
 लोकहितार्थं सत्यनिष्ठा Dedicated to Truth in Public Interest	कार्यालय महलेखाकर (ए एं ई), पंजाब, सेक्टर-17ई, चंडीगढ़ Office of the Accountant General (A&E), Punjab, Sector-17E, Chandigarh Email: agae.punjab.ae@cag.gov.in No.: W.Admin/Misc/25-26/68 Dated: 16.07.2025	 75 Azadi Ka Amrit Mahotsav
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OFFICE ORDER

It has been observed with concern that a practice is being followed by the officials of DA cadre (Punjab) posted in the field offices wherein various applications/representations are being forwarded to this office at the **very last moment** for processing. Such matters could have otherwise been routed well in advance through proper channel. This **last-minute submission** not only creates avoidable pressure and disarray in handling the matters but also **leaves little to no time for proper scrutiny** by this office. As a result, important points may get overlooked, and the decisions taken in haste may not reflect a complete and informed view.

It is also noted that certain officials are **misusing email communication** to forward representations at the eleventh hour, thereby shifting the entire responsibility to this office while ensuring they appear to have met procedural timelines from their end.

In case of late submission of the applications to this office the excuse such as "XEN did not forward the application in time" are exercised.

To ensure orderly and efficient handling of such matters, it is hereby **directed that** :-

- i. **All kinds of representations/applications must be forwarded to this office at least 15 days in advance of any deadline or required action.** This will enable proper examination, verification, and timely decision-making on the issues involved.
- ii. E-mail is meant strictly for forwarding official communication only. Any queries, clarifications/explanations should not be forwarded on official email.
- iii. It shall be the responsibility of the concerned DA/DAO to ensure that their requests are processed and forwarded to this office timely by their reporting authorities.

All concerned officials are requested to **strictly adhere** to these instructions. Any deviation from the above timeline may result in the matter being returned unprocessed or not considered due to lack of sufficient time.

This issues with the approval of competent authority.

Sr. Accounts Officer
(W.Admin.)

Endst. No- W.Admn./Misc/25-26/676-678

Dated:

Copy to the following for information & necessary action :

1. All Officers/Officials of DA Cadre
2. IT Support Cell for uploading on website
3. Secretary Punjab DA/DAOs Association
4. Office Order File.

Sr. Accounts Officer (W.Admn.)

Digitally signed by
Sunil Kumar
Date: 18-07-2025
16:33:27