

No.Per(A-I)B(15)-7/86-II
Government of Himachal Pradesh
Department of Personnel (A-I)

Dated Shimla-171 002, 25th February, 2025.

From

The Chief Secretary to the
Government of Himachal Pradesh.

To

All the IAS/HPAS/HoDs

Subject:- Instructions regarding earned leave/ Ex-India earned leave –prior sanction thereof.

Sir/Madam,

I am directed to refer to the subject cited above and to say that instructions have been issued by this department regarding prior approval of the competent authority before proceeding on earned leave/ Ex-India earned leave by the Officers. However, it has come to the notice of this department that some Officers are still proceeding on earned leave/ Ex-India earned leave without sanction from the competent authority. It has also been observed that the Officers are applying for leave just one or two days before the commencement of leave applied for. In such a short notice, it becomes difficult to obtain the approval of the competent authority and to make leave arrangements during the leave period to avoid any public inconvenience. Such practices are undesirable on the part of the Officers and the same has been viewed seriously by the Government.

Therefore, it is decided that in future, all the Officers may ensure to submit their earned leave/ Ex-India earned leave application to the sanctioning authority for sanction of leave at least 15 days prior to its commencement, duly recommended from HOD/Administrative department. The officer will proceed on

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such leave after obtaining the sanction orders. If any deviation is noticed, the same will be viewed seriously and appropriate action will be initiated against such officers.

These instructions may kindly be adhered to strictly.

Yours faithfully,



(M. Sudha Devi)

Secretary(Personnel) to the
Government of Himachal Pradesh