capacitation, resignation and for permanent migration etc. after seven days from the date of the termination of the service. The DC Satara is being instructed once again to follow the instructions mentioned above in toto.

In view of the above clarification you are kindly requested to drop the audit enquiries referred to above.

Thanking you.

Yours faithfully,

Sd/-

for CHIEF ACCOUNTS OFFICER

Copy to :

Dy.General Manager (P&IR) for information and necessary action. The Govt.Audit while auditing the payment made of gratuity by the various units has observed that in many of the units the leave of some employees is being treated as NND till he gets superannuated, dead, resigned and terminated. In some of the Divisions such account of leave which has not been decided so far is being considered for computation of continuous service and in some of the Divisions this leave is not being taken into consideration for the continuous service for computation of gratuity. In fact any account of leave which has been applied should either be sanctioned with pay or without pay so as to avoid complications at later date. It is felt that at least once in a month or once in two months the Unit Heads should be asked to verify such quantum of leave after examination of the reasons which compels the local management to treat the leave as NND.

At any cost such account of leave has to be decided in either way before one gets superannuated, retired and terminated. He is kindly requested to examine the reasons and circulate the instructions for uniformity in deciding the continuous service while computation of gratuity of such employees is to be considered.

Copy to DC, ST Satara for information & necessary action. He is requested to adhere to the instructions issued vide A.D.C. No.85 dt.21.12.78 and ADC No.137 dt.9.10.85 and let this office know why the delays have been occurred in payment of gratuity to some employees as pointed out by the Govt.audit.

सही/- V.G.Labhshetwar
For Chief Accounts Officer.