

**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. As per Headquarters' Office guidelines dated 22.01.2025 the tenure of posting shall normally be three years in a particular 'Division' and six years at particular 'Station', except in case of transfer / posting on compassionate grounds. Incumbency period for the 09 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 03 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.
3. The stay of 03 years in a particular Division or 06 years at a Particular station would be determined from 31 July of the relevant year.
4. 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.
5. 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 (**choudharya@cag.gov.in**) latest **by 25.04.2026** mentioning the **subject as "AGT 2026-27"**. 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 and after 25.04.2026 shall not be considered.
6. All concerned Sr. DAOs/DAOs/DAs may exercise their options (**minimum 10**) in order of preferences for the desired station with keeping in view of their past 9 years incumbency across stations.
7. The individual making requests for postings/transfers on the compassionate/medical/PwBD grounds are required to specify their circumstances distinctly (**with all supporting documents**), against Sr. No. 12 of the enclosed

proforma. Officials seeking posting and transfer for a particular station on compassionate/medical treatment grounds, such official may be considered for lowest available division irrespective of their seniority and rank. Posting on the same compassionate grounds submitted by the official may not be entertained on second occasion.

8. 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-2025-26/1394 dated 24.03.2026 for classification of divisions etc.

Digitally signed by
ARPIT CHOUDHARY
Date: 13-04-2026

17:15:50
Deputy Accountant General (Accounts)

No. WM (A)/DA/P&T/2026-27/47
13.04.2026

Dated: -

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. Sh. Anand Kumar, Senior Divisional Accounts Officer-cum-President, Haryana Divisional Accounts Officers/Divisional Accountants' Association, O/o the Executive Engineer, Provincial Division No. 2, PWD (B&R), Sonapat.
3. Sr. Accounts Officer, IT Cell for uploading on office website.
4. PA to Deputy Accountant General (Accounts/VLC).

Alka Chandra
Sr. Accounts Officer WM(A)

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

| | | |
|-------------|--|------------------|
| 1) | Name of official/officer | |
| 2) | Date of Birth | |
| 3) | Place of permanent residence with address | |
| 4) | Place of Present residence with address | |
| 5) | Does he own house? If yes, where? | |
| 6) | Date of Joining in Government Service | |
| 7) | Date of Joining as DA | |
| 8) | 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 | |
| | | |
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| | | |
| 9) | Members of family | |
| i) | Wife / Husband Name with age | |
| ii) | Son(s) / Daughter(s) Name with age | |
| | | |
| iii) | Detail of other Dependents (Name with age) | |

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

| | | | | |
|------------|--|---|-----------------------------------|-----------------------------------|
| 14) | Position of outstanding balances under work suspense as depicted in Form-26 etc. of 04/2025 and 03/2026 (attach additional sheet, if required) : | | | |
| | | | Balance as per account of 04/2025 | Balance as per account of 03/2026 |
| | i) | Submission of Form PWA-26 | | |
| | ii) | 8782-102-95 – I Remittance | | |
| | iii) | 8782-102-98/93-II Cheques/EPS | | |
| | iv) | Cash Settlement Suspense Account | | |
| | v) | Adverse Balance under 8443-108 PW Deposits | | |
| | vi) | Whether the online text data relating to work accounts furnished before 5 th of the month. | | |
| | vii) | Whether reconciliation have been done up to date | | |
| 15) | Specific reason may be indicated for non-clearance, under the various heads. | | | |
| 16) | (a) 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) Other initiatives taken by the official, which can be considered by the authority for considering request for posting (specify in brief). | | | |

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|-------------------|---|--|-----------------|
| 17) | Information relating to submission of monthly accounts to Pr. Accountant General office during the year 2025-26 | | |
| Month of Accounts | Due date of submission of monthly Accounts | Actual date of submission monthly of Account | Remarks if, any |
| 04-2025 | | | |
| 05-2025 | | | |
| 06-2025 | | | |
| 07-2025 | | | |
| 08-2025 | | | |
| 09-2025 | | | |
| 10-2025 | | | |
| 11-2025 | | | |
| 12-2025 | | | |
| 01-2026 | | | |
| 02-2026 | | | |
| 03-2026 | | | |
| 18) | Whether Immovable Property Return as on 01-01-2026 has been submitted 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:

