

Government of India  
Ministry of Defence  
**Office of the Controller General of Defence Accounts**  
Ulan Batar Road, Palam, Delhi Cantt.  
Tel : 011-25674854 Fax: 011-25674781

**IMPORTANT CIRCULAR**

No: AN-I/1351/4/XXVI/Imp Circulars

Date : 23.05.2016

To,

All PCsDA/CsDA & equivalent  
(through CGDA Website).

**Subject: - Sanction of Leave :- IDAS Officers**


The undersigned is directed to inform that while forwarding the requests for grant of leave to the SAG & level officers, the following should be invariably mentioned for the information of the Competent Authority.

- i) the 'Leave address/contact details (mobile nos.) of the officer proceeding on leave with intimation of further changes, if any, in this regard.
  - ii) the applications should be sent well in advance (at least two to three days), except in the cases of extreme emergency, so as to avoid the last minute rush.
2. This is for future guidance and compliance, please.

  
(S C Bansal)  
ACGDA (AN)

Copy to:

- |                          |                                    |
|--------------------------|------------------------------------|
| 1. AN-IV Section (Local) | : For similar action as above.     |
| 2. EDP Section (Local)   | : For uploading on CGDA's website. |
| 3. Hindi Cell (Local)    | : For Hindi Version.               |

  
(Sunny Sharma)  
AAO (AN)