



प्रधान महालेखाकार (लेखा एवं हकदारी) का कार्यालय,
ओड़ीशा, पुरी शाखा, पुरी
OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL (A & E) ODISHA,
PURI BRANCH, PURI

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लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

O.O.No. WM-29

Dt.28/05/2020

OFFICE CIRCULAR

It has been observed that the leave applications of Divisional Accounts Officers/Divisional Accountants are being submitted to this office in irregular and incomplete manner. As a result, this office is facing difficulties in considering sanction of the same. Hence, it is circulated to ensure compliance of the following points while forwarding the Leave application of DAO/DAs.

1. The leave application must be submitted in the prescribed form duly filled in.
2. It must be duly recommended by the Executive Engineer/ Competent Authority
3. It must be submitted through proper channel.
4. **Leave at credit in days must be mentioned in the Leave Application.**
5. A zerox copy of Leave Account updated in Service Book must be enclosed with the Leave Application (duly attested by the competent authority).

Assignment of temporary additional charge of DAO of the Division during the leave period will be considered only on the request of the Executive Engineer/ Head of the Office.

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**Sr. Deputy Accountant General
(Works Accounts)**

Memo No.WM- 221

Dt.28/05/2020

Copy forwarded for information and necessary action to:-

1. All Executive Engineers /Chief Engineers/Engineers-in-Chief/FA&CAOs
2. All DAO/DAs

[Handwritten signature]
28/5/2020

Sr. Accounts Officer/WM