



Office of the Accountant General (A&E)-1, M.P.
Bhopal Branch, 53, Arera Hills, Hoshangabad Road, Bhopal-462011
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No.WM-1/Gr-1/AT-2025/D-622

Dated 01.07.2025

To,

**All Sr. Divisional Accounts Officers/
Divisional Accounts Officers-Grade-I and II/
Divisional Accountants/Divisional Accountants (Prob.)**

Subject: Annual Transfer 2025-regarding.

1. In terms of instructions issued by the Office of the Comptroller & Auditor General of India vide circular No.4-Staff (App-III)/2025, No.51-Staff (Appt.)-III/F-110-2023 dated 22nd January 2025, all the Sr. Divisional Accounts Officers/Divisional Accounts Officers-I/II, Divisional Accountants including probationary who are due for transfer in 2025 are hereby directed to submit their options for stations for considering their posting during the Annual Transfer 2025.
2. A list of vacant divisions with workload (**Annexure-B**) is published herewith in accordance with the instructions contained in circular No.4-Staff (App-III)/2025, No.51-Staff (Appt.)-III/F-110-2023 dated 22nd January 2025. The classification is:

S. No.	Category of Divisions	Category of cadre	DA Percentage of Divisions	Number of Divisions	Range
1.	Very Heavy	Sr. DAOs	15	24	>0.451
2.	Heavy	DAOs Grade-I	25	44	0.191 to 0.441
3.	Medium	DAOs Grade-II	25	48	0.038 to 0.190
4.	Light	Divisional Accountants	35	60	<0.038

3. All the officials due for transfer in 2025 (**Annexure-A**) 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 10 number of stations (in the case of Sr. DAOs-22 stations, in the case of DAO-Grade-1-32 stations, in the case of DAO-Grade-II-37 stations and in the case of DAs-43 stations) shown in the particular category notified in the vacant division.
4. Option/Preference form (**Annexure-C**), duly filled and completed in all respect should be sent to the undersigned by official e-mail id to srdagaebhopal@cag.gov.in cc to ramniwasg@cag.gov.in mentioning the subject as "**Option Form for AT-2025**" 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 official e-mail id will be accepted and considered.
6. Option form received after the due date 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 04 July 2025 (before 6 PM).
8. Request transfer on compassionate/medical/spouse ground may be submitted afresh alongwith supporting documents as per Headquarters guidelines dated 22.01.2025.

This bears approval of the Accountant General.

Enclosures: As Above.

**(Ramniwas G.)
Deputy Accountant General
(Works Accounts)**

Circular No. 4- Staff (App-III)/2025
No.51 - Staff (Appt.)-III/F-110-2023

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

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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(Sumeet Kumar)

