

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)-I
ODISHA: BHUBANESWAR.
CIRCULAR

No.16

Date: 01/07/2025

कृपया इस कार्यालय परिपत्र संख्या प्रशासन (लेखा परीक्षा-I)/ई-एचआरएमएस/2024-25/3509 दिनांक 21/03/2025 का संदर्भ लें, जिसमें छुट्टी के आवेदन और छुट्टी के रिकॉर्ड के रखरखाव की प्रक्रिया को कारगर बनाने के लिए एक मानक संचालन प्रक्रिया (एसओपी) प्रसारित की गई थी। एसओपी के क्रम संख्या 1 के अनुसार, कर्मचारियों को यह सुनिश्चित करना चाहिए कि कोई भी छुट्टी का आवेदन जमा करने से पहले वर्तमान रिपोर्टिंग और समीक्षा अधिकारी को नियुक्त किया गया हो। इसके लिए प्रक्रिया भी उपर्युक्त परिपत्र में निर्दिष्ट की गई है।

यह देखा गया है कि कई कर्मचारी अपने नामित रिपोर्टिंग या समीक्षा अधिकारी को सही ढंग से नियुक्त किए बिना छुट्टी के अनुरोध प्रस्तुत कर रहे हैं। नतीजतन, ये छुट्टी के आवेदन उन अधिकारियों को भेजे जा रहे हैं जो कर्मचारी के प्रभारी नहीं हैं, जिससे देरी और भ्रम की स्थिति पैदा हो रही है। इसके अलावा, इसने छुट्टी के अनुरोधों के उचित अनुमोदन और अग्रगण्य के बारे में मंजूरी देने वाले अधिकारियों के बीच अनिश्चितता पैदा कर दी है।

Kind reference is invited to this office circular No. Admn (Audit-I)/e-HRMS/2024-25/3509 dated 21/03/2025, wherein a Standard Operating Procedure (SOP) was circulated to streamline the process of leave application and maintenance of leave records in e-HRMS. As per Sl. No. 1 of the SOP, employees must ensure that their current Reporting and Reviewing Officers in charge are assigned role in e-HRMS prior to submitting any leave applications. The process for the same is also specified in the above-mentioned circular.

It has been observed that many employees are submitting leave requests without correctly assigning their designated Reporting or Reviewing Officers. Consequently, these leave applications are being routed to authorities who are not in charge of the employee, leading to delays and confusion. Moreover, this has caused uncertainty among the Sanctioning Authorities regarding the proper approval and forwarding of leave requests.

उपरोक्त को ध्यान में रखते हुए, सभी कर्मचारियों को निर्देश दिया जाता है कि वे उचित रिपोर्टिंग और समीक्षा अधिकारी नियुक्त करें और कोई भी छुट्टी आवेदन जमा करने से पहले नोडल अधिकारी से अनुमोदन की प्रतीक्षा करें। इसके अतिरिक्त, कृपया सुनिश्चित करें कि किसी भी विशिष्ट प्रकार की छुट्टी के लिए आवेदन करने से पहले रिपोर्टिंग और समीक्षा अधिकारी की नियुक्ति OOB संख्या 234 दिनांक 16/06/2022 (प्रतिलिपि संलग्न) के अनुसार की गई है।

यदि रिपोर्टिंग अधिकारी को ओओबी के अनुसार अवकाश स्वीकृत करने का अधिकार है, तो उन्हें अवकाश को सीधे स्वीकृत करना चाहिए तथा उसे समीक्षा अधिकारी को नहीं भेजना चाहिए।

Dr. Anil, Sr. Ar.
 02/07/25

In view of the above, all employees are hereby instructed to assign the appropriate Reporting and Reviewing Officers and await approval from the Nodal Officer before submitting any leave applications. Additionally, please ensure that the assignment of Reporting and Reviewing Officers is done in accordance with OOB No. 234 dated 16/06/2022 (copy enclosed) prior to applying for any specific type of leave.

If the Reporting Officer is authorized to sanction the leave as per the OOB, they should approve the leave directly and not forward it further to the Reviewing Officer.

उपरोक्त अनुदेशों का अनुपालन करें।

The instructions above may be adhered to.

Sd/-

Sr. Dy Accountant General/Admn

Memo No. Admn (Audit I)/e-HRMS/2025-26/779

Date:01/07/2025

Copy for kind information and necessary action forwarded to:

1. The Secretary to Pr. Accountant General (Audit-I), Odisha, Bhubaneswar.
2. Steno to Sr. DAG/Admn, DAG/AMG-I, DAG/AMG-II, DAG/AMG-III, DAG/AMG-IV, Sr. DAG/AMG-V
3. Welfare Officer, O/o the Pr. Accountant General (Audit-I), Odisha, Bhubaneswar.
4. Branch Officer: Report/ ECPA/ PAC/ OE/ OM/ Estate Cell/ Trg.&Exam/ITA/ Confidential Cell/ Legal Cell/AMG I/AMG II/AMG III/AMG IV/AMG V with a request to circulate among the officers/ officials and forward the records of C.L. taken by the employees offline/ hard copy.
5. AAO: DA & R Cell, with a request to upload the Circular in the office website

