

Book VI
REVISED LEAVE RULES, 1981

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GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

NOTIFICATION
The 13th July 1981

No.F.D.SR-III-1-85/78 – In exercise of the powers conferred by section 23 of the Punjab Civil Servants Act, 1974, the Governor is pleased to make the following rules, namely:

1. **Short title, application and commencement** – (1) These rules may be called the **Revised Leave Rules, 1981**.

(2) They shall apply to all civil servants other than those who were employed before the first day of July, 1978, and opted not to be governed by the Revision of Leave Rules issued under the Finance Department's Circular Letter No.FD.SR-III-1-85/78 dated 5th November, 1978.

(3) They shall come into force at once.

2. **When leave earned** – (1) All service rendered by a civil servant qualifies him to earn leave in accordance with these rules but shall not be earned during the period of leave.

(2) Any period spent by a civil servant in Foreign Service qualifies him to earn leave provided that contribution towards leave salary is paid to the Government on account of such period.

3. **Earning and accumulation of leave** – (1) A civil servant shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of duty rendered and credited to the leave account as "Leave on full pay".

(2) Duty period of fifteen days or less in a calendar month shall be ignored and that of more than fifteen days shall be treated as full calendar month for the purpose of calculation of earned leave.

(3) If a civil servant proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.

(4) There shall be no maximum limit on the accumulation of such leave.

4. **Civil Servants in Vacation Department** – (1) A civil servant in Vacation Department may earn leave on full pay:

(a) When he avails himself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered;

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- (b) When during any year he is prevented from availing himself of the full vacation as for a civil servant in a non-vacation department for that year; and
- (c) When he avails himself of only a part of the vacation – as in (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

(2) The provisions under rule 3(2-4) shall also be applicable in the case of civil servants of a Vacation Department.

5. **Leave on full pay** – The maximum period of leave on full pay that may be granted at one time shall be as follows –

- (a) Without medical certificate 120 days
- (b) With medical certificate 180 days
plus
- (c) On medical certificate from 365 days
leave account, in entire service

Note: Under Leave Rules, 1955, leave on half average pay could be converted into leave on full pay on the strength of Medical Certificate up to a maximum of twelve months in terms of leave on full pay in the whole service. The account of this kind of leave was separately maintained in the leave account under the said Rules. Such leave availed of by the civil servants before the introduction of these rules, shall be debited against the maximum limit of 365 days fixed under this rule.

6. **Leave on half pay** – (1) Leave on full pay may, at the option of the civil servant, be converted into leave on half pay, the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one half counting as one full day's leave on full pay.

(2) The request for conversion of leave referred to in sub-rule (1) shall be specified by the civil servant in his application for the grant of leave.

(3) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

7. **Leave to be applied etc., in terms of days** – Leave shall be applied for, expressed, and sanctioned, in terms of days.

8. **Carry forward of existing leave** – All leave at credit in the account of a civil servant on the first day of July, 1978, shall be carried forward and expressed in terms of leave on full pay and the leave account in such cases shall, with effect from the first day of July, 1978, or in the case of a civil servant who was on leave on that date, with effect from the date of his return from leave, be recast as under:

- (i) **Leave on full pay** –
 - (a) 1 month 30 days
 - (b) 1 day 1 day

- (ii) **Leave on half pay** –
 - (a) 1 month 15 days
 - (b) 2 days 1 day

Note: Fractions, if any, shall be ignored.

9. **Extraordinary Leave (Leave Without Pay)** – (1) Extraordinary leave without pay may be granted on any ground up to a maximum period of five years at a time, provided that the civil servant to whom such leave is granted, has been in continuous service for a period of not less than ten years, and, in case a civil servant has not completed ten years of continuous service extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the head of his office:

Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extraordinary leave.

(2) Extraordinary leave up to a maximum period prescribed under sub-rule (1) may be granted, subject to the conditions stated therein, irrespective of the fact whether a civil servant is a permanent or a temporary employee.

10. **Recreation Leave** – Recreation leave may be granted for fifteen days once in a financial year, the debit to the leave account may, however, be for ten days leave on full pay:

Provided that such leave shall not be admissible to a civil servant in a vacation department.

Note: Casual Leave (as Recreation Leave) shall however continue to be granted for 10 days only subject to other conditions under the Government instructions.

11. **Leave not due** – (1) Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty-five days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed ninety days in all.

(2) Such leave may be converted into leave on half pay.

