

Regd.

From

Director General Higher Education,
Haryana, Shiksha Sadan,
Sector-5 Panchkula.

To

All Principals of Govt. Colleges located in the
State of Haryana

Memo No. 19/52-2019 Ad(2)

Dated: 27-5-2025

Subject:- Direction to send information in the proforma for claiming the benefit of earned leave in lieu of work done during summer vacation.

Kindly refer to the subject noted above.

It has been observed by the department that some Principals do not send the information in proper form for claiming the benefit of earned leave during summer vacation and the department has to face difficulty to accord permission in such cases. Now, after consideration it has been decided that the Principal of Govt. Colleges should send the information in below mentioned proforma:-

Name of Principal, place of posting, date of entry into govt. service and total service rendered up to 31.05.2025	Period of summer vacation as per calander (KUK, MDU etc.)	Period during which work done in summer vacations	Point wise/detail of work done during summer vacations	Point wise detail of actual contribution given personally on the point mentioned in column 4	Point wise detail of work supervised mentioned on the point/topic mentioned in column no. 4	Annexure to be attached/Remarks
1	2	3	4	5	6	7

It is therefore requested to send the information in aforementioned proforma to this department so that approval to perform duty during summer vacations could be accorded.

Mansi Kumar
Superintendent Administration
for Director General Higher Education Haryana,
Panchkula

Charge

IT cell to upload it on Higher Education Portal

27/5/25