Assistant Comptroller & Auditor General (N) -I

Tentative list of officials due for Annual Transfer 2025

Sl. No	Name of the DA/DAO posted in regular charge	Designation	Name of the Division	Account Code of the division
1	S.N.Sanyal	Sr. DAO	PWD Maintt., Dn No.1 Bhopal	PW 557
2	Ajay Kumar	Sr. DAO	PHE Dn Betul	PH 508
3	Anupam Kumar Bhatt	Sr. DAO	E/M HEM Dn. WRD Bhopal	WR 518
4	P.K.JHA	Sr. DAO	PWD B/R , Dn No. 1 Chhindwara	PW 588
5	K.K.Soni	Sr. DAO	PHE Dn Seoni	PH 551
6	Scahindra Philimon	Sr. DAO	WR Dn Damoh	WR 610
7	Ramesh Chand Meena	Sr. DAO	PHE Dn Jhabua	PH 514
8	Banwarilal Meena	Sr. DAO	PWD B/R Dn 1 Gwalior	PW 524
9	R.M. Khaparde	Sr. DAO	WR Dn Chhindwara	WR 565
10	Kumar Jyoti Ranjan	DAO-I	PWD Bridge Constn Dn Indore	PW 517
11	Dinesh Tiwari	DAO-I	WR Dn 1 Dhar	WR 552
12	Hansraj Meena	DAO-I	PHE Dn Raisen	PH 504
13	Samay Singh Meena	DAO-I	PWD B/R Dn Morena	PW 529
14	Vinay Rawat	DAO-I	PHE Capital Proj Dn No 2 Bhopal	PH 503
15	Shailendra Singh	DAO-I	PHE Proj Dn Katni	PH 546
16	Surgyan Chand Meena	DAO-I	PHE Dn, Rajgarh	PH 506
17	Sohanlal Meena	DAO-I	PHE Dn Shivpuri	PH 529
18	Ram Kishan Meena	DAO-I	PHE Dn Sagar	PH 534
19	L.N.Meena	DAO-I	WR Dn Raisen	WR 507
20	Nishant Kumar	DAO-I	WR Dn Alirajpur	WR 551
21	Sourabh Mitra	DAO-I	PWD B/R Dn, Khargone	PW 551
22	Vaibhav Gupta	DAO-I	PWD (B&R) Dn Shivpuri	PW 533
23	Akhilesh Mishra	DAO-I	PWD B/R Dn Chattarpur	PW 536
24	MS. Tarakeshwari Choure	DAO-I	Sanjay Sagar Proj Bah River Dn Ganjbasoda, Vidisha	WR 660
25	Ashish Shrivastava	DAO-I	PWD Dn Vidisha	PW 563
26	Manoj Gyandeep	DAO-I	WR Dn Shajapur	WR 502
27	J.M.P. Soymuram	DAO-I	ND Dn 5 Katni	NV 572
28	Mohd. Noore Alam Ansari	DAO-I	PHE Dn Narsinghpur	PH 549
29	Martand	DAO-I	PWD B/R Dn Shajapur	PW 553
30	Smt.Arati Sachan	DAO-I	PWD Bridge Constn Dn Sagar	PW 523
31	Vikas Kumar	DAO-I	PHE Dn Rewa	PH 540
32	Shekhar Kumar	DAO-I	PWD B/R Dn Burhanpur	PW 601
33	Manish Kumar Bharati	DAO-I	PHE Dn Tikamgarh	PH 538
34	Pramod Kumar Bharati	DAO-I	PWD B/R Dn 1 Rewa	PW 570
35	Chourasia Bijendra Prasad	DAO-I	PHE Dn Shahdol	PH 542
36	Rakesh Kumar Yadav	DAO-I	PHE Dn Indore	PH 511
37	Bijendra Singh Yadav	DAO-I	PHE Dn Vidisha	PH 507
38	Brijendra Narain Tiwari	DAO-I	PWD E/M Dn Jabalpur	PW 594
39	Vimal Kumar Shakya	DAO-I	PHE Dn, Bhind	PH 528

