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GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (FYS)
ADMIN - I SECTION

10-A, S.K. BOSE ROAD, KOLKATA: 700001

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No:158/AN-I/Leave/Misc-VIII

Dated- 03/10/2016

CIRCULAR

To

- | | |
|--|---|
| 1. The CFA (Fys),
Ambajhari/Avadi/Bolangir/BGF/Dehradun/
Jabalpur/ Kanpur / Kirkee / Medak | 3. All Branch Accounts
Officer's including
AO OF(P) Nalanda &
AO OF(P) Korwa |
| 2. CIA(O)F Kolkata & CDA RTC(ER) Kolkata | |

Sub:- Forwarding of leave statement in r/o Group "A" and Group "B" Officers.

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It has been observed with concern that leave statement in r/o the Gr.-'A' & Gr.-'B' officers serving in branch accounts offices under the jurisdiction of the Group Controllers are not been forwarded in regular periodically or been forwarded in piece-meal manner. This result in difficulty in timely notification of the casualty and updation of the service record of the officer.

Also leave statement in respect of transferred out officials as well as that of superannuating officials are forwarded after several communication from this office, which results delay in forwarding of Service Book to new organisation as well as delay in timely settlement of terminal benefits of superannuating officials.

Hence, to avoid undue delay and any adverse comment from HQrs. office it is requested to forward the leave statement of the Gr.-'A' & Gr.-'B' officers **on regular basis i.e. quarterly in consolidated manner** by each branch offices direct to this office duly endorsing copy to Group Controller office through post & email [email ID- cda-cal@nic.in] duly mentioning Pre-Sanction/Post-Sanction, against each spell in respect of the officer.

Receipt of the circular may please be acknowledged and may be referred while forwarding leave statement to this office.

SD/-xxx

Deputy Controller of Accounts (AN)

Copy to:

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Sr. Accounts Officer (AN)