



OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E), WEST BENGAL,
TREASURY BUILDINGS, KOLKATA-700001

No. WM-I/Estt/ 84

DATED: 16.12.2014

CIRCULAR

It is observed that non-submission of Leave applications in prescribed forms and delay in submission of leave applications for Child Care Leave and Earned Leave for availing of Leave Travel Concession/Home Town Concession by the officials belonging to Divisional Accountant Cadre (DA, DAO-II, DAO-I & Sr. DAO) cause administrative inconvenience to the Controlling section and Sanctioning Authority. It is directed to follow the under mentioned procedures in submission of leave applications:-

I) Leave application should be submitted in Form-I as prescribed in the Central Civil Services (Leave) Rules, 1972(amended). Leave application in other format will not be accepted on and from 01.01.2015.

II) All the items as mentioned in the prescribed Leave application Form (e.g. the date of return from last leave and Spell of leave taken etc.) shall be filled up accordingly.

III) Every Leave application forwarded for sanction of the Competent Authority shall contain Certificate of Admissibility of Leave in the proper place of Form-I.

IV) Fit & Un-fit certificate in prescribed form shall be submitted in case of Commuted leave on medical ground.

V) Leave Encashment in connection to LTC/HTC shall be intimated in advance.

Divisional Officers are requested to forward the leave applications duly recommended at an early date for sanction of the Competent Authority.

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(Sreeraj Ashok)

Deputy Accountant General(A/Cs & VLC)

No. WM-I/Leave/Vol. III/671280-1290

Dated: 16.12.2014

Copy forwarded to

1. All Divisional Officers with the request to bring this circular to the notice of all the DA/DAO-II/DAO-I/Sr. DAO, as the case may be, serving under them.
2. Notice Board of the section.
3. Sr.AO/ITSC for hoisting the circular for DAOs/DAs' on the office's website.
4. Association

S.S. Shree
(S.S. Shree)

Sr. Accounts Officer/WM-I

दूसरी अनुसूची
THE SECOND SCHEDULE

[नियम 3 (एच) देखें]/[See Rule 3 (h)]

फार्म 1/ FORM 1

(नियम 14 देखें)/(See Rule 14)

अवकाश अथवा अवकाश बढ़ाने हेतु आवेदन
APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. प्रार्थी का नाम
Name of applicant
2. पद
Post held
3. विभाग, कार्यालय और अनुभाग
Department, Office and Section
4. वेतन
Pay
5. वर्तमान पद पर मिलने वाला मकान किराया और अन्य प्रतिकर भत्ते
House rent and other compensatory allowances drawn in the present post
6. मांगे गए अवकाश की किस्म, अवधि और उसके शुरू होने की तारीख
Nature and period of leave applied for and date from which required
7. रविवार और अवकाश के दिन, यदि कोई हों, जिन्हें अवकाश से पहले/बाद में जोड़ना चाहते हैं।
Sundays and holidays, if any, proposed to be prefixed/suffixed to leave
8. अवकाश का कारण
Grounds on which leave is applied for
9. पिछले अवकाश से लौटने की तारीख और उस अवकाश की किस्म और अवधि
Date of return from last leave, and the nature and period of that leave
10. मेरा विचार आगामी अवकाश मेंब्लाक वर्षों के लिए अवकाश यात्रा रियायत लेने का है/नहीं है।
I propose/do not propose to avail myself of leave travel concession for the block years..... during the ensuing leave.
11. अवकाश के दौरान पता
Address during leave period

तारीख
Date.....

प्रार्थी के हस्ताक्षर
Signature of Applicant

12. नियंत्रण अधिकारी की टिप्पणी और/या सिफारिश
Remarks and/or recommendation of the Controlling Officer

तारीख
Date.....

हस्ताक्षर/Signature.....

पदनाम/Designation.....

अवकाश की अनुमत्यता के बारे में प्रमाण-पत्र
CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

13. प्रमाणित किया जाता है कि से तक दिन के लिए केन्द्रीय सिविल सेवा
(अवकाश) नियमावली, 1972 के नियम के अधीन (अवकाश की किस्म) अनुमत्य है।
Certified that (Nature of leave) for
(Period) from to is admissible under Rule
of the Central Civil Services (Leave) Rules, 1972.

तारीख
Date.....

हस्ताक्षर/Signature.....

पदनाम/Designation.....

*14. अवकाश स्वीकृति हेतु सक्षम अधिकारी के आदेश।
Orders of the authority competent to grant leave.

तारीख
Date.....

हस्ताक्षर/Signature.....

पदनाम/Designation.....

*यदि प्रार्थी को कोई प्रतिकर भत्ता मिलता है तो मंजूरी करने वाले अधिकारी को यह लिखना चाहिए कि अवकाश पूरा होने पर प्रार्थी को उसी पद पर या किसी ऐसे पद पर लौटने की आशा है या नहीं जहां इसी प्रकार का भत्ता मिलता हो।

*If the applicant is drawing any compensatory allowance, it should also be indicated in the orders on the expiry of leave, the Government servant is likely to return to the same post or to another post carrying similar allowance.