



**THE HARYANA STATE COOPERATIVE SUPPLY
AND MARKETING FEDERATION LIMITED**

CORPORATE OFFICE, SECTOR 5, PANCHKULA HARYANA (INDIA)

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Web-site: www.hafed.gov.in

ORDER

The Rule 11 of the Haryana Civil Services (Leave) Rules, 2016 inter-alia states that leave cannot be claimed as a matter of right. No Government employee shall proceed on leave without the prior permission of the competent authority. Further, no Government employee shall leave his headquarters, during casual leave, holidays or any other kind of leave without prior permission of the authority competent to sanction him casual leave.

All the employees are directed to strictly abide by the provisions of the above said rule. Any deviation from the same shall attract strict disciplinary action against the concerned. Besides this, whenever the officers at the level of District Managers / General Manager (Plants) / Deputy General Managers and above apply for any type of leave, in addition to the leave application, they are also required to inform the Managing Director on mobile through personal call / SMS.

PANCHKULA
NOVEMBER 21, 2017

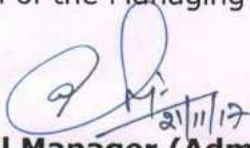
**SHEKHAR VIDYARTHI, IAS
MANAGING DIRECTOR, HAFED**

No. Hafed/Admn/A-1/3572

Dated: 21-11-2017

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

1. The Chief General Manager, Hafed, Panchkula.
2. All the Divisional Heads, Hafed, H.O., Panchkula.
3. All the District Managers/General Managers, Plants, Hafed in the State.
4. DGM (Marketing), Hafed, Delhi and Hisar.
5. XENs, Hafed, Panchkula, Rohtak and Gurugram.
6. All concerned Branch Officers in the Administration Division.
7. PS/PA to MD/Secretary for kind information of the Managing Director/Secretary.


**General Manager (Admn-I)
for MANAGING DIRECTOR, HAFED**