



प्रधान महालेखाकार (लेखा एवं हकदारी) का कार्यालय, ओड़ीशा, पुरी शाखा, पुरी  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) ODISHA,  
PURI BRANCH, PURI-752003

No. WM- 47- Lev- 531

Dated: 29.06.2022

**CIRCULAR**

Of late it has been observed that, the Leave Application received from DA/DAO/DA(P)s by this office are not in the prescribed format and also not routed through proper channel. As per Rule- 14 of CCS Leave Rule, (Chapter- III) which envisaged that any application for leave or extension of leave shall be made in Form -1 to the authority competent to grant leave.

Further as per Rule- 19, the "Unfit Certificate" is to be submitted in Form- 3/4 and "Fitness Certificate" is to be submitted in Form-5, from the prescribed medical authority.

Therefore, all DA/DAO/DA(P)s are requested to adhere to the prescribed Rule position of FR&SR (Leave Rule) to avoid any further complication in this matter.

*P. Chittur*  
29/6/22  
Sr. Accounts Officer