

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 Additional Chief Secretary (Personnel) 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 9th December, 2016.

Subject:-

**Regarding sanctioning of leave and LTC and assignment of charge
in favour of IAS/HPAS/HPSS officers and Heads of Departments-
instructions thereof.**

Sir/Madam,

I am directed to invite a reference to the subject mentioned above and to say that this department has issued instructions regarding sanctioning of leave and LTC in respect of IAS/HPAS officers and Heads of Departments time and again, but instances have come to the notice of this department that some officers are sanctioning leave for more than 30 days and LTC in favour of officers who are working under their control.

Taking all the relevant factors into account, it is re-iterated that Deputy Commissioners/Heads of Departments are competent to sanction earned leave, half pay leave, commuted leave to the IAS/HPAS officers working under their control, upto a maximum period of 30 days at a stretch. It is further re-iterated that the leave sanctioning authority is also competent to hand over the additional charge during the leave period of the concerned officer to the other officer working under his control. However, where the charge is required to be given to an officer posted in another office/department, such proposal is required to be sent to the Government in the Department of Personnel.

Instances have also come to the notice of this department that apart from sanctioning earned leave/casual leave, Heads of Departments are sanctioning Home Town Leave Travel Concession/Leave Travel Concession (Bharat Darshan) in favour of IAS/HPAS officers working under their control. In this regard, it is also clarified that powers for sanctioning of Home Town LTC/LTC in favour of IAS/HPAS officers/Heads of Departments have not been delegated. Therefore, such cases for sanctioning of Home Town LTC/LTC working under your control be forwarded to the Department of Personnel for necessary sanction.

These instructions may be adhered to strictly.

Yours faithfully,



(Amarjeet Singh)

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