

From

Director Higher Education,  
Haryana, Panchkula.

To

Principals of all Govt. Colleges  
Located in the State of Haryana,

Memo No. 19/37-2022 Ad(2)

Dated: 27-12-2023

**Subject:- Request to send information in format for granting the approval of earned leave for work done during summer vacations.**

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Kindly refer to the subject noted above.

From the perusal of letters received from your Colleges whereby necessary approval of earned leave has been sought for work done during summer vacation, it revealed that the information provided by you is not complete as observed by the Audit Cell while examining the matter and the information should be as under:-

Sr. no.	Name of employee with designation	Date of joining	Length of service	Period of work done in vacation	Total no. of vacations of that particular year as per University tender	Calculation of earned leave	
						<u>Total no. of workdone</u> x365	No.of vacation
						24,18,12	as the case may be

In view of above you are requested to send the information in the aforementioned proforma alongwith copy of bio-metric attendance of relevant period to this department so that further action could be taken in the matter.

✓ Incharge IT Cell (To upload on portal)

*Ryadaz*  
Superintendent Administration  
for Director Higher Education  
Haryana, Panchkula

*606 27/12/23*