



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

No. WM/Leave/ 870

Date: 10 .09.2024

Circular

Of late it has been observed that, the leave applications received from Sr. DAO, DAO-I, DAO-II, DA and DA(P)s of this office are not in prescribed format, not duly filled, not recommended by the competent authority, signature not dated and also the applications not routed through proper channel. Some of them are leaving Headquarters before or without sanction of leave. As per Rule-14 of CCS Leave Rule, (Chapter-III) any application for leave or extension of leave shall be made in Form-1 to the authority competent to grant leave. Leave application should reach this office at least 10 days before commencement of leave with due recommendation of the concerned Divisional Officer.

Further, in case of Leave on medical ground, 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 Sr. DAO, DAO-I, DAO-II, DA and DA(P)s are directed to adhere to the prescribed Rule of FR & SR (Leave Rule) and follow due procedure to avoid any complication in this regard.

Sd/-

Sr. Accounts Officer/WM.

Copy for information to:-

1. All Sr. DAO, DAO-I, DAO-II, DA and DA(P)s.
2. Steno to DAG(W/Acs), Puri.
3. Sr. Accounts Officer, EDP Cell, O/o the Principal Accountant General (A&E), Odisha, Bhubaneswar for hoisting in the Website.

Sd/-
18.9.24

Sr. Accounts Officer/WM.