

No. EDN-BLS-HE (G-II) Misc (2023-24) -
o/o the Dy. Director Higher Education,
Bilaspur, District Bilaspur (H.P)

3175

Dated:::: Bilaspur:- the 08th July 2025

To

All the Principals/Headmasters,
of Govt Sr Sec /High Schools,
Distt Bilaspur HP

Subject: -

**Instructions regarding availing of vacation on transfers & clarification
regarding deputation of teacher during vacation.**

Memo,

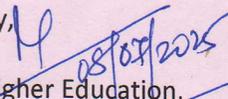
In compliance to the Director of Higher Education, Himachal Pradesh, Shimla-1, office letter No. EDN-HE (21) A (3)06/2013-V- Dated- 13th January 2014, on the subject cited above;

In case of a Government servant serving in vacation department is transferred either from Winter Closing or Summer Closing school after availing vacation in particular calendar year, admissibility of vacation at transferred station shall be determined as per the provision of Rule 28 of CCS Leave Rule 1972 i.e. by counting entitlement year to year basis from date of initial appointment in Vacation Department. It will be sole responsibility of Head of Institution to determine the admissibility of vacation in r/o all the teachers at the time of their joining at the new place of posting and if found there is no admissibility of vacation, he/she shall report to the concerned Deputy Director of Higher Education for deputing the concerned employee in an institution against vacancy. If there is no vacancy in the District, the case shall be transferred to the previous Deputy Director of Higher Education of the employee (i.e. before transfer) for further deputation of concerned employee in an institution against vacancy.

It is pertinent to mention here that in a year, any employee does not avail any portion of vacation due to his/her transfer or any other reasons, the credit of earned leave shall be admissible to him/her in respect of that year under Rule 26 of CCS Leave Rule 1972, with the prior approval of the competent authority and as per provision of Rules ibid. It may be ensured that in any case earned leave is not granted in excess of thirty days in a period of one year as defined above for vacation staff (i.e. 20 days + earned leave in lieu of un-availed vacation).

It is further clarified that no employee shall be allowed to avail vacation twice in a year of actual duty period. Entry of vacations (every year) shall be made in the service book of concerned employee / teacher at the end of completion of actual duty year. These instructions may be complied with strictly in letter and spirit.

Yours faithfully,


Dy. Director Higher Education,
Bilaspur, Distt Bilaspur HP