



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी -781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI - 781171
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No. AN/II/Leave/443/Misc/Vol-I

Date: 22.03.2023

Circular-01

To

The Officer-in-Charge
All the sub-offices
All sections (Main office)

Subject: Forwarding of Monthly Leave Statement (MLS) on due date.

Of late, it is observed that some sections of main office and sub offices are not adhering to the stipulated time in forwarding of MLS to this office. It has also been seen that the some offices/sections (MO) are sending their MLS clubbing for last three to four months at a time which has been viewed seriously by the higher authority. It is therefore, requested that the MLS of their respective offices/sections may be submitted on due date i.e. 10th of the following months to this office for updating the same in service book regularly.

Further, it is seen that leave sanctioning authorities of some sub-offices/sections of Main office have sanctioned the leave to the staffs/officer in excess of leave available in his leave account. Hence, this section is facing difficulties in regularisation of leave due to late receipt of MLS and hence, there is a possibility of overpayment in case of individuals in HPL/EOL.

It is also seen that technical resignation of the individual has been accepted and relieved without linking of regularisation of leave availed. There is a possibilities of overpayment due to excess leave (EL/HPL/EOL) availed.

Hence, it is requested to take necessary step for timely forwarding of MLS and report of unauthorised absent so that necessary action at this end can be taken on time to avoid the chance of overpayment to the individual.

GO (Admin)

Copy to:

IT & SW cell

(Local)

} for uploading the same on official website of CDA Guwahati.

Sr. Accounts Officer

AN II, Gp-I