40	Diwan Singh	DAO-II	PWD B/R Dn Alirajpur	PW 603
41	Nilesh Singh	DAO-II	PWD (B/R) Dn Badwani	PW 549
42	Sourabh Kumar Pathak	DAO-II	PHE Dn Satna	PH 541
43	Dharmendra Kumar Singh	DAO-II	PWD NH Dn Sagar	PW 513
44	Sudhir Kumar Bokade	DAO-II	WR Dn No.1 Seoni	WR 564
45	Navneet Gupta	DAO-II	WR Dn Indore	WR 541
46	Kuldeep Rajput	DAO-II	WR Dn Panna	WR 607
47	Shailendra Trapathi	DAO-II	Ken Betwa Link Pariyojana WRD Dn.No.3 Chhatarpur	WR 694
48	Shashi Kant Sinha	DAO-II	WR Dn Mandsaur	WR 544
49	Sujeet Kumar Ghosh	DAO-II	WR Dn Khargone	WR 548
50	Rahul Bansal	DAO-II	PHE Dn Khurai Sagar	PH 584
51	Sunil Kumar	DAO-II	WR Dn Niwari	WR 688
52	Lalit Shrivastava	DAO-II	PHE DN Datia	PH 532
53	Pavan Bansal	DAO-II	PWD E/M Dn Gwalior	PW 539
54	Surjeet Singh Gangwar	DAO-II	Purva Canal Dn 2, Satna	WR 663
55	Harish Meena	DAO-II	WR Dn Shivpuri	WR 532
56	Vivek Mishra	DAO-II	PWD Bridge Constn Dn Rewa	PW 522
57	Manoj Kumar Singh-2	DAO-II	Sindh Proj Phase 2 Masonary Dam Dn Madhikeda Shivpuri	WR 576
58	Ashish Verma	DAO-II	PWD B/R Dn Datia	PW 527
59	Smt. Divya Shrivastava	DAO-II	Kota Bairaj Project Management Unit Ganjbasoda Vidisha	WR 686
60	Rajeev Ranjan	DAO-II	WR Dn Badwani	WR 547
61	Manoj Kumar	DAO-II	PWD (B/R) Umariya	PW 577
62	Vishal Kumar	DAO-II	RES Dn Sagar	RE 050
63	Kapil Kumar Gupta	DAO-II	PHE Dn Panna	PH 536
64	Prakash Kumar Shivhare	DAO-II	WR Dn Burhanpur	WR 650
65	Punit Sharma	DAO-II	RES Dn. Narsinghpur	RE 049
66	Jagdish Chandra Nagar	DAO-II	PWD B&R Dn Ashoknagar	PW 602
67	Shishir Gosain	DAO-II	Datia WR Canal Dn Datia	WR 631
68	Sanjeev Chouhan	DAO-II	ND E/M Dn 15, Indore	NV 557
69	Ku. Ekta Shukla	DAO-II	GWS Dn 2 Gwalior	WR 581
70	Abhishek	DAO-II	RES Dn Harda	RE 026
71	Sachin Sharma	DAO-II	ND Dn 4 Jabalpur	NV 537
72	Mayank Singh	DAO-II	LM & E/M Dn Rewa	WR 600
73	Abhishek Garg	DAO-II	WRD Sabalgarh Morena	WR 537
74	Akash Kumar Siddharth	DAO-II	RABS Disnet Dn., Narsinghpur	NV 533
75	Kuldeep	DAO-II	WR Dn Harda	WR 525
76	Suraj Rajoria	DAO-II	WRD Dn. Mauganj (Enbloc Shift from Rewa)	
77	Aditya David	DAO-II	WR Dn Dewas	WR 501
78	Rishbh Singhal	DAO-II	ND Dn 2 Panagar, Jabalpur	NV 569
79	Anand Dayal	DAO-II	RES Dn. Panna	RE 053
80	Ravi Bhargava	DA	PWD NH Dn Rewa	PW 667
81	Deepak Singhal	DA	Suttaliya Project WR Dn Bioara Rajgarh	WR 689

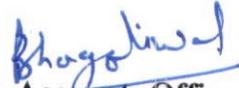
82	Ramniwas Meena	DA	WR Dn 1 Jhabua	WR 550
83	Lakhan Lal Meena	DA	PHE Proj Dn Chhattarpur	PH 535
84	Budharam Meena	DA	Store Dn CMU Bhopal	WR 514
85	Ms. Purvanshi Agarwal	DA	Tawa Proj Dn WRD Itarsi Narmadapuram	WR 529
86	Mohsin Khan	DA	RABS LBC Dn 2 Bargihill Jabalpur	NV 528
87	Sahid Ali	DA	WR Dn Ambah Morena	WR 673
88	Sachin Mehta	DA	RES Dn Ujjain	RE 018
89	Ashish Agrawal	DA	WR Dn Ashoknagar	WR 651
90	Vimal Kumar Sharma	DA	RES Dn. No-2 Sagar	RE 094
91	Rahul Sahu	DA	Bhander Main Canal Dn. Bhandar Datia	WR 667
92	Puja Kumari	DA	DGWS Unit No.5 Jabalpur	WR 582
93	Adarsh Kumar	DA	RES Dn. Satna	RE 033
94	Anurag Singh Rajawat	DA	Lehar Branch Canal Dn Lehar Bhind	WR 658
95	Aishwarya Verma	DA	RES Dn Narmadapuram	RE 025
96	Shardendu Shekher	DA	Dy. Director Hydrometeorology Dn No.3 Rewa	WR 589
97	Ankit Saurav	DA	Light Machinery and E/M Dn Narsinghpur	WR 575
98	Jitendra Kumar Mourya	DA	RES Dn Chhattarpur	RE 051
99	Himanshu	DA	RES Dn. Agar Malwa	RE 088
100	Pankaj Kumar	DA	WR Dn Raghogarh, Guna	WR 510
101	Bhupat Singh	DA	RABS Canal Dn. Narsinghpur	NV 532
102	Ajay Singh Patel	DA	DGWS Unit No.3 Sagar	WR 579
103	Bhupendra Singh Rajawat	DA	RES Dn. Damoh	RE 052
104	Anand Kumar	DA	WRD Dn. Bhind	WR 533
105	Ku. Gati, DA	DA	ND Dn. No.9 Maihar	NV 576
106	Aniruddh Kumar Singh	DA	WRD Kolar Canal Dn. No.2 Nasrullaganj, Sehore	WR 524
107	Ajeet Verma	DA	Mahan Canal Dn. WRD Sidhi	WR 641
108	Amit Kumar	DA	RES Dn. Ashoknagar	RE 079
109	Shikhar Shrivastava	DA	E/M LMT W&G Dn. Datia	WR 536


