



प्रधान महालेखाकार (लेखा एवं हकदारी), झारखण्ड का कार्यालय
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), JHARKHAND

O.O. No. WM-I/T&P 2023/ 10

Dated- 10.05.2023

OFFICE ORDER

**Sub: Annual transfer and posting of Sr.Divisional Accounts Officers/
Divisional Accounts Officers/Divisional Accountants**

As per the transfer and posting guidelines issued by the Headquarters office vide letter no. 502-Staff (Apptt)/131-2015 dated 20 March 2015 read with letter no. 02-Staff(Apptt.)/132-2013 dated 5 January 2022, 19 (Nineteen) officials of Divisional Accountant cadre under the administrative control of this office are due for transfer from their existing Divisions. The name and designation of the officials are given in **Annexure-A**.

The officials are directed to send their choice of stations where he/she would like to be posted on transfer, in the prescribed format (**Annexure-B**) under sealed covered letters, marking them "**Confidential**" well in advance, so as to reach this office on or before **22 May 2023**. The letter should be addressed to **Dy. Accountant General (W/F), O/o the Pr. AG (A&E), Jharkhand, Ranchi-834002**. The district-wise list of Stations has been mentioned in **Annexure-C**.

- (i) An official can mention the name of four stations (not the name of Divisions or Districts) of his/her choice in **Capital Letters**. The overwriting or crossing of name of the Station should be avoided. Options received in any other format instead of the prescribed one are liable to be rejected.
- (ii) Options once exercised shall be final and no request for change of option shall be entertained.
- (iii) A copy of the Charge Report showing the date of taking over charge in the present Division, duly attested by the Executive Engineer should invariably be enclosed with the option letter.
- (iv) Submission of choice of station does not confer any right on the official to claim for his posting within his/her choice of stations. His/her posting at a place of choice is subject to the prescribed guidelines, administrative convenience and public interest.
- (v) The adverse comments given by the Inspecting Officer auditing the accounts of the Division(s), adverse remarks made by the Executive Engineers in APAR, performance of the existing Divisions shall be kept in view while taking decision on posting and transfer.
- (vi) Subject to administrative exigencies, transfer request on spouse ground (Posting of husband and wife in the same station) shall be considered as per the existing guidelines of Department of personnel and Training(DoPT), Government of India.

पो. डोरण्डा, राँची – 834002 (झारखण्ड) P.O. Doranda, Ranchi- 834 002(Jharkhand)

दूरभाष / Telephone : 0651-2412942, 2412582 फैक्स/ Fax : 0651-2411745,

E-mail : agaejharkhand@cag.gov.in

- (vii) An official with specified disability or an official who is a care-giver of dependant daughter/son/parents/spouse/brother/sister with specified disability, as certified by the certifying authority as a Person with Benchmark Disability as defined under Section 2(r) of the Rights of Persons with Disabilities Act,2016 may be exempted from the routine exercise of transfer/ rotational transfer subject to the administrative constraints.
- (viii) An official retiring on superannuation within three years (to be reckoned from 1 May) shall be given preference for posting in his/her choice of station(s) irrespective of his/her seniority in the cadre, subject to the condition mentioned in the transfer & posting guidelines issued by Headquarters office vide letter dated 20 March 2015.
- (ix) An official who is retiring on superannuation in next twelve months (to be reckoned from 1 May) may be allowed for continuation of posting in his/her present Division, if so opted by him/her.
- (x) Any official claiming transfer on spouse ground or seeking exemption from routine transfer on the ground of special disability of self/dependants or wishes to continue in his/her present Division on the ground of retiring on superannuation in next 12 months is required to enclose a separate application with all documentary evidences along with the option form.

Name & Designation of officials eligible for transfer (**Annexure-A**), Option form (**Annexure-B**), District-wise list of Stations (**Annexure-C**), Station-wise /Grade wise list of vacant/likely to be vacated Divisions (**Annexure D**), Revised Gradation/ classification of Divisions (**Annexure-E**), Broad norms for transfer & posting being adopted (**Annexure-F**) and detailed guidelines for transfer and posting (Headquarters letter dated 20 March 2015 and 05 January 2022) are available in the official website under Public Interface at DAO/DA menu (<https://cag.gov.in/ae/jharkhand/en>).


Sr.Accounts Officer (WM)


To,

1. All Sr.DAO/DAO-I/ DAO-II/DA concerned (as per list)
2. Notice Board.

ANNEXURE - A

Seniority wise List of Officials due for Transfer in 2023

Sl. No.	Name of Official	Designation	Date of Birth	Date of Retirement	Division where posted	Grade
1	Kusheshwar Chaupal	Sr. DAO	04/01/1968	31/01/2028	RDD (RWA) Works Division, Bokaro	A
2	Peter Binod Soreng	DAO-I	04/01/1964	31/01/2024	Road Division (Rural) Ranchi	B
3	Bhartendu Lal Bhushan	DAO-I	06/09/1970	30/09/2030	R.D.Special Division, Jamshedpur	B
4	Aditya Srinivasan	DAO-I	12/07/1969	31/07/2029	DW&S Division, Gumla	B
5	Raju Paswan	DAO-I	10/01/1969	31/01/2029	RDD (RWA) Works Division, Godda	A
6	Manoj Kumar Singh No.3	DAO-I	15/12/1972	31/12/2032	National Highway Division, Chaibasa	B
7	Afzal Ansari	DAO-II	12/12/1980	31/12/2040	Konar Canal Division, Banaso	C
8	Vikash Ranjan Mallik	DA	15/02/1993	28/02/2053	RWD, QC (AP) Division, Chakardharpur Camp-Ranchi	D
9	Rakesh Kumar Ravidas	DA	05/02/1989	28/02/2049	Quality Control Division, Jamshedpur	D
10	Ali Asif Zaved	DA	01/03/1981	28/02/2041	Irrigation Division, Barharwa	D
11	Anurag Panda	DA	04/05/1989	31/05/2049	Irrigation Division No. - 1, Siktatia	D
12	Keshav Kishore Jha	DA	11/01/1990	31/01/2050	Canal Revenue Division, Ranchi	D
13	Sibhu Kumar	DA	07/03/1990	31/03/2050	Irrigation Division No. - 1, Barhet	D
14	Satya Murti	DA	06/06/1992	30/06/2052	Kharkai Dam Division No. - 1, Musabani	D
15	Rajhans	DA	04/04/1994	30/04/2054	Water Ways Division No. - 2, Hazaribagh	D
16	Mondeep Roy	DA	03/04/1993	30/04/2053	RWD, QC (AP) Division, Daltonganj	D
17	Amrendra Pratap	DA	20/09/1989	30/09/2049	Minor Irrigation Division, Hazaribagh	D
18	Dipankar Mondal	DA	20/10/1994	31/10/2054	Irrigation Division, Nala	D
19	Nuppur Bhut Kumar	DA	20/06/1991	30/06/2051	RWD Soil Investigation Division, Ranchi	D

Sr. Ad/WM


ANNEXURE - B

PROFORMA FOR OPTION

To,

The Dy. Accountant General (W&F),
O/o the Pr. Accountant General (A&E),
Doranda, Ranchi,
Jharkhand- 834002.