(3) Such leave shall be granted only when there are reasonable chances of the civil servant resuming duty on the expiry of the leave.

(4) Such leave shall be granted sparingly and to the satisfaction of the sanctioning authority but it shall not be admissible to temporary civil servants.

12. **Special Leave** – (1) A female civil servant, on the death of her husband, may be granted special leave on full pay, when applied for, for a period not exceeding one hundred and thirty days.

(2) Such leave shall not be debited to her leave account.

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(3) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority either along with her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

13. **Maternity Leave** – *(1) A female civil servant may, for the maximum period of ninety days, be granted maternity leave with full pay outside her leave account, at any time, immediately before or after the birth of a child and she shall not be required to provide fitness certificate for purposes of joining duties after such leave.

(2) Such leave may not be granted for more than three times in the entire service of a female civil servant except in the case of a female civil servant employed in a vacation department who may be granted maternity leave without this restriction.

(3) For confinements beyond the third one, the female civil servant (in a non-vacation department) would have to take leave from her normal leave account.

(4) The spells of maternity leave availed of prior to the coming into force of these rules shall be deemed to have been taken under these rules.

(5) Maternity leave may be granted in continuation of, or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female civil servant.

(6) Leave salary to be paid during maternity leave shall be regulated as for other leave, in accordance with the existing instructions of the Government.

(7) The leave salary to be paid during maternity leave will, therefore, remain unaffected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave, in the event of resumption of duty by such female civil servant.

** (8) A male civil servant may, for a maximum period of seven days, be granted paternity leave on full pay outside his leave account on or immediately before the birth of his child:

Provided that such leave shall be admissible only for two times during the entire service.

14. **Disability Leave** – (1) Disability leave may be granted, outside the leave account on each occasion, up to a maximum of seven hundred and twenty days on such medical advice as the head of office may consider necessary, to a civil servant, other than a civil servant in part-time service, etc., disabled by injury, ailment or disease contracted in course or in consequence of duty or official position.

(2) The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.

*Sub-rule (1) substituted vide Notification No. SR.II-9-107/2012 dated 30.10.2012.

** After sub-rule (7), sub-rule (8) added vide Notification No. SR.II-9-107/2012 dated 30.10.2012.

15. **Leave ex-Pakistan** – (1) Leave ex-Pakistan may be granted on full pay to a civil servant who applies for such leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad, and makes a specified request to that effect.

(2) The leave pay to be drawn abroad (in foreign currency) shall be restricted to a maximum of three thousand rupees per month.

(3) The leave pay shall be payable in Sterling if such leave is spent in Asia other than Pakistan and India.

(4) Such leave pay (in foreign currency) shall be payable for the actual period of leave spent abroad subject to a maximum of one hundred and twenty days at a time.

(5) The civil servants appointed after the 17th May, 1958, shall draw their leave salary in rupees in Pakistan irrespective of the country where they happen to spend their leave.

(6) Grant of leave ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in rules 5, 6 and 9.

****** Provided that a Government servant admitted in the Ph.D course shall be allowed full pay during Study Leave.

16. **Leave Preparatory to Retirement** – (1) The maximum period up to which a civil servant may be granted leave preparatory to retirement shall be three hundred and sixty-five days.

(2) Such leave may be taken, subject to availability, either on full pay or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the civil servant.

17. **Encashment of ^Irefused leave preparatory to retirement** – (1) If, in case of retirement on superannuation ^{*}(or voluntary retirement on completion of twenty six years qualifying service) a civil servant cannot, for reasons of public service be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof, be granted ~~lump-sum~~ ^{II} equal to initial pay of the pay scale, for the leave

****** Proviso added vide No. F.D. SR-II-2-42/88 dated 10.09.2002.

^I The word “refused” inserted vide Notification No. FD.SR.II/2-97/2019 dated 01.06.2023.

^{*} Added vide F.D. No. F.D. SR.III-1-53/83 dated 12.05.1990.

^{II} The expression “lump-sum leave pay” substituted as “leave pay, equal to initial pay of the pay scale, for the leave refused by the appointing authority inserted vide Notification No. FD.SR.II/2-97/2019 dated 01.06.2023.

refused by the appointing authority ~~III for the leave refused to him subject to a maximum of @ three hundred and sixty five days IV leave on full pay.~~

(2) Such leave can be ~~V refused partly and~~ sanctioned partly but the cash compensation shall be admissible for the actual period ~~VI of such leave so refused~~ not exceeding @ **three hundred and sixty five** days on monthly basis.

