

DELHI TRANSPORT CORPORATION
GOVERNMENT OF NCT OF DELHI
I.P. ESTATE, NEW DELHI

No. Act/PBS/2019/495

Date:- 09-07-2019

Circular

Subject: Discrepancies in Leave Salary Bill(s).

It has observed from the leave salary bill(s) of the retiring employees that are received from the various depts./ units that the number of leave days shown in the initial bill are different and subsequently the D.M/ Unit Officer forwards the revised bill(s) adding more on leave days citing the reason of leaves remain unaccounted/ Non posted etc. To avoid such subsequent leave salary bills, the DMs/ Unit Officers are to ensure the following:-

1. Since Leave Account is an important official document "The Leave Account of the retiring employee" is required to be updated one month prior to his/her retirement and required to be closed properly. The employee concerned should be intimated about his leaves status to trace out discrepancy before a month.

2. The concerned retiring employee should report the discrepancy, if any, within 10 days after receipt of intimation from department to the concerned Pay Bill Clerk (PBC) and Personal File Clerk (PFC) for rectification otherwise submit a "No Discrepancy in Leave Account Certificate" for further action by the concerned unit/ Depot.

3. After obtaining "No Discrepancy Leave Account Certificate" the Dealing Assistant is required to raise the "Leave Salary Bill" which is required to be signed by PBC, PFC and signed & stamped by Depot Manager and then forward to PBS, HQ for payment of Leave Salary along-with bank details.

4. Afterwards the Leave Salary Account is required to be closed indicating closure due to superannuation/ death/ resignation as the case may be.

Accordingly all concerned are requested to adhere to the above instructions and ensure that no second leave salary bill shall be forwarded by the D.M/ Unit Officer to avoid any wrong/ excess payment. If any D.M/ Unit Officer proposes the extra/ double leave salary payment, the matter shall be referred to Vigilance Department.

This has the approval of competent authority.

(V.N. Pahl)

Nahi
9/17/2019
(V.N. Pahl)
Addl. CAO

All RMs