



OFFICE OF THE PRINCIPAL COMMISSIONER OF GST & CENTRAL EXCISE
CHENNAI NORTH COMMISSIONERATE
26/1, UTHAMAR GANDHI SALAI, NUNGAMBAKKAM, CHENNAI- 600 034

C.No.II /39/13/ 2018 -ACCTS

Dated:19/06/2018

ACCOUNTS CIRCULAR NO: 01/2018

Sub: Instructions for grant of leave-reg.

It has come to the notice of the undersigned that officers are proceeding on leave without getting the leave sanctioned by the competent authority which causes administrative difficulties. All officers are hereby directed that they may proceed on leave only after the leave is sanctioned by the competent authority and should strictly adhere to the following instructions:-

- (i) Leave applications for sanction of Earned Leave/ Half pay leave should be submitted atleast 10 days in advance with the recommendation of the controlling officer to the Service Book section.
- (ii) The AO(DDO) should ensure that the leave applications are submitted to the competent authority for sanction within 4 days on receipt of the application.
- (iii) No officer should proceed on leave without ensuring that the leave has been sanctioned by the competent authority.
- (iv) Leave application should be submitted to SB section even if the officer applies leave in Biometric attendance system.
- (v) No leave application, if not received 10 days before leave, will be processed by AO(DDO) for sanction.
- (vi) Incase of emergency/ urgency the controlling officers are required to enter the reason for delayed submission of leave application for further processing.

Any deviation in complying the above instructions will be viewed seriously and action will be initiated to treat that period as unauthorized absence. This is issued with the approval of Principal Commissioner, Chennai North Commissionerate.


ADDITIONAL COMMISSIONER(P&V)

To

AC/ DC of all divisions in Chennai North Commissionerate

For strict compliance.

All Sections in Hqtrs office

Notice board

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