~~VII Omitted (3) The payment of leave pay VIII in lieu of such refused LPR may be made to the civil servant either in lump sum at the time of retirement or may, at his option be drawn by him month wise IX for the period of leave so refused.~~

~~X Omitted (4) For the purpose of lump sum payment XI in lieu of such refused leave, only the "Senior Post Allowance" will be included in "Leave Pay" so admissible.~~

(5) In case a civil servant on leave preparatory to retirement dies before completing @ **three hundred and sixty five** days of such leave, his family shall be entitled to XII encashment of leave for the remaining period. The term "family" shall be as defined for the purpose of family pension.

Explanation:- The term "family shall be as defined for the purpose of family pension".

III The words "for the leave refused to him" omitted vide Notification No. FD.SR-II/2-97/2019 dated 12.03.2021.

@ The words "one hundred and eighty" substituted with the words "three hundred and sixty five" vide Notification No. FD-SR-II/2-141/2012 dated 09.09.2013.

IV The words "leave on full pay" omitted vide Notification No. FD.SR-II/2-97/2019 dated 01.06.2023.

V The words "refused partly and" omitted vide Notification No. FD.SR-II/2-97/2019 dated 12.03.2021.

VI The words "of such leave so refused" omitted vide Notification No. FD.SR-II/2-97/2019 dated 12.03.2021.

VII Omitted vide Notification No. FD.SR-II/2-97/2019 dated 01.06.2023.

VIII The words "in lieu of such refused LPR" omitted vide Notification No. FD.SR-II/2-97/2019 dated 12.03.2021.

IX The words "for the period of leave so refused" omitted vide Notification No. FD.SR-II/2-97/2019 dated 12.03.2021.

X Omitted vide Notification No. FD.SR-II/2-97/2019 dated 01.06.2023.

XI The words "in lieu of such refused leave" omitted vide Notification No. FD.SR-II/2-97/2019 dated 12.03.2021.

@ The words "one hundred and eighty" substituted with the words "three hundred and sixty five" vide Notification No. FD-SR-II/2-141/2012 dated 09.09.2013

XII Substituted "encashment of leave for the remaining period" in place of "lum-sum payment equal to the period falling short of three hundred and fifty five days" vide Notification No. FD.SR-II/2-97/2019 dated 01.06.2023.

#(6) Encashment of refused leave preparatory to retirement (LPR) not exceeding three hundred and sixty five days, ~~XIII shall be effective from the first day of September, 2013~~ and shall, for the entire period of leave refused ~~XIV or opted for~~ encashment, be applicable to a civil servant, ~~XV or, as the cases may be, retiring on or after the first day of September, 2013,~~ provided such ~~XVI~~ leave is available at his credit subject to a maximum of three hundred and sixty five days.

(6-A) The encashment of ~~XVII~~ refused LPR shall also be applicable to employees of the autonomous and semi-autonomous bodies under Administrative control of the Punjab Government which have adopted basic pay scales schemes and these rules in toto.

(6-B) If at any time during such period, ~~XVIII~~ leave is granted on account of any kind of leave ~~ill health supported by Medical Certificate or for performance of Hajj,~~ the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for the period of leave so granted.

(6-C) Leave pay for the purpose of encashment of ~~XIX~~ refused LPR shall be computed on the basis equal to respective initial pay scale. ~~on the basis of pay and allowances reckonable towards pension as shown in the last pay certificate of a civil servant~~~~XX.~~

~~XXI~~“(7) A civil servant, who desires to get the benefit of encashment of LPR for a maximum period of three hundred and sixty five days, shall submit his written application to the Appointing Authority for grant of LPR, at least three months before the date of commencement of his LPR and if, the Appointing Authority so refused his request, he shall be entitled to encashment of refused LPR for three hundred and sixty five days equal to initial pay of basic pay scale:

Provided that the civil servant who compulsorily retired shall not be entitled for encashment of LPR.”

18. Power to refuse leave preparatory to retirement, etc. – (1) Ordinarily, leave preparatory to retirement on superannuation, shall not be refused.

After sub rule (5) of Rule 17, Rules (6) 6-A) 6-B) and (6-C) inserted vide Notification No.FD-SR-II/2-141/2012 dated 09.09.2013.

XIII Omitted vide Notification No. FD.SR.II/2-97/2019 dated 01.06.2023.

