

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

OFFICE ORDER

As per para 22 of DOPT OM NO.28020/3/2018-Estt.(C), dated 11-03-2019, if it appears to the Appointing Authority at any time, during the period of probation that a Government servant has not made sufficient use of his/her opportunities or is not making satisfactory progress, the Appointing Authority may discharge or terminate him/her from service.

It has been observed that the Divisional Accountants (P) are not making satisfactory progress and their general performance have not been such as to justify their confirmation and that unless they show substantial improvement within a specified period, the question of discharging them would have to be considered. Extension of probation period if any will depend upon the work and conduct report and on the basis of evaluation of performance.

So, all the Divisional Accountants (P) are directed to utilize their optimum opportunities during their probation. Extension of probation period, if the Appointing Authority thinks fit, may be extended on their evaluation of performance otherwise their services are likely to be discharged.

Further, as per sub para (iv) of para 7.7 of CAG'S MSO Admn. Vol-I (3rd edition) a diary of the work done and of the progress made by the probationer in the several practical aspects of his training is required to be submitted to the Deputy Accountant General (Works) monthly. But, the same is not being followed by the probationers. This has been viewed seriously by the Deputy Accountant General (Works). So, all the Divisional Accountants (P) are directed to submit their monthly diary of work done and progress made by them to the Deputy Accountant General (Works) every month by e-mail arorask.har.ae@cag.gov.in.

If the Weekly diary/ Progress report in the attached proforma is not received in the first week of every month then they will have to appear before Deputy Accountant General (Works) by 10th of every month. The diary of work done should be routed through their respective Executive Engineers. It will be the responsibility of DA/DAO who has been entrusted with dual charge of that division to send this monthly report within stipulated time.

In addition to the monthly progress report, the work and conduct report is required to be submitted through their Executive Engineers.

Sd/-

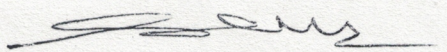
Deputy Accountant General (Works)

No. WM (A)/DA(P)/Training/22-23/463

Dated: 19-07-2022

Copy of the above is forwarded (through official website) to the followings for information & necessary action:-

1. All Divisional Accountants (P)
2. All the Executive Engineers concerned.
3. Sr. Accounts Officer (IT Cell) for uploading on office website.


Sr. Accounts officer, WM (A)

Weekly Diary / Progress Report

(To be submitted latest by 7th of each month)

Name & Designation		
ID No.		
Mobile Number and Email		
Office Address		
Office Email		
Name of Divisions where worked so far and duration of stay therein with date(s) since joining in the cadre		
Sr. No.	Name of the Division	Duration of Stay
Brief description of the Work done/Learnt by the probationers (at least in 100 characters)		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Signature of DA/DAO-I/II/Sr. DAO
(In charge of the Division)

Signature of Divisional Accountant (P)