



कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद-500 009

Office of the Controller of Defence Accounts

No.1, Staff Road, Secunderabad-500 009

दूरभाष/Telephone: 040-27843385 फैक्स/Fax:040-27817275

CIRCULAR

No. AN/II/5511/LEAVE CORR/2015

Dated: 06/01/2015

TO

1. All SUB-OFFICES (located in Sec`bad & Vizag as per standard list)
2. All sections in Main Office.

SUB: MONTHLY ABSENTEE REPORT: reg

Oflate, it is observed that the Monthly Absentee Report (MAR) is not being rendered to AN-II section in time. Even those received information is incomplete and due to lack of requisite information it delays the preparation of Monthly Leave Statement (MLS) for regularization of absence/ sanction of Leave during a month.

It is also observed from the MAR rendered by some sections of Main Office/Sub-Offices, that absence/Leave sanctioned for the periods pertaining to a month are shown in subsequent months report resulting in incorrect maintenance of leave accounts. In some cases even prior sanctioned leave of a period of particular month is shown in following months report resulting in belated notification of such period in MLS thus again disturbing the continuity and proper maintenance of leave account.

In view of the above, instructions contained in Paras 229 to 235 of OM PART-I are to be followed scrupulously and render MAR complete in all respects with required enclosures. This may be ensured by respective officer in-charge of sub-offices / Officers of concerned sections in Main Office, before forwarding in MAR.

1. All sections of M.O/Sub-Offices are required to render MAR in the prescribed format being provided covering the period 26th of the previous month to 25th of the current month.
2. All the absence in r/o the officers/staff during the period should be reflected in the absentee report. In respect of long absentee cases if any, the same should be reflected in MAR alongwith action taken/proposed.
3. Where ever absence is regularized, nature of leave granted for such absence should be clearly indicated in relevant column of the report.
4. Any period of absence remaining to be regularized should be indicated against the name of concerned officer/individual with due remarks.
5. All the applications for prior sanction leave should reach AN-II section immediately on sanction of such leave and within the same month/reasonable period.
6. All the applications for post sanction leave of a month, duly sanctioned by the competent authority, should reach AN-II section within the same month of absence, alongwith the monthly absentee report.
7. Post sanction leave applications including leave on MC pertaining to the absence of previous month where such absence was shown in the previous report as " not regularized "should be sent to AN-II immediately with remarks on its receipt in section/Office on submission by the absentee and may not be retained till the absentee reports back to duty.
8. Any kind of prior sanctioned leave viz. EL/CL/RH/CH should be indicated in the attendance register as soon as the same is sanctioned.

The above requirement may be noted for strict compliance in future, and report rendered to Main Office on or before 28th of the current month without fail.

Please acknowledge receipt.

Asst. Controller (AN)



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CIRCULAR

NO. AN/II/5501/SB/2012

Dated: 09/01/2015

To

1. All SUB-OFFICES (located in Sec`bad & Vizag as per standard list)
2. All sections in Main Office.

Sub: Nominations - reg:

Oflate, it is observed from the Service Books in r/o some officials that nomination proforma regarding Details of Family, Details of Family (for the purpose of Family Pension), DCRG, CGEGIS, GPF have not found submitted thus not placed on record in Service Books.

2. Nominations for DCRG & related notices are important documents on the basis of which the claims of the beneficiaries are established and settled as and when the need arises.
3. Cases where no nominations have been filed or even if filed by the Govt Servant but found incomplete or not updated completely in all aspects or in respect of nominations filed wherein nominees under relevant columns may have become invalid due to various appropriate reasons, in such cases revised nominations shall be submitted alongwith an application stating the reasons thereon duly furnishing reasons for cancellation of earlier nominations.
4. Further, while nominating family members as dependents where ever applicable in the nomination proforma, such declaration must be made, only, if the criteria according to the extant orders on the subject is fulfilled. Any doubt in respect of persons shown as dependent(s) in relevant nomination forms, if arises, then the responsibility of producing proof of genuineness entirely rests on the Government Employee.
5. It may be noted that false declaration in nomination proforma provided, if comes to light, such cases will be viewed seriously and appropriate action will be initiated in accordance to extant rules.

Contents of the circular may be got noted by all officers & staff including MTS working under our Administration. Furthermore, New Recruits may be appraised about the importance of nominations and shall be advised to submit the nomination forms duly completed and forward to Main Office, in case if the same have not been submitted.

Please acknowledge receipt.

(B. Bala Jawahar, IDAS)
Asst Controller (AN)



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CIRCULAR

NO. AN/II/5511/LEAVE/2015

Dated: 09/01/2015

To

1. Officers in -charge,
(All Sub-Offices as per standard list)
2. Officers in-charge
(All Sections in Main Office)

SUB: Forwarding of Special Kinds of Leave Applications – reg.

Of late, it is observed that leave applications from Officers & staff requesting for sanction of Special kinds of leave viz. Child Care Leave, Paternity Leave, Special Casual Leave etc., are being handed over directly in AN-II Section without obtaining recommendations from appropriate authorities. Henceforth applications received directly, without recommendations shall be returned un-actioned.

It is further observed that applications are being submitted at eleventh hour (i.e., just before commencement of leave). Applications for Special Kind of leave viz. Child Care Leave, Paternity Leave, Special Casual Leave etc., may be forwarded through proper channel, well in advance giving sufficient time to the appropriate authorities for consideration.

Contents may be brought to the notice of Officers & Staff for compliance.

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Sub: Regularization of Leave: reg.

Of late, the following discrepancies have come to the notice of the undersigned while dealing with regularization of absence on Medical grounds as also on Private Affairs.

1. Applications for leave on Medical grounds and Private Affairs are not properly scrutinized by the concerned Sections/Offices before forwarding to AN-II of Main Office.
2. MC/FC is not being submitted in the prescribed forms/formats.
3. Date of reporting for duty is not as per the date of declaration of fitness in the certificate. In case Saturdays/Sundays and Public Holidays intervene between the date of fitness and date of reporting the same shall be specifically indicated in leave applications.
4. Amendments/Overwriting in the MC/FC is not being attested by the Doctor.
5. In the application for leave and on reporting for duty no date is given in the application. Nature of leave required to regularize the absence, is also not being indicated clearly.
6. While forwarding the applications, reporting for duty and recommendations of the concerned officer is also found missing.

The above requirement may be noted for strict compliance in future.

Please acknowledge receipt.


(B. Bala Jawahar, IDAS)
Asst. Controller (AN)