

**Department of Digital Technologies & Governance
Government of Himachal Pradesh**

No. DIT-B01/2/2020-IT SECTION-GoHP (E-16916)-216 the 24th September, 2025

OFFICE ORDER

Sanction is hereby accorded for the grant of following kind (s) of leave in favour of **Ms. Richa Verma, Junior Office Assistant (IT)**, Department of Digital Technologies & Governance, Himachal Pradesh, Shimla.

Kind of Leave	From	To	Period	Prefix/Suffix	Remarks
Earned Leave	29.09.2025	04.10.2025	06 Days	Prefix- 28.09.2025 Suffix- 05.10.2025	

Certified that Ms. Richa Verma would have continued to officiate on the post of Junior Office Assistant (IT), Department of Digital Technologies & Governance, but for her proceeding on leave and that period of leave will count towards her annual increment.

Certified that no later than the period of leave formally sanctioned in favour of Ms. Richa Verma, she is likely to be reposted on the same post and at the same station from where she proceeded on leave.

Sh. Varun Sharma, Junior Office Assistant (IT) shall look after her duties in the leave period of Ms. Richa Verma, Junior Office Assistant (IT) in addition to his own duties for which no extra remuneration shall be paid.


Joint Director (Admin.),
Department of Digital Technologies & Governance,
Shimla-13, Himachal Pradesh.

Endst. No. as above

Dated: Shimla-13

September, 2025

Copy forwarded for information and necessary action to:-

1. The Assistant Controller (F&A)/ Bill Assistant, DDT&G Shimla -171013.
2. Sh. Varun Sharma, Junior Office Assistant (IT), DDT&G, Shimla -171013.
3. Ms. Richa Verma, Junior Office Assistant (IT), DDT&G, Shimla -171013.
4. Guard file.


Joint Director (Admin.),
Department of Digital Technologies & Governance,
Shimla-13, Himachal Pradesh.

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