Sub: - Choice of Station for transfer

With reference to your O.O.No. WM-I/T&P 23/ 10 dated 10.05.2023,I am to furnish the names of the following four stations¹ according to my choice of preference:

(01) (02)

(03)(04)

My previous posting history for the last 10 years (from 2013) is given below:

Sl No.	Place of Posting, name of Division name and Station	From (Date)	To (Date)

Yours faithfully,

(Full Signature)

Name (Capital letters) :-----

Designation :-----

Present Division and Station :-----

Date :-----

¹ Overwriting or crossing, while writing choice of station is not permitted.

ANNEXURE - C

STATIONS IN A PARTICULAR DISTRICT					
Sl No.	District	Station 1	Station 2	Station 3	Station 4
1	BOKARO	BOKARO	TENUGHAT		
2	CHATRA	CHATRA			
3	DEOGHAR	DEOGHAR	MADHUPUR		
4	DHANBAD	DHANBAD			
5	DUMKA	DUMKA			
6	EAST SINGHBHUM	GALUDIH, GHATSHILA, MUSABANI	JAMSHEDPUR		
7	GARHWA	GARHWA	NAGAR UTARI		
8	GIRIDIH	GIRIDIH	BAGODAR, DUMRI		
9	GODDA	GODDA	MAHAGAMA		
10	GUMLA	CHAINPUR, GUMLA			
11	HAZARIBAGH	HAZARIBAGH	BARHI	BANASO	
12	JAMTARA	JAMTARA	KUNDAHIT, NALA		
13	KHUNTI	KHUNTI			
14	KODARMA	KODARMA			
15	LATEHAR	LATEHAR			
16	LOHARDAGA	LOHARDAGA			
17	PAKUR	PAKUR			
18	MEDNINAGAR	MEDNINAGAR	PANKI	JAPLA	
19	RAMGARH	RAMGARH			
20	RANCHI	RANCHI	BUNDU		
21	SAHEBGANJ	SAHEB GANJ	BARHET	BARHARWA	
22	SARAIKELA	ADITYAPUR	CHANDIL	ICHA CHALIYAMA, RAJNAGAR	SARAIKELA
23	SIMDEGA	SIMDEGA			
24	WEST SINGHBHUM	CHAIBASA	CHAKRADHARPUR	MANOHARPUR	

ANNEXURE - D

Grade wise/District wise/ Station wise/ List of Vacant/ Likely to be vacant Divisions for T&P 2023

Sl. No.	Name of Division	Grade	Station	District	Remarks
1	RDD (RWA) Works Division, Bokaro	A	Bokaro	Bokaro	L2V
2	DW&S Division, Chas, Dist-Bokaro	B	Bokaro	Bokaro	Vacant
3	Road Division, Chatra	A	Chatra	Chatra	Vacant
4	Irrigation Division No. - 1, Sikatia	D	Madhupur	Deoghar	L2V
5	Building Division, Dhanbad	B	Dhanbad	Dhanbad	Vacant
6	DW&S Division No.2, Dumka	B	Dumka	Dumka	Vacant
7	R.D.Special Division, Jamshedpur	B	Jamshedpur	E.Singhbhum	L2V
8	Minor Distributary Division No.7, Galudih	B	Galudih	E.Singhbhum	Vacant
9	Kharkai Dam Division No.- 1, Musabani	D	Jamshedpur	E.Singhbhum	L2V
10	Quality Control Division, Jamshedpur	D	Jamshedpur	E.Singhbhum	L2V
11	Swarnarekha Dam Division No.1, Ghatshila	D	Ghatshila	E.Singhbhum	Vacant
12	Kadwan Dam Division, Nagar Utari	D	Nagar Utari	Garhwa	Vacant
13	RDD (RWA) Works Division, Godda	A	Godda	Godda	L2V
14	DW&S Division, Gumla	B	Gumla	Gumla	L2V
15	Waterways Division No.1, Chainpur	D	Chainpur	Gumla	Vacant
16	Konar Canal Division, Banaso	C	Banaso	Hazaribagh	L2V
17	Minor Irrigation Division, Hazaribagh	D	Hazaribagh	Hazaribagh	L2V
18	Water Ways Division No.2, Hazaribagh	D	Hazaribagh	Hazaribagh	L2V
19	Irrigation Division, Kundahit	D	Kundahit	Jamtara	Vacant
20	Irrigation Division, Nala	D	Nala	Jamtara	L2V
21	RDD (RWA) Works Division, Daltonganj	A	Medininagar	Palamu	Vacant
22	Water Ways Division, Daltonganj	B	Medininagar	Palamu	Vacant
23	Quality Control Division, Daltonganj	D	Medininagar	Palamu	Vacant
24	RWD, QC (AP) Division, Daltonganj	D	Medininagar	Palamu	L2V
25	Road Division (Rural) Ranchi	B	Ranchi	Ranchi	L2V
26	Electric Works Division, Ranchi	B	Ranchi	Ranchi	Vacant
27	DWS (Mech) Urban Division, Ranchi	D	Ranchi	Ranchi	Vacant
28	Canal Revenue Division, Ranchi	D	Ranchi	Ranchi	L2V
29	RWD Soil Investigation Division, Ranchi	D	Ranchi	Ranchi	L2V
30	RWD, QC (AP) Division, Chakardharpur, Camp-Ranchi	D	Ranchi	Ranchi	L2V
31	Irrigation Division, Barharwa, Dist-Sahebganj	D	Barharwa	Sahebganj	L2V

Sl. No.	Name of Division	Grade	Station	District	Remarks
32	Irrigation Division No.1, Barhet, Dist-Sahebganj	D	Barhet	Sahebganj	L2V
33	Kharkai Canal Division, Rajnagar, Dist-Saraikela	D	Rajnagar	Saraikela	Vacant
34	Kharkai Dam Division No.2, Icha Chaliyama, Dist-Saraikela	B	Icha Chaliyama	Saraikela	Vacant
35	Mechanical Division, Icha Chaliyama, Dist-Saraikela	D	Icha Chaliyama	Saraikela	Vacant
36	Purchase Const Material & Tender Control Division,(SPU) Adityapur, Dist-Saraikela	D	Adityapur	Saraikela	Vacant
37	Design Division No.2, Adityapur, Dist-Saraikela	D	Adityapur	Saraikela	Vacant
38	Canal Design Division No. - 1, Jamshedpur	D	Jamshedpur	E.Singhbhum	Vacant
39	Design Division No.3, Adityapur, Dist-Saraikela	D	Adityapur	Saraikela	Vacant
40	National Highway Division, Chaibasa	B	Chaibasa	W.Singhbhum	L2V
41	DW&S (Mech) Division, Chaibasa, W.Singhbhum	D	Chaibasa	W.Singhbhum	Vacant

