



**OFFICE OF THE ACCOUNTANT GENERAL (A&E), WEST BENGAL  
TREASURY BUILDINGS, KOLKATA – 700 001**

No. WM/Estt./2017-18/123

Date: 10.10.2017

**CIRCULAR**

Preference of stations for posting is invited from Sr. DAO/DAO/DA for preparing the Annual Transfer Order, 2018.

1. The options have to be duly forwarded by the Divisional Officers in the format attached along with this circular.
2. Three options in the order of their preference may be provided.
3. All officials who will complete three years in a particular station on or before 31.01.2018 are requested to submit options.
4. Request for transfer due to any other reason may be submitted along with supporting documents.
5. All options are required to be submitted by 15.11.2017. Options received after the stipulated date may not be entertained.

A tentative list of station wise divisions that are vacant or are likely to be vacant is enclosed with the circular solely for enabling the officials in exercising their option. However, it is to be mentioned that this list in no way means that only officials in these divisions will be transferred.


Sd/-  
(Gautam Allada)  
Deputy Accountant General  
(A/cs & VLC)

No. WM/WA-218/Vol.-XXIX/2017-18/1471-1474

Date: 10.10.2017

Copy forwarded for information and necessary action to:

1. Sr. AO/ITSC with the request to upload the order in the office web-site.
2. Notice Board.
3. Guard File.
4. Spare file.

  
(S.S. Shee)  
Sr. Accounts Officer  
WM Section

**PRO-FORMA OF APPLICATION FOR TRANSFER AND POSTING FOR ATO-2018**

1	Name of the applicant		
2	Designation		
3	Date of Birth		
4	Date of last promotion		
5	Date of retirement		
6	Residential address		
7	Contact number/ E-mail id.		
8	Place of last posting along with fax no. of the Division		
9	Place of posting for last 12 years		
	Name of Divisions	From	To
i			
ii			
iii			
iv			
v			
vi			
10	Three options of stations for preferred place of postings	i)	
		ii)	
		iii)	
11	List of documentary evidence attached.	i)	
		ii)	
		iii)	

Place:

Date:

Signature with designation

N.B. Divisions located at Kolkata and its agglomerated area (where 24 percent HRA is admissible) shall be considered as one station, namely, 'Kolkata' station.

**Last date for submission of option for ATO-2018: 15.11.2017**

