OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA PANCHKULA

Order No. 5/39-2012 Admn. (2) **Dated, Panchkula the 15.07.2022**

It has been observed that the officials/officers of the Directorate as well as field offices are applying for sanctioning of the leaves on medical ground such as commuted leave without following proper procedure i.e. the medical certificate issued by the competent medical authority.

It is therefore ordered that in future all the official/officer of the headquarter as well as field staff (i.e. non teaching and non vocational) will submit the application forms for sanctioning of the commuted leave on medical ground along with medical certificate issued by the competent medical authority. It is further being directed that no OPD Slip, Prescription Slip shall be entertained for approval of commuted leave on medical ground.

These orders may be complied with in letter & spirit.

ANSHAJ SINGH, IAS
DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA

Endst. No. Even **Dated, Panchkula, the** 01/08/2022

A copy is forwarded to the following for information and necessary action:-

1. PA/DSE.
2. PA/DEE.
3. PA/Additional Director Model Sanskriti Schools.
4. PA/Additional Director Admn.-II
5. PA/Joint Director Admn.
6. PA/Additional Director (Academic).
7. All the District Education Officers/District Elementary Education Officers in the State.
8. All the Principal DIET/ BITE/ GETTI in the State.
9. All Branch Officers/Officials.
10. Superintendent Admn. (Elementary Education).
11. I.T. Cell (HQ).

1/8/22
Aadhelli

ASSISTANT DIRECTOR ADMN.
for DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA