

MOST URGENT
PERSONAL ATTENTION

No.EDN-H (21) B (15)-01/2009-G.I.
Directorate of Higher Education
Himachal Pradesh

Dated: Shimla-171001, 25th Nov., 2009

To

All the Principals/Headmasters of
Govt. Sr. Sec./High Schools in Himachal Pradesh.

Subject: Instructions regarding availing of vacations on transfer.

Memo:-

On the subject cited above, the undersigned is receiving various representations for seeking clarification. In this matter it is reiterated that an employee serving under Vacation Department shall get the benefit of vacations only once in an calendar year. In case a Govt. servant is transferred either from a Winter Closing or a Summer Closing School after availing vacations, no vacations will be allowed to him/her in next place of posting. It will be the sole responsibility of the Head of Institution that he/she shall report to the concerned Deputy Director of Higher Education for deputing the concerned employee. After receiving a communication from Head of Institution, the Deputy Director of Higher Education will post the employee in a school against vacancy and if there is no vacancy in his/her district he/she shall refer the case to the Deputy Director of Higher Education in previous district of the employee (i.e. before transfer) for further deputation of concerned employee in an institution against vacancy.

It is further clarified that no employee shall be allowed to avail vacation twice in an academic year and in case any case is reported in this Directorate, disciplinary action shall be initiated against such employee as well as concerned Head of Institution for which they shall be themselves responsible.

These instructions may be complied with strictly.

Sd/-

Director of Higher Education
Himachal Pradesh

Endst. No. even

Dated: Shimla-171001

25th Nov. 2009

Copy for information and necessary action to:-

1. All the Branch Officer in Directorate of Higher Education, H.P. Shimla-171001.
2. All the Deputy Directors of Higher Education in Himachal Pradesh.
3. Guard File.

Sd/-

Director of Higher Education
Himachal Pradesh