

**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 6th 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,

(Signature)
(Tarun Shridhar) 6.1.2016

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



Himachal Pradesh Power Corporation Limited
(A State Government Undertaking)

Himfed Bhawan, Panjri, (Below Old MLA Quarters), Shimla-171005.

Endst. No:- HPPCL/P&A/Policy Circulars /2016:-/975/-69 Dated:- 8-02-2016

Copy of the Additional Chief Secretary (Personnel) to the Government of Himachal Pradesh office letter No. Per (A-IV)-B(15)-3/2009 dated 6th January, 2016 regarding "proceeding on earned leave without sanction of competent authority-instructions thereof" is forwarded to the following for information & strict compliance please:

1. All the HOPs/ HODs in HPPCL.
2. The General Manager (Designs), HPPCL, Sundernagar, Distt. Mandi, H.P.
3. The Additional General Manager (ED-I/II), HPPCL, Sundernagar, Distt. Mandi, H.P.

(Signature)
Deputy General Manager (P&A)