

IMPORTANT CIRCULAR



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सं.O&M//1035/Revision/updation/19-20

दिनांक /dated: 01-08-2019

सेवा मे/To

प्रभारी अधिकारी / The Officer-in-Charge,  
सभी उप कार्यालय / अनुभाग / All sub-offices /Sections  
सिकिन्दराबाद / विशाखपट्टणम / /Secunderabad/ Vizag.,  
यद्दुमैलारम/ 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.

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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.

(के. राम नारायण 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)

A910MC21  
31/7/19

A91AN1C71  
24/7/19



कार्यालय रक्षा लेखा महानियंत्रक, उलान बतार रोड, दिल्ली छावनी-10  
**Office of the CGDA, Ulan Batar Road, Palam,  
Delhi Cantt-110010**

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)

Go/An  
41  
24/2

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

| For   | Read  |
|---|---|
| <p>The grant of leave to the CGDA requires the sanction of the Ministry of Defence (Finance). For officers in the HAG + Scale, HAG and officers in the Senior Administrative Grade (other than those serving under Principal Controllers of Defence Accounts and equivalent-post), CGDA is the leave sanctioning authority. For SAG officers serving in the Factories organisation and Principal Controller of Defence Accounts Organisation, Principal Controller of Accounts (Factories) and Principal Controller of Defence Accounts are the leave sanctioning authorities.</p> <p>Powers to grant leave to the IDAS 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.</p> | <p>The grant of leave to the CGDA requires the sanction of the Ministry of Defence (Finance). For officers in the HAG + Scale, HAG and officers in the Senior Administrative Grade (other than those serving under Principal Controllers of Defence Accounts and equivalent-post), CGDA is the leave sanctioning authority. <u>PCsDA/ CsDA posted outside HQrs. office may avail casual leave upto four days for herself/ himself and intimation in this regard shall be furnished to HQrs. office as soon as possible.</u> For SAG officers serving in the Factories organisation and Principal Controller of Defence Accounts Organisation, Principal Controller of Accounts (Factories) and Principal Controller of Defence Accounts are the leave sanctioning authorities.</p> <p>Powers to grant leave to the IDAS 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.</p> |

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

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

| For   | Read  |
|---|---|
| Panchayat/ Corporation/ Municipalities or other local bodies, | 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.