



**National Institute of Educational Planning and Administration**  
**(Deemed to be University u/s 3 of the UGC Act, 1956)**  
**17-B, Sri Aurobindo Marg, New Delhi- 110016**

F. No. 14-1/2020-Pers. (Misc.)  
Date: December 22, 2022

**OFFICE ORDER**

In view of proposed visit of the Audit Team from DGACE w.e.f. 26.12.2022 for conducting the Transaction Audit, the Competent Authority is pleased to decide that no leave can be availed during the period w.e.f. 26.12.2022 till completion of the Audit (likely of 2 weeks). Since this is an institutional and team activity to timely submit the replies and documents/files/registers, etc. on the same day, presence of all staff member is mandatory.

Accordingly, the Competent Authority/Leave Sanctioning Authority may note that any kind of leave shall not be approved w.e.f. 26.12.2022 to 31.12.2022 and/or till completion of the Audit.

Non-compliance of the order will be viewed seriously. However only in case of medical emergency, the matter may be put up to the Competent Authority for consideration.

This issues with the approval of the Competent Authority.

Further details for the conduction of Transaction Audit and guidelines thereof will be issued by the Finance Officer separately.

(Dr. D. S. Thakur)  
Administrative Officer (I/c)

To

**All Group B / C Employees**

**All Group A Officers**

Copy to:

1. Sr. PS to the Hon'ble Vice Chancellor for information
2. PA to the Registrar
3. Head of the Departments/Centres
4. All In-charges – Sections/Units
5. Finance Officer
6. Internal Audit
7. Office order file
8. Systems Analyst - Request to upload the Office Order on NIEPA Website