

No.EDN-H(8)B(8)-1/2026/Vol-2
Directorate of Higher Education
Himachal Pradesh
Dated Shimla-171001 the,

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To

All Principal (s),
Govt. Degree College (s)/
Sanskrit College(s) in
Himachal Pradesh.

Subject:

Regarding submission of leave application on prescribed format in time bound manner as per CCS (leave) rules 1972.

It has come to the notice of the undersigned that some Principals of the College Cadre are intimating their Causal Leave and Earned Leave to this Directorate through e-mail without following the prescribed procedure or forwarding the same through the proper channel. In many cases leave applications are neither submitted in the prescribed format nor processed in accordance with provisions of the applicable rules.

All the Principals are hereby directed to submit/forward their leave applications strictly in accordance with the provisions of the Central Civil Services (Leave) Rules, 1972, following the prescribed procedure and in the prescribed format. In the case of earned leave both the hard copy as well as soft copy duly signed shall be forwarded to this Directorate at least **15 days in advance** before the proposed commencement of leave, except in cases of unavoidable emergency. Any deviation will be viewed seriously.

(Suneeta Singh),
Director of Higher Education
Himachal Pradesh

Endst. No. Even dated Shimla 171001 the
Copy forwarded for information to:-

1. The Superintendent, IT Cell, Directorate of Higher Education, may kindly upload the same on the DHE e-mail.
2. Guard file.

शिक्षा निदेशालय उच्चतर हि0प्र0
24 JUL 2026
शिमला-1

Director of Higher Education
Himachal Pradesh

IT Cell