Sr. Accounts Officer/WM-I

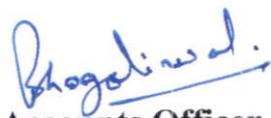
Annexure-'A'

Tentative list of officials due for Annual Transfer 2025

Sl. No	Name of the Prob.DA	Designation	Newly Joined Prob.DA
1	Aayush	Prob. DA	Newly Joined on 27.05.2025 (AN)
2	Yogesh Kanwariya	Prob. DA	Newly Joined on 28.05.2025 (AN)
3	Surendra Singh	Prob. DA	Newly Joined on 29.05.2025 (AN)
4	Akash Singh	Prob. DA	Newly Joined on 29.05.2025 (AN)
5	Monika	Prob. DA	Newly Joined on 02.06.2025 (FN)
6	Abhijit Jena	Prob. DA	Newly Joined en 06.06.2025 (FN)
7	Rohit Upreti	Prob. DA	Newly Joined on 09.06.2025 (FN)
8	Srishti Singhal	Prob. DA	Newly Joined on 09.06.2025 (FN)
9	Nitish Sanghi	Prob. DA	Newly Joined on 10.06.2025 (FN0)
10	Prateek Solanki	Prob. DA	Newly Joined on 17.06.2025 (FN)
11	Abhishek Jangra	Prob. DA	Newly Joined on 19.06.2025 (AN)


Sr. Accounts Officer/WM-I

List of Very Heavy Divisions having avergae (% of workload of Division) more than 0.451 for consideration for Annual Transfer 2025.				
Sr. No.	Station	Name of the Division	Division Code	Work Load
1	Thikri	ND Dn 14 Thikri Badwani	NV 604	0.632
2	Balaghat	PWD Dn No 1, Balaghat	PW 591	0.540
3	Betul	PHE Dn Betul	PH 508	0.508
4	Chhindwara	WR Dn Chhindwara	WR 565	1.247
5	Chhindwara	PWD B/R , Dn No. 1 Chhindwara	PW 588	0.467
6	Kukshi	ND Dn 16 Kukshi Dhar	NV 558	1.180
7	Gwalior	PWD B/R Dn 1 Gwalior	PW 524	0.644
8	Jhabua	PHE Dn Jhabua	PH 514	0.615
9	Katni	ND Dn 5 Katni	NV 572	0.860
10	Khargone	ND Dn 18 Khargone	NV 578	0.475
11	Barwah	ND Dn 32 Barwah Khargone	NV 563	2.593
12	Mandleshwar	ND Dn 20 Mandleshwar Khargone	NV 561	4.032
13	Narmada Nagar	ND Dn 25, Narmada Nagar Khandwa	NV 553	2.987
14	Punasa	ND Dn 28, Punasa Khandwa	NV 551	0.772
15	Sanawad	ND Dn 21 Sanawad Khargone	NV 562	2.084
16	Mandsaur	WR Dn Mandsaur	WR 544	2.097
17	Shamgarh	SS PIU Dn WRD Shamgarh Mandsaur	WR 684	1.032
18	Morena	PHE Dn Morena	PH 530	0.516
19	Narsinghpur	RABS Canal Dn Narsinghpur	NV 532	1.510
20	Rajgarh	Mohanpura Kundalia Project Management Unit, Rajgarh	WR 681	2.736
21	Rewa	PWD B/R Dn 1 Rewa	PW 570	0.707
22	Rewa	PWD Bridge Constn Dn Rewa	PW 522	0.451
23	Bamore kalan	Ore River Project Managment Unit, Bamore kalan Shivpuri	WR 683	0.453
24	Ujjain	PWD Bridge Constn Dn Ujjain	PW 518	0.454