L2V- Likely to be vacant


Sr.AO/WM

ANNEXURE - E

REVISED GRADING OF DIVISIONS BASED ON AVERAGE EXPENDITURE OF 2017-20

(TO BE EFFECTIVE W.E.F. 2021-22)

Sl.No.	DIVISION	STATION	DISTRICT	Category
A	VERY HEAVY DIVISIONS			
1	ROAD DIVISION, RANCHI	Ranchi	Ranchi	A
2	SPL. WORKS DIVISION,BUILDING CONST. DEPTT,RANCHI	Ranchi	Ranchi	A
3	ROAD DIVISION, GUMLA	Gumla	Gumla	A
4	ROAD DIVISION, GARHWA	Garhwa	Garhwa	A
5	ROAD DIVISION, DUMKA	Dumka	Dumka	A
6	ROAD DIVISION, MANOHARPUR	Manoharpur	W.Singhbhum	A
7	ROAD DIVISION, DHANBAD	Dhanbad	Dhanbad	A
8	ROAD DIVISION, DEOGHAR	Deoghar	Deoghar	A
9	RDD (RWA) WORKS DIVISION, RANCHI	Ranchi	Ranchi	A
10	ROAD DIVISION, JAMSHEDPUR	Jamshedpur	E.Singhbhum	A
11	ROAD DIVISION, KHUNTI	Khunti	Khunti	A
12	ROAD DIVISION, SAHEBGANJ	Sahebganj	Sahebganj	A
13	ROAD DIVISION, GODDA	Godda	Godda	A
14	ROAD DIVISION, DALTONGANJ	Medininagar	Palamu	A
15	ROAD DIVISION, HAZARIBAGH	Hazaribagh	Hazaribagh	A
16	RDD (RWA) WORKS DIVISION, KHUNTI	Khunti	Khunti	A
17	ROAD DIVISION, BOKARO	Bokaro	Bokaro	A
18	ROAD DIVISION, LATEHAR	Latehar	Latehar	A
19	ROAD DIVISION, GIRIDIH	Giridih	Giridih	A
20	ROAD DIVISION, RAMGARH	Ramgarh	Ramgarh	A
21	RDD (RWA) WORKS DIVISION,BOKARO	Bokaro	Bokaro	A
22	RDD (RWA) WORKS DIVISION,DALTONGANJ	Medininagar	Palamu	A
23	ROAD DIVISION ,SARAIKELA	Saraikeella	Saraikeella	A
24	RDD (RWA) WORKS DIVISION, GIRIDIH	Giridih	Giridih	A
25	DRINKING WATER AND SANITATION DIVISION, RAMGARH	Ramgarh	Ramgarh	A
26	RDD (RWA) WORKS DIVISION,GUMLA	Gumla	Gumla	A
27	RDD (RWA) WORKS DIVISION, HAZARIBAGH	Hazaribagh	Hazaribagh	A
28	RDD (RWA) WORKS DIVISION, JAMSHEDPUR	Jamshedpur	E.Singhbhum	A
29	ROAD DIVISION, SIMDEGA	Simdega	Simdega	A
30	NATIONAL HIGHWAY DIVISION,DEOGHAR	Deoghar	Deoghar	A
31	RDD (RWA) WORKS DIVISION,DUMKA	Dumka	Dumka	A
32	ROAD DIVISION, CHATRA	Chatra	Chatra	A
33	RDD (RWA) WORKS DIVISION,DHANBAD	Dhanbad	Dhanbad	A
34	BUILDING DIVISION NO 1,RANCHI	Ranchi	Ranchi	A
35	RDD (RWA) WORKS DIVISION,GODDA	Godda	Godda	A
36	RDD (RWA) WORKS DIVISION, LATEHAR	Latehar	Latehar	A
37	RDD (RWA) WORKS DIVISION, GARHWA	Garhwa	Garhwa	A
38	NATIONAL HIGHWAY DIVISION, MEDININAGAR	Medininagar	Palamu	A
39	ROAD DIVISION, KODERMA	Koderma	Koderma	A
40	RDD (RWA) WORKS DIVISION, CHAIBASA	Chaibasa	W.Singhbhum	A

Sl.No.	DIVISION	STATION	DISTRICT	Category
41	RDD (RWA) WORKS DIVISION, SIMDEGA	Simdega	Simdega	A
42	RURAL DEVELOPMENT SPL.DIVN, DALTONGANJ	Medininagar	Palamu	A
B	HEAVY DIVISIONS			
43	RDD (RWA)WORKS DIVISION,CHATRA	Chatra	Chatra	B
44	ROAD DIVISION, CHAIBASA	Chaibasa	W.Singhbhum	B
45	SWARNREKHA CANAL DIVISION ,CHANDIL	Chandil	Saraikella	B
46	DRINKING WATER AND SANITATION DIVISION NO.2,DHANBAD	Dhanbad	Dhanbad	B
47	WATERWAYS DIVISION,GARHWA	Garhwa	Garhwa	B
48	RURAL DEVELOPMENT SPL.DIVN, HAZARIBAGH	Hazaribagh	Hazaribagh	B
49	RURAL DEVELOPMENT SPL.DIVN, GUMLA	Gumla	Gumla	B
50	DRINKING WATER & SANITATION DIVN NO.I, DHANBAD	Dhanbad	Dhanbad	B
51	RDD (RWA) WORKS DIVISION, SARAIKELLA	Saraikella	Saraikella	B
52	RURAL DEVELOPMENT SPL.DIVN, BOKARO	Bokaro	Bokaro	B
53	RURAL DEVELOPMENT SPL.DIVN, GIRIDIH	Giridih	Giridih	B
54	RDD (RWA) WORKS DIVISION,DEOGHAR	Deoghar	Deoghar	B
55	ROAD DIVISION, JAMTARA	Jamtara	Jamtara	B
56	DRINKING WATER AND SANITATION DIVISION, CHAIBASA	Chaibasa	W.Singhbhum	B
57	RDD (RWA) WORKS DIVISION, CHAKRADHARPUR	Chakradharpur	W.Singhbhum	B
58	NATIONAL HIGHWAY DIVISION,DHANBAD	Dhanbad	Dhanbad	B
59	RURAL DEVELOPMENT SPECIAL DIVISION, CHAIBASA	Chaibasa	W.Singhbhum	B
60	RURAL DEVELOPMENT SPECIAL DIVISION,DEOGHAR	Deoghar	Deoghar	B
61	ROAD DIVISION (RURAL)RANCHI	Ranchi	Ranchi	B
62	MINOR IRRIGATION DIVISION,GUMLA	Gumla	Gumla	B
63	ROAD DIV, LOHARDAGA	Lohardaga	Lohardaga	B
64	TENUGHAT DAM DIVISION, TENUGHAT	Tenughat	Bokaro	B
65	RURAL DEVELOPMENT SPL.DIVN NO. 2, GARHWA	Garhwa	Garhwa	B
66	RURAL DEVELOPMENT SPL.DIVN, RANCHI	Ranchi	Ranchi	B
67	RURAL DEVELOPMENT SPECIAL DIVISION, KHUNTI	Khunti	Khunti	B
68	DRINKING WATER AND SANITATION DIVISION, GUMLA	Gumla	Gumla	B
69	RDD (RWA) WORKS DIVISION, SAHEBGANJ	Sahebganj	Sahebganj	B

