

**GOVERNMENT OF NAGALAND
DIRECTORATE OF TREASURIES & ACCOUNTS
NAGALAND : : KOHIMA**

NO.DTA/ESTT-170/2025

Dated the October 2026.

ADDENDUM

Sub: Revision of procedure for submission of Leave Encashment Bills for Pre-Audit – Additional documents.

In continuation of this Directorate's Office Memorandum of even number dated 16th September 2026, the following additional documents shall be submitted along with Leave Encashment Bills for pre-audit:

1. Copy of the initial appointment order (Ad-hoc/Contractual/Contingency/Temporary), as applicable.
2. Copy of the Regularisation/Absorption order, as applicable.

All Heads of Departments and Controlling Officers shall ensure that the documents submitted are genuine and that the Leave Account has been duly verified against the original Service Book before submission.

All other provisions of the Office Memorandum dated 16th September 2026 shall remain unchanged.

Sd/-

Tsuren M. Odyuo
Principal Director

Dated the 12th October 2026.

NO.DTA/ESTT-170/2025 / 8796-800

Copy to:

1. The Finance Commissioner to the Government of Nagaland, for kind information.
2. All Heads of Departments, Nagaland.
3. All Drawing & Disbursing Officers, Nagaland.
4. Departmental Web/WhatsApp Admin for necessary action.
5. Office Copy.


(Vechiso Chakhesang)
Addl. Director