



कार्यालय महालेखाकार  
(लेखा व हकदारी)  
पंजाब एवं यू.टी. चंडीगढ़ -160017.  
Office Of The Accountant General (A&E),  
Punjab, Sector-17 E, Chandigarh - 160017.  
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No. : W.Admn/Misc/2024-25/168  
Dated: 27-01-2025



### OFFICE ORDER

In continuation of this office order dated 16.07.2024, it is further directed that all leave applications must be submitted at least 10 (ten) days prior to the commencement of the leave period.

Further it is reiterated that:-

1. All leave applications should be approved before the start of the leave period. Applications submitted after the leave has commenced will not be entertained, and no ex post facto sanction will be granted.

2. Leave applications should be forwarded through physical mode or via the official email address (aaowadmin.pjb.ac@cag.gov.in) of this office to avoid delays.

This is being done to ensure the smooth functioning of the office and timely approval of leave applications. All officials are directed to comply with this timeline strictly.

Failure to adhere to these instructions will result in the rejection of the leave application.

This issues with the approval of Sr. DAG (Admn).

Sr. Accounts Officer (Works Admn.)

Endst:- No. W.Admn./Misc./24-25/1995-99

Copy of the above is forwarded to the following:

1. All Executive Engineers
2. All Officers/Officials of DA Cadre
3. IT Support Cell for uploading on website.
4. Secretary to AG for information.
5. Secretary, Punjab DA/DAOs Association.
6. Office Order File.

Sr. Accounts Officer (Works Admn.)

(\*Hindi version will follow)

Digitally signed by  
Sunil Kumar  
Date: 27-01-2025 13:00:03