

No. 12/38/2013-2SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

To

1. All the Administrative Secretaries in Haryana.
2. All Heads of Departments in Haryana
3. Divisional Commissioners, Ambala/Hisar/Rohtak/Gurgaon.
4. All the Deputy Commissioners in Haryana.

Dated, Chandigarh, the 5th May, 2014.

Subject:- Forwarding of applications of IAS/HCS officers to Government for grant of leave.

Sir/Madam,

I am directed to invite reference to this office letter No. 12/77/85-SII, dated 6th June, 1985 on the subject noted above and to say that it has been noticed that the applications of IAS/HCS officers for grant of leave to them are not being forwarded to Government well in time with the result that some officers proceed on leave without prior sanction which is irregular and the leave has to be sanctioned ex-post facto. I am, therefore, directed to request that in future applications for grant of leave to IAS/HCS officers should be sent to Government alongwith the requisite recommendations well in time so that necessary orders thereon can be issued before the date an officer actually proceed on leave.

These instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,


(SATISH SHARMA)
Superintendent Services-II