Sl.No.	DIVISION	STATION	DISTRICT	Category
70	DRINKING WATER & SANITATION DIVISION NO.2, GIRIDIH	Giridih	Giridih	B
71	ROAD DIVISION ,PAKUR	Pakur	Pakur	B
72	DRINKING WATER AND SANITATION DIVISION, HAZARIBAGH	Hazaribagh	Hazaribagh	B
73	RURAL DEVELOPMENT SPL.DIVN, JAMSHEDPUR	Jamshedpur	E.Singhbhum	B
74	BARRAGE DIVISION, GALUDIH	Galudih	E.Singhbhum	B
75	DRINKING WATER AND SANITATION DIVISION, SIMDEGA	Simdega	Simdega	B
76	KHARKAI CANAL DIVISION, ADITYAPUR	Adityapur	Saraikella	B
77	WATERWAYS DIVISION,DALTONGANJ	Medininagar	Palamu	B
78	IRRIGATION DIVISION,JASIDIH	Deoghar	Deoghar	B
79	WATERWAYS DIVISION,BARHI	Barhi	Hazaribagh	B
80	DRINKING WATER AND SANITATION DIVISION, TENUGHAT	Tenughat	Bokaro	B
81	RDD (RWA) WORKS DIVISION, LOHARDAGA	Lohardaga	Lohardaga	B
82	DRINKING WATER AND SANITATION (EAST) DIVISION, RANCHI	Ranchi	Ranchi	B
83	RDD (RWA) WORKS DIVISION, JAMTARA	Jamtara	Jamtara	B
84	DRINKING WATER AND SANITATION (WEST) DIVISION, RANCHI	Ranchi	Ranchi	B
85	ELECTRIC WORKS DIVISION,RANCHI	Ranchi	Ranchi	B
86	DRINKING WATER AND SANITATION DIVISION, DALTONGANJ	Medininagar	Palamu	B
87	RURAL DEVLOPMENT SPL. DIVISION, DHANBAD	Dhanbad	Dhanbad	B
88	RURAL DEVELOPMENT SPL.DIVN, DUMKA	Dumka	Dumka	B
89	WATER WAYS DIVISION, GUMLA	Gumla	Gumla	B
90	RDD (RWA) WORKS DIVISION, PAKUR	Pakur	Pakur	B
91	DRINKING WATER AND SANITATION DIVISION, CHAS	Bokaro	Bokaro	B
92	DRINKING WATER & SANITATION DIVISION NO. 2, DUMKA	Dumka	Dumka	B
93	RURAL DEVLOPMENT SPL. DIVISION, GODDA	Godda	Godda	B
94	IRRIGATION DIVISION,DUMKA	Dumka	Dumka	B
95	BUILDING DIVISION,CHAIBASA	Chaibasa	W.Singhbhum	B
96	WATERWAYS DIVISION,CHAIBASA	Chaibasa	W.Singhbhum	B
97	RURAL DEVELOPMENT SPL.DIVN, CHATRA	Chatra	Chatra	B
98	DRINKING WATER AND SANITATION DIVISION, CHAKRADHARPUR	Chakradharpur	W.Singhbhum	B
99	MINOR DISTRIBUTARY DIVISION NO 7 ,GALUDIH	Galudih	E.Singhbhum	B
100	DRINKING WATER & SANITATION DIVISION, PAKUR	Pakur	Pakur	B

Sl.No.	DIVISION	STATION	DISTRICT	Category
101	MINOR IRRIGATION DIVISION,GODDA	Godda	Godda	B
102	BUILDING DIVISION,HAZARIBAGH	Hazaribagh	Hazaribagh	B
103	KHARKAI DAM DIV NO. 2 ,ICHA CHALIYAMA	Icha Chaliyama	Saraikella	B
104	BUILDING DIVISION,DHANBAD	Dhanbad	Dhanbad	B
105	NATIONAL HIGHWAY DIVISION,CHAIBASA	Chaibasa	W.Singhbhum	B
106	RURAL DEVELOPMENT SPL. DIVISION, LATEHAR	Latehar	Latehar	B
107	BUILDING DIVISION NO 2,RANCHI	Ranchi	Ranchi	B
108	RURAL DEVELOPMENT SPL. DIVISION, SAHEBGANJ	Sahebganj	Sahebganj	B
109	NATIONAL HIGHWAY DIVISION,HAZARIBAGH	Hazaribagh	Hazaribagh	B
110	DRINKING WATER AND SANITATION DIVISION,CHATRA	Chatra	Chatra	B
111	IRRIGATION DIVISION,BUNDU	Bundu	Ranchi	B
C	MEDIUM DIVISIONS			
112	DRINKING WATER AND SANITATION DIVISION, GARHWA	Garhwa	Garhwa	C
113	DRINKING WATER AND SANITATION SUBARNAREKHA HEADWORKS DIV, RANCHI	Ranchi	Ranchi	C
114	BUILDING DIVISION,GIRIDIH	Giridih	Giridih	C
115	DRINKING WATER AND SANITATION DIVISION,KODERMA	Koderma	Koderma	C
116	BUILDING DIVISION,GARHWA	Garhwa	Garhwa	C
117	IRRIGATION DIVISION GODDA,CAMP-MAHAGAMA	Mahagama	Godda	C
118	MINOR DISTRIBUTARY DIVISION NO. 2 ,CHANDIL,CAMP-DIMNA	Jamshedpur	E.Singhbhum	C
119	DRINKING WATER AND SANITATION DIVISION, GODDA	Godda	Godda	C
120	DRINKING WATER AND SANITATION DIVISION, MADHUPUR	Madhupur	Deoghar	C
121	RURAL DEVELOPMENT SPL.DIVN, PAKUR	Pakur	Pakur	C
122	NATIONAL HIGHWAY DIVISION,RANCHI	Ranchi	Ranchi	C
123	RURAL DEVELOPMENT SPL. DIVISION NO.-1, SERAIKELLA	Saraikella	Saraikella	C
124	MINOR DISTRIBUTARY DIVISION NO 10 ,GHATSHILA	Ghatshila	E.Singhbhum	C
125	RURAL DEVELOPMENT SPL.DIVN, KODERMA	Koderma	Koderma	C
126	RDD (RWA) WORKS DIVISION, KODERMA	Koderma	Koderma	C
127	BUILDING DIVISION,LATEHAR	Latehar	Latehar	C
128	SWARNREKHA DAM DIVISION NO. 2, CHANDIL	Chandil	Saraikella	C
129	DRINKING WATER AND SANITATION DIVISION, LATEHAR	Latehar	Latehar	C

