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GOVERNMENT OF ORISSA
FINANCE DEPARTMENT

Memo No. CS-II-27/79(Pt) 60157 (140)
/F.,

Bhubaneswar, the 24th Dec. 1979

To

All Departments of Government
All Heads of Department.

Sub:-

Surrender of earned leave in lieu of leave salary and allowances.

...

The undersigned is directed to invite a reference to para 2 of the Finance Department Resolution No.25092/F., dated 24.5.78 according to which application for surrender of earned leave need not necessarily be accompanied by application seeking permission to avail earned leave for 30 days. A doubt has arisen as to whether an officer intending only to surrender earned leave in lieu of leave salary and allowances has to apply in the form prescribed for application of leave.

It is hereby clarified that since no separate form for the purpose of encashment of leave has been prescribed application for the same has to be made in the form prescribed for grant of leave so that leave admissibility report is obtained and leave account is maintained without difficulty.

Wain 24.12.79

ASSISTANT SECRETARY TO GOVERNMENT.

Memo No. 60158 (160) /F., Dated. 24/12/79

Copy forwarded to Accountant General, Orissa/Deputy General, Orissa, Puri/Secretary to Governor/All Collectors/All Sub-Division All Treasury and Sub-Treasury Officers/Principal, Accounts Training School Secretariat Training Institute, Bhubaneswar/Accounts Section, Finance Department for information.

Wain 24.12.79
SECTION OFFICER.

Memo No. 60159 (90) /F., Dated. 24/12/79

Copy forwarded to all Officers and Branches of Finance Department for information.

Wain 24.12.79
SECTION OFFICER.

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