

प्रधान महालेखाकार (लेखा एवं हकदारी)  
झारखण्ड का कार्यालय, राँची  
OFFICE OF THE  
PRINCIPAL ACCOUNTANT GENERAL  
(A&E) JHARKHAND, RANCHI



कार्यालय आदेश संख्या डब्लू०एम०-I/ 2024-25/14

दिनांक :- 19/06/2024

C.C.S Leave Rules state that leave cannot be claimed as a matter of right. It has been observed from leave application received from various PW divisions in respect of Divisional Accountants that leave applications are being forwarded late by the divisions to Accountant General's office, leaving no time for sanction before commencement of leave applied for by the officials. Sometimes applications are forwarded after commencement of leave period.

Further, it has been observed that the Leave application is not signed by Executive Engineer. Henceforth, every leave application should be duly **recommended by the Executive Engineer** on the leave application itself and should also include details of leave balance at credit. Any leave application which does not fulfill the requirements will not be sanctioned. Above instructions must be adhered strictly.

*sd/-*  
Dy. Accountant General (W&F)

No.WM-I/DA/Leave/ 272

Date- 19/06/2024

Copy to:-

1. The Executive Engineer All Concerned Divisions
2. Sr. AO, IT-EDP Cell, O/o the Pr.AG(A&E), Jharkhand, Ranchi, for uploading in the office website.

*[Signature]*  
19/6/24

Sr. Accounts Officer/WM-I