Sl.No.	DIVISION	STATION	DISTRICT	Category
130	BUILDING DIVISION,JAMSHEDPUR	Jamshedpur	E.Singhbhum	C
131	MINOR DISTRIBUTARY DIVISION NO 4,GALUDIH	Galudih	E.Singhbhum	C
132	BUILDING DIVISION,DUMKA	Dumka	Dumka	C
133	MINOR IRRIGATION DIVISION, RANCHI	Ranchi	Ranchi	C
134	RURAL DEVELOPMENT SPL. DIVISION, LOHARDAGA	Lohardaga	Lohardaga	C
135	KHARKAI CANAL DIVISION, CHAIBASA	Chaibasa	W.Singhbhum	C
136	BUILDING DIVISION,GUMLA	Gumla	Gumla	C
137	GALUDIH RIGHT CANAL DIV NO 1, MUSABANI, CAMP-GALUDIH	Galudih	E.Singhbhum	C
138	RDD (RWA) WORKS DIVISION, RAMGARH	Ramgarh	Ramgarh	C
139	MINOR DISTRIBUTARY DIVISION NO. 12 ,MANGO, DIMNA, JAMSHEDPUR	Jamshedpur	E.Singhbhum	C
140	MINOR IRRIGATION DIVISION,CHAIBASA	Chaibasa	W.Singhbhum	C
141	DESIGN DIVISION NO. 2 ,DALTONGANJ	Medininagar	Palamu	C
142	RURAL DEVELOPMENT SPL. DIVISION, JAMTARA	Jamtara	Jamtara	C
143	BUILDING DIVISION,SARAIKELLA	Saraikeella	Saraikeella	C
144	KONAR CANAL DIVISION, BAGODAR	Bagodar	Giridih	C
145	SWARNREKHA CANAL DIVISION, MANGO, JAMSHEDPUR	Jamshedpur	E.Singhbhum	C
146	NATIONAL HIGHWAY DIVISION,GUMLA	Gumla	Gumla	C
147	MINOR IRRIGATION DIVISION, KHUNTI	Khunti	Khunti	C
148	KONAR CANAL DIVISION, BANASO	Banaso	Hazaribagh	C
149	KHARKAI LINK CANAL DIVISION, MUSABANI	Musabani	E.Singhbhum	C
150	WATERWAYS DIVISION,HAZARIBAGH	Hazaribagh	Hazaribagh	C
151	DRINKING WATER AND SANITATION DIVISION, SARAIKELLA	Saraikeella	Saraikeella	C
152	DRINKING WATER AND SANITATION DIVISION NO.1, GIRIDIH	Giridih	Giridih	C
153	BUILDING DIVISION,DEOGHAR	Deoghar	Deoghar	C
154	MINOR DISTRIBUTARY DIV NO. 3 MANGO, DIMNA COLONY,JAMSHEDPUR	Jamshedpur	E.Singhbhum	C
155	MINOR IRRIGATION DIVISION,GIRIDIH	Giridih	Giridih	C
156	MINOR IRRIGATION DIVISION,DUMKA	Dumka	Dumka	C
157	RURAL DEVELOPMENT SPECIAL DIVISION, SIMDEGA	Simdega	Simdega	C
158	BUILDING DIVISION,BOKARO	Bokaro	Bokaro	C
159	DRINKING WATER AND SANITATION DIVISION, JAMSHEDPUR	Jamshedpur	E.Singhbhum	C
160	BUILDING DIVISION,GODDA	Godda	Godda	C
161	WATERWAYS DIVISION NO 1,CHAKRADHARPUR	Chakradharpur	W.Singhbhum	C

Sl.No.	DIVISION	STATION	DISTRICT	Category
162	DRINKING WATER AND SANITATION (MECH) DIVISION, DHANBAD	Dhanbad	Dhanbad	C
163	SWARNREKHA CANAL DIVISION,GHATSHILA	Ghatshila	E.Singhbhum	C
164	MINOR IRRIGATION DIVISION,SIMDEGA	Simdega	Simdega	C
165	WATERWAYS DIVISION,DHURWA,RANCHI	Ranchi	Ranchi	C
166	BUILDING DIVISION,DALTONGANJ	Medininagar	Palamu	C
167	BUILDING DIVISION,RAMGARH	Ramgarh	Ramgarh	C
168	MINOR IRRIGATION DESIGN DIVISION, DUMKA,CAMP AT DEOGHAR	Deoghār	Deoghar	C
169	MINOR DISTRIBUTARY DIV NO. 5, DIMNA ,JAMSHEDPUR	Jamshedpur	E.Singhbhum	C
170	DRINKING WATER AND SANITATION DIVISION, JAMTARA	Jamtara	Jamtara	C
171	MINOR IRRIGATION DIVISION,LATEHAR	Latehar	Latehar	C
172	BUILDING DIVISION,KHUNTI	Khunti	Khunti	C
173	AURANGA CONSTRUCTION DIVISION, PANKI	Panki	Palamu	C
174	PUNASI DAM DIVISION,DEOGHAR	Deoghar	Deoghar	C
175	MINOR IRRIGATION DIVISION,LOHARDAGA	Lohardaga	Lohardaga	C
176	WATER WAYS DIVISION NO 2,CHAINPUR	Chainpur	Gumla	C
177	MINOR IRRIGATION DIVISION,JAMSHEDPUR	Jamshedpur	E.Singhbhum	C
178	DRINKING WATER AND SANITATION DIVISION, ADITYAPUR	Adityapur	Saraikella	C
179	IRRIGATION DIVN GALUDIH	Galudih	E.Singhbhum	C
180	DRINKING WATER AND SANITATION DIVISION, KHUNTI	Khunti	Khunti	C
D	LIGHT DIVISIONS			
181	DRINKING WATER AND SANITATION DIVISION, SAHEBGANJ	Sahebganj	Sahebganj	D
182	ADVANCE PLANNING DIVISION,DORANDA,RANCHI	Ranchi	Ranchi	D
183	MINOR IRRIGATION DIVISION,BOKARO	Bokaro	Bokaro	D
184	IRRIGATION DIVISION,DEOGHAR	Deoghar	Deoghar	D
185	DESIGN DIVISION NO. 1, DALTONGANJ	Medininagar	Palamu	D
186	DRINKING WATER AND SANITATION (MECH) URBAN DIV, RANCHI	Ranchi	Ranchi	D
187	MINOR IRRIGATION DIVISION,RAMGARH	Ranmgarh	Ramgarh	D
188	MINOR IRRIGATION DIVISION, HAZARIBAGH	Hazaribagh	Hazaribagh	D
189	DRINKING WATER & SANITATION DIVISION, GONDA, RANCHI	Ranchi	Ranchi	D
190	MINOR IRRIGATION DIVISION,HUSSAINABAD	Japla	Palamu	D
191	DRINKING WATER AND SANITATION HATIA PROJECT DIV., RANCHI	Ranchi	Ranchi	D

