



रक्षा लेखा नियंत्रक का कार्यालय, उदयन विहार, नारंगी, गुवाहाटी- 781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
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Circular No.- 29
(Through CDA Guwahati Website)

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

दिनांक/Date: 13/02/2020

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

(के. ललब्याकचुंगा/ K. Lalbiakchunga)
उप नियंत्रक (प्रशा)/Dy. Controller (AN)