

No.12/84/2022-2SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

To

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

Dated, Chandigarh, the 17th May, 2023

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

Sir/Madam,

I am directed to invite your attention to State Government's letters No. 12/87/85-SII, dated 6th June, 1985 and No. 12/38/2013-2SII, dated 5th May, 2014 and 12th January, 2016 on the subject noted above and to say that it has been noticed that the applications of the IAS/HCS officers for grant of leave to them are not being forwarded to Government well in time, as a result of which some officers proceed on leave without prior sanction, which creates irregularity.

2. I am, therefore, directed to request you again that in future the applications for grant of leave to IAS/HCS officers should be sent to Government alongwith the requisite recommendations at least 15 days prior to the date of proceeding on such leave, so that necessary orders thereon can be issued before the date an officer actually proceeds on leave. Else the case shall be rejected.

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

Yours faithfully,



Superintendent Services-II
for Chief Secretary to Government, Haryana