XIV Omitted vide Notification No. FD.SR.II/2-97/2019 dated 01.06.2023.

XV Omitted vide Notification No. FD.SR.II/2-97/2019 dated 01.06.2023.

XVI The word “refused” inserted vide Notification No. FD.SR.II/2-97/2019 dated 01.06.2023.

XVII The word “refused LPR” Substituted vide Notification No. FD.SR.II/2-97/2019 dated 01.06.2023.

XVIII Substituted vide Notification No. FD.SR.II/2-97/2019 dated 01.06.2023.

XIX Substituted vide Notification No. FD.SR.II/2-97/2019 dated 01.06.2023.

XX Substituted vide Notification No. FD.SR.II/2-97/2019 dated 01.06.2023.

XXI Substituted vide Notification No. FD.SR.II/2-97/2019 dated 01.06.2023.

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(2) All orders refusing leave preparatory to retirement to a civil servant and recalling a civil servant from leave preparatory to retirement shall be passed only by the authorities specified below:

- | | | |
|------|--|---|
| (i) | For civil servants of Grade 17 and above | Chief Secretary personally |
| (ii) | For civil servants of Grade 16 and below | Secretary of the Administrative Department concerned personally |

(3) The authorities specified in sub-rule (2) shall not delegate these powers to any other authority.

(4) All proposals regarding refusal of such leave to an officer of Grade 17 and above shall be referred to the Chief Secretary, with detailed justification at least three months before an officer is due to proceed on such leave.

@ 19. XXII Omitted

20. **Reasons need not be specified, etc.** – (1) It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to a civil servant.

(2) Leave applied for on medical certificate shall not be refused:

Provided that the authority competent to sanction leave may, at its discretion, secure a second medical opinion by requesting the Civil Surgeon or Medical Board, as the case may be, to have the applicant medically examined.

21. **Leave when starts and ends** – Instead of indicating whether leave starts or ends in the forenoon or afternoon, leave may commence from the day following that on which a civil servant hands over the charge of his post and may end on the day preceding that on which he resumes duty.

22. **Recall from leave, etc.** – (1) If a civil servant is re-called to duty compulsorily with the personal approval of the head of his office from leave of any kind that he is spending away from his headquarters, he may be granted a single return fare plus Daily Allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty.

(2) In case, the civil servant is re-called to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one-way journey only.

(3) If the return from leave is optional, the civil servant is entitled to no concession.

23. **Overstay after sanctioned leave, etc.** – (1) Unless, the leave of a civil servant is extended by the head of his office, a civil servant who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account.

@ The words “one hundred and eighty” substituted with the words “three hundred and sixty five” vide Notification No. FD-SR-II/2-141/2012 dated 09.09.2013

XXII Omitted vide Notification No. FD.SR.II/2-97/2019 dated 01.06.2023.

(2) Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning.

24. **Any type of leave may be applied for** – A civil servant may apply for any type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances, for example, a civil servant may apply for extraordinary leave or leave on half-pay even if leave on full pay is otherwise due and admissible to him, or he may proceed on extraordinary leave followed by leave on half-pay and full-pay rather than that on full pay, half pay and without pay.

25. **Combination of different types of leave, etc.** – One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the civil servant:

Provided that leave preparatory to retirement shall not be combined with any other kind of leave.

26. **Civil Servant on leave not to join duty without permission before its expiry** – Unless he is permitted to do so by the authority which sanctioned his leave, a civil servant on leave may not return to duty before the expiry of the period of leave granted to him.

27. **Leave due may be granted on abolition of post, etc.** – (1) When a post is abolished, leave due to the civil servant, whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.

(2) The grant of leave in such cases shall, so long as he does not attain the age of superannuation, be deemed automatically to have also extended the duration of the post and the tenure of its incumbent.

28. **Manner of handing-over charge when proceeding on leave, etc.** – (1) A civil servant proceeding on leave shall hand over the charge of his post, and if he is in Grade 16 and above, he shall, while handing over charge of the post, sign the charge relinquishment report.

(2) If leave ex-Pakistan has been sanctioned on medical grounds, the civil servant shall take abroad with him a copy of the medical statement of his case.

29. **Assumption of charge on return from leave, etc.** – (1) A civil servant, on return from leave, shall report for duty to the authority that sanctioned his leave and assume charge of the post to which he is directed by that authority unless such direction has been given to him in advance.

(2) In case he is directed to take charge of a post at a station other than that from where he proceeded on leave, travel expenses as on transfer shall be payable to him.

