

Government of Jammu & Kashmir
Directorate of J&K Funds Organisation, Muthi, Jammu.

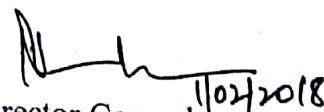
Subject:- Sanction of Earned Leaves.

Circular No: 40 DF of 2018.

Dated: 01-02-2018.

It has come to the notice that Chief Accounts Officers of District Fund Offices are leaving their offices without proper permission and sanction of leave from the Directorate of Funds Organisation or its Joint Directorates. Some have resorted to the unique practice of getting their Earned Leaves sanctioned from the Deputy Commissioners without even the knowledge of Funds Organisation with the result the Subscribers/Ex-subscribers to the Fund are put to lot of inconveniences. This practice creates chaos, anarchical conditions and administrative inertia in these offices and all associated staff & subscribers are put to lurch. As to how these offices would run without Head of Offices or immediate subordinate officers remains unknown. This does not auger well for either proper functioning of the Fund Offices or conduct of the officers resorting to such tactics. Any Chief Accounts Officer, District Fund Office is not supposed to leave his/her jurisdiction without proper sanction of Earned Leave and permission from the competent officer within the Funds Organisation.

All the Chief Accounts Officers of Fund Offices are accordingly hereby impressed upon to be careful in this regard and not to leave their areas of jurisdiction without proper sanction of leave from the competent authority in the Funds Organisation. Officers not following the said procedure shall be deemed to be absent from their duties.



Director General
J&K Funds Organisation
Jammu.

Dated: 01-02-2018.

No: DF/PS-136/84-111

Copy to the:

- 1- Joint Director, Funds Organisation, Kashmir/Jammu for information and necessary action.
- 2- Chief Accounts Officer, District Fund Office, _____ for information and necessary action.
- 3- Accounts Officer, _____ for information and necessary action.