



सत्यमेव जयते

प्रधान महालेखाकार (लेखापरीक्षा I) का कार्यालय, केरल, तिरुवनंतपुरम
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT I),
KERALA, THIRUVANANTHAPURAM



SUPREME AUDIT INSTITUTION OF INDIA
सर्वोच्च लेखापरीक्षा
Dedicated to Truth in Public Interest

सं. ले प /प्रशासन V/विविध/2024-25/

No.Au/Admn.V/Misc/2024-25/

दिनांक/Date: 16.08.2024

परिपत्र सं. 38/CIRCULAR No. 38

विषय: छुट्टी स्वीकृतिदाता प्राधिकारियों के संबंध में

Sub: Leave sanctioning authorities-reg

स्थापना नियमपुस्तक के अध्याय VIII और सामान्य कार्यविधि नियमपुस्तक के अध्याय III के अनुसरण में, विभिन्न प्रकार की छुट्टियों को मंजूरी देने के उद्देश्य से विभिन्न संवर्गों के लिए छुट्टी स्वीकृतिदाता प्राधिकारियों को आवश्यक अनुपालन के लिए अनुलग्नक के रूप में विस्तृत रूप से दिया गया है।

In pursuance of Chapter VIII of Manual of Establishment and Chapter III of Manual of General Procedure, leave sanctioning authorities for various cadres for the purpose of sanctioning various types of leave are detailed as Annexure for necessary compliance.

(उ म ले/प्रशा. के दिनांक 16.08.2024 के आदेशानुसार)

(Vide orders dated 16.08.2024 of DAG/Admn.)

वरिष्ठ लेखापरीक्षा अधिकारी/ प्रशासन
Senior Audit Officer/Admn.

प्रतिलिपि /To:

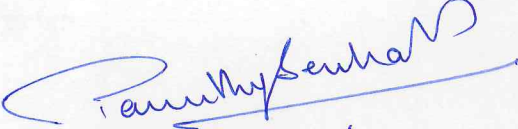
- 1) सभी समूह अधिकारी/All Group Officers
- 2) सभी शाखा अधिकारी/शाखा कार्यालय/All Branch Officers/ Branch Offices
- 3) सभी अनुभाग/ आ. ले प. /All Sections/ RAOs

ANNEXURE

Cadre	Type of leave	No of Days	Leave sanctioning authority
All cadres	Any kind of Special Casual Leave, leave with a purpose to visit abroad (Ex-India Leave).	NA	PAG (Applications have to be forwarded with recommendation of Group Officer concerned.)
Senior Audit Officers	Casual Leave, Restricted Holiday	CL upto 5 days and RH upto 2 Days	DAG/Sr. DAG concerned
	Regular leave including EL, HPL, ML, PL, Commuted leave., CCL, LND except EOL with or without MC	Upto 30 days	DAG/Sr. DAG concerned
		Beyond 30 days	DAG/Sr. DAG(Admn.) duly recommended by DAG/Sr. DAG concerned.
	EOL with or without MC	NA	DAG/Sr. DAG(Admn.)
AAOs/ Supervisors	Casual Leave, Restricted Holiday	CL upto 5 days and RH upto 2 Days	Sr. AO concerned
	Regular leave including EL, HPL, PL(max 15 days), ML, Commuted leave., CCL, LND except EOL with or without MC	Up to 15 days	Sr. AO concerned
		Beyond 15 days and upto 30 days	DAG/Sr. DAG concerned
		Beyond 30 days	DAG/Sr. DAG(Admn.) duly recommended by DAG/Sr. DAG concerned.
	EOL with or without MC	NA	DAG/Sr. DAG(Admn.)
Asst Supervisor/ Sr. Auditor /Auditor/DEO/Clerk/ MTS	Casual Leave, Restricted Holiday	CL upto 5 days and RH upto 2 days.	AAO concerned
	Regular leave including EL, HPL, PL, ML, Commuted leave., CCL,	Up to 30 days	Sr. AO concerned

	LND except EOL with or without MC	Beyond 30 days	DAG/Sr. DAG(Admn.) duly recommended by DAG/Sr. DAG concerned.
	EOL with or without MC	NA	DAG/Sr. DAG(Admn.)
Sr. PS/PS/Steno Grapher Gr. I&II	Casual Leave, Restricted Holiday	CL upto 5 days and RH upto 2 days.	DAG/Sr. DAG/ Sr. AO concerned
	Regular leave including EL, HPL, PL, ML, Commuted leave., CCL, LND except EOL with or without MC	Up to 30 days	DAG/Sr. DAG/ Sr. AO concerned
		Beyond 30 days	DAG/Sr. DAG(Admn.) duly recommended by DAG/Sr. DAG concerned.
	EOL with or without MC	NA	DAG/Sr. DAG(Admn.)
Probationers irrespective of cadre.	All regular leave		DAG/Sr. DAG(Admn.)

*In normal circumstances Casual Leave beyond a period of 5 days at a time should not be sanctioned. DAG(Admin) is vested with the power to waive this condition in individual cases only in exceptional circumstances.


Sr. Audit officer / Admn.