Annexure-A

List of Officers / Officials due for transfer

| Sr. No. | Name of Employee Sh./Smt./Ms. | ID No. | Category of Incumbent | Name of Division | District | Station | Category of Divisions |
|---------|-------------------------------|------------|-----------------------|---|---------------|---------------|-----------------------|
| 1 | Sanjeev Kumar Anand | HRE2050051 | Sr. DAO | Public Health Engineering Division, Kurukshetra | Kurukshetra | Kurukshetra | Heavy |
| 2 | Anand Kumar | HRE2050055 | Sr. DAO | Provincial Division No.2 PWD (B&R), Sonapat | Sonapat | Sonapat | Very Heavy |
| 3 | Ashok Kumar | HRE2050060 | Sr. DAO | Provincial Division No.1 PWD (B&R), Charkhi Dadri | Charkhi Dadri | Charkhi Dadri | Very Heavy |
| 4 | Savin Kumar | HRE2050106 | Sr. DAO | Provincial Division PWD (B&R), Narnaul. | Mahendragarh | Narnaul | Very Heavy |
| 5 | Pankaj Kumar | HRE2050083 | Sr. DAO | Water Services Division (IB), Kurukshetra | Kurukshetra | Kurukshetra | Medium |
| 6 | Kanwal Nayan | HRE2050078 | Sr. DAO | Provincial Division No.1, PWD B&R, Jind | Jind | Jind | Very Heavy |
| 7 | Joginder Kumar | HRE2050085 | DAO-I | Public Health Engineering Division No.2, Panipat | Panipat | Panipat | Medium |
| 8 | Veena Rani | HRE2050089 | DAO-I | Panipat Water Services Division (IB), Panipat. | Panipat | Panipat | Heavy |
| 9 | Amit Garg | HRE2050104 | DAO-I | Nehrana Water Services Division (IB), Sirsa | Sirsa | Sirsa | Light |
| 10 | Bajrangi Prasad | HRE2050112 | DAO-I | Provincial Division PWD (B&R), Bahadurgarh | Jhajjar | Bahadurgarh | Heavy |
| 11 | Rishi Pal | HRE2050109 | DAO-I | Provincial Division No.2 PWD (B&R), Karnal | Karnal | Karnal | Heavy |
| 12 | Neeraj Kumar | HRE2050122 | DAO-I | Provincial Division No.2 PWD (B&R), Sirsa | Sirsa | Sirsa | Heavy |
| 13 | Tapan De | HRE2050121 | DAO-I | Mewat Water Services Division, (IB), Nuh | Nuh | Nuh | Medium |
| 14 | Sunil Kumar | HRE2050143 | DAO-I | Public Health Engineering Division No.1, Kamari Road, Hisar | Hisar | Hisar | Heavy |
| 15 | Chandan Kumar | HRE2050139 | DAO-I | Pundri Water Services Division (IB), Kaithal | Kaithal | Kaithal | Medium |
| 16 | Hemant Kumar Meena | HRE2050141 | DAO-I | Construction Division No.1, PWD (B&R), Gurugram | Gurugram | Gurugram | Light |
| 17 | Avinash Kumar | HRE2050140 | DAO-I | Provincial Division No.1 PWD (B&R) Sirsa | Sirsa | Sirsa | Very Heavy |
| 18 | Mahender Kumar | HRE2050153 | DAO-I | Public Health Engineering Division, Mandi Dabwali, Dabwali, Sirsa | Sirsa | Dabwali | Heavy |
| 19 | Jitender Kumar | HRE2050149 | DAO-II | Public Health Engineering Division, Tosham | Bhiwani | Tosham | Medium |
| 20 | Sagar Teotia | HRE2050267 | DAO-II | Public Health Engineering Division, Mahendergarh | Mahendragarh | Mahendragarh | Heavy |
| 21 | Anish Kumar Malik | HRE2050218 | DAO-II | Mechanical Division PWD (B&R), Rohtak | Rohtak | Rohtak | Light |
| 22 | Sandeep | HRE2050250 | DAO-II | Vigilance Division (IB), Rohtak | Rohtak | Rohtak | Light |
| 23 | Rajan | HRE2050220 | DAO-II | Vigilance Division (IB), Kaithal | Kaithal | Kaithal | Light |
| 24 | Ajay Kumar | HRE2050221 | DAO-II | Mechanical Division PWD, (B&R), Gurugram. | Gurugram | Gurugram | Light |

