



कार्यालय महालेखाकार (लेखा व हकदारी),  
पंजाब एवं यू.टी., सैक्टर 17-ई, चंडीगढ़ - 160017.  
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## **OFFICE ORDER**

It has been observed that despite clear instructions issued vide this office's earlier Office Order dated 29.06.2026, whereby all Divisional Accountants/Divisional Accounts Officers were directed to submit their option forms/representations pertaining to the forthcoming Annual General Transfers (AGT-2026) **exclusively to the official e-mail ID of DAG (A/Cs), i.e., manishatoor@cag.gov.in**, with a view to maintaining the confidentiality of the AGT process, the prescribed procedure is not being adhered to.

It has come to the notice of the Competent Authority that while forwarding their option forms/requests to the designated e-mail ID, some officials are simultaneously marking copies of the same to other e-mail IDs such as agaepunjab@cag.gov.in, and section e-mail IDs, or other official e-mail addresses. Such practice amounts to a serious breach of the confidentiality envisaged in the AGT process and defeats the very purpose for which exclusive submission through the designated e-mail ID was prescribed.

**The Competent Authority has viewed this matter seriously and has directed that all option forms/representations which have been forwarded or copied to any e-mail ID other than the designated e-mail ID of DAG (A/Cs), i.e., manishatoor@cag.gov.in, shall not be taken into consideration during the AGT process.**

Accordingly, it is hereby reiterated that, henceforth, all option forms/representations shall invariably be forwarded directly (without routing through XEN) from the official e-mail ID of the concerned official to the e-mail ID of DAG (A/Cs), i.e., manishatoor@cag.gov.in, only. No copy of such communication shall be marked to any other e-mail ID or through any intermediary.

It is once again emphasized that options/requests received through any

mode other than the designated e-mail ID, or those in which the confidentiality of the process is compromised by marking copies to any other e-mail ID, shall be treated as **invalid** and shall not be considered for the purpose of the Annual General Transfers.

All concerned are advised to adhere to the above instructions meticulously to avoid rejection of their option forms/representations.

**Dy. Accountant General (VLC & A/Cs)**

Copy of above is forwarded to the following for information and necessary action:

- 1) All Divisional Accountants of Punjab & UT Cadre due for Annual General Transfers.
- 2) Office Order file.
- 3) Sr. AO I/c IT Support Cell for uploading the same on the website of this office.
- 4) Notice Board.

**Sr. Accounts Officer (Works Admin)**