Most Immediate
For Personal Attention

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.

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 reiterated 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,

(R & E 81
Dy. No. 8270
Ph. No. 0177-2622132)

Additional Chief Secretary (Personnel) to the
Government of Himachal Pradesh

6-1-2016

(Tarun Shridhar)
Endst. No. HPSEBL/(SECTT.)/R&E/Govt. Misc Inst./2015-16.7673-973 Dated: 27-4-16

Copy of above is forwarded to the following for information and strict compliance to:-

1. The Managing Director, HPPC Ltd., Shimla-5.
2. The Managing Director, BVPC Ltd., Jogindernager, Distt. Mandi.
3. The Managing Director, HPTCL, Borawalla House Khalini Shimla-2.
4. All the Chief Engineers in HPSEBL.
7. The Director (Personnel) SJVNL, Himfed Building, Shimla-9.
8. All the Superintending Engineers/Director (Designs) in HPSEBL.
9. The S.E. (IT), HPSEB Ltd. Shimla for uploading the HPSEB Ltd. Website.
10. The Resident Audit Officer, HPSEB Ltd., Shimla-4.
11. The Land Acquisition Officer, HPSEB Ltd., Mandi Shimla.
12. The Dy. Secretary (Law), HPSEB Ltd., Shimla-3.
13. The Addl. Secretary-cum-PS to the Managing Director, HPSEB Ltd. Shimla-4.
14. All the Spl. Private Secretary/Sr. P.S./P.S. to the Directors /Executive Director (Pers.) in Board Sectt. in HPSEB Ltd.
15. All the Sr. Executive Engineers/Resident Engineers in HPSEBL.
16. All the Under Secretaries/Law Officer/S.O. in Board’s Sectt.
17. The PO/PRO in Board Sectt. HPSEB Ltd.
19. Guard File.

Superintending Engineer (IT)
HPSEB Ltd., Vidyut Bhawan, Shimla-171004

(Handwritten)

[Signature]

[Signature]

Executive Director (Personnel), HPSEB Ltd., Vidyut Bhawan, Shimla-171004, Ph. No. 0177-2801706.