

कार्यालय महालेखाकार (लेखा एवं हकदारी) पंजाब, चंडीगढ़-160017

O/o No. W.Admn./101(Misc)/24-25/42

कार्यालय आदेश

It has been noticed that the leave applications of many of the officials are forwarded to this office after availing/proceeding for leave. The competent authority has directed to get the leaves sanctioned before the leave commences therefore:-

1. All the leave applications should reach this office before commencing the leave period i.e. leave should be approved before the start of the leave period, no leave application for ex post facto sanction will be entertained. Beside forwarding of the leave application through physical dak the same may be forwarded to official email (aaowadmin.pjb.ac@cag.gov.in) of this office so that the time taken to reach the application in physical mode can be avoided.
2. With an objective to ensure smooth and quick communication 'to and from' W.Admn section it requires correctness and availability of the email IDs and phone numbers of the officials. Therefore to collect the necessary data a link of google form is hereby provided wherein the officials are directed to fill in the details such as email IDs, phone no. XEN's email IDs etc.

<https://forms.gle/6s8i9YfZzs8PktGJA>

The information so desired may be filled in on or before 26.07.2024.

3. Regarding compliance to the earlier circular No. W.Admn./Misc/2024-25/25 dated 12.06.2024 for activation of the email IDs (NIC based), as the last date given for updation/activation of the NIC-based email IDs have expired hence it is presumed that email IDs (NIC based) of all the official in DA Cadre are active, henceforth no communication of any type other than from NIC based email IDs will be entertained.

(Authority: Sr. DAG (Admn.)'s orders dated 15.07.2024)

sd/-
Sr. Accounts Officer(Works Admn.)

Endst: - No. W.Admn./101(Misc)/24-25/ 579-580

Copy of the above is forwarded to the following:

1. All Executive Engineers
2. All Officers/Officials of DA Cadre
3. Office order file.
4. IT Support Cell for uploading on website.

sd/-
Sr. Accounts Officer(Works Admn.)

(*Hindi version will follow)

Signed by Sunil Kumar
Date: 16-07-2024 09:31:13