

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा)  
हिमाचल प्रदेश, गॉर्टन कैंसल  
शिमला - 171 003



Office of the Principal Accountant General (Audit)  
Himachal Pradesh,  
Gorton Castle, Shimla-171 003

### परिपत्र (प्रशासन)

**विषय:** अधिकारियों/कर्मचारियों को प्रशासन के अधीन रखने के संबंध में।

**Subject:** **Placing of Officers/Officials at the Disposal of Administration — reg.**

The necessity of maintaining office discipline, particularly with regard to punctuality, submission of leave applications, and approval/sanction thereof by the competent leave sanctioning authorities, has been emphasised and reiterated on several occasions in the past and lately vide circulars issued dated 10.01.2024, 15.07.2025 and 16.02.2026. However, instances of non-compliance with these instructions continue to be noticed.

It has been noticed that in certain cases, the controlling officers of Audit Management Groups/Sections fail to act timely in the matters of belated submission of leave applications of staff, unauthorised absence of officials, and overstay of leave without prior permission. Although all such cases constitute misconduct and circumvention of rules and regulations, they are not being dealt with in a proper and requisite manner.

Instead, it has been found that the controlling officers are routinely surrendering/offloading officers/officials to Administration without any prior preliminary enquiry, documentation of events, corrective action, or recommendation for action against the employee concerned. This approach nullifies the accountability of the employee, shifts the entire burden of documentation and corrective action onto the Administration, and fosters a culture of indiscipline — reflecting poor personnel management.

It has further been noticed that certain officers/officials who proceed on longer spells of leave, viz. Maternity Leave, Child Care Leave, Commuted leave or Extra Ordinary Leave (EoL), are deemed to be borne on the strength of Administration, thereby absolving the concerned controlling wings of the responsibility of sanctioning extended leave or issuing recall notices, etc.

The competent authority has reviewed the existing arrangement, and the following instructions are issued for immediate and strict compliance by all AMGs/Sections:

**1. No officer/official shall, henceforth, be surrendered to the Administration Section on account of unauthorised absence, overstay of leave, long leave, dereliction of duty, non-performance or being declared surplus.** All such officers/officials shall continue to be borne on the strength of the concerned AMG/Section until formally transferred or posted elsewhere. Accordingly, all officers/officials surrendered/placed at the disposal of Administration are deemed posted in their parent AMGs/Sections.

2. Only cases requiring initiation of disciplinary action need to be forwarded to the Administration Section with a clear recommendation of the concerned Group Officer concerned, along with all supporting documentation in hard copy, viz. nature of misconduct, memorandum(s) issued, replies received, all relevant annexures, and a brief note on the matter.

3. All leave applications, including applications for longer periods such as Maternity Leave, Child Care Leave, commuted leave, Extra Ordinary Leave (with or without MC) etc. and extensions thereof, are to be dealt with by the concerned AMG/Sections immediately, proactively, and with proper recommendations, **on a case-to-case basis and strictly on merits**, before forwarding to the competent leave sanctioning authority.

4. The Entitlement Section of this office is entrusted with maintaining the leave accounts of officers/officials along with processing their pay and allowances. Accordingly, all kinds of leave **DULY SANCTIONED** by the competent leave sanctioning authority must be forwarded to the Entitlement Section along with a clear recommendation regarding stoppage of salary/release of salary, wherever applicable.

All controlling officers (SAOs) in-charge of Hqrs. in AMGs/Sections are directed to ensure strict compliance of instructions ibid with immediate effect and ensure disposal of all pending leave applications — including applications for extension of leave — in respect of officers/officials borne on the strength of their AMGs/sections, without further delay.

It is reiterated that attendance, punctuality, sanction of leave, action on unauthorised absence, action on overstay of leave, besides disposal of applications for extension of leave shall be the responsibility of the controlling officers. Any deviation from these instructions shall have to be explained.

परिपत्र प्रधान महालेखाकार महोदय के अनुमोदन से जारी हैं

संख्या: प्रशा०/ले०प०/विविध परिपत्र/2025-26/I/1366859/2026

वरिष्ठ उप महालेखाकार (प्रशासन)  
दिनांक 27-03-2026

1. सचिव प्रधान महालेखाकार ।
2. निजी सहायक, वरिष्ठ उप महालेखाकार (प्रशासन) ।
3. निजी सहायक, सभी समूह अधिकारी ।
4. कल्याण अधिकारी ।
5. सभी वरिष्ठ लेखापरीक्षा अधिकारी ।

Phone: +91-177-2652607

E-mail: [agauhimachalpradesh@cag.gov.in](mailto:agauhimachalpradesh@cag.gov.in)