

No. EDN-HE(21)A(3)06/2013-V
Directorate of Higher Education
Himachal Pradesh, Shimla-1
Tel:0177-2653120Extn.234_E.mail:genbr@rediffmail.com, Fax:2812882

Dated Shimla-1 the 13th January 2014

To

All the Dy Directors of Higher Education,
in Himachal Pradesh

Subject: Instructions regarding availing of vacation on transfers & clarification regarding deputation of teacher during vacation.

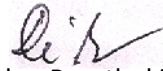
Memo,

In supersession of this Directorate letter No.EDN-H(21)B(15)-01/2009-G.I, dt 25.11.2009 & subsequent letter No. EDN-HE(21)A(3)06/2011-V, dated 11.07.2013, it is reiterated that an employee serving under Vacation Department shall get the benefit of vacation as per the provision of Rule 28 of CCS (Leave Rules) 1972. Accordingly every Govt. servant serving in vacation department shall be entitled for vacations, once in a year. For the purpose of this Rule, the term "year" shall be construed not as meaning a calendar year in which duty is performed but a twelve months period from the date of initial joining in Vacation Department. For example, a teacher/ employee initially joined on 23.04.2003 in vacation Department, his entitlement year for availing vacation will be taken between 23-04-2003 and 22-04-2004 and so on the complete year of duty after initial joining in vacation department. A Government servant who is otherwise entitled for vacation shall be defined to avail vacation once in year of actual duty, as defined above. In case a Government servant serving in vacation department is transferred either from Winter Closing or a Summer Closing school after availing vacation in a particular calendar year, admissibility of vacation at transferred station shall be determined as per the provision of Rule 28 of CCS Rule 1972 i.e. by counting entitlement year to year basis from the date of initial appointment in the Vacation Department. It will be the sole responsibility of Head of institution to determine the admissibility of vacation in r/o all the teachers at the time of their joining at the new place of posting and if found there is no admissibility of vacation, he/she shall report to the concerned Dy. Director of Higher Education for deputing the concerned employee in an institution against vacancy. If there is no vacancy in the District, the case shall be referred to the previous Dy. Director of Hr Education of the employee (i.e. before transfer) for further deputation of concerned employee in an institution against vacancy.

Cont. P-2

It is pertinent to mention here that in a year, any employee does not avail any portion of vacation due to his transfer or any other reasons, the credit of earned leave shall be admissible to him in respect of that year under Rule 26 of CCS (Leave Rule) 1972, with the prior approval of the competent authority and as per the provision of Rules ibid. It may be ensured that in any case earned leave is not granted in excess of thirty days in a period of one year as defined above for vacation staff (**i.e. 20 days + earned leave in lieu of un-availed vacation**).

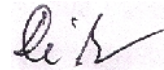
It is further clarified that no employee shall be allowed to avail vacation twice in a year of actual duty period. **Entry of vacations (every year) shall be made in the service book of concerned employee / teacher at the end of completion of actual duty year.** These instructions may be complied with strictly in letter and spirit.



(Dinkar Burathoki),
Director of Higher Education,
Himachal Pradesh, Shimla-1

Endst. No. even dated Shimla-1 the 13th January 2014.
Copy for information and necessary action is forwarded to:-

1. The Principal Secretary (Education) to the Govt. of Himachal Pradesh, Shimla-2, w.r.t. letter No.EDN-B-Chh(1)-2/95-II, dated 14-10-2013.
2. The Technical Officer, IT Cell, Directorate of Higher Education, Himachal Pradesh, with the direction to upload the same on the departmental website.
3. Guard file.



Director of Higher Education,
Himachal Pradesh, Shimla-1