

3413

IMPORTANT CIRCULAR

TO

ALL OFFICERS IN MAIN OFFICE

ALL SECTIONS IN MAIN OFFICE

ALL SUB OFFICES

SUBJECT: Salary in r/o absentee employees

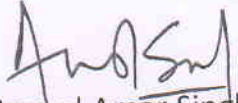
Of late it has been observed that Sub offices/sections of M.O. are not intimating the status report of absent employees to this section. Non furnishing of such information results in over payments of Pay and allowances for the absent period. It is therefore requested to intimate immediately absent status of an employee to this section for stoppage of Pay & Allowances. Further it is also added that if an employee is on sanctioned leave for more than one calendar month, the information may also be furnished for stoppage of transport allowance.

Competent authority has viewed such cases of overpayments very seriously resulting in adverse remarks. It is therefore impressed upon once again to intimate such cases to this section through E mail/Fax/telephonically. In case of any overpayment of such kinds in future, the officer in charge of section/office will be held personally responsible for this lapse.

The contents of this circular may be got noted from all the employees and acknowledgement be forwarded to this office.

Addl. CDA has seen.

AN/V/1212/Misc
Dt : 12/03/2018


(Anmol Amar Singh)
GO (AN)

copy to: -
The O/S/c
EDP Cell

for uploading the same on PCD (we) web