



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

No. WM-1/Estt/10

DATED: 25.04.14

CIRCULAR

It has been observed that applications for Child Care Leave and Earned Leave for availing of Leave Travel Concession/Home Town Concession from officials belonging to Divisional Accountant Cadre (DA, DAO-II, DAO-I & Sr. DAO) are being received in this office either just before commencement of leave or after leave has been availed.

Late receipt of leave applications have been causing administrative inconvenience to the Controlling section and Sanctioning Authority.

It is, therefore, directed that as far as possible leave applications for LTC/HTC and CCL should be submitted well in advance and the undermentioned procedure should be strictly followed before submission of leave applications:-

I) Leave application should be submitted in Form-I as prescribed in the Central Civil Services (Leave Rules), 1972(amended).

II) All the items as mentioned in the Form should be filled up including the date of return from last leave and Spell of leave taken etc.

III) Certificate of Admissibility of Leave should be mentioned before sanction of the Competent Authority.

IV) Fit & Un-fit certificate in prescribed form should be submitted in case of Commuted leave.

V) 10 days' Leave Encashment in connection with availing LTC be intimated in advance.

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

Sd/-

(Kartick Das)

Deputy Accountant General(A/Cs & VLC)

No. WM-1/Leave/Vol. III/67

Dated: 25.04.2014

Copy forwarded to 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.

Sd/-

(Ambar Roy Chowdhury)

Sr. Accounts Officer

W.M.-I

Copy :-

1. Notice Board of the section.

2. Sr.AO/ITSC for hoisting the circular for DAOs'/DAs' on the office's website.

(Ambar Roy Chowdhury)

Sr. Accounts Officer

W.M.-I