

During the scrutiny of relevant records viz. claim sheets, Service Books, Leave Account etc; it was observed that the Establishment Section has furnished the NND particulars for the year in which the gratuity was payable instead of covering the full period of service.

Calculation of gratuity, in the absence of full particulars of NND leave will not be in order.

In this connection please refer to this office letter No. 51/ACC/PE/RTV/E-364/751 dt. 10.2.94, addressed to R.A.O. and copy endorsed to you. While issuing the instructions on this subject the above contingency may please be considered.

Sd/- V.G. Lakhshetwar
for Chief Accounts Officer.

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