Sl.No.	DIVISION	STATION	DISTRICT	Category
192	BUILDING DIVISION, SAHEBGANJ	Sahebganj	Sahebganj	D
193	WATER WAYS DIVISION NO.1 ,SIMDEGA	Simdega	Simdega	D
194	DRINKING WATER AND SANITATION DIVISION, DEOGHAR	Deoghar	Deoghar	D
195	BUILDING DIVISION, JAMTARA	Jamtara	Jamtara	D
196	BUILDING DIVISION, SIMDEGA	Simdega	Simdega	D
197	MINOR IRRIGATION DIVISION, DHANBAD	Dhanbad	Dhanbad	D
198	MINOR IRRIGATION DIVISION, SARAİKELLA	Saraikella	Saraikella	D
199	MINOR IRRIGATION DIVISION, CHATRA	Chatra	Chatra	D
200	IRRIGATION DIVISION No.1, SIKATIA, DEOGHAR	Madhupur	Deoghar	D
201	BUILDING DIVISION, CHATRA	Chatra	Chatra	D
202	DRINKING WATER AND SANITATION DIVISION, LOHARDAGA	Lohardaga	Lohardaga	D
203	KHARKAI CANAL DIVISION, RAJNAGAR	Rajnagar	Saraikella	D
204	INVESTIGATION & RESEARCH DIVISION, GARHWA	Garhwa	Garhwa	D
205	MINOR IRRIGATION DIVISION, JAMTARA	Jamtara	Jamtara	D
206	BUILDING DIVISION, LOHARDAGA	Lohardaga	Lohardaga	D
207	MINOR IRRIGATION DIVISION, SAHEBGANJ	Sahebganj	Sahebganj	D
208	MINOR IRRIGATION DIVISION, GARHWA	Garhwa	Garhwa	D
209	MINOR IRRIGATION DIVISION, DALTONGANJ	Medininagar	Palamu	D
210	DRINKING WATER AND SANITATION (MECH) DIVISION, RANCHI	Ranchi	Ranchi	D
211	IRRIGATION DIVISION, PAKUR	Pakur	Pakur	D
212	FIELD SURVEY & ADVANCE PLANNING DIVISION, RANCHI	Ranchi	Ranchi	D
213	BUILDING DIVISION, KODERMA	Koderma	Koderma	D
214	KONAR CANAL DIVISION, DUMRI	Dumri	Giridih	D
215	SWARNAREKHA CANAL DIV, GANGUDIH	Jamshedpur	E.Singhbhum	D
216	BUILDING DIVISION, PAKUR	Pakur	Pakur	D
217	PLANNING & MONITORING DIVISION, DALTONGANJ	Medininagar	Palamu	D
218	MINOR IRRIGATION DIVISION, KODERMA	Koderma	Koderma	D
219	DRINKING WATER AND SANITATION DIVISION, No. I, DUMKA	Dumka	Dumka	D
220	MINOR IRRIGATION DIVISION, PAKUR	Pakur	Pakur	D
221	WATERWAYS DIVISION, KHUNTI	Khunti	Khunti	D
222	DRINKING WATER AND SANITATION (MECH) DIVISION, JAMSHEDPUR	Jamshedpur	E.Singhbhum	D
223	DRINKING WATER AND SANITATION SUBARNAREKHA DISTRIBUTARY DIV, RANCHI	Ranchi	Ranchi	D
224	MECHANICAL DIVISION ,CHANDIL	Chandil	Saraikella	D
225	MINOR DISTRIBUTARY DIVISION NO 9, GALUDIH	Galudih	E.Singhbhum	D

Sl.No.	DIVISION	STATION	DISTRICT	Category
226	IRRIGATION (MECH) DIVISION,DORANDA,RANCHI	Ranchi	Ranchi	D
227	WATERWAYS DIVISION,BISHUNPUR, PATAN	Japla	Palamu	D
228	DRINKING WATER AND SANITATION (MECH) DIVISION, DALTONGANJ	Medininagar	Palamu	D
229	MECHANICAL DIVISION, BANASO	Banaso	Hazaribagh	D
230	PUNASI SPILL WAY DIVISION,PUNASI,DEOGHAR	Deoghar	Deoghar	D
231	MINOR DISTRIBUTARY DIVISION NO.8,JAMSHEDPUR	Jamshedpur	E.Singhbhum	D
232	GANGA PUMP CANAL DIVISION,SAHEBGANJ	Sahebganj	Sahebganj	D
233	DRINKING WATER AND SANITATION (MECH) DIVISION, DUMKA	Dumka	Dumka	D
234	DRINKING WATER AND SANITATION (MECH) DIVISION, HAZARIBAGH	Hazaribagh	Hazaribagh	D
235	IRRIGATION DIVISION NO 2,SIKATIA,CAMP- MADHUPUR,DEOGHAR	Madhupur	Deoghar	D
236	IRRIGATION DIVISION,KUNDHIT,JAMTARA	Kundhit	Jamtara	D
237	DRINKING WATER & SANITATION (MECH) DIVISION, CHAIBASA	Chaibasa	W.Singhbhum	D
238	IRRIGATION DIVISION,BARHARWA,SAHIBGANJ	Barharwa	Sahebganj	D
239	MECHANICAL DIVISION MANDAL LATEHAR, CAMP DALTONGANJ	Medininagar	Palamu	D
240	IRRIGATION DIVISION NO.I,BARHET	Barhet	Sahebganj	D
241	DRINKING WATER & SANITATION (MECH) DIVISION, GUMLA	Gumla	Gumla	D
242	SOIL INVESTIGATION & ADVANCE PLANNING DIVISION,RCD, DORANDA, RANCHI	Ranchi	Ranchi	D
243	PLANNING & MONITORING DIV, ADITYAPUR	Adityapur	Saraikella	D
244	WATER WAYS DIVISION NO.1,CHAINPUR	Chainpur	Gumla	D
245	PURCHASE CONST. MATERIAL & TENDER CTRL DIV (SPU) ,ADITYAPUR	Adityapur	Saraikella	D
246	IRRIGATION (MECHANICAL) DIVISION,DEOGHAR	Deoghar	Deoghar	D
247	IRRIGATION DIVISION NO 2,JAMTARA	Jamtara	Jamtara	D
248	KADWAN DAM DIVISION, NAGARUTARI	Nagar Utari	Garhwa	D
249	IRRIGATION DIVISION,JAMTARA	Jamtara	Jamtara	D
250	MINOR DISTRIBUTARY DIVISION,KULDANGAL, CAMP-NALA	Nala	Jamtara	D
251	WATER WAYS DIVISION NO 2, HAZARIBAGH	Hazaribagh	Hazaribagh	D
252	IRRIGATION DIVISION,NALA,JAMTARA	Nala	Jamtara	D
253	CENTRAL STORES & CAMP DIVISION, CHANDIL	Chandil	Saraikella	D

