



Office of the Accountant General (A&E), West Bengal
Treasury Buildings, Kolkata – 700 001

CIRCULAR

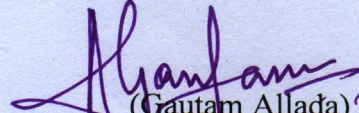
No. WM/Estt./2017/107

Dated 05.09.2017

Subject: Permission for encashment of Earned Leave on LTC/HTC purpose in respect of DA/DAO Cadre in West Bengal.

During processing of the cases relating to encashment of Earned Leave in connection with availing of LTC/HTC, in absence of required information in this regard, this office is facing difficulties, as the Service Books are lying with the Divisional Officer.

As such, henceforth in case of encashment of Earned Leave in connection with availing of LTC/HTC, the DA/DAO Cadre posted in different divisions, shall have to apply in a prescribed form attached herewith. The application for encashment of Earned Leave in the prescribed form shall reach this office before proceeding on LTC/HTC.

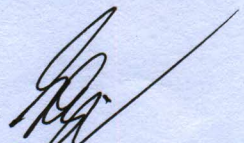

(Gautam Allada)
Dy. Accountant General (A/Cs & VLC)

No. W.M./Encashment/2017-18/1331-1339

Date: 05.09.2017

Copy forwarded to:-

1. The Secretary to the Accountant General (A&E), West Bengal,
2. Accounts Officer/ITSC with the request to upload the circular in the Accountant General's (A&E), WB web-portal.
3. The Divisional Officers of all the Divisions in West Bengal with a request to bring the contents of the circular to the notice of the DA/DAO posted under them,
4. Notice Boards
5. IAO
6. Sr. A.O/Admn I/II/AM, O/o The A.G. (A&E) W.B, Treasury Building, Kolkata- 700001.
7. File (with 2 spare copies)


(S. S. Shee)
Sr. Accounts Officer (W.M)

