



  
कार्यालयरक्षालेखाप्रधाननियंत्रक  
Office of the Principal Controller of Defence Accounts  
सं. 107, लोअरअग्रमरोड, अग्रमपोस्ट, बेंगलूर- 560 007  
No.107, Lower Agram Road, Agram Post, Bangalore-560 007  
Tel:080-29710474/475-Extn.202/311 Fax:080-29710132/133 E  
mail:pcdablrnipay3.dad@nic.in



No: AN/PAY/III/Circulars

Dated: 09/09/2020

//CIRCULAR//

//Through PCDA, Bangalore website only//

To,

All sub-offices under PCDA, Bangalore  
All sections of main office

Sub:-Forwarding of leave applications- Regarding.

Applications for grant of leave by the competent authority at main office level are being received from sub-offices /sections of main office by AN-I/AN Pay-III Sections of this office. In this connection, this office latest part II OO No,146 dt.14.07.2020 on delegation of powers to grant leave refers.

However, it is noticed that applications from sub-offices & sections of main office of PCDA, Bangalore are being returned due to various short comings. In this connection, attention is invited to following relevant rule positions under CCS (Leave) Rules (which are illustrative and not exhaustive) for compliance so that return of applications could be avoided.

- i) Sanction of leave by appropriate authority as per the **delegation of powers to sanction leave vide this office Part II OO No.146 dt.14.07.2020 may be strictly complied with.**
- ii) Applications for leave are being forwarded to main office for necessary action without specific recommendation/remarks of OIC of the sub-office/section of main office. It is **requested to ensure that every application for leave is forwarded to AN-I/AN Pay-III sections of main office with specific recommendation/remarks of OIC of the sub-office/section.**
- iii) It is also observed that in most of the cases of commuted leave, the employees are furnishing MC/FC issued by Govt. hospitals though they are covered under CGHS. In terms of Rule 19 of CCS(Leave) Rules, a CGHS beneficiary should submit MC/FC from CGHS dispensary only or from an authorized doctor of private hospital recognized under CGHS in case of hospitalization or indoor specialized treatment. **In case MC/FC from Govt. hospital/authorized private doctor is submitted by a CGHS beneficiary, the reasons for not obtaining MC/FC from CGHS dispensary should be furnished while forwarding the application for grant of leave.**