

**GOVERNMENT OF N.C.T. OF DELHI**  
**DIRECTORATE OF AUDIT**  
(Administration Branch)

04<sup>th</sup> Level, 'C'-Wing,  
Delhi Sachivalaya,  
New Delhi.

No. F.9(5)/DOA/Estt./2016/dcaaudit/

Dated:

**ORDER**

It has been come to the notice of the Competent Authority that some of the officers/officials proceeded on leave without prior intimation/permission of the concerned Branch Incharges. Moreover, they did not bother to submit application/joining report even after availing such leave.

The Competent Authority has taken a very serious view over it and has desired that all the Branch Incharges have to ensure that no officer/official shall proceed on leave without prior permission of concerned Branch Incharges and only in exceptional/emergent circumstances, where prior permission is not feasible, the officer/official concerned is supposed to submit application/ joining report immediately at the time of reporting for duty, with full justification, for sanctioning of kind of leave applied by him/her. The onus for compliance of above instructions shall lie with concerned Branch Incharges.

This issues with the prior approval of the Competent Authority.

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**(H.R. NAUGAIN)**  
**ACCOUNTS OFFICER (ADMN.)**  
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No. F.9(5)/DOA/Estt./2016/dcaaudit/ 1223 - 1227

Dated: 11-02-2016

Copy to:-

1. PA to COA(Audit) for information please.
2. All the Branch Incharges; Dte. of Audit for strict compliance.
3. All IAOs, Audit Units [through AO(Audit)]
4. AAO(Audit)/Nodal Officer (Website), Dte. of Audit.
5. Guard File.

  
**(H.R. NAUGAIN)**  
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