

No.11/129/2024-1FR/22138
HARYANA GOVERNMENT
Finance Department
(Finance Regulation Branch)

Dated : 03.02.2025

To

1. The Chief Secretary to Government Haryana.
2. All the Administrative Secretaries to Government Haryana.
3. The Registrar General, Punjab and Haryana High Court Chandigarh.
4. All Head of Departments in Haryana.
5. All the Commissioners of Divisions, Ambala, Karnal, Faridabad, Gurugram, Hisar and Rohtak.
6. All Deputy Commissioner and Sub Divisional Officers (Civil) in Haryana.

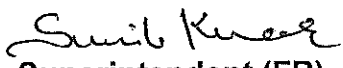
Subject : To prepare and finalise departmental policy for recommending matters (study leave to Group A and B officers and EOL to Group C & D officials) to Finance Department - instructions regarding.

Sir/Madam,

I have been directed to refer to the subject captioned above and to inform you that many subject cited cases are being referred by the Administrative Departments to the Finance Department for grant of Study leaves to Group A and B officers and long Extra Ordinary Leaves to various Group C and D employees for pursuing higher studies through regular mode. The vacancy position, involvement of public interest, having a direct & close connection with his sphere of duty as well as office exigency are generally not kept in view while forwarding the matters to Finance Department.

3. In this regard, Government has taken decision that Administrative Departments shall first prepare and finalise a departmental policy for recommending matters (Study Leave to Group A & B officers and Extra Ordinary Leave to Group C & D officials) to Finance Department within the provisions of Haryana Civil Services (Leave) Rules, 2016 and instructions issued by Finance Department from time to time, after assessing respective vacancy position, office exigency, involvement of public interest, having a direct & close connection with his sphere of duty, mandatory provisions in Service Rules to have higher qualification for promotion etc. alongwith to put some restrictions on maximum numbers of such recommendations in a year. After finalizing the same, respective matter may be sent to Finance Department for consideration. Till then, no matter may be sent to Finance Department. However, in case of any exceptional circumstances, then matter can be referred earlier to Finance Department with complete justification thereof.

4. This issues with the approval of competent authority.
5. Copy of this order is available on the official website of the Finance Department i.e. finhry.gov.in.


Superintendent (FR)
for Additional Chief Secretary to Govt. Haryana,
Finance Department
11/03/25