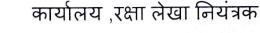
IMPORTANT CIRCULAR





नं. 1स्टाफ रोड, सिकंदराबाद009 500-O/o Controller Of Defence Accounts No.1 Staff Road, Secunderabad-500 009 (Tele/Fax:040-27843385/27847957 Fax: 040-27817275) e mail: aomsec.dad@hub.nic.in



सं.0&M/I/1035/Revision/updation/19-20

दिनांक /dated: 01-08-2019

सेवा मे/70

प्रभारी अधिकारी / The Officer-in-Charge,

सभी उप कर्यालय / अन्भाग / All sub-offices /Sections

सिकिन्दराबाद / विशाखपट्टणम / /Secunderabad/ Vizag.,

यद्दमैलारम/ सूर्यलंका/Yeddumailaram /Suryalanka.

विषय /Sub:- Amendment to OM Part-I (2014 edition): Circulation of CS No. 06/2019 and 07/2019

संदर्भ /Ref: HQrs Office letter No.AN/III/3060/I/Vol-VIII dated 23-07-2019.

HQrs. Letter No. AN/III/3060/I/Vol-VIII dated 23-07-2019 on the above subject is hereby circulated to all for information and compliance please.

Soft copy of the above letter and CS No.06/2019 and 07/2019 is available in CDA Secunderabad website.

GO(O&M) has seen.

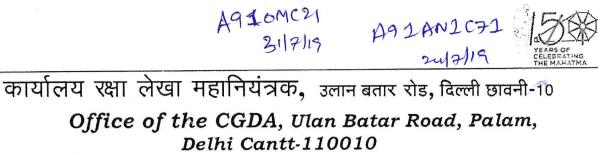
सम नोर्रायण चारी)

(K.Ram Narayana Chary) वरिष्ठ लेखा अधिकारी (सं. एवं. प) Senior Accounts Officer (O & M)

Copy to

The officer-in-charge, EDP Section, Local Circular along with soft copy of the Correction Slips may please be uploaded in CDA Sec'bad website

वरिष्ठ लेखा अधिकारी (सं. एवं. प) Senior Accounts Officer (O & M



No. AN/III/3060/I/Vol. VIII dated 23.07.2019

To

All PCsDA/ PCsA (Fys.)/ PIFAs, CsDA/ CsFA (Fys.)/ IFAs/ RTCs. (through CGDA website).

Subject: Amendment to OM Part-I (2014 edition): Circulation of CS No. 06/2019 & 07/2019.

Correction Slips no. 06/2019 & 07/2019 of the Office Manual Part-I (2014 edition) has been uploaded on website for information and updation of OM Part-I. The Correction Slip will not be forwarded separately.

Please download the Correction Slip and update the concerned Paras of the Office Manual Part-I (2014 edition).

(Rajeev Ranjan Kumar) Dy. CGDA (AN)

GolAnd

Amendment to OM Part-I (Edition 2014)

Correction Slip No. 06/2019

CHAPTER V LEAVE AND ATTENDANCE Leave (i) Officers – Para-221

For	Read
The grant of leave to the CGDA requires	The grant of leave to the CGDA requires
the sanction of the Ministry of Defence	the sanction of the Ministry of Defence
(Finance). For officers in the HAG +	(Finance). For officers in the HAG +
Scale, HAG and officers in the Senior	Scale, HAG and officers in the Senior
Administrative Grade (other than those	Administrative Grade (other than those
serving under Principal Controllers of	serving under Principal Controllers of
Defence Accounts and equivalent-post),	Defence Accounts and equivalent-post),
CGDA is the leave sanctioning authority.	CGDA is the leave sanctioning authority.
For SAG officers serving in the Factories	PCsDA/ CsDA posted outside HQrs.
organisation and Principal Controller of	office may avail casual leave upto four
Defence Accounts Organisation,	days for herself/ himself and intimation
Principal Controller of Accounts	in this regard shall be furnished to HQrs.
(Factories) and Principal Controller of	office as soon as possible. For SAG
Defence Accounts are the leave	officers serving in the Factories
sanctioning authorities.	organisation and Principal Controller of
	Defence Accounts Organisation,
Powers to grant leave to the IDAS	Principal Controller of Accounts
Officers of the rank of Addl CDA/Joint	(Factories) and Principal Controller of
CDA and below including Probationary	Defence Accounts are the leave
officers, is vested in the Principal	sanctioning authorities.
Controller/Controller of Defence	Poryona to grant loove to the IDAS
Accounts except where substitutes are	Powers to grant leave to the IDAS
required.	Officers of the rank of Addl CDA/Joint
	CDA and below including Probationary officers, is vested in the Principal
	Controller/Controller of Defence
· · · · · · · · · · · · · · · · · · ·	Accounts except where substitutes are
	required.
	I requireu.

Authority: HQrs. office AN-I circular no. AN-I/1466/Leave Delegation/Misc Corrs dated 12.09.2018.

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Amendment to OM Part-I (Edition 2014)

Correction Slip No. 07/2019

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CHAPTER V LEAVE AND ATTENDANCE (vii) Special Casual Leave Para 246 - Note 1 (16) (c)

For		Read
Panchayat/ Corporation/ M or other local bodies,	Aunicipalities	Panchayat/ Corporation/ Municipalities or other local bodies. Central Government offices shall not be closed. Employees who are bona-fide voters and desire to exercise their franchise should, however, be offered reasonable facility, subject to normal exigencies of service, either by way of coming late to office or by being allowed to leave office early or a short absence on that day".

Authority: GoI, DoP&T OM No. 12/14/99-JCA dated 10.10.2001.

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