



सत्यमेव जयते

भारतीय लेखा तथा लेखापरीक्षा विभाग
कार्यालय महालेखाकार(लेखा एवं हकदारी),
पंजाब, सैक्टर-17, चण्डीगढ़-160017

**INDIAN AUDIT AND
ACCOUNTS DEPARTMENT**
Office of the Accountant General (A&E)
Punjab, Sector-17, Chandigarh - 160 017
Phone:172-2702174,2702906

No. W.Admn./112/AGT/DAO/DA/22-23/ 102

Dated:

12.0 APR 2022

To

Smt./Sh. (As per list enclosed)
O/o the Executive Engineer
(As per list attached)

Subject:- ANNUAL GENERAL TRANSFERS-2022.

Annual General Transfers and Postings of Divisional Accountants Cadre, who were posted in their respective divisions upto 15.07.2019 completing three years in a particular division or have completed six years at a station by cut off date i.e. 31.08.2022. All concerned are therefore directed to submit their option/choice for posting in the proforma enclosed (Option Form).

2. The tenure of posting shall normally be three years in a particular division and six years at a particular station. Options for posting in a particular station should therefore be exercised carefully by clearly indicating at least three stations of choice in the desired order of preference. Option once exercised would be treated as final. It may be noted that option for single station would be treated as no option (except in the case of officials retiring within two years from the date of issue of this circular) and the transfer and posting of the concerned official would be considered by the Annual Transfer Committee anywhere in the State of Punjab as per the administrative convenience.

3. List of vacant and likely to fall vacant divisions during the year is enclosed for ready reference. It may be noted that based on the average annual budgeted outlay for the last three years, the divisions have been classified into following four categories

| Sr. No | Category of Division | Category of incumbent | Percentage of Division |
|--------|-------------------------|-----------------------|------------------------|
| 1. | Very Heavy Division (A) | Sr. D.A.O | 15 % |
| 2 | Heavy Division (B) | D.A.O-I | 25 % |
| 3 | Medium Division (C) | D.A.O. II | 25 % |
| 4 | Light Division (D) | D.A | 35 % |

4. It may be noted that Sr. DAOs/DAOs-I/DAOs-II/DAs may exercise their options for the station as per list of vacant & likely to be vacant divisions in respective category. In case they exercise option to a station where division of his/her status is not available, his/her request may be considered for the lower status division. But in such case no request for transfer on status division will be entertained for any reason for the next three years. Though every effort will be made to adjust the officials due for transfer as per his/her choice, but no assurance can be given in this regard as posting and transfer shall be made subject to administrative exigency and availability of vacant division in a particular Station.

5. Option for posting in particular station will be considered subject to availability of vacancy having due regard to seniority of the official due for transfer subject to his/her satisfactory performance to be evaluated as per the criteria already circulated vide this office order No. Works Admn/2010-11/78 dated 25.3.2011 (copy enclosed). It may also be noted that while evaluating the performance of the official, due cognizance would be given to the adverse comments given by the Inspecting Officers auditing the accounts of the division (s), adverse remarks made by the Executive Engineers on the performance of the Divisional Accountant cadre on their performance as reflected in their Annual Performance Appraisal Reports and their performance in proper and timely submission of accounts. Each official due for transfer during the year (2022) must submit his/her performance in the enclosed proforma (Performance Evaluation Form) for objective evaluation of their performance by the Annual Transfer Committee.

Option Forms duly filled in, alongwith its enclosures (Performance Evaluation Form) should be sent in a sealed cover by SPEED POST to the Sr. Deputy Accountant General (Admn), O/o the Accountant General (A&E) Punjab Chandigarh, mentioning on the envelope "OPTION FORM FOR ANNUAL TRANSFERs 2022" and his/her name and division in order to reach this office latest by 05.05.2022. Options received late would not be entertained.



Deputy Accountant General (Admn.)