30. **Accounts Offices to maintain leave account** – (1) Leave account in respect of a civil servant shall be maintained as part of his Service Book.

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(2) The Accounts Offices shall maintain the leave accounts of civil servants of whom they were maintaining the accounts immediately before the coming into force of these rules.

31. **Leave to lapse when civil servant quits service** – All leave at the credit of a civil servant shall lapse when he quits service.

32. **Pay during leave** – (1) Leave pay admissible during leave on full pay shall be the greater of:

- (a) the average monthly pay earned during the twelve complete months immediately preceding the month in which the leave begins; and
- (b) the pay drawn on the day immediately before the beginning of the leave.

(2) When leave on half-pay is taken, the amounts calculated under clauses (a) and (b) of sub-rule (1) shall be halved to determine the greater of the two rates.

*(3) A civil servant shall be entitled to the leave pay at the revised rate of pay if a general revision in pay of civil servants takes place or an annual increment occurs during the period of leave of the civil servant.

33. **Leave earned by civil servant employed in non-continuous establishment** – (1) A civil servant employed in a non-continuous establishment may be granted only earned leave and disability leave as admissible to, and subject to the conditions laid down for, a civil servant employed in a continuous establishment and no other kind of leave shall be admissible to such civil servant.

(2) A civil servant who is transferred from a non-continuous establishment to a continuous establishment and vice versa shall carry forward the balance of earned leave at his credit on the date of his transfer.

Explanation – In this rule, “non-continuous establishment” means an establishment which does not function throughout the year and “continuous establishment” means an establishment which functions throughout the year.

34. **Quarantine Leave** – (1) Quarantine leave is in the nature of extra casual leave and a substitute shall normally not be employed during the absence of a civil servant on such leave:

Provided that where the exigencies of service are compelling, the head of the office may employ a substitute for reasons to be recorded in writing.

(2) A civil servant may be granted quarantine leave outside his leave account to the extent that his authorized medical attendant recommends and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

* Added vide Notification No. FD.SR.III-1-85/78 dated 01.01.1995.

35. **Leave application, its sanction, etc.** – (1) Except where otherwise stated, an application for leave or for an extension of leave must be made to the head of office where a civil servant is employed and, in the case of the head of office, to the next above administrative authority and the extent of leave due and admissible shall be stated in the application.

(2) An audit report shall not be necessary before the leave is sanctioned.

(3) When a civil servant submits a medical certificate for the grant of leave, it shall be, by an authorized medical attendant in the form attached to these rules.

(4) Leave as admissible to a civil servant under these rules may be sanctioned by the head of Administrative Department, Attached Department, Office or any other officer authorized by him to do so and, when so required, leave shall be notified in the official Gazette.

(5) In cases where all the applications for leave cannot, in the interest of public service, be sanctioned to run simultaneously, the authority competent to sanction leave shall, in deciding the priority of the applications, consider:

- (i) whether, and how many applicants can, for the time being, best be spared;
- (ii) whether any applicants were last re-called compulsorily from leave; and
- (iii) whether any applicants were required to make adjustment in the timing of their leave on the last occasion.

*36. **Hospital Leave and Study Leave** – Subject to these rules, the provisions regarding Hospital Leave and Study Leave contained in the C.S.R. (Punjab) shall continue to apply to the civil servants.

XXIII 37. **Relaxation of Rules-** The Chief Minister may relax any of the rules on the basis of the reason beyond the control of the civil servant.

*Provisions regarding Hospital Leave and Study Leave as contained in the C.S.R. are given at pages 16 and 17, respectively.

XXIII Inserted vide Notification No. FD.SR-II/2-97/2019 dated 12.04.2021.

FORM-I

FORM OF MEDICAL CERTIFICATE

Signature of applicant

**MEDICAL CERTIFICATE FOR CIVIL SERVANTS RECOMMENDED FOR
LEAVE OR EXTENSION**

I, _____, after careful personal examination of the case, hereby certify that whose signature is given above, is suffering from _____ and I consider that a period of absence from duty with effect from _____ is absolutely necessary for the restoration of his health.

Dated the _____.

Government Medical Attendant

FORM-II

APPLICATION FOR LEAVE

Note: Item 1 to 9 must be filled in by all applicants. Item 12 applies only in the case of Government servants of Grade 16 and above.

