

प्रधान महालेखाकार (लेखापरीक्षा-प्रथम) का कार्यालय, मध्य प्रदेश, ग्वालियर
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), M.P., GWALIOR

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क्र:प्रशा-XI/स-4/Work Distribution/का.आ

दिनांक: 03.09.2026

कार्यालय आदेश/ Office Order-91

प्रशासन समूह अनुभागों में कार्यों के आवंटन से संबंधित कार्यालय आदेश क्रमांक 183 दिनांक 05.03.2024 में आंशिक संशोधन करते हुए, इस कार्यालय के निम्नलिखित प्रशासन समूह अनुभागों के मध्य कार्य का पुनर्वितरण तत्काल प्रभाव से निम्नानुसार किया जाता है:

In partial modification of office order No. 183 dated 05.03.2024 regarding distribution of work among Admin Group Sections, the work among following Admin Group Sections of this office is re-distributed as under with immediate effect:

SAO	Name of Section and AAO	Description of Work
SAO/ Admin-XI & XII	Admin-XI: AAO-I	1. Maintenance of service books and other correspondences, work related to promotion, transfer, pay fixation of IAAS officers. Appointment of Welfare officer 2. Promotion to Group Officer (Non-IAAS). 3. Office restructuring work. 4. Work related to CEA and CRA, Commercial cadre. 5. Hiring of retired personnel/CA/ CMAs on contract basis. 6. Work related to appointment, resignation, extension, relieving, previous service count, intra-office transfer & posting of officials of Level 8 and above. 7. Work related to Mutual transfer, Unilateral and Inter office transfers of all cadres. 8. Deputation cum absorption and deputation to other offices
	Admin-XI: AAO-2	1. Maintenance and up-dation of service books/ personal files and other information update (name change, hometown change, degree addition, etc.) of all staff. 2. Leave, Increment and updating of Service book in CAG-HRMS. 3. Service Association matters 4. Recreation Club related work 5. Special casual leave to PwBDs and others during bandh/natural calamities and elections.
	Admin-XII: AAO-1	1. Work related to appointment including compassionate appointment and sports quota appointment and document verification, resignation, extension, relieving, previous service count, intra-office transfer & posting of officials of Level 1 to Level-7 and fixation of seniority, roster of direct recruitment of level 1 to level 7. Appointment of cashier and welfare assistant.

SAO	Name of Section and AAO	Description of Work
		2. Work related to election duty of officials posted in the office. 3. Preparation of Gradation lists of all the officials posted in the cadre control of this office. 4. Work related to retirement - processing application, furnishing applications to HQ. 5. Issuance of Service Certificates.
	Admin XII AAO-2	1. Preparation of promotion panels, maintenance of rosters (promotion) and MACP with respect to all cadres. 2. Probation, confirmation and document verification of the officials. 3. Updating office database of all the officials since 2020 and regular update on daily basis (live data). 4. Work related to issuing office order regarding Non-functional upgradation (NFU)
SAO/ Confidential & Legal Cell	AAO-CC: I	1. APARs of all cadre of employees and SPARROW portal in respect of AAO/SAO. Dealing with representation against adverse remarks/ gradings recorded in APARs. 2. Annual key result area report (Macro profile review) 3. Permission under Conduct Rules-18 to the staff of O/o the Pr.AG (Audit-I) and SAO of three offices. 4. Work related to Annual Property Returns and its Scrutiny.
	AAO-CC: II	1. Confidential, vigilance/ disciplinary cases and issuing vigilance clearance certificate. 2. Processing of service review cases under FR 56 (j). 3. Formation of sexual harassment committee and Organising meeting. 4. CAG's award, compendium of good practices related work. 5. Work related to permission for competitive exam, issuance of NOC, issuance of identity certificate/NOC for passport.
	Legal Cell: AAO-I	1. Tribunal and Court cases and payment of fees to panel advocate and their performance reporting and correspondence relating to pending Police cases filed against serving/ retired employees. 2. Updating LIMBS (Legal Information Management & Briefing System) Portal.
	Legal Cell: AAO-II	1. Conduct of Departmental Examinations and departmental examination related training and work related to DAG/Admin's Secretariat 2. Disposal of applications/appeals under RTI Act. 3. Correspondence with Madhya Pradesh Cricket Association (MPCA).

(प्रधान महालेखाकार महोदय के आदेश से जारी)

हस्ता/-

उप महालेखाकार/प्रशासन

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्रवाई हेतु -

1. सचिव, प्रधान महालेखाकार (लेखापरीक्षा-प्रथम) म.प्र., ग्वालियर |
2. उप महालेखाकार/प्रशासन, ए.एम.जी.-1,2,3,4,5 |
3. व.ले.प.अ.(HQ)/ए.एम.जी.-1,2,3,4 एवं 5 |
4. वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन- 12, 13 एवं 14, SMU, Report-I & II, PAC & AIC, ITA, QCC, गोपनीय कक्ष, विधि कक्ष, FAW, सम्पदा प्रबंधन कक्ष, हिन्दी कक्ष, सामान्य अनुभाग, कार्यपालन शाखा, कल्याण शाखा |
5. वरिष्ठ लेखापरीक्षा अधिकारी/आई.एस.विंग को इन्टरनेट पर अपलोड करने हेतु |
6. श्री महेश कुमार अलोरिया, स.ले.प.अ. को इन्टरनेट/इंट्रानेट सम्बन्धी कार्य हेतु |
7. गार्ड फाइल एवं सूचना पटल।

वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन-XI
03.09.26