



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



No.Au/Bills/Misc/2024-25/

दिनांक/Date:30/09/2024

**परिपत्र सं. /CIRCULAR No. 50**

Sub: Sanctioning of leave through e-hrms.

It has been noticed by the competent authority that processing/ sanctioning of leave through e-hrms are not done adhering to the time lines incorporated in the module which lead to Auto approval/Auto forward of the leave applications which has to be strictly avoided.

Hence, it is directed that

1. All Reporting/ Reviewing Officers shall check the module in regular intervals and sanction/forward the leave accordingly (within 3 days without the leave applications being auto approved/auto forwarded).
2. All officials who are applying for leave has to ensure that the leave applied for has been duly sanctioned by the competent authority. Except under extraordinary circumstances, leave applications must be submitted and approved in advance

*(Vide orders dated 20/09/2024 Of AG (Audit I))*

  
30/09/2024  
Senior Audit Officer/Bills

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