



सत्यमेव जयते

प्र. महालेखाकार कार्यालय (लेखा एवं हकदारी), गुजरात , अहमदाबाद शाखा
लेखा परीक्षा भवन, नवरंगपुरा, अहमदाबाद – 380009

Office Of The Pr.Accountant General (A&E) Gujarat, Ahmedabad Branch
“ Audit Bhavan” Navrangpura, Ahmedabad- 380009

No.

दिनांक: -04-2022

CIRCULAR NO. WM-I/DA/Leave/ 1 Dated: 01.04.2022

C.C.S Leave Rules state that leave cannot be claimed as a matter of right. It has been observed from leave application received from various PW divisions in respect of Divisional Accountants that leave applications are being forwarded late by the divisions to Accountant General's office, leaving no time for sanction before commencement of leave applied for by the officials. Sometimes applications are forwarded after commencement of leave period.

Further, it has been observed that the Leave application is not signed by Executive Engineer. Henceforth, every leave application should be duly recommended by the Executive Engineer on the leave application itself and should also include details of leave balance at credit. Any leave application which does not fulfill the requirements will not be sanctioned.

Above instructions must be adhered strictly

Sd/-

Sr.Dy. Accountant General (A&E)

No.WM-I/36/DA/Cir/

1. The Executive Engineer _____

Sr. Accounts Officer / WM-I

Copy to:-

1. Sr. Accounts Officer IT- Support Cell, O/o THE Pr. Accountant General (A&E), Rajkot, for uploading in the website of office.
2. Shri Rajkumar Meena ,General Secretary, Div. Accountants Officers / Div. Accountants Association, Gujarat Ahmedabad for circulation amongst in Div. Accountant's Cadre
3. Circular File.



Sr. Accounts Officer / WM-I