



02 AUG 2023

केन्द्रीय उत्पाद शुल्क के आयुक्त का कार्यालय, चेन्नै - उत्तर आयुक्तालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF GST CENTRAL EXCISE,
CHENNAI NORTH COMMISSIONERATE [Pr. CCO Accounts Wing]
26/1, महात्मा गांधी मार्ग, नुंगम्बक्कम, चेन्नै-600034
26/1, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI- 600 034.
Ph No: 28331185 Email : sb-prcco@gov.in

C.No.II/20/GR B/1361/2022-Acct.-Pr.CCO

Dated : 02.08.2023

CIRCULAR

Sub: Procedure to be followed in Pr.CCO on leave issues other than CL - Reg.

Kind reference is invited to the Circular No.1/2022 dated 20.10.2022 issued by Pr. Commissioner GST on Grant of EL, Child Care & EOL. (Copy attached)

In continuation to the above the reminder (Copy attached) issued on 8.3.2023 by the then ADC (P&V), it was clearly mentioned that despite the circular, the Leave recommending officers are not following the said instructions and many of the applications have been received by the Accounts section after availing the Leave period or in between the Leave requested periods.

Now it is conveyed that all the Leave applications forwarded without following the above instructions will not be taken for consideration by the ADC (P&V). Therefore, the recommending authorities are requested to take greater care in recommending also by giving sufficient breathing time to accounts section to decide the applications unless otherwise on emergency cases.

It is further intimated that after submitting in CRU in advance the original copy has to be submitted to Accounts or an intimation on the above to be given to accounts group in email sb-prcco@gov.in.

The Applications with visiting abroad permissions should be attached with the Vigilance Section intimation letter or with NOC and it is hereby strictly followed and without sanction of Leave the applicant cannot proceed on leave.

It is further informed that Leave of any kind (more than 15 days) should be forwarded from the PCCO officers / staff which is properly with the recommendation of immediate supervisor also should be forwarded only with the knowledge of the ADC (PCCO) only.

This issue with the approval of the ADC (P&V)

Encls/a


S. BALAJI
CHIEF ACCOUNTS OFFICER
CHENNAI NORTH COMMTE

To

1. The All Officers and Staffs of Gr. B & C
Pr.CCO, Ch-34.
2. The Supdt. Computer Section (For uploading in website)

etc

एस. बालाजी
S. BALAJI
मुख्य लेखा अधिकारी
CHIEF ACCOUNTS OFFICER
माह और सेवा कर एवं केन्द्रीय उत्पाद शुल्क
GST & CENTRAL EXCISE
चेन्नई / CHENNAI



Admin & Budget -
ESTF - CCO
ESTT - CCA
CECCA.
CPC -
DATA Analytics -
Legal -
Technical
RTI.
CRU
Sports Officer -
Vigilance
CAT Cell
INTRA.
Advance mting.
Review
Statistics.

Computer Section received Abalini
02/03/23 .



Ph No: 28330499

Email : sbprccogstchn@gmail.com

केन्द्रीय उत्पाद शुल्क के आयुक्त का कार्यालय, चेन्नै - उत्तर

आयुक्तालय

OFFICE OF THE PRINCIPAL COMMISSIONER OF GST CENTRAL EXCISE,
CHENNAI NORTH COMMISSIONERATE

26/1, महात्मा गांधी मार्ग, नुंगम्बक्कम, चेन्नै-600034

26/1, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI- 600 034.

To

The Dy/Asst Commissioners of GST & Central Excise,
O/o Pr. Chief Commissioner of GST & Central Excise,
Nungambakkam,
Chennai - 600 034.

RE M I N D E R

Sir,

Sub: Discrepancies noticed in EL & other Leave applications of
Pr.CCO Officers/Staff - Reg.

Please find enclosed circular dated 23.12.2022, on the above subject

Despite the circular issued on 23.12.2022, in most of the EL applications, the leave recommending officers are not following the said instructions and many of the applications have been received by Accounts Section after availing the leave periods, or in between the requested leave period.

The circular instructing the same is sent again for necessary action please.

