

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा)  
हिमाचल प्रदेश, गॉर्टन कैसल  
शिमला - 171 003



Office of the Principal Accountant General (Audit)  
Himachal Pradesh,  
Gorton Castle, Shimla-171 003

File No. No. PAG/Audit/Secretary/Misc./2025-26/51

Date: 09.02.2026

To,

Sr. Deputy Accountant General (AMG-I)  
Deputy Accountant General (AMG-II)  
Deputy Accountant General (AMG-III)

Subject: Regarding prior approval of leave of Sr. AO/AAO

Madam/Sir,

It has been directed by the Pr. AG that leave in respect of all Sr. Audit Officers and Asst. Audit Officers posted at Headquarters, or available at Headquarters and in field shall be submitted for the approval of Pr. AG prior to proceeding on leave with details of pendency of works and charge arrangement for the period. Print out of the application made in e-HRMS shall be submitted with above details.

Yours faithfully,

AAO to Pr. AG

**Copy by email:**

1. All Senior Audit Officers and Assistant Audit Officers