Sr. Accounts Officer (WM-I)

Annexure-'B'

List of Heavy Divisions having avergae (% of workload of Division) more than 0.191 but less than 0.441 for consideration for Annual Transfer 2025.				
Sr. No.	Station	Name of the Division	Division Code	Work Load
1	Alirajpur	PWD B/R Dn Alirajpur	PW 603	0.191
2	Ashoknagar	PWD B&R Dn Ashoknagar	PW 602	0.239
3	Rajpur	ND Dn 12, Rajpur Badwani	NV 549	0.238
4	Betul	WR Dn No.2 Betul	WR 521	0.299
5	Bhind	PHE Dn, Bhind	PH 528	0.389
6	Bhopal	PWD CPA Dn No. 2, Bhopal	PW 579	0.274
7	Bhopal	PHE Capital Proj Dn No 2 Bhopal	PH 503	0.264
8	Bhopal	PWD CPA Dn No 1, Bhopal	PW 578	0.286
9	Burhanpur	PWD B/R Dn Burhanpur	PW 601	0.221
10	Chhatarpur	PWD B/R Dn Chhatarpur	PW 536	0.428
11	Chhatarpur	Ken Betwa Link Pariyojana WRD Dn.No.3 Chhatarpur	WR 694	0.387
12	Singna	Pench Diversion Canal Dn , Singna, Chhindwara	WR 665	0.377
13	Damoh	WR Dn Damoh	WR 610	0.284
14	Datia	PWD B/R Dn Datia	PW 527	0.229
15	Dewas	WR Dn Dewas	WR 501	0.357
16	Dhamnood	OSPC Dn Dhamnood Dhar	NV 610	0.211
17	Manawar	WR Dn Manawar	WR 555	0.416
18	Indore	PWD Bridge Constn Dn Indore	PW 517	0.317
19	Indore	PHE Dn Indore	PH 511	0.250
20	Katni	PHE Proj Dn Katni	PH 546	0.280
21	Khargone	PWD B/R Dn, Khargone	PW 551	0.307
22	Morena	PWD B/R Dn Morena	PW 529	0.380
23	Narsinghgarh	WR Dn Narsinghgarh	WR 506	0.298
24	Narsinghpur	PHE Dn Narsinghpur	PH 549	0.242
25	Panna	WR Dn Panna	WR 607	0.409
26	Raisen	PHE Dn Raisen	PH 504	0.330
27	Rajgarh	PHE Dn, Rajgarh	PH 506	0.199

**List of Heavy Divisions having avergae (% of workload of Division)
more than 0.191 but less than 0441 for consideration for Annual
Transfer 2025.**

Sr. No.	Station	Name of the Division	Division Code	Work Load
28	Biaora	Suttaliya Project WR Dn Biaora Rajgarh	WR 689	0.219
29	Rewa	PHE Dn Rewa	PH 540	0.210
30	Sagar	PWD Bridge Constn Dn Sagar	PW 523	0.251
31	Sagar	PHE Dn Sagar	PH 534	0.211
32	Seoni	PHE Dn Seoni	PH 551	0.372
33	Shahdol	WR Dn 2 Shahdol	WR 598	0.379
34	Shahdol	PHE Dn Shahdol	PH 542	0.356
35	Shajapur	PWD B/R Dn Shajapur	PW 553	0.295
36	Shajapur	WR Dn Shajapur	WR 502	0.241
37	Shivpuri	PWD (B&R) Dn Shivpuri	PW 533	0.328
38	Shivpuri	WR Dn Shivpuri	WR 532	0.231
39	Shivpuri	PHE Dn Shivpuri	PH 529	0.202
40	Tikamgarh	PHE Dn Tikamgarh	PH 538	0.270
41	Vidisha	PWD Dn Vidisha	PW 563	0.351
42	Vidisha	PHE Dn Vidisha	PH 507	0.265
43	Ganjbasoda	Sanjay Sagar Proj Bah River Dn Ganjbasoda, Vidisha	WR 660	0.305
44	Ganjbasoda	Kota Bairaj Project Management Unit Ganjbasoda Vidisha	WR 686	0.236


