

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

To

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

Dated, Chandigarh, the 12th January, 2016

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

Sir/Madam,

I am directed to invite your attention to Govt. letters No. 12/87/85-SII and 12/38/2013-2SII, dated 6th June, 1985 and 5th May, 2014, respectively 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 Govt. 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 expost-facto. I am, therefore, directed to request 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 liable to be rejected and shall be rejected.

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

Yours faithfully,


Superintendent Services-II 