filled. Cut-off date & time should be notified by the office for submission of the options along with the official e-mail ID of the office of the Group Officer in-charge of the Works Account on which the options are to be called upon. Options shall be accepted only by e-mail on the office e-mail ID with a CC to official e-mail ID of the Group Officer in-charge of the Works Accounts. All the officials shall mandatorily use only official e-mail IDs for communication of options. In case of multiple options forms received from an official, the latest one only be valid.

(e) The cases of transfer and posting on compassionate/ medical grounds may be considered, subject to administrative exigencies. Based on the supporting documents submitted

by the official(s), the gravity of case(s) may be examined by the Committee, before considering such cases. If two or more requests are received for a particular Station against any vacancy in that Station, priority may be given to more deserving cases and other cases be considered for nearby Station(s) to facilitate the officials suitably. The criteria of seniority/ designation-wise (Sr.DAO/ DAOs/ DAs) allocation of four-tier categorization of Divisions, as defined in the guidelines, may not be applicable for the cases of compassionate/ medical grounds for transfer and posting. Since officials seeking transfer/ posting on compassionate/ medical grounds is for a particular Station, such officials may be considered for lowest available Divisions, irrespective of their seniority and rank. Posting on same compassionate grounds submitted by the official may not be entertained on second occasion.

(f) Posting of officials, other than on compassionate grounds as mentioned in para (e) above, as far as possible, should be made in the appropriately graded Division in the choice of station submitted by the official. In case appropriate graded division is not available in the choice station, he may be accommodated not below one level graded division(s), if available, failing which he may be accommodated in a division of appropriate grade/one below division, in second choice station and so on. The officials under cloud/currency of penalty may be considered for posting in Light Divisions only. The officials under suspension may not be considered for further transfer and posting in any Division as the subsistence allowance drawn by them would be from the last Station at which the official was suspended. Any request for change of Headquarters should be taken by the Disciplinary Authority separately.

(g) In case of overall vacancies, the same should be, as far as possible, evenly distributed across District in the State. Office should maintain District wise vacancy position for perusal of the Committee for this purpose. While posting of official to a vacant Division, preference should be given to fill the Division vacant over a long time.

(h) The adverse comments given by the Inspecting Officers auditing the accounts of the Divisions(s), adverse remarks made by the Reporting Officer (i.e Executive Engineers/ Superintendent Engineers etc.) on the performance of the Divisional Accounts Officers/Divisional Accountants as reflected in their Annual Performance Appraisal Reports and acceptance thereof by the Reviewing Officer, their performance in proper and timely submission of accounts, complaint cases duly verified with supporting evidence(s), should be kept in view while taking a decision on posting and transfer. In the event an official fall in non-performing category, he should be considered for transfer/posting in Lowest Graded Division, as per administrative convenience, without considering his/ her choice. However, it is to be ensured that such officials are communicated about their non-performance from time to time and given adequate opportunity to make their submission against such adverse comments/non-performance, before final recording of such adverse comments. The performance evaluation for the purpose of transfer/posting may be restricted to his last three available APARs.

(i) Additional charge of vacant Division(s) may be given to the officials holding charge of comparatively lighter Division in the same/adjoining station with better connectivity between the places. Additional charge of more than one Division to one officer should be avoided unless absolutely essential under the circumstances. The officials under currency of penalty should not be considered for additional charge. Those officials posted on compassionate/ medical grounds or on the verge of retirement, should not be considered for additional charge.

(j) Transfer/posting of PwBD may be regulated in terms of extant provisions of DoPT guidelines.

(k) Transfer/ posting on spouse grounds may be regulated as per Headquarters guidelines issued in this regard, as amended from time to time.

(B) The Committee shall record in the proceedings the considerations that weighed with them in making each posting, not considering the choice exercised by the officials, entrustment of additional charge, etc. The proceedings should also include an assurance that the prescribed procedure has been adhered to scrupulously.

(C) In case of any deviation in respect of (a) to (i) of para (A) above, detailed reasons should be recorded by the Committee.

(D) In the end of proceedings of the Committee, a declaration should be given by the members about their non-relation with any of the official considered for transfer & posting.

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', except in case of transfer/posting on compassionate grounds. Incumbency period for the 9 years preceding the year in which the transfers are being made is to be taken into account for this purpose. In cases where a person seeks transfer from a Station after completion of 3 years of tenure, without completion of condition of 06 years of tenure in the Station, he/ she will be considered for re-posting at the station only after 09 years from last transfer from that Station, subject to availability of vacancy.

(ii) Sr.DAOs/DAOs/DAs, who are due for transfer/posting from the current Division/Station and subsequently retiring on superannuation within next three years, may be allowed 'Station' of choice subject to the condition that a vacant Division is available in the 'Station' in which he/she had not served during past nine (09) years; and such choice of posting is not in continuation of six years of posting in that 'Station'. However, s/he may be considered for continuation of posting in that Division, s/he is retiring on superannuation in next 12 months (to be reckoned from 01st May), if so opted by him/her.

(iii) Divisions shifted to another Station/ renamed/ reorganized should not be considered as fresh posting.

6. List of Stations in a District (with list of Divisions within the Station), Classification of Divisions, List of vacant Divisions, Divisions likely to fall vacant may be brought out district-wise, station-wise & category-wise and displayed prominently on the office notice board and the website of the office concerned continuously for at least 15 days before seeking options on choice of stations, from the officials. After the annual general transfer, the list of vacant divisions must also be brought out and displayed prominently on the office notice board and the website of the office concerned and additional charge of such vacant Division may be made in terms of para 4 (A)(i) above not later than one month of issuance of orders of transfer for Annual General Transfer. 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. Divisional Accountants (on probation) may not be considered for independent charge of a Division until he/ she passes the Divisional Accountant Grade Examination and successfully completes probation. During their probation period, they may be posted in Light Division. However, they may work under supervision of a senior official (DAO-II/DAO-I/Sr. DAO) posted nearby in the same/nearby Station. Accounts of the Division, in which a DA (P) is posted, should be signed by the supervising DAO and not the DA (P). The concerned DAO will be held responsible for the lapse, if any. Subsequent to successful completion of probation period, they may be considered for regular posting by the upcoming next transfer/posting

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committee. The available APARs may be taken into consideration while taking decision on transfer/ posting of such officials.

8. Monitoring of implementation of the policy:

The responsibility of posting/transfer and allocation of duties lies with the PAG/AG concerned under the overall supervision, monitoring and control of GA wing.

A minimum 10% test check of transfers and postings conducted during a year will be carried out by the Government Accounts Wing at Headquarters to ensure compliance with this policy. The GA Wing will formulate its plan to ensure that this test check for all 18 offices is completed within three years. This revised policy would be implemented for transfer and postings to be carried out henceforth.

9. The Staff Wing is only responsible for cadre management of DA cadre i.e., appointment, promotion and formulation of broad policy and guidelines.

10. The above guidelines may be widely publicized by putting them on the notice board(s) /website and it should be strictly adhered to.

Yours faithfully,

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22/11

(Sumeet Kumar)

Assistant Comptroller & Auditor General (N) -I