

GOVERNMENT OF ORISSA  
FINANCE DEPARTMENT

MEMO NO. CS-II-160/87 35752 (161) F.,  
24th June, 1987.

Shubaneswar, the

To

The All Departments of Government  
All Heads of Departments.

Subj- Drawing up of programme for availing the benefit of surrender of earned leave.

The undersigned is directed to invite a reference to the Finance Department Office Memorandum No. 34036P dt.6.6.87 in which a percentage of the total staff strength to be taken in a month's programme for the purpose of sanction of the surrender leave by the competent authority has been prescribed.

2. With a view to safeguard the above arrangements, it is requested that the authority while sanctioning the surrender leave benefit should give a certificate to the effect that the employees in respect of which the sanction has been made are included in the programme of the concerned month and the total number of such employees does not exceed the required percentage of the total staff strength as specified in the Office memorandum referred to above. It may, however, not be necessary to give such certificate in case of sanction made as per programmes of the last four months of the block period.

3. All the sanctioning authorities and drawing and disbursing Officers under their administrative control may be informed accordingly.

MEMO NO. 35753 (117) F., Dated. 24.6.87  
Copy forwarded to all Treasury Officers and Sub-Treasury Officers. They are requested not to entertain claims unless the certificate by the sanctioning authority to the above effect is appended to the sanction order enclosed to the bill for drawal of surrender leave salary.

DEPUTY SECRETARY TO GOVERNMENT.

P.T.O.

Memo No. 35752 F., Dated. 24.6.87  
Copy forwarded to Accountant General, Orissa/ Deputy Accountant General, Orissa, Puri/ Secretary to Governor, Secretary to Chief Minister/ All Financial Advisers & Assistants/ Financial Advisers in the Secretariat/ All Collectors/ Principal, Madhusudan Institute of Accounts and Finance, Bhubaneswar/ Principal, Secretariat Training Institute for information and necessary action.

Memo No. 35754 (95) F., Dated. 24.6.87  
Deputy Secretary to Government.

Copy forwarded to All Officers/ All Branches (Codes Branch-5 copies) of Finance Department for information.

SECTION OFFICER.