Encls:-

1. List of vacant/likely to be vacant divisions.
2. Option forms.
3. Performance Evaluation Form
4. Office order No. 78 dated 25.3.2011

List of DAOs/DAs Due for Transfer During AGT-2022

Punjab cadre :-

| SR. NO. | NAME | DESIGNATION | NAME OF DIVISION | DISTRICT |
|---------|---------------------------|-------------|--|-------------|
| 1 | Rakesh Kumar Meena | DA | W/S & Sanitation Division No.II | Amritsar |
| 2 | Rajesh Kumar-II | DAO-I | S.C. Division (Irr.) Bathinda Canal Division | Bhatinda |
| 3 | Rakesh Kumar-I | SDAO | Central Works Division No-II (B&R) | Bhatinda |
| 4 | Sanjay Kumar Mittal | SDAO | Construction Division No.II (B&R) | Bhatinda |
| 5 | Vishal Gupta | DAO-I | Works Account-I (Local) | Chandigarh |
| 6 | Chandrapeed Mani Tripathi | DAO-I | Provincial Division (B&R) | Ferozpur |
| 7 | Rajesh Kumar Sinha-II | DAO-I | W/S & Sanitation Division | Garhshankar |
| 8 | Anil Kumar Sharma | DAO-I | Provincial Division (B&R) | Gurdaspur |
| 9 | Jagdish Raj | SDAO | Construction Division No.-I (B&R) | Hoshiarpur |
| 10 | Naresh Kumar-II | SDAO | Construction Division No-II (B&R) | Hoshiarpur |
| 11 | Suraj Wadhera | DAO-I | Central Works Division (B&R) | Hoshiarpur |
| 12 | Rajesh Kumar Bhargava | SDAO | Provincial Division (B&R) | Jalandhar |
| 13 | Chanderbir Singh | SDAO | Construction Division No-I (B&R), Industrial Area Phase-I, Opposite Police Station | Mohali |
| 14 | Ajai Kumar | DAO-I | Construction Division (B&R) | Nabha |
| 15 | Harjinder Pal Singh Saini | SDAO | Construction Division (B&R) | Pathankot |
| 16 | Ranbir Singh | SDAO | W/S & Sanitation Division No.-II | Patiala |
| 17 | Jatinder Bansal | SDAO | W/S & Sanitation Division No.-I | Patiala |
| 18 | Sunita Gupta | SDAO | Headworks Division (Irr.) | Ropar |
| 19 | Kirna Devi | SDAO | Provincial Division No-I (B&R) | Bhatinda |
| 20 | Sneh Lata | SDAO | Electrical Division (B&R) SCO.No.35, Sector-17/E | Chandigarh |
| 21 | Pawan Rekha | DAO-I | Drainage Division (Irr.) | Gurdaspur |

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Sr. Accounts Officer (W.Admn)

List of Vacant Division/Manage by additional charge (Punjab cadre)

| SR. NO. | NAME OF DIVISION | DISTRICT | AVERAGE EXP. (IN CRORES) | Grade of Division |
|----------------|---|---------------------------|---------------------------------|--------------------------|
| 1 | Abohar C.C. Division (Irr.) | Abohar | 72.91 | A |
| 2 | W/S & Sanitation Division | Abohar | 6.38 | C |
| 3 | Mechanical Drainage Division (Irr.) | Amritsar | 0.20 | D |
| 4 | Drainage Division (Irr.) | Amritsar | 3.31 | C |
| 5 | Provincial Division No.-II (B&R) | Amritsar | 40.86 | A |
| 6 | W/S & Sanitation Division No.-I | Amritsar | 26.48 | B |
| 7 | Central Works Division No-II (B&R) now as National Highway Division No-II | Amritsar | 36.68 | A |
| 8 | Drainage Construction. Division (Irr.) | Amritsar | 5.96 | C |
| 9 | Majitha UBDC Division (Irr.) | Amritsar | 1.45 | D |
| 10 | DIPR (Irr.) | Amritsar | 0.31 | D |
| 11 | W/S & Sanitation Division No.-I, Ropar at Anandpur Sahib | Anandpur Sahib | 22.25 | B |
| 12 | W/S & Sanitation Division No.-III | Bhatinda | 19.18 | B |
| 13 | Central Works Division No. I (B&R) | Bhatinda | 5.84 | C |
| 14 | SDE DDO/Admn, Directorate of Admn. | Chandigarh | 0.00 | D |
| 15 | ADFA | Chandigarh | 0.00 | D |
| 16 | Inter State Water Section-I | Chandigarh | 0.00 | D |
| 17 | Inter State Water Section-II | Chandigarh | 0.00 | D |
| 18 | W/S & Sanitation Division | Faridkot | 15.48 | B |
| 19 | Construction Division No-II | Fatehgarh sahib (sirhind) | 29.94 | B |
| 20 | W/S & Sanitation Division | Fazilika | 16.84 | B |
| 21 | Central Works Division (B&R) | Ferozpur | 164.28 | A |
| 22 | W/S & Sanitation Division No.-I | Ferozpur | 5.98 | C |
| 23 | W/S & Sanitation Division No-II (EE2), Ferozepur at Zira | Ferozpur | 1.77 | D |
| 24 | Vigilance Division | Ferozpur | 0.00 | D |
| 25 | Harike Division (Irr.) | Ferozpur | 19.33 | B |
| 26 | Panchayati Raj Division (B&R) | Ferozpur | 3.44 | C |
| 27 | Madhopur UBDC (Irr.) | Gurdaspur | 0.80 | D |
| 28 | Panchayati Raj Division | Gurdaspur | 13.77 | B |
| 29 | Shah Nahar Ext. (Civil Stage-I) (Irr.) | Hoshiarpur | 6.60 | C |
| 30 | Shah Nahar Mech (Irr.) | Hoshiarpur | 0.58 | D |
| 31 | Shah Nahar (Civil) Stage-II (Irr.) | Hoshiarpur | 6.14 | C |
| 32 | Kandi Water (Shed) Division (Irr.) | Hoshiarpur | 0.00 | D |
| 33 | W/S & Sanitation Division No.-I | Hoshiarpur | 5.01 | C |

| | | | | |
|----|---|-------------|-------|---|
| 34 | Panchayati Raj Division (PNS) | Hoshiarpur | 4.93 | C |
| 35 | Electrical Division (B&R) | Jalandhar | 4.35 | C |
| 36 | Drainage Division (Irr.) | Jalandhar | 4.75 | C |
| 37 | Panchayati Raj Division (Irr.) | Kapurthala | 1.49 | D |
| 38 | Sidhwan Canal Division (Irr.) | Ludhiana | 2.05 | D |
| 39 | Mining Division | Ludhiana | 0.00 | D |
| 40 | W/S & Sanitation Division No.-II | Ludhiana | 4.99 | C |
| 41 | Construction Division (B&R) | Malerkotla | 49.27 | A |
| 42 | W/S & Sanitation Division | Malerkotla | 5.58 | C |
| 43 | W/S & Sanitation Division No-I | Moga | 30.01 | B |
| 44 | W/S & Sanitation Division No-II | Moga | 3.96 | C |
| 45 | Jall. Mech. Drainage & Mining Division | Mohali | 0.00 | D |
| 46 | Provincial Division (B&R), Industrial Area near Police Station, Phase-I | Mohali | 35.86 | A |
| 47 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 48 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 49 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 50 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 51 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 52 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 53 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 54 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 55 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 56 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 57 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 58 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 59 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 60 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 61 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 62 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 63 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 64 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 65 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 66 | FA&CAO, BBMB, NANGAL | Nangal | 0.00 | D |
| 67 | Provincial Division (B&R) | Nawanshahar | 36.04 | A |
| 68 | W/S & Sanitation Division | Pathankot | 14.41 | B |
| 69 | Central Works Division (B&R) | Pathankot | 1.21 | D |
| 70 | W/S & Sanitation Division No-II | Pathankot | 7.37 | B |
| 71 | W/S & Sanitation (Mech.) Division | Patiala | 2.94 | C |
| 72 | Vigilance & Quality Division | Patiala | 0.00 | D |
| 73 | Construction Division (B&R) | Ropar | 67.54 | A |

| | | | | |
|----|---|--------------|-------|---|
| 74 | Construction Division (B&R) | Sangrur | 25.41 | B |
| 75 | Drainage Construction Division (Irr.) | Sangrur | 43.66 | A |
| 76 | FA&CAO, RSD, SHAHPURKANDI | SHAHPURKANDI | 0.00 | D |
| 77 | FA&CAO, RSD, SHAHPURKANDI | SHAHPURKANDI | 0.00 | D |
| 78 | FA&CAO, RSD, SHAHPURKANDI | SHAHPURKANDI | 0.00 | D |
| 79 | FA&CAO, RSD, SHAHPURKANDI | SHAHPURKANDI | 0.00 | D |
| 80 | FA&CAO, RSD, SHAHPURKANDI | SHAHPURKANDI | 0.00 | D |
| 81 | Dam & Head Regulator Division | SHAHPURKANDI | 0.00 | D |
| 82 | Power House & Hydel Channel Division | SHAHPURKANDI | 0.00 | D |
| 83 | Power House-II & Reservoir Mgmt, Division | SHAHPURKANDI | 0.00 | D |
| 84 | SPK Dam Mech. Division | SHAHPURKANDI | 0.00 | D |
| 85 | Power House Mech. Division | SHAHPURKANDI | 0.00 | D |
| 86 | SPK Electrical Division | SHAHPURKANDI | 0.00 | D |
| 87 | Store Purchase & Disposal Division | SHAHPURKANDI | 0.00 | D |
| 88 | Shah Nahar Head Works (Irr.) | Talwara | 0.58 | D |
| 89 | Panchayati Raj Division | Tarn Taran | 1.80 | D |
| 90 | W/S & Sanitation Division No.-II | Tarn Taran | 11.83 | B |

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Sr. Accounts Officer (W.Admn)

List of Likely to be Vacant Division (Punjab cadre)

| SR. NO. | NAME OF DIVISION | DISTRICT | AVERAGE EXP. (IN CRORES) | Grade of Division |
|----------------|--|-----------------|---------------------------------|--------------------------|
| 1 | W/S & Sanitation Division No.II | Amritsar | 3.18 | C |
| 2 | S.C. Division (Irr.) Bathinda Canal Division | Bhatinda | 9.41 | B |
| 3 | Provincial Division No-I (B&R) | Bhatinda | 89.97 | A |
| 4 | Central Works Division No-II (B&R) now as National Highway Division No-II | Bhatinda | 84.89 | A |
| 5 | Construction Division No.II (B&R) | Bhatinda | 21.84 | B |
| 6 | Electrical Division (B&R) SCO.No.35, Sector-17/E | Chandigarh | 18.95 | B |
| 7 | Works Account-I (Local) | Chandigarh | 0.00 | D |
| 8 | Provincial Division (B&R) | Ferozpur | 31.18 | B |
| 9 | W/S & Sanitation Division | Garhshankar | 17 | B |
| 10 | Provincial Division (B&R) | Gurdaspur | 58.61 | A |
| 11 | Drainage Division (Irr.) | Gurdaspur | 13.13 | B |
| 12 | Construction Division No.-I (B&R) | Hoshiarpur | 38.6 | A |
| 13 | Construction Division No-II (B&R) | Hoshiarpur | 23.28 | B |
| 14 | Central Works Division (B&R) | Hoshiarpur | 0.76 | D |
| 15 | Provincial Division (B&R) | Jalandhar | 29.29 | B |
| 16 | Construction Division No-I (B&R), Industrial Area Phase-I, Opposite Police Station | Mohali | 34.72 | A |
| 17 | Construction Division (B&R) | Nabha | 24.11 | B |
| 18 | Construction Division (B&R) | Pathankot | 51.32 | A |
| 19 | W/S & Sanitation Division No.-II | Patiala | 2.91 | C |
| 20 | W/S & Sanitation Division No.-I | Patiala | 5.78 | C |
| 21 | Headworks Division (Irr.) | Ropar | 17.27 | B |

sd/r
Sr. Accounts Officer (W.Admn)

OPTION -FORM

1. Name of DA/DAO/Sr. DAO :- _____
2. Date of Birth :- _____
3. Place of permanent residence :- _____
4. Address :- _____
5. Does he own house? If yes, where? :- _____
6. Date of Joining in Government Service :- _____
7. Date of Joining as DA/DAO/Sr. DAO :- _____
8. Name of Divisions where worked so far and duration of stay therein with date(s) since joining in the cadre :- _____

9. Members of family :- _____
Profession & place of posting of Wife/Husband, if working, :- _____
10. If the son/daughters are getting education, the details thereof

| Sr. No. | Name | Relation | Class | School/College | Station/District |
|---------|------|----------|-------|----------------|------------------|
| | | | | | |

11. Station/Distt. desired in order of preference (at least three) as per his status. : (a) (b) (c)
12. Other factors, if any affecting transfer i.e. reasons in brief for posting at station of his/her choice.

Certified that the data/facts given above are true to the best of my knowledge and belief

Date:

Signature :
Designation:
Division :

Performance Evaluation Form

Name of Division

Name of DA(P)/DA/DAO-II/DAO-I/Sr.DAO

1. Position of outstanding balances

| Sr. No. | Particular | 2019-20 | | | 2020-21 | | | 2021-22 | | | CB (as on 31.3.21) |
|---------|--|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----------|------------|--------------------|
| | | OB 1.4.18 | Addi-tion | clearance | OB 1.4.19 | Addi-tion | Clear-ance | OB 1.4.20 | Addi-tion | Clear-ance | |
| i.) | Form PWA-26 | | | | | | | | | | |
| ii) | 8782 Cash Remittances 102-PW Remittances | | | | | | | | | | |
| iii) | Reconciliation of accounts with A.G.(A&E) office | | | | | | | | | | |

2. Submission of monthly accounts.

| Month of Accounts | 2019-20 | | 2020-21 | | 2021-22 | | Remarks |
|-------------------|------------------------|--------------------------------------|------------------------|--------------------------------------|------------------------|--------------------------------------|---------|
| | Due date of submission | Actual date of submission of account | Due date of submission | Actual date of submission of account | Due date of submission | Actual date of submission of account | |
| April | | | | | | | |
| May | | | | | | | |
| June | | | | | | | |
| July | | | | | | | |
| August | | | | | | | |
| September | | | | | | | |
| October | | | | | | | |
| November | | | | | | | |
| December | | | | | | | |
| January | | | | | | | |
| February | | | | | | | |
| March | | | | | | | |

3. Position of cash balance

| Particular | Balance as on 31.3.2020 | Balance as on 31.3. 2021 | Balance as on 31.3.2022 | Remarks |
|--------------|-------------------------|--------------------------|-------------------------|---------|
| Cash Balance | | | | |

Signature of DA/DAO-II/ DAO-I/ Sr.DAO

NOTE: In case holding Additional charge, Photocopy of this form may be used.

OFFICE OF THE ACCOUNTANT GENERAL (A&E) PUNJAB, CHANDIGARH

O/o W.Admn./2010-11/78

Dated: 25.03.2011

OFFICE ORDER

As per the guidelines issued by the Headquarter vide letter No. 1008-NGE(App)/10-2010/Vol-II dated 23.8.2010, one of the criteria for deciding the transfers of Divisional Accounts Officers/Divisional Accountants cadre in the State, would be their performance as reflected in their Annual Performance Appraisal Reports and their performance in proper and timely submission of accounts. Accordingly the performance of each member of Divisional Accounts Officers/Divisional Accountants cadre in the Works Divisions of Govt. of Punjab & U.T., Chandigarh would be evaluated as per the following criteria.

| Sr. No. | Criteria | Marking system | Total Marks |
|---------|---|---------------------------|-------------|
| 1. | Submission of monthly Accounts by due date | 4 marks for each accounts | 48 |
| 2. | Submission of Revised Form 26 by due date | 2 marks for each Form 26 | 24 |
| 3. | Reconciliation of Accounts with Accountant General(A&E) | 1.75 marks for each month | 21 |
| 4. | Cash balance at the year end | | |
| | If balance is Nil | 7 | |
| | Balance 1 to 100000 | 5 | |
| | Balance 100001 to 200000 | 4 | |
| | Balance 200001 to 300000 | 3 | |
| | Balance 300001 to 400000 | 2 | |
| | Balance 400001 to 500000 | 1 | |
| | Balance above 500000 | 0 | 100 |

Divisional Accounts Officers/Divisional Accountants cadre in the State of Punjab & U.T., Chandigarh are, therefore, advised to ensure that they secure well in the performance evaluation as per the above criteria. It may be noted that performance of each member of the concerned Divisional Accounts Officers/Divisional Accountants cadre would be one of the primary parameter alongwith the seniority and categorization of the Works Divisions for making suitable recommendation by the Transfer Committee during the year 2011-12 and henceforth.

Sd/-

Sr. Deputy Accountant General (A/es)

Endst. No. W.Admn./112-DA/P&T/10-11/1415-1615

Dated: 25.03.2011

1. Copy of above is forwarded to Sh. _____
_____ for information and compliance.
2. Copy to General Secretary, Punjab DAOs/DAs Association for information and compliance.

Sd/-

Accounts Officer (W.Admn.)