Sl.No.	DIVISION	STATION	DISTRICT	Category
254	QUALITY CONTROL DIVISION, DALTONGANJ	Medininagar	Palamu	D
255	QUALITY CONTROL DIVISION,DHURWA,RANCHI	Ranchi	Ranchi	D
256	MINOR IRRIGATION DESIGN DIVISION,RANCHI	Ranchi	Ranchi	D
257	GROUND WATER INVESTIGATION DIVISION, RANCHI	Ranchi	Ranchi	D
258	DESIGN DIV NO 2 ,ADITYAPUR	Adityapur	Saraikella	D
259	MECHANICAL DIV, ICHA CHALIYAMA	Icha Chaliyama	Saraikella	D
260	KHARKAI DAM DIV NO. 1 ,MUSABANI	Musabani	E.Singhbhum	D
261	SWARNREKHA DAM & BARRAGE DESIGN DIVISION, JAMSHEDPUR	Jamshedpur	E.Singhbhum	D
262	MINOR IRRIGATION QUALITY CONTROL DIVISION, RANCHI	Ranchi	Ranchi	D
263	QUALITY CONTROL DIVISION, JAMSHEDPUR	Jamshedpur	E.Singhbhum	D
264	PLANNING QUALITY CONTROL & MONITORING DIVISION,DEOGHAR	Deoghar	Deoghar	D
265	DESIGN DIVISION NO 2,DEOGHAR	Deoghar	Deoghar	D
266	DESIGN DIVISION NO 4,DEOGHAR	Deoghar	Deoghar	D
267	DESIGN DIVISION NO 2,DORANDA,RANCHI	Ranchi	Ranchi	D
268	CANAL REVENUE DIVISION,DORANDA,RANCHI	Ranchi	Ranchi	D
269	RDD (RWA) WORKS (A P) DIVISION,DUMKA	Dumka	Dumka	D
270	QUALITY CONTROL & ADVANCE PLANNING DIVISION,DALTONGANJ	Medininagar	Palamu	D
271	RWD SOIL INVESTIGATION DIVISION, DORANDA, RANCHI	Ranchi	Ranchi	D
272	RWD APQC DIVISION, CHAKRADHARPUR AT RANCHI	Ranchi	Ranchi	D
273	FIELD SURVEY ADVANCE PLANNING DIVISION, DUMKA	Dumka	Dumka	D
274	SWARNREKHA DAM DIVISION NO. 1 GHATSHILA	Ghatshila	E.Singhbhum	D
275	CANAL DESIGN DIVN NO 1,JAMSHEDPUR,	Jamshedpur	E.Singhbhum	D
276	DESIGN DIV NO. 3, ADITYAPUR	Adityapur	Saraikella	D
E	NO SANCTIONED POST			
277	ADVANCE PLANNING DIVISION,PALAMAU	Medininagar	Palamu	NSP
278	ELECTRIC WORKS DIVISION,DHANBAD	Dhanbad	Dhanbad	NSP
279	RURAL DEVELOPMENT SPL.DIVN, RAMGARH	Ramgarh	Ramgarh	NSP
280	PLANNING & INVESTIGATION DIVISION, DORANDA, RANCHI	Ranchi	Ranchi	NSP

Sl.No.	DIVISION	STATION	DISTRICT	Category
281	MPI HYDROLOGY DIV. NO.II,DHURWA,RANCHI	Ranchi	Ranchi	NSP
282	MPI HYDROLOGY DIV. NO.II,DEOGHAR	Deoghar	Deoghar	NSP
283	QUALITY CONTROL DIVISION,HAZARIBAGH	Hazaribagh	Hazaribagh	NSP
284	GROUND WATER INVESTIGATION DIVISION,HAZARIBAGH	Hazaribagh	Hazaribagh	NSP
285	ADVANCE PLANNING DIVISION,SAHEBGANJ	Sahebganj	Sahebganj	NSP
286	GROUND WATER INVESTIGATION DIVISION,DUMKA	Dumka	Dumka	NSP
287	M. I. QUALITY CONTROL DIVISION, DUMKA	Dumka	Dumka	NSP

Note:

A- Very Heavy Division
B- Heavy Division
C- Medium Division
D- Light Division
NSP- No Sanctioned Post

QC- Quality Control
RDD-Rural Development Department
RWA-Rural Works Affairs
AP-Advance Planning
MI-Minor Irrigation
DW&S- Drinking Water & Sanitation

(Handwritten signature)
10/12/27

SR. ACCOUNTS OFFICER/WM

ANNEXURE - F

BROAD NORMS FOR TRANSFER & POSTING

Documents Available:

- a) Seniority wise list of eligible Sr.DAO/DAO-I/DAO-II/DA due for transfer. This list has their posting history, current posting, 3 years APAR grading, performance during last three years and choice of stations given by the officers/officials.
- b) Grade wise list of vacant / likely to be vacated divisions. This list is indexed on average expenditure of last three years (2017-18, 2018-19 & 2019-20) + District + Station.
- c) List of Stations and station-wise vacancies.

Eligibility / Grade:

Sr. DAO	:A (Very Heavy Divisions)
DAO-I	:B (Heavy Divisions)
DAO-II	:C (Medium Divisions)
DA	:D (Light Divisions)

For Sr. DAO

- Pickup first name from a) above and trace first choice of station as per his grade from (b) above, if found, allot if not;
- Move to 2nd choice station as per his grade, if found, allot, if not;
- Move to 3rd choice station as per his grade, if found, allot, if not;
- Move to 4th choice station as per his grade, if found, allot, if not;
- Finally post him in any station in 'A' grade division *for even distribution of overall vacancy*. If 'A' grade division is not found anywhere then only next lower grade station will be considered in the first/second/third/fourth choice station, failing which other choice of stations will be considered as per administrative exigencies.

For DAO-I/DAO-II/DA

- Pickup first name from (a) above and trace 1st choice of station as per his grade or one grade up, if vacant, from (b) above, if found, allot, if not;
- Move to 2nd choice of station as per his grade or one grade up, if vacant, if found allot, if not;
- Move to 3rd choice of station as per his grade or one grade up, if vacant, if found allot, if not;
- Move to 4th choice of station as per his grade or one grade up, if vacant, if found allot, if not;
- Finally post him anywhere (in any station) in appropriate grade division *for even distribution of overall vacancy*. If appropriate grade division is not found anywhere then only next lower grade station will be considered in the first/second/third/fourth choice of station, failing which other choice of stations will be considered as per administrative exigencies.
- Repeat till all DAO-I & II/DA is posted.



सत्यमेव जयते

No. 502 - Staff (Appt.)/ 131 -2015

भारत के नियंत्रक-महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली - 110 124

OFFICE OF THE
COMPTROLLER & AUDITOR GENERAL OF INDIA
9, Deendayal Upadhyaya Marg, New Delhi-110 124

दिनांक / DATE

20th March 2015

To

All the Pr. Accountants General/ Accountants General (A&E)
(Cadre Controlling Authority in respect of Divisional Accountants cadre)

Subject: Transfer and postings of Divisional Accounts Officers/Divisional Accountants.

