



रक्षा लेखा नियंत्रक का कार्यालय, उदयन विहार, नारंगी, गुवाहाटी- 781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
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परिपत्र सं / Circular No.- 128

(रक्षा लेखा नियंत्रक गुवाहाटी के माध्यम से/ Through CDA Guwahati Website)

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

दिनांक/Date: 19/12/2022

सेवा में/ To

1. सभी भा.र.ले.से. अधिकारी All IDAS Officers
2. मुख्य कार्यालय के सभी व.ले.अ./ले.अ./स.नि.(रा.भा.) All SAOs/AOs/AD(OL) of M.O.
3. अधीनस्थ कार्यालय के सभी व.ले.अ./ले.अ. All SAOs/AOs of sub-offices.


विषय /Subject: छुट्टी की संस्वीकृति/ विस्तारण : र.ले.वि. अधिकारी । Sanction/ extension 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 strict compliance. The Competent Authority has taken the issue very seriously as few officers are applying for leave and leaving the station without permission.

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.
6. Advance copies of leave applications from sub-offices should be forwarded via FAX/e-mail at e-mail ID cdaguwadmin1c.dad@hub.nic.in for timely sanction by the Competent Authority.

CDA has seen.

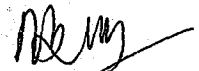
संलग्नक/ Enclo.: यथोपरि/ As above.


(एन .के .बिस्वास / N. K. Biswas)
उप नियंत्रक (प्रशा)/Dy. Controller (AN)

प्रतिलिपि प्रेषित/ Copy to:

The Oi/c IT &SW

- For uploading on the CDA Guwahati website.


(एन .के .बिस्वास / N. K. Biswas)
उप नियंत्रक (प्रशा)/Dy. Controller (AN)

दूसरी अनुसूची / THE SECOND SCHEDULE

फॉर्म / FORM-1

छुट्टी अथवा छुट्टी के विस्तार हेतु आवेदन

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

| | |
|--|--|
| 1. आवेदक का नाम / Name of the applicant: | |
| 2. पद धारित / Post Held: | |
| 3. विभाग/कार्यालय व अनुभाग / Department, Office and section | |
| 4. वेतन / Pay: | |
| 5. वर्तमान पद में आहरित घर भाड़ा व अन्य प्रतिपूरक भत्ता / House rent and other compensatory allowance drawn in the present post: | |
| 6. आवेदित छुट्टी का प्रकार तथा जिस दिनांक से आवश्यक / Nature and period of leave applied and date from which required: | |
| 7. रविवार व छुट्टी, यदि हो, छुट्टी के साथ पूर्वयोजन/ पश्चयोजन करने हेतु प्रस्तावित / Sunday and holidays, if any, proposed to be prefixed / suffixed to leave: | |
| 8. छुट्टी आवेदन का कारण / Grounds on which leave is applied for | |
| 9. पिछली छुट्टी से वापसी की तारीख तथा उस छुट्टी का प्रकार व अवधि/ Date of return from last leave and the nature and period of that leave | |
| 10. आगामी छुट्टी के दौरान मैं अपने लिए ब्लॉक वर्ष..... का प्रस्ताव रखता / नहीं रखता हूँ। I propose / do not propose to avail myself of LTC for the Block year..... during the ensuing leave. | |
| 11. छुट्टी की अवधि का पता / Address during leave period. | |
| 12. छुट्टी की अनुपस्थिति के दौरान कार्यों के निष्पादन हेतु निर्दिष्ट व्यवस्था / Specific arrangements for disposal of works during leave absence | |

आवेदक के हस्ताक्षर/ Signature of applicant
(दिनांक सहित/ with date)

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| 13. नियंत्रण अधिकारी की अभ्युक्तियाँ व / अथवा अनुशंसा / Remarks and/ or recommendation of the controlling officer | |
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छुट्टी की स्वीकार्यता संबंधी प्रमाणपत्र / Certificate regarding admissibility of leave

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| 14. Certified that (nature of leave) for (period) from to is admissible under Rule..... of the Central Civil Services (Leave Rules, 1972.) |
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हस्ताक्षर /Signature (दिनांक सहित / with date)
पदनाम / Designation