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GOVERNMENT OF ASSAM
FINANCE (ESTABLISHMENT-B) DEPARTMENT
BLOCK-F, 2nd FLOOR, JANATA BHAWAN
DISPUR.

ORDERS BY THE GOVERNOR
OFFICE ORDER

Dated Dispur the 24-04-2024

eCF No 409597/7 : In partial modification of this department's O.M. No. eCF. 349217/2, dated 04.09.2023 and for smooth functioning of official work, the following norms are laid down for availing leave by Gazetted and Non Gazetted officials of Finance Department:

1. All the Secretaries [Spl Secretary for Finance (EA) Department] will sanction/recommend leave (including Casual Leave /Head Quarter Leave/ Earned Leave etc.) of max 7 days in one go, of personnel up to the rank of Deputy Secretary in their respective Branches.
2. All leaves, more than 7 days in one go and above the rank of Deputy Secretary shall be put up to Commissioner & Secretary by Secretary, Finance (Estt.- B) Department for all personnel.
3. No personnel shall leave Head Quarter without prior sanction of leave.
4. No Personnel shall avail leave without formally applying for the same to Secretary or Commissioner & Secretary.

This will come into force with immediate effect and until further orders.

This has the approval of Competent Authority.

Secretary to the Govt. of Assam
Finance (Estt-B) Department

Memo_eCF No 409597/7_-A
Copy for information to:-

Dated Dispur the 24-04-2024

1. The Director, Finance (IF) Department.
2. P.S to Commissioner & Secretary to the Govt of Assam, Finance Department for kind appraisal of Commissioner & Secretary.
3. P.S to Secretary to the Govt of Assam (LM/IR/MC/DB/PNS/JD/MC), Finance Department for kind appraisal of Secretary.
4. P.A to the Spl. Secretary, Finance (EA) Department for kind appraisal of Spl. Secretary.
5. Section Officer,(All Branches) Finance Department. **They are requested to inform all concerned.**

By order etc.,

e-signed

Secretary to the Govt. of Assam,
Finance (Establishment-B) Department.