Sr. Accounts Officer (WM-I)

Annexure-'B'

List of Medium Divisions having avergae (% of workload of Division) more than 0.038 but less than 0.190 for consideration for Annual Transfer 2025.				
Sr. No.	Station	Name of the Division	Division Code	Work Load
1	Agar Malwa	RES Dn. Agar Malwa	RE 088	0.055
2	Alirajpur	WR Dn Alirajpur	WR 551	0.064
3	Ashoknagar	PHE Dn Ashoknagar	PH 568	0.097
4	Badwani	PWD (B/R) Dn Badwani	PW 549	0.180
5	Badwani	WR Dn Badwani	WR 547	0.069
6	Balaghat	RES Dn. Balaghat	RE048	0.059
7	Bhind	WR Dn Bhind	WR 533	0.055
8	Bhopal	PWD Maintt.,Dn No.1 Bhopal	PW 557	0.158
9	Bhopal	New E/M Dn CPA Bhopal	PW 582	0.068
10	Bhopal	PWD Controller of Building Vidhan Sabha CPA Bhopal	PW 580	0.061
11	Burhanpur	WR Dn Burhanpur	WR 650	0.115
12	Burhanpur	PHE Dn Burhanpur	PH 569	0.041
13	Chhatarpur	PHE Proj Dn Chhatarpur	PH 535	0.087
14	Chourai	WRD Pench Dn Chourai Chhindwara	WR 572	0.171
15	Damoh	PHE Dn Damoh	PH 537	0.076
16	Damoh	RES Dn. Damoh	RE052	0.057
17	Datia	Datia WR Canal Dn Datia	WR 631	0.055
18	Datia	PHE DN Datia	PH 532	0.146
19	Dhar	WR Dn 1 Dhar	WR 552	0.065
20	Kukshi	PWD NVDA Manjobat Proj Dn Kukshi, Dhar	NV 515	0.105
21	Dindori	PWD Dn Dindori	PW 593	0.179
22	Gwalior	PWD E/M Dn Gwalior	PW 539	0.055
23	Indore	WR Dn Indore	WR 541	0.053
24	Jabalpur	PWD E/M Dn Jabalpur	PW 594	0.077
25	Jabalpur	RABS LBC Dn 2 Bargihill Jabalpur	NV 528	0.046
26	Sihora	ND Dn .4, Sihora Jabalpur	NV 571	0.089
27	Jhabua	WR Dn 1 Jhabua	WR 550	0.073
28	Khandwa	ND Dn 13, Khandwa	NV 541	0.065
29	Khargone	ND Canal, Dn 1 Khargone	NV 554	0.147
30	Khargone	WR Dn Khargone	WR 548	0.051
31	Bichhiya	ND Halon Dn Bichhiya Mandla	NV 609	0.126

List of Medium Divisions having average (% of workload of Division) more than 0.038 but less than 0.190 for consideration for Annual Transfer 2025.

