



रक्षा लेखा नियंत्रक का कार्यालय, उदयन विहार, नारंगी, गुवाहाटी- 781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

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(र.ले.नि. गुवाहाटी वेबसाईट के माध्यम से/ Through CDA Guwahati Website)

परिपत्र संख्या / Circular No.- 22

सं./No. AN/IC/Coord/1408/Leave/AO/Vol-LXXVII

दिनांक/Date: 27/02/2023

सेवा में/ To

1. All IDAS Officers
2. The Officers-in-charge [SAOs/AOs/AD(OL)]
All sections of M.O.
3. The Officers-in-charge (SAOs/AOs)
All sub-offices.

विषय /Subject: छुट्टी की संस्वीकृति/ विस्तारण/ रद्दीकरण : र.ले.वि. अधिकारी | Sanction/ extension /
cancellation of leave : DAD Officer.

As per instructions of the Competent Authority, the following points are brought to the notice of all the IDAS officers, SAOs/AOs, AD(OL) for information and future compliance please.

1. Any application for leave or extension of leave shall be made in Form-1 (Copy enclosed) to the authority competent to grant leave.
2. Sanction of leave is subject to verification and admissibility report.
3. Attention is also invited to Para 251 of Office Manual Part I in which it is clearly stated that where every member of the establishment who applies for leave will ascertain before absenting himself that the leave has been sanctioned, and on no account should he proceed on leave in anticipation of sanction. Members already on leave and desirous of obtaining an extension must submit their applications in sufficient time for them to be considered and the result communicated before the expiry of the original leave, so as to permit of their joining by the due date if the application is refused. Failure to comply with these instructions will render a member liable to be treated as absent without leave.
4. Specific arrangements for disposal of office works during leave period of the officer(s) should be made and intimated to the Main Office in the leave applications.
5. Applications for sanction of leave should be sent to this office/ section well in advance for processing the cases before the commencement / extension of leave, except in cases of urgent domestic/ medical reasons, which should be specified clearly in the leave applications. Verbal intimation for sanction/ extension/ cancellation of leave will not be considered. Leave applications already processed for sanction will be cancelled only on the basis of justification/reason given in writing. In this context it is also mentioned that two spells for pre-sanction of EL cannot be entertained at any single go.
6. **Holiday List** in respect of sub-offices should be forwarded to this office for availing of RH and prefixing/mid-fixing/suffixing Closed Holidays along with leave applied for.
7. Advance copies of leave applications from sub-offices should be forwarded via e-mail only (Not via any other electronic media/ platform) at e-mail ID cdaguwadmin1c.dad@hub.nic.in for timely sanction by the Competent Authority and also ensure that the same has been delivered/ received in the section in time.

CDA has seen.

(आर. एन. सरकार / R. N. Sarkar)

उप नियंत्रक (प्रशा)/ Dy. Controller (AN)