



प्रधान महालेखाकार (लेखापरीक्षा) का कार्यालय
आन्ध्र प्रदेश, विजयवाड़ा – 520 002
OFFICE OF THE PRL ACCOUNTANT GENERAL (AUDIT)
ANDHRA PRADESH, VIJAYAWADA – 520 002



No. PAG(Audit)/AP/Admin-II//2024-25

date : 24-09-2024

Circular

Sub: Requirement of taking prior permission by Government Servant for leaving Head- Quarters -reg.

Instances have come to notice of the undersigned that officers/officials of this office are leaving the headquarters/duty point without obtaining prior station leave permission. During recent flood situation, officers/officials expressed their inability to return to duty due to non-availability of transportation which caused serious dislocation of work. The persons expressing such inability also include those who have left station without proper permission.

Attention is invited to the instructions contained in DoPT OM No. 11013/7/04-Estt(A), dated 18.05.1994, which states that permission of the competent authority is essential before a Government Servant leaves his station or headquarters and failure to obtain such permission is to be viewed seriously and may entail disciplinary action. The stipulated provision for seeking prior permission is also mentioned in Para 2.20 Manual of General Procedure.

Staff has been instructed to adhere to the Rule provisions for sanction of leave/station leave through Circulars issued from time to time. In spite of clear instructions, prior sanction for station leave is not being sought.

In view of the above, all the staff are instructed to obtain prior station leave permission before moving out of Hqtrs/duty point. Failure to do so would render the officers/officials liable for disciplinary action as deemed appropriate. Further, all the Group Officers are requested to report any such instances of non-adherence to the undersigned.

This issues with the approval of Competent Authority.

BHASKAR KALLURU

वरिष्ठ उपमहालेखाकार (प्रशासन)

To

1. All G.O's
2. Secretary to PAG

Signed by

Bhaskar Kalluru

Date: 24-09-2024 11:47:46

3. Peshi's of all Group Officers
4. IS wing- for forwarding the Circular to all the employees through mail
5. Notice Board
6. Hindi Anubhag- for translation.