

Most Urgent
21 JUN 2017

शिमला - 1

No. EDN-H/E(21)B(15)15/2017-V

Directorate of Higher Education,
Himachal Pradesh, Shimla-1

Tel: 0177-2653120 Extn. 234, E. mail: genbr@rediffmail.com, Fax: 2812882

Dated Shimla-1 the June, 2017

To

All the Principals/ Headmasters,
Government Sr. Sec./ High Schools,
Himachal Pradesh

Subject:- Instructions for the Sanction of Casual Leave.

Memo,

In the recent past, it has been observed that the Heads of the Educational Institutions are granting/ sanctioning the Casual Leave in perfunctory manner and reasons/ emergency for which casual leave is applied is not clearly mentioned in the casual leave application.

In this regard, all the Heads of the Educational Institutions are directed to exercise due caution while sanctioning the casual leave to the subordinate staff and same may not be sanctioned in perfunctory way. The reasons/ emergencies / causes for which the casual leave is applied should be cogent and substantial. The casual leave may not be sanctioned on flimsy grounds, especially, casual leave may not be granted to any Government teacher/ employee for Dharna's/ strikes etc. or any other anti Government activities.

Further, if any teacher/ employee have to move beyond 8 kilometers they definitely will have to obtain prior station leave mentioning the station where he/she intends to visit.

Therefore, all the Heads of the Government Senior Secondary / High Schools are directed to be careful and cautions while sanctioning the casual leave in future, failing which matter will be viewed seriously, entailing disciplinary action against the defaulters.

— Sd —

(Dr. B.L. Vinta),
Director of Higher Education,
Himachal PradeshEndst. No. Even dated Shimla-1 the June, 2017
Copy for information and necessary action is forwarded to:-

1. All the Deputy Directors of Higher Education in Himachal Pradesh are directed to ensure to adhere with these instructions in all the Educational Institutions of their respective District, in letter and spirit.
2. The Incharge, IT Cell, with the direction to upload the same on the Departmental website.
3. Guard file.

Director of Higher Education,
Himachal Pradesh