कार्यालय प्रधान महालेखाकार
(लेखा व हकदारी) हरियाणा,
लेखा भवन, प्लाट नं 4 व 5 सैक्टर 33–बी,
चण्डीगढ–160020

SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

OFFICE OF THE PRINCIPAL
ACCOUNTANT GENERAL (A&E)
HARYANA, LEKHA BHAWAN
PLOT NO.-4 & 5, SECTOR 33-B
CHANDIGARH-160 020

OFFICE ORDER

To streamline office functioning and ensure strict compliance with official procedures, the following instructions are hereby issued for all DAs/DAOs cadre officers**.** Adherence to these guidelines is mandatory:

No official/officer should commence thier journey without sanction/approval of his leave. So, applications for leave, prior permission to visit abroad, passport application, etc., shall reach to this office at least 10 days prior to the commencement of leave or outward journey through proper channel.

All applications shall be submitted in the prescribed proforma, duly filled in all respects, with required supporting documents. Applications without proper signature, name (name should be as per service record only), designation, ID number, and division name shall not be considered.

All correspondence made with this office shall be communicated through official email IDs (cag.gov.in). Use of personal email IDs for official purposes is strictly prohibited and e-mail received through personal mail IDs will not be entertained.

Leave accounts should be maintained properly in the service book and a copy of the last page of the service book (with the last entry) shall be provided to facilitate verification on each occasion whenever application for sanctioning of leave/LTC/encashment etc. is forwarded.

All officials are advised to visit the office website https://cag.gov.in/ae/haryana/en regularly to stay updated to office orders, circulars, and other announcements.

All officials are advised to visit their official email @cag.gov.in, regularly as per the guidelines issued vide this office letter no.IT CELL/CT (Intra Communication Technology)1.19/2026-27/100 Date: 18.06.2026. In the event of deactivation of the email account the officer concerned shall be held sole responsible for the lapse.

All officials are advised to take prior appointment/permission of the Pr. Accountant General /Sr. Deputy Accountant General/Deputy Accountant General before coming to this office for the purpose of meeting with the authority .

All officials should ensure that if any information is sought from this office, compliance is made within the stipulated time without fail.

All officials are directed to follow these guidelines in true spirit to avoid any disciplinary action.

This issues with the approval of the competent authority.

Digitally signed by
Prakash Chandra
Date: 26-10-2026

Sr. Accounts Officer (WM-A)

No. WM(A)/IPR/2026-27/ 545-548 Dated: 26-10-2026

Copy of the above is forwarded to the following (through official website) for information & further necessary action.

1. All the DAs/DAOs-II/DAOs-I/Sr. DAOs.
2. All the Executive Engineers with a request to make entry in the service book as and when leave/LTC/encashment/Paternity/Maternity leave etc. is sanctioned by this office. At the time of forwarding such type of leave also, attach the last page of service book where the up-dated entries have been made.
3. Sr. Accounts Officer IT cell.
4. PA to Sr. Deputy Accountant General (Works)

PRAKASH CHANDRA
Sr. Accounts Officer (WM-A)

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