

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

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No. DIT-B04/4/2019-IT SECTION-GoHP (E-8808) -144 the 18<sup>th</sup> October, 2025

**OFFICE ORDER**

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

Kind of Leave	From	To	Period	Prefix/Suffix	Remarks
<b>Earned Leave</b>	27.10.2025	01.11.2025	06 Days	Prefix- 26.10.2025 Suffix- 02.11.2025	

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

Certified that no later than the period of leave formally sanctioned in favour of Sh. Varun Sharma, he is likely to be reposted on the same post and at the same station from where he proceeded on leave.

**Miss Shiwali Verma, Computer Operator** shall look after his duties in the leave period of Sh. Varun Sharma, Junior Office Assistant (IT) in addition to her 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 18<sup>th</sup> October, 2025**

Copy forwarded for information and necessary action to:-

1. The Assistant Controller (F&A), DDT&G Shimla -171013.
2. Sh. Varun Sharma, Junior Office Assistant (IT), DDT&G, Shimla -171013.
3. Miss Shiwali Verma, Computer Operator, SITEG, DDT&G, Shimla -171013.
4. Guard file.



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

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