

It has come to my notice that the leave applications of the employees of this office are being dealt at the subordinate level without putting it properly before the undersigned being the competent authority to sanction the leave as per appendix 12 appended to Rule 8.23 of CSR, it has also come to my notice that the employees are proceeding on leave without getting it prior sanctioned, in a routine manner. In view of above from the date of issuance of this order, no employees will proceed on leave without getting its prior sanction by the undersigned. In case of claim of Earned Leave, Extra Ordinary Leave and CCL, the same is required to be got sanctioned well in advance. As far as Medical Leave is concerned, the same is also required to be duly authenticated with proper medical certificate, as per HCS Rules & Leave Rules, as applicable to the employees of Government of Haryana. This order be brought to the notice of the Establishment Branch as well as all the Superintendent/ Incharges of all the Branches. The above said order be complied with strictly and if any violation is found then the strict disciplinary action will be taken not only against the dealing hand who was required to deal with leave application instantly but also against the concerned employee as well as Supervisory staff responsible in this respect.

It should also be ensured that if any employee remains unauthorized absent from duty continuously for three days to onward then the concerned Superintendent/ Incharge of the respective branch will immediately bring this unauthorized absence from duty of such employee to the notice of undersigned failing which it will be presumed that such Incharge/ Superintendent is shielding such employee, which will further call strict disciplinary action against both.

Baldev Raj Mahajan
Advocate General, Haryana

Endst. No. 13445-55

Dated:- 25/2/15

All concerned branches may noted please as follows:-

1. Administrative officer
2. Supdt. Misc. Branch
3. Supdt. Current Writ Branch
4. Supdt. Accounts Branch
5. Supdt. Old Writ Branch/ Record Branch
6. Dy. Supdt. Criminal-I & II/List Branch
7. Dy. Supdt. Civil Filing -I
8. Dy. Supdt. Civil Filing -II
9. Incharge Steno Branch
10. Incharge Library Branch
11. Jamadar


Officer on Special Duty

OFFICE OF THE ADVOCATE GENERAL, HARYANA AT CHANDIGARH.

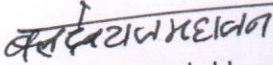
NO.

DATED

OFFICE ORDER

It has come to my notice that the leave applications of the employees of this office are being dealt at the subordinate level without putting it properly before the undersigned being the competent authority to sanction the leave as per appendix 12 appended to Rule 8.23 of CSR. It has also come to my notice that the employees are proceeding on leave without getting it prior sanctioned, in a routine manner. In view of above from the date of issuance of this order, no employees will proceed on leave without getting its prior sanction by the undersigned. In case of claim of Earned Leave, Extra Ordinary Leave CCL, the same is required to be got sanctioned well in advance. As far as Medical Leave is concerned, the same is also required to be duly authenticated with proper medical certificate, as per HCS Rules & Leave Rules, as applicable to the employees of Government of Haryana. This order be brought to the notice of the Establishment Branch as well as all the Superintendents/Incharges of all the Branches. The above said order be complied with strictly and if any violation is found then the strict disciplinary action will be taken not only against the dealing hand who was required to dealt with leave application instantly but also against the concerned employee as well as Supervisory staff responsible in this respect.

It should also be ensured that if any employee remains unauthorised absent from duty continuously for three days to onward then the concerned Superintendent/Incharge of the respective branch will immediately bring this unauthorised absence from duty of such employee to the notice of undersigned. Failing which it will be presumed that such Incharge/Superintendent is shielding such employee, which will further call strict disciplinary action against both.


Advocate General, Haryana.

It has come to my notice that the leave applications of the employees of the office are being dealt at the subordinate level without putting it properly before the undersigned being the competent authority to sanction the leave as per appendix 1 appended to Rule 8.23 of CSR, it has also come to my notice that the employees are proceeding on leave without getting it prior sanctioned, in a routine manner. In view of above from the date of issuance of this order, no employees will proceed on leave without getting prior sanction by the undersigned. In case of claim of Earned Leave, Extra Ordinary Leave and CCL, the same is required to be got sanctioned well in advance. As far as Medical Leave is concerned, the same is also required to be duly authenticated with proper medical certificate, as per HCS Rules & Leave Rules, as applicable to the employees of Government of Haryana. This order be brought to the notice of the Establishment Branch as well as all the Superintendent/ Incharges of all the Branches. The above said order to be complied with strictly and if any violation is found then the strict disciplinary action will be taken not only against the dealing hand who was required to deal with leave application instantly but also against the concerned employee as well as Supervisory staff responsible in this respect.

It should also be ensured that if any employee remains unauthorized absent from duty continuously for three days to onward then the concerned Superintendent/ Incharge of the respective branch will immediately bring this unauthorized absence from duty of such employee to the notice of undersigned failing which it will be presumed that such Incharge Superintendent is shielding such employee, which will further call strict disciplinary action against both.

Baldev Raj Mahajan
Advocate General, Haryana

Endst. No. 13445-55

Dated:- 25/2/15

All concerned branches may noted please as follows:-

1. Administrative officer *[Signature]*
2. Supdt. Misc. Branch *[Signature]*
3. Supdt. Current Writ Branch *[Signature] 25/2/15*
4. Supdt. Accounts Branch *[Signature] 26/2/15*
5. Supdt. Old Writ Branch/ Record Branch
6. Dy. Supdt. Criminal-I & II/List Branch *[Signature] 26/2/15*
7. Dy. Supdt. Civil Filing -I *[Signature] 26/2/15*
8. Dy. Supdt. Civil Filing -II *[Signature]*
9. Incharge Steno Branch *[Signature] 25/2/15*
10. Incharge Library Branch
11. Jamadar *Anil Kumar*