



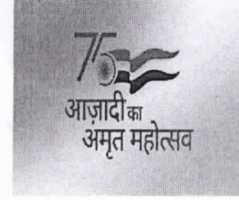
लोकहितार्थ सत्यनिष्ठा  
Dedicated to Truth in Public Interest

कार्यालय प्रधान महालेखाकार ,(लेखा व हकदारी)पंजाबचंडीगढ़ ,  
OFFICE OF THE PRINCIPAL ACCOUNTANT  
GENERAL (A&E), PUNJAB, CHANDIGARH.  
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क्रमांक :Admn-I/A/22-23/114

दिनांक:24.06.2022-



### OFFICE ORDER

1. The competent Authority has directed that before the sanction of earned leave/HPL by the competent authority, the title of leave may be got verified from Admn.I/UT Admn./Admn.III section in respect of service books being maintained by respective sections.

The debit of EL/HPL may be noted in Admn.I/UT Admn./Admn.III at the time of verification of title of leave.

The leave application form for verification of title should be sent along with duly completed attendance register of the concerned section till date.

2. Handing / Taking over of charge file should be maintained by each section.

3. Calendar of returns register should be maintained properly by every Supervisor/AAO.

Sr.AO./AAO of the concerned branch/ Section will be held responsible for the violation of the above instructions,

Authority :Pr A.Gs order dated 24.06.2022.

Sd/-

**Sr. Accounts Officer (Admn.I)**

Endst. No. Admn. I/Misc/22-23/ 1127-33

Dated:- 24.06.2022

Copy of the above is forwarded to:-

1. Secy. to Pr.AG.
2. PA to All Group Officers
3. UT sub office.
4. All Branch Officers.
5. IT Support cell for uploading on the office website
6. Office order file
7. Internal Audit Officer, w.r.t letter no ITA/04/Serious Irreg/. 277, dated 04.03.2022

Sr. Accounts Officer (Admn.I)

Sudesh/office order/(New)