Sir/Madam,

Transfers and postings in the Divisional Accounts Officers/Divisional Accountants cadre are governed by the guidelines and instructions contained in this office circular letter no. 1008-NGE (Appt.)/10-2010/Vol.II dated 23.08.2010 and letter No. 352-staff (Appt.)/132-2013 dated 22.03.2013. The existing guidelines/instructions have been reviewed and the following guidelines are issued superseding the existing guidelines.

1. Classification of Divisions:

The Divisions shall be classified as follows to match the four tiers of the cadre of Divisional Accountants:

Sl. No	Category of Division	Category of Incumbent	Percentage of Divisions
1	Very Heavy Divisions	Sr. Divisional Accounts Officers	15%
2	Heavy Divisions	Divisional Accounts Officers - Gr. I	25%
3	Medium Divisions	Divisional Accounts Officers - Gr. II	25%
4	Light Divisions	Ordinary Grade Divisional Accountants	35%

(a) The above classification shall be based on:

- the average annual expenditure, including deposit works, if any, for the last three years. Exact monetary limit for each category may, however, be fixed by the respective Principal Accountants General/Accountants General (A&E) depending upon the expenditure in the respective States; and
- Other aspects like nature of the work assigned to the Divisions and the territorial jurisdiction of the Divisions.

(b) The classification of the Divisions on the basis of (a) above must be reviewed every three years.

2. Constitution of a Committee on transfers and postings:

- A three member Committee on transfer and postings comprising the Group Officer in-charge of Works Accounts and two other IA&AS officers of the rank of Sr. Deputy Accountant General/Deputy Accountant General from the sister office(s) to be

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nominated by the concerned Pr. Accountant General/Accountant General shall be constituted in the month of March/April of each year. The said Committee shall function for the entire year ending March of the subsequent year.

- (b) The Committee shall meet at regular intervals, or as and when required by the Pr. Accountant General/Accountant General.

3. Functions of the Committee:

Committee shall consider:

- (a) All cases of annual transfers/postings;
- (b) All other transfers affected during the year; and
- (c) All cases of additional charge / link charge(s).

4. Parameters to be considered by the Committee:

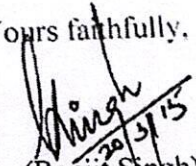
- (i) The Committee shall consider the following broad parameters while recommending the cases for postings/transfers:
 - (a) Transfer and posting should, as far as possible, be made only once in a year and annual transfers should be timed so that these do not disturb the academic session;
 - (b) List of Divisions likely to fall vacant during the year should be published well in advance;
 - (c) Divisions should be properly graded by following the criteria as mentioned in paragraph 1 and further instructions issued in this regard from time to time;
 - (d) Posting of the officers should be made in the appropriately graded Divisions as far as possible;
 - (e) Option for posting in particular station(s) should be called for from the individuals and efforts should be made to accommodate the officers at the place of their choice as far as possible, subject to availability of vacancy and administrative exigencies;
 - (f) In case of overall vacancies, the same should be evenly distributed across the State as far as possible;
 - (g) The adverse comments given by the Inspecting Officers auditing the accounts of the Divisions(s), adverse remarks made by the Executive Engineers on the performance of the Divisional Accounts Officers/Divisional Accountants on their performance as reflected in their Annual Performance Appraisal Reports and their performance in proper and timely submission of accounts should be kept in view while taking a decision on posting and transfer;
 - (h) Additional charge of more than one Division to one officer should be avoided unless absolutely essential under the circumstances.
- (ii) The Committee shall record in the proceedings the considerations that weighed with them in making each posting, entrustment of additional charge, etc. The proceedings should also include an assurance that the prescribed procedure has been adhered to scrupulously.
- (iii) In case of any deviation in respect of (a) to (h) above, detailed reasons should be recorded by the Committee.

- (iv) In case of any disagreement by the Pr. Accountant General/Accountant General with the recommendations of the Transfer Committee, the concerned Pr. Accountant General/Accountant General shall give detailed reasons in writing for the disagreement and full justification for modification(s) to the recommendations made by the Committee.

5. Tenure of Posting:

- (i) The tenure of posting shall normally be three years in a particular 'Division' and six years at a particular 'Station'. Incumbency period for the 12 years preceding the year in which the transfers are being made is to be taken into account for this purpose.
- (ii) A Sr. DAO/DAO/DA retiring on superannuation within next three years, may be allowed 'Station' of his choice subject to the condition that:
- (a) a vacant Division is available in the 'Station' in which he/she had not served during past twelve years; and
- (b) such choice of posting is not in continuation of six years of posting in that 'Station'. However, he/she may be considered for continuation of posting in that Division, if he/she is retiring on superannuation in next 12 months (to be reckoned from 01st May), if so opted by him/her.
6. Classification of Divisions, List of vacant Divisions, Divisions likely to fall vacant may be brought out and displayed prominently on the office notice board and the website of the office concerned continuously for at least a month. After the annual general transfer, the list of vacant divisions and criteria adopted for allocation of additional/link charge must also be brought out and displayed prominently on the office notice board and the website of the office concerned. A consolidated transfer / posting order should also be placed on the website of the office concerned immediately after annual general transfers. All other posting and transfer orders should also be uploaded on the website immediately after issue. These will also include orders for additional charges.
7. The above guidelines may be widely publicised by putting them on the notice board(s) /website and should be strictly adhered to.

Yours faithfully,


(Ranjit Singh)
Asstt. C. & Ar. G.(N)

Annex - IX



No. 02-Staff (Appt.)/132-2013

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली - 110 124
OFFICE OF THE
COMPTROLLER & AUDITOR GENERAL OF INDIA
9, Doendayal Upadhyaya Marg, New Delhi-110 124

दिनांक / DATE 05th January 2022

To

All Pr. Accountants General / Accountants General/
Sr. Deputy Accountant General/Deputy Accountant General(A&E),
(Having Divisional Accountants cadre)

Subject: Transfer and posting of Divisional Accounts Officers/ Divisional Accountants – Instructions regarding.

Reference: Hqrs. circular No. 502-Staff (Appt.131-2015 dated 20.03.2015 regarding Transfer and posting of Divisional Accounts Officers/ Divisional Accountants

Sir / Madam,

Transfer and postings in the Divisional Accounts Officers/ Divisional Accountants cadre are governed by the guidelines issued vide Hqrs. circular dated 20.03.2015 under reference.

2. Para 5 (i) of the circular dated 20.03.2015 under reference specified that "The tenure of posting shall normally be three years in a particular 'Division' and six years at a particular 'Station'. Incumbency period for the past 12 years is to be taken into account for this purpose.

3. This office has been receiving representations stating that the tenure of posting (12 years) for the purpose of re-posting in a particular station may be reduced to some extent.

4. The request has been examined and the competent authority has decided to reduce the incumbency period from 12 years to 10 years.

5. This will be applicable from the ensuing transfer/posting cycle of 2022.

6. All other clauses of Circular dated 20.03.2015 will remain unchanged.

Yours faithfully,

(Supriya Singh)

Asstt. Comptroller & Auditor General (N)