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|----|-------------------------|------------|--------|--|-----------------------|-------------------------|--------|
| 25 | Kunwar Abhay Veer Singh | HRE2050222 | DAO-II | Const. Divn.-26 (Irr.) (IB) Canal Colony Road, Gurugram | Gurugram | Gurugram | Light |
| 26 | Parveen Kumar | HRE2050251 | DAO-II | Hansi Water Services Division (IB) Hansi. | Hansi | Hansi | Medium |
| 27 | Deepak | HRE2050237 | DAO-II | Mechanical Water Services Division (IB) Karnal | Karnal | Karnal | Light |
| 28 | Anurag Singh | HRE2050238 | DAO-II | Quality Control Division PWD (B&R), Faridabad. | Faridabad | Faridabad | Light |
| 29 | Robin Singh Chauhan | HRE2050244 | DAO-II | Mechanical Division PWD (B&R), Ambala Cantt. | Ambala | Ambala | Light |
| 30 | Rajesh Singh Chauhan | HRE2050245 | DAO-II | HKB Division No.1 (IB), Jagadhari | Yamunanagar | Jagadhari / Yamunanagar | Light |
| 31 | Mohit-III | HRE2050224 | DA | Provincial Division No. 2 PWD (B&R), Rohtak | Rohtak | Rohtak | Light |
| 32 | Ravi Kumar-II | HRE2050225 | DA | Water Services Division No.1 (IB) Rewari | Rewari | Rewari | Light |
| 33 | Niraj Kumar Dangi | HRE2050230 | DA | Procurement and Disposal Division No. 1 (IB) Sinchai Bhawan, Sector-5, Panchkula | Chandigarh/ Panchkula | Chandigarh/ Panchkula | Light |
| 34 | Manish Kumar Pal | HRE2050231 | DA | Rai Water Services Division (IB), Sonapat | Sonapat | Sonapat | Light |
| 35 | Dushyant Yadav | HRE2050233 | DA | Water Services Division (IB), Gurugram. | Gurugram | Gurugram | Light |
| 36 | Navneet Jangra | HRE2050234 | DA | Sarasvati Heritage Division No. 2 (IB), Kurukshetra | Kurukshetra | Kurukshetra | Light |
| 37 | Kishor Kumar | HRE2050235 | DA | Vigilance Division (IB), Karnal | Karnal | Karnal | Light |
| 38 | Yogender Kumar | HRE2050236 | DA | Loharu Water Services Division (IB), Charkhi Dadri | Charkhi Dadri | Charkhi Dadri | Heavy |
| 39 | Sukit Yadav | HRE2050249 | DA | Construction Division No. 31, (IB), Gurugram. | Gurugram | Gurugram | Light |
| 40 | Abhinav Raman | HRE2050239 | DA | Yamuna Water Services Division (Mech.) (IB), Sector-16, Faridabad | Faridabad | Faridabad | Light |
| 41 | Rohit Napa | HRE2050240 | DA | Water Services Division (IB), Sonapat | Sonapat | Sonapat | Light |
| 42 | Pawan Kumar Jatav | HRE2050243 | DA | Gurugram Water Supply Divn (IB), Canal Colony, Gurugram | Gurugram | Gurugram | Light |
| 43 | Ankush Kumar | HRE2050247 | DA | Rewari Lift Irrigation Division (IB), Jhajjar. | Jhajjar | Jhajjar | Medium |
| 44 | Deepak Kumar | HRE2050256 | DA | Construction Division No. 21 (IB), Rohtak | Rohtak | Rohtak | Light |

Annexure- B

List of officials waiting for regular charge posting after completion of probation period

| Sr. No. | Name & ID No. S./Sh./Ms. | Category of Incumbent | District | Station | Division | Category of Divisions |
|---------|------------------------------------|-----------------------|--------------|---------|---|-----------------------|
| 1 | Bhavnesk Kumar Meena HRE2050273 | DA | Mahendragarh | Narnaul | ADB Project Division No.1 PWD (B&R), Narnaul. | Very Heavy |
| 2 | Hemant Saini HRE2050285 | DA | Ambala | Ambala | S.Y.L Water Services Division (IB), Ambala City | Medium |
| 3 | Vaibhav Yadav HRE2050284 | DA | Palwal | Palwal | Project Public Health Engg. Division No. 3, Palwal | Heavy |