

EAST CENTRAL RAILWAY  
ACCOUNTS DEPARTMENT

Office Order No. Non-Gaz/25

Dated 18.05.2020

Sub : Procedure for sanction of Leave and Duty (out of HQ) of non-gazetted staff posted at HQ/HJP through e-office.

The Leave and Duty out of HQ of non-gazetted staff pertaining to General Account & Store Accounts of Accounts Department at HQ/HJP will be sanctioned/approved through e-office with immediate effect.

**1. AC/JAA/AA/SSO/SE(IT)/PS/Steno/SV/Sr.ISA**

(a) The concerned employee shall send their leave application/Tour Programme as e-receipt on e-office to concerned Controlling officer .

(b) Once sanctioned/approved by the controlling officer, the e-file will be returned back to AFA/Ad for staff of General Accounts or Sr.AFA/S&W for staff of Store Accounts. AFA/Ad or Sr.AFA/S&W will forward the file further to concerned SR Section for accountal of leave (LAP/LHAP).

**2. OAA**

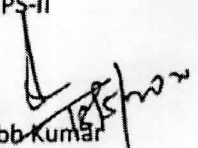
(a) The concerned employee shall submit their leave application/Tour Programme to nominated Steno/PS for the purpose . The Steno/PS will then forward the application for leave/duty as e-receipt on e-office to concerned Controlling officer .

(b) Once sanctioned/approved by the controlling officer, the e-file will be returned back to Steno/PS . The Steno/PS will send the file further to AFA/Ad for staff of General Accounts or Sr.AFA/S&W for staff of Store Accounts . AFA/Ad or Sr.AFA/S&W will forward the file further to concerned SR Section for accountal of leave (LAP/LHAP). The concerned Steno/PS will also apprise the OAA regarding approval of duty/sanction of leave.

Nominated Steno for OAA posted under General Accounts : Shri A.K.Jha,Steno-I

Nominated Steno for OAA posted under Store Accounts : Shri Uday Shankar Sah,PS-II

This issues with approval of Sr.AFA/G.

  
Shailabb Kumar  
Sr.AFA/Ad

Copy :

1. PS to PFA for kind information of PFA
2. FA&CAO/G
3. FA&CAO/WSF
4. Dy.FA&CAO/F&B, Dy.FA&CAO/T, Sr.AFA/G, Sr.AFA/S&W(Co-ord)/Sr.EDPM
5. Sr.AFA/Estt/Admn/Fin-I&II/Pension/PF&Insp/B&B/Exp/S&W-I&II
6. AFA/Ad
7. Notice board
8. SSO/Ad/Court for publishing on ecr website
9. Shri A. K. Jha, Steno-I
10. UdayShankar Sah, PS-II