



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) ODISHA
PURI BRANCH, PURI**

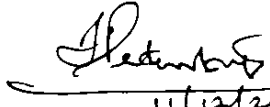
No. WM-Cir-DAs(P) on trg.- 1300

Dated :- 11.12.2017

It has come to notice that some of the Divisional Accountants (Probationers) attached on training to Public Works Divisions under the direct supervision of the respective incumbent Divisional Accounts Officers, remain absent without submitting any leave application intimation to the office. This practice amounts to unauthorised absence and has been viewed seriously. In order to ensure regular attendance in the Division, the following guidelines are issued for compliance by all concerned with immediate effect.

All the Divisional Accountants (Probationers) attached on training to Public Works Divisions shall sign the Attendance Register to be maintained for the purpose in token of their presence. The Attendance Register shall be countersigned by the Divisional Accounts Officer concerned invariably on day to day basis and by the Executive Engineer on weekly monthly basis. In any event of their absence or leave, the Attendance Register may be suitably entered at the time of countersigning. In the event of unauthorised absence, their pay may be withheld deducted and the matter may be reported immediately along with the copy of the Attendance Register for the relevant month(s) for further necessary action at this end. The Divisional Accounts Officer concerned will be responsible for implementation of above.

A Diary shall be maintained to record the item of work done learnt by the Divisional Accountant (Probationer) on day to day basis. The Diary shall be countersigned by the Divisional Accounts Officer and the Executive Engineer concerned at the end of each month and shall be submitted to this office along with the monthly accounts.


11/12/2017
Deputy Accountant General
(Works Accounts)

Memo No. WM - 1301

Dated :- 11.12.2017

Copy to:-

1. All Executive Engineers
2. All DA DAOs
3. Personal file of D.As(P) concerned
4. Leave Seat(WM)
5. Entitlement Seat WM
6. Steno to DAG(W.A Cs)
7. Spare copy


11/12/2017
Accounts Officer