Yours faithfully,

Encl: a/a

D JAYAPRIYA

08-03-2023

ADDITIONAL COMMISSIONER

Copy To:-

The Additional Commissioner of GST & Central Excise (Estt.)

II/(20)/GR B/1361/2022-ACCTS-O/o-Pr COMM-R-CGST-CHENNAI(N)

I/1192168/2023

O/o Pr. Chief Commissioner of GST & Central Excise,
Nungambakkam,
Chennai - 600 034.



Ph No: 28335145 / 28335143
Email : cex.bills@gmail.com

சென்னை வடக்கு மத்திய வரித் துறைமன்றம், சென்னை - 600034
OFFICE OF THE PRINCIPAL COMMISSIONER OF GST CENTRAL EXCISE,
CHENNAI NORTH COMMISSIONERATE
26/1, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI- 600034.

F.No. C II / 20 / 01 / 2022 – Estt. CH.N.

Dated: 20.10.2022

CIRCULAR NO. 01 /2022

Sub : Grant of Earned Leave, Child Care Leave and EOL – Regarding

It is observed that application for sanction of EL/CCL are being forwarded to the Competent Authority to sanction such leave after commencement of the leave period applied by the individual concerned. It is strictly instructed that no officer or member of staff shall proceed on EL/CCL without prior sanction. Application for EL/ CCL should be submitted 15 days before the commencement of leave period. The application for EL /CCL shall be processed and decision shall be communicated to the officer prior to the commencement of leave period and the officer shall be duly relieved to proceed on EL/ CCL which are duly sanctioned. The Supervising officers shall be held responsible for ensuring proper attendance of the officer under their charge.

2. It is also observed that EOL beyond 3 months is being applied by the officers who are not permanent and the same is being processed for consideration by the Supervisory officer, which is in violation of Rule 32(2) of CCS Leave Rules, 1972.

3. Rule 32(2) of CCS Leave Rules provides that no government servant who is not in permanent government service shall be granted EOL on any one occasion in excess of 3 months. The relevant extract of the said rule is as under :

(a) Three months

(b) Six months, where the Government servant has completed one year's continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three month's extraordinary leave under Clause(a) and his request for such leave is supported by a medical certificate as required by these rules;

(c) Deleted.

(d) Eighteen months, where the Government servant who has completed one year's continuous service is undergoing treatment for—

(i) Pulmonary Tuberculosis or Pleurisy of tubercular origin, in a recognized sanatorium;

4. The Supervisory officers shall scrutinize the eligibility of EOL of the applicant scrupulously before forwarding the proposal for sanction of EOL to the officer under their charge.

5. The Controlling officer with due recommendation shall endorse the leave application with his sign and name.

6. All the Columns in the leave application shall ensured to be filled up before recommending the same, more specifically, date of return from previous leave etc. The Controlling officer are also impressed upon that the Admn. / Hqrs will not be able to supplement or substitute in the place of the officer who are proceeding on leave. Hence, due care may be taken in considering grant of the leave in such a way that all the officers are not proceeding on leave at the same time and also the work should not suffer.

7. The above procedure & instructions shall be applicable to all the officers & staff of Pr. Chief Commissioner's Office and the officers / Staff on loan basis from Pr. CCO, in view of the Order in F.No. GCCO/L/13/3/2022 - Admn. dated 18.7.2022 issued by the Pr. CCO.

Signature

PRINCIPAL COMMISSIONER
GST AND CENTRAL EXCISE
CHENNAI NORTH COMM'ITE

To
The Addl. / Joint Commr., of GST & C.Ex, Hqrs. Chennai North
All Deputy/ Assistant Commissioners of GST & C.Ex., Chennai North
CAO., North Comm'te / Pr. CCO
A.O (H)/ A.O (DDO)/ PS to Pr. Commr. / All Section Heads
Computer section, Chennai North Commissionerate.

Copy To
The Addl. Commr., Pr. CCO
The Deputy/ Assistant Commissioners, Pr. CCO

to widely circulate the above instruction to all the officers / staff of Pr. CCO and those who are on loan basis to other formations / Comm'tes for strict compliance.