



**CHANDIGARH  
HOUSING BOARD**  
A CHANDIGARH ADMINISTRATION UNDERTAKING

8, Jan Marg, Sector 9-D, Chandigarh

0172-4601809

No. 302

Dated 04/11/19

**OFFICE ORDER**

It has been observed that leave applications are being received in Administrative Branch after proceeding on leave by the concerned officers/officials for taking approval from the competent authority. As per rules, leave is not a right for an employee except under extra-ordinary conditions and medical emergencies, there is no question of ex-post-facto approval of earned leave. The office has also issued the orders/instructions in this regard from time to time.

It is therefore, directed that no officers/officials will proceed on earned leave without the prior approval of the competent authority and no ex-post-facto approval will be granted except under extra ordinary conditions and medical emergencies. If any officer/officials intend to avail earned leave, he/she should apply atleast 15 days in advance before proceeding on leave.

Beside above, telephonic message for grant of casual leave must be avoided except in exceptional case/emergency.

Date : 31.10.2019

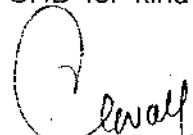
Chief Executive Officer,  
Chandigarh Housing Board,  
Chandigarh.

Endst. No. HB(S)/EA-I/2019/ 3191

Dated 04/11/19

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

1. The Chief Engineer, Chandigarh Housing Board, Chandigarh.
2. The Superintending Engineer I/II, CHB.
3. The Enforcement Officer, CHB
4. The Executive Engineer-I/II/III/IV/V/VI (PH. Divn.)/VII /VIII/Architect, CHB
5. Chief Accounts Officer/Admn. Officer/AO-I/II/III/IV/Colony/Reception/PMAY, CHB;
6. Senior Law Officer/Incharge Computer Section, CHB.
7. P.A. to Chairman/P.A. to C.E.O./ Steno to Secretary, CHB for kind information of officers

  
Administrative Officer,  
Chandigarh Housing Board,  
Chandigarh.

4/11/19  
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