

प्रधान महालेखाकार (लेखापरीक्षा)
जम्मू एवं कश्मीर, शाखा- जम्मू
शक्ति नगर, जम्मू-180001



O/o THE PRINCIPAL ACCOUNTANT GENERAL
(AUDIT)
JAMMU & KASHMIR, BRANCH- JAMMU
SHAKTI NAGAR, JAMMU-180001

No. Admin-I/Au/leave/JK/24-25/149

Dated: 06/12/2024

Office Order

To streamline the leave sanctioning process, the Principal Accountant General (Audit) has approved the following authorities for sanctioning regular leave types (Earned Leave, Casual Leave, Commuted Leave, Half Pay Leave, and Child Care Leave). The details of sanctioning authorities, categorized by duration and designation, are outlined below:

Sl.No.	Leave by Designation	Period	Sanctioning Authority
1	Senior Audit Officer(Group A) (Except SAO stated in Point 2)	Up to 15 days	Concerned Reporting Officer (DAG/Sr. DAG)
		>15days	Principal Accountant General(Audit) (Concerned Group Officer will be Reporting officer)
2	Senior Audit Officer (Group A) (SMG/SPS to PAG/Report/RSF)	All periods	Principal Accountant General(Audit) (Both as Reporting and reviewing officer)
3	Assistant Audit Officer/ Group "B" Gazetted Officers(Except Point 4) and Supervisor	Up to 15 days	Concerned Reporting Officer (SAO)
		> 15 days	Concerned Group Officer(Reviewing Officer)
		Up to 90 days	(Concerned SAO shall act as Reporting officer)
4	Assistant Audit Officer/ Group "B" Gazetted Officers (Posted in Report/SMG/PAG Sec./RSF)	> 90 days	Principal Accountant General(Audit) (Apply through EHRMS, But process parallel file through Concerned section for approval of PAG in e-office)
		Up to 15 days	Concerned Reporting Officer (SAO)
		>15 days	Principal Accountant General (Audit) (Concerned SAO shall act as Reporting officer)
5	Group "B" (Non-Gazetted) {Asst. Supervisor/ Sr. Auditor/SHT/JHT) & Group "C" (Auditor, Clerk, DEO, MTS)	Up to 15 days	Concerned Reporting Officer(AAO)
		>15 days	Concerned Reviewing Officer(SAO)
		Up to 30 days	((Concerned AAO shall act as Reporting officer
		>30 days	Concerned Group Officer (Apply through EHRMS, But process Parallel file through Concerned section for approval of group officer in e-office)

Note: Notwithstanding anything stated above,

- For staff posted in PAG Secretariat, Sanctioning authority will be Principal Accountant General(Audit)
- For staff posted in DAG Secretariat, Sanctioning authority will be Concerned DAG.

Permission to leave Station:

Station leave permission will also be granted by sanctioning authority as stated above.

For special kind of leave and time limit for approval , DoPT order for EHRMS vide OM dated 26th February 2024 can be referred.

Further Following instructions may be noted:

1. To avoid last moment hassle ,all staff members have to change their Reporting Reviewing officer, as soon as changes takes place.
2. All field party members have to update communication email Id in EHRMS portal through manage reporting reviewing officer link .(*Communication email ID would be the email ID used by their respective AMG's- Planning wing:- Contact your Planning wing for communication Email ID*).
3. Field party members have to submit a copy of sanctioned leave order (after downloading from EHRMS) before proceeding on leave to their respective headquarters.

No. Admin-I/Au/leave/JK/24-25/178-89 Dated: 06/12/2024

Copy for Information to:

1. SPS to Pr. Accountant General (Audit)
2. CA to Dy.Accountant General AMG-I
3. CA to DAG AMG-II
4. CA to DAG AMG-II
5. CA to DAG (Admin)
6. Senior Audit Officer (Admin), Srinagar for necessary action
7. Notice Board
8. Guard File


Senior Audit Officer(Admin)


Senior Audit Officer(Admin)



