

From

Director Higher Education,  
Haryana, Panchkula.

To

All Principals,  
posted in Govt. Colleges,  
in the State of haryana

Memo No. 19/57-2020 Ad(2)

Dated: 19-12-2024


**Subject:- Direction for seeking prior approval of the competent authority for performing duties during summer vacation.**

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Kindly refer to the subject noted above.

It has been observed by the department that the Principals/ Officiating Principals, posted in Govt. Colleges, send their matters to grant them benefit of earned leave in lieu of workdone during summer vacation from time-to-time whereas they do not seek prior approval of the competent authority as per provision contained in Haryana Civil Services (Leave) Rules 2016 under rule 36(2). Due to non-seeking prior approval, the department has to face difficulty in sanctioning earned leave for the period of summer vacation. Apart from this, some Principals depute to the Associate/Assistant Professor to work during summer vacation at their own level in place of him which is against the rules. Moreover, some Principals send their incomplete cases without detail of workdone and biometric attendance which is inappropriate and the department has to face difficulty to assess whether the officer has actually performed duty during summer vacation or not.

In view of above you are directed to seek prior approval of the competent authority to perform duties during summer vacation and also to send complete cases alongwith the detail of the workdone and biometric attendance otherwise their application for earned leave will not be entertained.

  
Deputy Superintendent Admn  
for Director Higher Education, Haryana,  
Panchkula 