रक्षित जपडा
01/07/2025

Sr. Audit Officer/ Admn (Audit-I)



सत्यमेव जयते

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA: BHUBANESWAR

OOB No. 234

Date: 16/06/2022

Consequent upon classification of the post of Sr. Audit Officer from Group-'B' to Group-'A' (Non-IA&AS) in Pay Level-10 and in terms of Headquarters Circular No. 59-Staff Entt.II/2019 issued vide letter No.281-Staff Entt.II/46-2019 dated 11.12.2019 and in continuation to OOB No.203 dated 19.02.2014 and OOB No. 204 dated 11.03.2014, the delegation of powers for sanctioning various kinds of leave in respect of all cadres of employees will be as detailed below :-

Sl. No.	Nature of Leave	Cadre	Sanctioning Authority
1	Earned Leave upto 30 days	Group 'A' (Non-IA&AS)	Concerned Group Officers.
		Group 'B' Gazetted	Concerned Group Officer on recommendation of Branch Officer/Field Audit Party.
		All Non-Gazetted Staff	Branch Officer in charge of Co-ordination on recommendation of Branch Officer/Field Audit Party.
2	Earned Leave for more than 30 days	Group 'A' (Non-IA&AS)	Head of the Department
		Group 'B' Gazetted	
		All Non-Gazetted Staff	Concerned Group Officers.
3	Commutated and Half Pay Leave upto 30 days including issue of continuity certificate	Group 'A' (Non-IA&AS)	Concerned Group Officers.
		Group 'B' Gazetted	
		All Non-Gazetted Staff	
4	Commutated and Half Pay Leave for more than 30 days including issue of continuity certificate	Group 'A' (Non-IA&AS)	Head of the Department.
		Group 'B' Gazetted	
		All Non-Gazetted Staff	Head of the Office.
5	Leave Not Due, Extra Ordinary Leave and other Leave not covered above including issue of continuity certificate	Group 'A' (Non-IA&AS)	Head of the Department.
		Group 'B' Gazetted	
		All Non-Gazetted Staff	Head of the Office.
6	Maternity and Paternity Leave	Group 'A' (Non-IA&AS)	Concerned Group Officers.
		Group 'B' Gazetted	
		All Non-Gazetted Staff	
7	Child Care Leave upto 30 days	Group 'A' (Non-IA&AS)	Concerned Group Officers.
		Group 'B' Gazetted	
		All Non-Gazetted Staff	
8	Child Care Leave, for more than 30 days	Group 'A' (Non-IA&AS)	Head of the Department.
		Group 'B' Gazetted	
		All Non-Gazetted Staff	Head of the Office.

PTO

Extension of leave where limits mentioned above are exceeded will be sanctioned as per table above. Where such extensions do not exceed the limits mentioned in the table, such leave may be sanctioned as per table above, under intimation to Administration Section.

In all cases, admissibility of leave applied for shall be ascertained from the Administration Section before sanction of leave.

After the leave has been sanctioned the leave application along with sanctioned order and joining report should be transmitted to the Administration Section for making necessary entries in the Service Book, Leave Account and calculation of leave salary etc.

The certificate for Continuous Officiation will be recorded in the Service Book by Administration Section in cases where necessary, after obtaining orders of Senior Deputy Accountant General/Deputy Accountant General, Administration (Audit-I).

Sd/-

Deputy Accountant General/Admn (Audit-I).

Date : 16/06/2022

Memo No. Admn (Audit-I)/Leave/2022-23/486

Copy forwarded for information and necessary action to :-

1. Secretary to the Principal Accountant General (Audit-I), Odisha, Bhubaneswar.
2. Secretary to the Accountant General (Audit-II), Odisha, Bhubaneswar.
3. The Deputy Accountant General (Admn), O/o the AG (Audit-II), Odisha.
4. The Director, O/o the Director General of Audit (Central), Hyderabad, Branch Odisha, Bhubaneswar
5. The Pay & Accounts Officer (Local), O/o the Pr. Accountant General (A&E), Odisha, Bhubaneswar
6. The Deputy Director of Audit (F&C), Odisha, Cuttack
7. PA to DAG (Admn/AMG-V)
8. PA to Sr. DAG (AMG-IV /AMG-II/AMG-III)
9. PA to DAG (AMG-I/ DA&RC)
10. The Sr. Audit Officer /Welfare(Audit)
11. The Sr. Audit Officer (Admn), O/o the AG(Audit-II), Odisha, Bhubaneswar
12. The Sr. Audit Officer (Admn), O/o the Director General of Audit (Central), Hyderabad, Branch Odisha, Bhubaneswar
13. The Branch Officers in-charge of AMG-I/AMG-II/AMG-III/AMG-IV/AMG-V/Report(Main&ECPA)/PAC/OE/OM-I&II/Estate/T&E/ITA/Conf. Cell, O/o the Pr. AG(Audit-I), Odisha
14. The Asst. Audit Officer (Legal Cell and DA&RC).
15. The Branch Officers in-charge Hindi Cell with the request to translate in to Hindi for circulation.
16. Notice Board
17. Guard file/Spare

Sd/-
16/06/2022

Sr. Audit Officer/ Admn (Audit-I)