

OFFICE OF THE SR.DY. ACCOUNTANT GENERAL(A&E), SIKKIM, GANGTOK.

OFFICE ORDER

O.O.No. 157

Dated : 18 MAR 2020

It has been observed that the officers/staff do not comply with the procedure /rules and submit their leave applications just before proceeding on leave or submit leave application after the leave has been availed.

The said practice on the part of the officers/staff has been viewed very seriously by the Competent Authority. Henceforth, all applications for grant of leave should be submitted well in advance and the employees should proceed on leave only with prior sanction.

Now onward, all the leave applications of Senior Accounts Officers /Assistant Accounts Officers should be submitted to the Deputy Accountant General for prior sanction.

(Authority: DAG's approval dated 17.03.2020 )

Sd/-

SR. ACCOUNTS OFFICER/ADMN

No: Admn/Misc.I/2020/T.R.-No: 2350  
Dated: 18 MAR 2020

Copy forwarded for information and necessary action to :

1. Secy. to Pr.AG
2. CA to Sr.DAG
3. All Branch officers
4. All Sections
5. Office order file
6. Notice Board

  
SR. ACCOUNTS OFFICER/ADMN