

43

Most Immediate  
For Personal Attention

No.Per(A-IV)-B(15)-3/2009  
Government of Himachal Pradesh  
Department of Personnel,  
Appointment-IV Section.

From

The Chief Secretary to the  
Government of Himachal Pradesh.

To

1. All the Additional Chief Secretaries/  
Principal Secretaries/Secretaries to the  
Government of Himachal Pradesh, Shimla-171002.
2. All the Heads of Departments in Himachal Pradesh.
3. All the Divisional Commissioners/Deputy Commissioners in  
Himachal Pradesh.
4. All the Managing Directors of Board/Corporations in Himachal  
Pradesh.

Dated Shimla-171 002, the 6<sup>th</sup> January, 2016.

Subject:-

Regarding proceeding on earned leave without sanction of  
competent authority-instructions thereof.

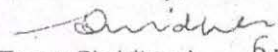
Sir/Madam,

I am directed to invite a reference to the subject mentioned above and to say that as per instructions of the Government, earned leave application must be submitted to the respective cadre controlling departments for its sanction at least 15 days prior to commencement of leave, so that leave could be sanctioned timely and alternative arrangements for entrusting the charge could be made, so as to avoid inconvenience to general public. But instances have come to the notice of this department that even senior officers are not adhering to these instructions and proceeding to avail earned leave without recommendations and sanction of the competent authority.

This matter has been viewed seriously by the Government, because in the absence of senior officers in the office, the work of the concerned department(s) is hampered and it also causes inconvenience to general public. Taking all the relevant factors into account, it is re-iterated that all the officers must submit their earned leave applications, duly recommended, to the competent leave sanctioning authority timely and shall not proceed to avail the leave, until the same is sanctioned by the respective department.

These instructions may be adhered to strictly and personal attention also be given.

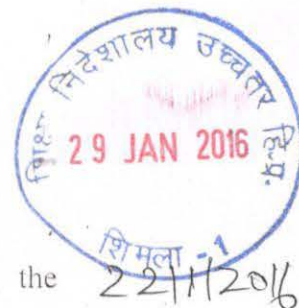
Yours faithfully,

  
( Tarun Shridhar ) 6.1.2016

Additional Chief Secretary (Personnel) to the  
Government of Himachal Pradesh.  
Ph. No. 0177-2622132

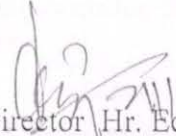
\*\*\*\*\*

Directorate of Hr. Education  
Himachal Pradesh



Endst. No. EDN-H(1)B(15)1/2009- Imp. Instt. Dated Shimla - 171001 the  
Copy for information and further necessary action is forwarded to :-

1. The Chief Secretary to the Govt. of H.P.w.r.t. his letter number referred as above for information please.
2. The Addl.Chief Secretary (Education) to the Govt. of H.P. for information please.
3. The Additional Director of Hr. Education ( Adm.), H.P.
4. The Additional Director of Hr. Education ( C), H.P.
5. The Additional Director of Hr. Education ( S), H.P.
6. The Joint Director of Hr. Education, C-I / C-II, H.P.
7. The Joint Controller (F&A), Dte. of Hr. Education, H.P.
8. The OSD(C) / OSD(Skt.) Directorate of Hr. Education, H.P.
9. All the Principals of Govt. Degree Colleges / GCTE Dharamshala & Skt. in the H.P.
10. All Deputy Directors / Assistant Directors, Dte. of Hr. Education, H.P.
11. All the Deputy Directors of Hr. Education, H.P. with the remarks that same letter be circulated to all offices / institutions situated in your district.
12. The Group Commander, GP HQ, Shimla -4.
13. The Chief Librarian, Center State Library Solan.
14. All the District libraries in the H.P.
15. All the NCC units in the Pradesh.
16. The PS to the Director of Higher Education, H.P.
17. The Technical Officer, Dte. of Hr. Education, H.P. *to upload the depl. website.*
18. DDO Directorate of Hr. Education, H.P.
19. All the Superintendents in the Directorate of Hr. Education, H.P.
20. Guard File.

  
Addl. Director Hr. Education(Admn.)  
Himachal Pradesh