Sr. No.	Station	Name of the Division	Division Code	Work Load
32	Joura	WRD Joura Morena	WR 657	0.063
33	Neemuch	PHE Dn Neemuch	PH 519	0.045
34	Panna	RES Dn. Panna	RE 053	0.053
35	Raisen	WR Dn Raisen	WR 507	0.102
36	Bari	WRD Barna LBC Dn, Bari, Raisen	WR 522	0.066
37	Sagar	RES Dn Sagar	RE 050	0.065
38	Khurai	PHE Dn Khurai Sagar	PH 584	0.148
39	Satna	PHE Dn Satna	PH 541	0.173
40	Satna	RES Dn. Satna	RE 033	0.070
41	Sehore	PHE Dn Sehore	PH 505	0.136
42	Nasrullaganj	WRD Kolar Canal Dn2 Nasrullaganj Sehore	WR 524	0.039
43	Seoni	WR Dn No.1 Seoni	WR 564	0.047
44	Deoland	Masonry Dam Dn No. 3 Deoland Shahdol	WR 620	0.085
45	Deoland	Light Machinery & E/M Dn Deoland Shahdol	WR 619	0.041
46	Shivpuri	RES Dn Shivpuri	RE 001	0.042
47	Sidhi	RES Dn Sidhi	RE 034	0.083
48	Umariya	PWD (B/R) Umariya	PW 577	0.122


Sr. Accounts Officer (WM-I)

Annexure-'B'

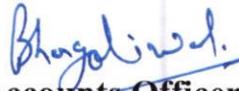
List of Light Divisions having avergae (% of workload of Division) less than 0.038 for consideration for Annual Transfer 2025.				
Sr. No.	Station	Name of the Division	Division Code	Work Load
1	Alirajpur	RES Dn Alirajpur	RE 009	0.027
2	Ashoknagar	RES Ashoknagar	RE 079	0.008
3	Ashoknagar	WR Dn Ashoknagar	WR 651	0.014
4	Rajpur	Lower GOI Canal Dn Rajpur, Badwani	NV 611	0.000
5	Balaghat	RES Dn. No. 2 Balaghat	RE 093	0.033
6	Betul	RES Dn. Betul	RE 030	0.017
7	Bhind	RES Dn. Bhind	RE 007	0.021
8	Lehar	Lehar Branch Canal Dn Lehar Bhind	WR 658	0.008
9	Bhopal	E/M HEM Dn WRD Bhopal	WR 518	0.011
10	Bhopal	Store Dn CMU Bhopal	WR 514	0.001
11	Chhatarpur	Ken Betwa Link Pariyojana WRD Dn.No.4 Chhatarpur	WR 698	0.000
12	Chhatarpur	RES Dn Chhatarpur	RE 051	0.023
13	Chhindwara	RES Dn .2 Chhindwara	RE 042	0.033
14	Chhindwara	RES Dn 1 Chhindwara	RE041	0.011
15	Datia	E/M LMT W&G Dn. Datia	WR 536	0.008
16	Bhander	Bhander Main Canal Dn. Bhander Datia	WR 667	0.004
17	Manawar	Res Dn Manawar Dhar	RE 017	0.019
18	Dindori	Res Dn. Dindori	RE 045	0.019
19	Raghogarh	WR Dn Raghogarh, Guna	WR 510	0.016
20	Gwalior	Harsi WR Dn Dabra Gwalior	WR 531	0.023
21	Gwalior	GWS Dn 2 Gwalior	WR 581	0.000
22	Harda	WR Dn Harda	WR 525	0.016
23	Harda	RES Dn Harda	RE 026	0.009
24	Indore	ND E/M Dn 15, Indore	NV 557	0.000
25	Jabalpur	ND Dn 4 Jabalpur	NV 537	0.019
26	Jabalpur	DGWS Unit 5 Jabalpur	WR 582	0.000
27	Panagar	ND Dn 2 Panagar, Jabalpur	NV 569	0.001
28	Mandla	RES Dn-2 Mandla	RE 092	0.013
29	Mauganj	WRD Mauganj	WR 699	0.000
30	Morena	RES Dn Morena	RE 006	0.022

List of Light Divisions having avergae (% of workload of Division) less than 0.038 for consideration for Annual Transfer 2025.

