To,

The Officer In-Charge
All the Sections of M.O.
All Sub-Offices under PCDA (WC)

Sub: Delay in Updation of Leave Records

Of late, it has come to the notice that even after repeated requests, Monthly Leave Statements (MLS), complete in all respects, are not being submitted to this section in time resulting in undue delay in updation of leave records and unnecessary correspondence/tele-communication in this regard as well as delay in despatch of Service Book in transfer cases which has been viewed with concern. It is therefore enjoined upon to all concerned that while forwarding MLS for the ensuing months, following points should be kept in view:

(i) MLS should be forwarded to this section by the 1st working day of the following month in r/o all the posted officials (upto AAO) of the office whether any official has taken leave or not during the month under report.

(ii) If someone has applied for CML/Paternity leave/Maternity leave/CCL separately, this should also be reflected in MLS.

(iii) Details of transfer-in [ToS] and transfer out [SoS] cases should invariably be incorporated therein.

(iv) MLS requires to be sent through e-mail. Nic e-mail Id of this section is pcdawcan8.dad@hub.nic.in and Zimbra mail Id is pcdawc-an-8@cgdamail.org.
(v) MLS prepared in MS-word file is being directly forwarded through e-mail without getting it signed by any officer which shows a very casual approach in rendering this statement.

(vi) MLS prepared in Hindi should be only in Mangal Font.

(vii) Format for submission of the statement is as under:-

<table>
<thead>
<tr>
<th>S. No./SB No.</th>
<th>Name, Designation &amp; A/c No.</th>
<th>Nature of Leave [EL/CML/CCL/Mat. Leave/Pat. Leave]</th>
<th>No. of Days</th>
<th>From</th>
<th>To</th>
<th>Pre/Post sanctioned</th>
<th>Remarks</th>
</tr>
</thead>
</table>

2. Non-compliance/non-incorporation of the above observations in forthcoming MLS will be treated as dereliction of duty and the officer-in-charge will be held responsible for the same.

DCDA (AN)

Copy to :-

The O/C IT & S Section Copy of this circular may be uploaded on official website of this office.

SAO (AN)