

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)-I**  
**ODISHA: BHUBANESWAR.**  
**CIRCULAR**

No. 38

Date: 15.09.2025

In pursuance of O.O.C. No. 445 dated 26.08.2025 regarding transfer and posting of Sr. Audit Officers and Assistant Audit Officers, it is hereby instructed that:

1. **All officers who have been transferred shall prepare a proper handing over note** covering details of such as present states of work, important pending matters, timeliness of report/return any other matter of relevance etc. for the smooth functioning of the Branch/Section.
2. **Relieving officers shall extend all required help and cooperation to the newly posted officials** to ensure smooth and efficient functioning of the Branch/Section.
3. A copy of each handing over note, duly signed by both the relieved and the newly posted officer, shall be furnished to the PAG's Secretariat for record and appraisal of PAG.

All concerned are requested to comply with these instructions meticulously.

This issues with the approval of the Competent Authority.

Sd/-

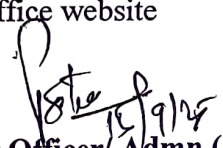
**Sr. Dy Accountant General/Admn**

**Memo No. Admn (Audit I)/17-2/SAO/Vol-X/2025-26/1338**

**Date:15.09.2025**

Copy for kind information and necessary action forwarded to:

1. The Secretary to Pr. Accountant General (Audit-I), Odisha, Bhubaneswar.
2. Steno to DAG/AMG-I, DAG/AMG-II, DAG/AMG-III, DAG/AMG-IV, Sr. DAG/AMG-V
3. Steno to Welfare Officer, O/o the Pr. Accountant General (Audit-I), Odisha, Bhubaneswar.
4. Branch Officer: Report/ Main & ECPA/ PAC/ OE/ OM/ Estate Cell/ Trg.&Exam/ITA/ Confidential Cell/ Legal Cell/AMG I/AMG II/AMG III/AMG IV/AMG V with a request to circulate among the officers.
5. AAO: DA & R Cell, with a request to upload the Circular in the office website

  
**Sr. Audit Officer/ Admn (Audit-I)**