Sr. No.	Station	Name of the Division	Division Code	Work Load
31	Morena	WRD Morena	WR 535	0.018
32	Ambah	WR Dn Ambah Morena	WR 673	0.024
33	Sabalgarh	WRD Sabalgarh Morena	WR 537	0.029
34	Narmadapuram	RES Dn Narmadapuram	RE 025	0.011
35	Itarsi	Tawa Proj Dn WRD Itarsi Narmadapuram	WR 529	0.010
36	Narsinghpur	RES Dn. Narsinghpur	RE 049	0.016
37	Narsinghpur	RABS Disnet Dn., Narsinghpur	NV 533	0.013
38	Narsinghpur	Light Machinery and E/M Dn Narsinghpur	WR 575	0.008
39	Kareli	RABS Canal Dn1 Kareli Narsinghpur	NV 534	0.004
40	Niwari	PWD (B&R) Dn. Niwari	PW 670	0.022
41	Niwari	PHE Dn. Niwari	PH 585	0.001
42	Niwari	WR Dn Niwari	WR 688	0.005
43	Panna	PHE Dn Panna	PH 536	0.020
44	Rewa	RES Dn. Rewa	RE 097	0.022
45	Rewa	PWD NH Dn Rewa	PW 667	0.014
46	Rewa	LM & E/M Dn Rewa	WR 600	0.004
47	Rewa	Dy. Director Hydrometeorology Dn No.3 Rewa	WR 589	0.000
48	Sagar	RES Dn. No-2 Sagar	RE 094	0.035
49	Sagar	PWD E/M Dn Sagar	PW 639	0.034
50	Sagar	PWD NH Dn Sagar	PW 513	0.003
51	Sagar	DGWS Dn 3 Sagar	WR 579	0.000
52	Satna	Purva Canal Dn 2, Satna	WR 663	0.018
53	Maihar	ND Dn 9 Maihar Satna	NV 576	0.000
54	Keolari	Tilwara LBC Dn Keolari Seoni	WR 568	0.035
55	Khaniyadhana	Rajghat Left Canal Disnet Dn Khaniyadhana Shivpuri	WR 635	0.021
56	Madikheda	Sindh Proj Phase 2 Masonary Dam Dn Madikheda Shivpuri	WR 576	0.013
57	Sidhi	Mahan Canal Dn WRD Sidhi	WR 641	0.037
58	Tikamgarh	RES Dn Tikamgarh	RE 054	0.022

List of Light Divisions having average (% of workload of Division) less than 0.038 for consideration for Annual Transfer 2025.

Sr. No.	Station	Name of the Division	Division Code	Work Load
59	Baldevgarh	Ken Betwa Link Pariyojana WRD No-2, Baldevgarh, Tikamgarh	WR 695	0.002
60	Ujjain	RES Dn Ujjain	RE 018	0.021


Sr. Accounts Officer (WM-I)

OPTION FORM FOR ANNUAL TRANSFER – 2025

For Senior Divisional Accounts Officer (Sr. DAO)

1	Name of the Senior 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 2025 are as follows

Preference of Station	Name of the station
1	
2	
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10	

Date:

Place:

Signature

Name:

Designation:

OPTION FORM FOR ANNUAL TRANSFER – 2025

For Divisional Accounts Officer Grade-I (DAO-1)

1	Name of the Divisional Accounts Officer Grade-I	
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 2025 are as follows;

Preference of Station	Name of the station
1	
2	
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8	
9	
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Date:

Place:

Signature

Name:

Designation:

OPTION FORM FOR ANNUAL TRANSFER – 2025

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

1	Name of the Divisional Accounts Officer Grade-II	
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 2025 are as follows

Preference of Station	Name of the station
1	
2	
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4	
5	
6	
7	
8	
9	
10	

Date:

Place:

Signature

Name:

Designation:

OPTION FORM FOR ANNUAL TRANSFER – 2025

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 2025 are as follows

Preference of Station	Name of the station
1	
2	
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Date:

Place:

Signature

Name:

Designation:

OPTION FORM FOR ANNUAL TRANSFER – 2025

For Probationary Divisional Accountant (DA)

1	Name of the Divisional Accountant (Prob.)	
2	Designation	
3	Date of Birth	
4	Date of Retirement	
5	Division in which posted presently	
6	Date of joining in O/o AG (A&E)-I, M.P., Bhopal	

My options for the Annual Transfer 2025 are as follows

Preference of Station	Name of the station
1	
2	
3	
4	
5	
6	
7	
8	
9	
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Date:

Place:

Signature

Name:

Designation: