

**OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) HARYANA,  
CHANDIGARH.**

**Office Order**

It is circulated for information of all the concerned Sr. DAOs/DAOs-I/II/DAs that annual postings/transfers/additional charges/link charges in the cadre of Senior Divisional Accounts Officers/Divisional Accounts Officers-I/II/ Divisional Accountants are likely to be finalised.

2. The main criteria for finalising postings/transfers would be that an incumbent completing 03 years in a particular 'Division' or 06 years at a particular 'Station'. Incumbency period for the 09 years preceding the year in which the transfers are being made is to be considered for this purpose. The stay of 3 years in a particular Division or 6 years at a particular station would be determined from 31 July of the relevant year.

3. An incumbent due to superannuate within next three years may be allowed the 'Station' of his choice subject to the condition that (a) a vacant Division of his status is available at the 'Station' in which he/she had not served during past 09 years and (b) such choice of posting is not in continuation of six years of posting at that 'Station'. However, he/she may be considered for continuation of posting in that 'Division', if he/she is due to superannuate in the next 12 months (to be reckoned from 1 May), if so, opted by him/her.

4. With a view to have uniformity in furnishing particulars and making requests for postings/transfers to a particular station a proforma has been enclosed. Options shall be accepted only by e-mail on the e-mail ID ([chowdhurylk@cag.gov.in](mailto:chowdhurylk@cag.gov.in)) latest **by 21.07.2025** mentioning the **subject as "AGT 2025-26"**. All the officials/officers shall mandatorily use **only official e-mail ID** for communication of options. Requests for transfer/posting received through any other means shall not be considered.

5. All concerned Sr. DAOs/DAOs/DAs may exercise their options (**minimum 10**) in order of preferences for the desired station. As far as possible every effort would be made to adjust the individuals as per their status and at their desired place of posting but no assurance can be given in this regard, and postings/transfers shall be subject to administrative exigencies.

6. The individual making requests for postings/transfers on the compassionate/medical treatment grounds are required to specify their circumstances distinctly (with all supporting documents), against Sl. No. 12 of the enclosed proforma. Officials seeking posting and transfer for a particular station on compassionate/medical treatment grounds, such officials may be considered for lowest available division irrespective of their seniority and rank. Postings on the

same compassionate grounds submitted by the official may not be entertained on second occasion.

7. List of incumbents due for transfers and incumbents waiting for regular charge postings are given in Annexure A & B. It is advised to all the concerned to refer office order issued by this office vide no-WM(A)/DA/AGT-2025-26/156-58 dated 15.5.2025 for classification of divisions etc.

Digitally signed by  
Sr. Deputy Accountant General (Works)

Date: 10-07-2025

18:32:45 Dated 10-07-2025

No. WM (A)/DA/P&T/2025-26/369

Copy forwarded to the followings (through Office Website) for information and necessary action: -

1. All the Sr. DAOs/DAOs-I/DAOs-II/DAs concerned.
2. Sr. Accounts Officer, IT Cell

  
Sr. Accounts Officer WM(A)

## A G T - P R O F O R M A

<b>1)</b>	Name of official/officer	
<b>2)</b>	Date of Birth	
<b>3)</b>	Place of permanent residence with address	
<b>4)</b>	Place of Present residence with address	
<b>5)</b>	Does he own house? If yes, where?	
<b>6)</b>	Date of Joining in Government Service	
<b>7)</b>	Date of Joining as DA	
<b>8)</b>	Name of Divisions where worked so far and duration of stay therein with date(s) since joining in the cadre (on regular charge)	
	S. No.	Duration of Stay
	Name of Division	
<b>9)</b>	Members of family	
<b>i)</b>	Wife / Husband Name with age	
<b>ii)</b>	Son(s) / Daughter(s)Name with age	
<b>iii)</b>	Detail of other Dependents (Name with age)	

<b>10)</b>	If the son/daughter is/are getting education, the details thereof				
Sr. No.	Name	Class	School/College	Station (District)	
<b>11)</b>	Options for Station in order of preference (Minimum 10)				
<b>12)</b>	Official seeking posting/transfer on compassionate/medical grounds (detail in brief with supporting documents).				
<b>13)</b>	Whether posted in below/above status Division- <b>(a)</b> not willing to move to other station before completion of 6 years at that station (specify in brief)				
	<b>(b)</b> not willing to move before completion of 3 years in that division (specify in brief)				
<b>14)</b>	Specific reason may be indicated for non-clearance, under the various heads.				

<b>15)</b>	Position of outstanding balances under work suspense as depicted in Form-26 etc. of 04/2024 and 03/2025 (attach additional sheet, if required) :			
			Balance as per account of 04/2024	Balance as per account of 03/2025
	<b>i)</b>	Submission of Form PWA-26		
	<b>ii)</b>	8782-102-95 – I Remittance		
	<b>iii)</b>	8782-102-98/93-II Cheques/EPS		
	<b>iv)</b>	Cash Settlement Suspense Account		
	<b>v)</b>	Adverse Balance under 8443-108 PW Deposits		
	<b>vi)</b>	Whether the online text data relating to work accounts furnished before 5 <sup>th</sup> of the month.		
	<b>vii)</b>	Whether reconciliation have been done up to date		
<b>16)</b>	<b>(a)</b> Additional items of work reflecting good work and efficiency, which the applicant intends to bring to the notice of authority for consideration for posting (specify in brief).			
	<b>(b)</b> Other initiatives taken by the official, which can be considered by the authority for considering request for posting (specify in brief).			
<b>17)</b>	Information relating to submission of monthly accounts to Pr. Accountant General office during the year 2024-25			
	Month of Accounts	Due date of submission of monthly Accounts	Actual date of submission monthly of Account	Remarks if, any
	<b>04-2024</b>			
	<b>05-2024</b>			
	<b>06-2024</b>			
	<b>07-2024</b>			
	<b>08-2024</b>			
	<b>09-2024</b>			

<b>10-2024</b>			
<b>11-2024</b>			
<b>12-2024</b>			
<b>01-2025</b>			
<b>02-2025</b>			
<b>03-2025</b>			
<b>18)</b>	<b>(i)</b> Whether Immovable Property Return as on 01-01-2025 has been submitted on time or not.		
	<b>(ii)</b> Whether APAR of 2024-25 has been submitted to the Reporting Officer on time or not.		

Certified that the data/facts given above are correct.

**Date:**

**Signature of DA/DAO/Sr. DAO**

**Name:**

**ID No:**

**Designation:**

**Division:**

**Mobile:**

**Email:**

## List of individual due for transfer (Annexure-A)

Sr. No.	Name of Division	Name of Employee Sh./Smt./Ms.	ID No.	Desig.
1	Provincial Division No.1 PWD (B&R), Hisar	Chanderdeep Bhutani	HRE2050057	Sr. DAO
2	Provincial Division No.1 PWD (B&R), Panipat	Surender Pal	HRE2050054	Sr. DAO
3	Public Health Engineering Division No.2, Hisar	Pawan Kumar Goel	HRE2050056	Sr. DAO
4	Construction Division PWD (B&R), Nirman Sadan, Sec-33, Chandigarh	Karam Singh	HRE2050064	Sr. DAO
5	Provincial Division PWD (B&R), Narwana	Mohinder Singh	HRE2050067	Sr. DAO
6	Provincial Division No. 2, PWD (B&R), Gurugram	Hitender	HRE2050088	Sr. DAO
7	Public Health Engineering Division, Ambala City	Girish Sharma	HRE2050091	Sr. DAO
8	Mohindergarh Water Services (IB) (Mech) Division, Narnaul	Dinesh Kumar	HRE2050099	DAO-I
9	Tohana Water Services Division (IB), Tohana.	Atul Kumar	HRE2050103	DAO-I
10	Public Health Engineering Division at Punhana (Distt. Nuh)	Neeraj Kumar	HRE2050107	DAO-I
11	Horticulture Division PWD (B&R), Gurugram	Vinod Kumar	HRE2050123	DAO-I
12	Public Health Engineering Division No.1, Gohana	Shiv Kumar	HRE2050124	DAO-I
13	Project Public Health Engineering Division No.2, Karnal	Sandeep Sharma	HRE2050119	DAO-I
14	Provincial Division No.1 PWD (B&R), Karnal	Kumar Gaurav	HRE2050115	DAO-I
15	Public Health Engineering Division No.1, Nuh	Laxmi Kant Jareda	HRE2050117	DAO-I
16	Provincial Division No.2 PWD (B&R), Sirsa	Neeraj Kumar	HRE2050122	DAO-I
17	Provincial Division PWD (B&R), Jhajjar	Balram Meena	HRE2050126	DAO-I
18	Public Health Engineering (Mech.) Division Sonapat	Ajay Dalal	HRE2050138	DAO-I
19	Project Public Health Division No.1, Kosli, (Rewari)	Bhoma Ram	HRE2050194	DAO-I
20	Electrical Division PWD (B&R), Rewari	Manoj Kumar Kakralia	HRE2050195	DAO-I

21	Public Health Engineering Division No.3, Rohtak	Anil Panday	HRE2050193	DAO-I
22	Project Public Health Engineering Division-3, Jhajjar	Balu Ram Meena	HRE2050215	DAO-I
23	Water Services (Mech) Division, (IB), Rohtak	Ravinder Kumar	HRE2050151	DAO-II
24	JUI Water Services Division (IB) Bhiwani	Mahaveer Prasad	HRE2050155	DAO-II
25	Bhiwani Water Services Division (IB) Bhiwani	Satyawan	HRE2050152	DAO-II
26	S.Y.L Water Services Division (IB), Ambala City	Ankit Khosla	HRE2050176	DAO-II
27	Rohtak Water Services Division (IB), Rohtak	Anil Kumar	HRE2050191	DAO-II
28	Provincial Division No.3 (NH) PWD (B&R), Rohtak	Chirag Jakhar	HRE2050178	DAO-II
29	Water Services Division (IB), Bahadurgarh	Jyoti	HRE2050184	DAO-II
30	Delhi Water Services Division (IB), Delhi, 3-Sham Nath Marg, Delhi - 54	Anita Raj	HRE2050180	DAO-II
31	Narwana Water Services Division (IB), Narwana	Mohit-II	HRE2050186	DAO-II
32	Public Health Engineering Division No.1, Siwani	Ashish Goyat	HRE2050185	DAO-II
33	Public Health Engineering (D&P) Division, Sonapat	Hemant	HRE2050183	DAO-II
34	Public Health Engineering Division No.3 Narnaul	Arun Kumar	HRE2050205	DAO-II
35	Gohana Water Services Division (IB), Gohana	Mohit	HRE2050161	DAO-II
36	Public Health Engineering Division No.2, Kaithal	Gourav Verma	HRE2050209	DAO-II
37	Public Health Engineering Division No.2, Jhajjar	Deepak Kumar	HRE2050213	DAO-II
38	Mohindergarh Canal Water Services (IB) Division Narnaul	Sumit	HRE2050210	DAO-II
39	Construction Division No.7 (IB), Hisar	Amit Kumar	HRE2050216	DAO-II
40	Horticulture Division PWD (B&R), Plot No. 7, Sector-1, Old Panchkula	Vikki	HRE2050241	DA



**List of officials waiting for regular charge posting (Annexure-B)**

<b>Sr. No.</b>	<b>Name of Employee S./Sh./Ms.</b>	<b>ID No.</b>	<b>Desig.</b>	<b>Division</b>
1	Sandeep	HRE2050265	DA	Project Public Health Engineering Division No.3, Hisar
2	Prince	HRE2050260	DA	Public Health Engineering Division, Sohna
3	Abhinav Gaur	HRE2050266	DA	Mechanical Division PWD (B&R), Karnal
4	Deepak	HRE2050268	DA	Palwal Water Services Division (IB), Palwal.
5	Deepak Yadav	HRE2050269	DA	Loharu Water Services Division (Mech) (IB), Charkhi Dadri.
6	Ankit	HRE2050271	DA	Construction Division No.30, Gohana
7	Rahul	HRE2050270	DA	Vigilance Division (IB), Rewari