



SUPREME AUDIT INSTITUTION OF INDIA
लोकसिंताथ सत्यनिष्ठा
Dedicated to Truth in Public Interest

कार्यालय महालेखाकार (लेखा व हकदारी)
पंजाब एवं यू.टी., सेक्टर, ई-17 चंडीगढ़-160017.

Office of The Accountant General (A&E),
Punjab & U.T., Sector-17 E,
Chandigarh – 160017.

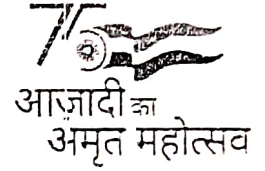
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क्रमांक : Admn-I/A /24-25/ 516

दिनांक:- 28/2/2025



CORRIGENDUM

In partial modification to the office order no. Admn-I/A /24-25/412 dated 17.12.2024, as per the order of competent authority, point No 3 of Para C may be read as:

1. Sr. AO/AAO of concerned sections shall submit the reconciliation report of Biometric Attendance with e-HRMS in prescribed proforma certifying that “*The leave availed as per e-HRMS by concerned employees have been reconciled with Biometric Attendance report*” to Controlling Sections of their respective wings who shall further submit the consolidated complied report to respective Group Officers to bring into their notice any discrepancy/non-submission of leave report by any official/officer.
2. Thereafter, Controlling Sections of respective Wing shall send the leave statement to the leave account maintaining authority i.e. Admn-I, Admn-III and Admn U.T. by 10th of the next month.

Sd/-

Sr. Accounts Officer (Admn-I)

Endst. No. Admn. I/Leave/24-25/ 5921-5928

Dated:- 28/2/2025

Copy of the above is forwarded to the following for necessary action:-

1. The Sr. Deputy Accountant General, Admn/ UT Sub Office
2. The Sr. Deputy Accountant General Accounts.
3. The Deputy Accountant General, Pension.
4. The Secretary to Accountant General
5. Sr. Accounts officer, PPCB, TM-II .Admn-I, Admn-III, UT Sub Office
6. IT support cell with the request to upload on the website.
7. Office order file
8. Notice Board

Sr. Accounts Officer (Admn-I)