1. Name of applicant.
2. Leave Rules applicable.
3. Post held.
4. Department or Office.
5. Pay.
6. House Rent Allowance; Conveyance Allowance or other Compensatory Allowances drawn in the present post.
7. (a) Nature of leave applied for
(b) Period of leave in days
(c) Date of commencement
8. Particular Rule/Rules under which leave is admissible.
9. (a) Date of return from last leave.
(b) Nature of leave.
(c) Period of leave in days.

Dated: _____ Signature of applicant _____

10. Remarks and recommendation of the Controlling Officer.

11. Certified that leave applied for is admissible under Rule _____ and necessary conditions are fulfilled.

Signature _____
Designation _____

Dated: _____

12. Report of Audit Officer.

Signature _____
Designation _____

Dated: _____

13. Orders of the sanctioning authority certifying that on the expiry of leave the applicant is likely to return to the same post carrying the compensatory allowances being drawn by him.

Signature _____
Designation _____

Dated: _____

FORM OF LEAVE ACCOUNT UNDER REVISED LEAVE RULES, 1981

Leave Account of Mr./Miss./Mrs. _____

Date of commencement of service _____

Date of attaining the age of superannuation _____

1	Government/Department served under				Leave earned on full pay 4 days for each calendar month		Leave at credit (column 21 + 6)		Period		LEAVE TAKEN										21	22	23			
	From	To	Y/M/D	Full Calendar Month	Days	Days	From	To	Days	Days	Days	Leave on half pay		Leave not due		Absence		Days	Days	Days				Days		
												In terms of half pay	In terms of full pay	Recreation leave of 15 days in a year but 10 days to be debited	In terms of half pay	In terms of full pay	Actual No. of days								No. of days debitible (double the actual No.)	Total leave (column 10+11+12+14+15+17+19)
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23					
Leave on full pay without M.C. subject to minimum 120 days and 360 days in case of LPR Leave on full pay on M.C. subject to a maximum of 180 days Leave on full pay on M.C. subject to a maximum of 365 days in entire service In terms of half pay In terms of full pay Recreation leave of 15 days in a year but 10 days to be debited In terms of half pay In terms of full pay Actual No. of days No. of days debitible (double the actual No.) Total leave (column 10+11+12+14+15+17+19) Balance on 01.07.1978/return from leave (column 7-20) Remarks Attestation																										

**EXPLANATORY INSTRUCTIONS FOR FILLING UP
THE LEAVE ACCOUNT FORM**

1. This leave account will be maintained for all civil servants of the Provincial Government who were in service on the 1st July, 1978 including those who were on leave on that date and have not opted to retain the existing leave rules and all others who entered service on or after 1st July 1978.

2. All leave at credit in the account of a civil servant who was in service on the 1st July 1978, shall be converted in terms of leave on full pay at the following rates:

(i) **L.F.P.**

(a)	1 month	30 days
(b)	1 day	1 day

(ii) **L.H.P.**

(a)	1 month	15 days
(b)	2 days	1 day

(Fractions if any to be ignored)

3. The leave account shall commence with an opening entry “due on 1st July, 1978” or in the case of a civil servant, who was on leave on 1st July 1978 with effect from the date of his return from leave. For the purpose of computing the leave at credit, the service up to 30th June 1978 will be taken into account. The leave due in terms of leave on full pay in days will be noted in Column No.21.

4. (1) In calculating the leave earned on full pay at the rate of 4 days for every calendar month the duty period of 15 days or less in a calendar month shall be ignored and those of more than 15 days shall be treated as a full calendar month for the purpose. If a civil servant proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than 15 days, the leave to be credited for both the incomplete months will be restricted to that admissible for one full calendar month only. There shall be no maximum limit on accumulation of this leave.

(2) The provision (1) above will not apply to a vacation department. In its case, a civil servant may earn leave on full pay. (a) when he avails himself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered (b) when during any year he is prevented from availing himself of the full vacation as for a civil servant in a non-vacation department for that year, and (i) when he avails himself of only a part of the vacation as in (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

5. (a) Leave on full pay may be converted into leave on half pay at the option of the civil servant, the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one half counting as one full day's

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leave on full pay. The request for such conversion shall be specified by the civil servant in his application for the grant of leave.

(b) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

6. L.P.R. on full pay will be noted in column No.10 while that on half pay in column No.13 and 14.

7. Leave not due may be granted on full pay to be offset against leave to be earned in future for a maximum period of 365 days in the entire period of service subject to the condition that during the first five years of service it shall not exceed 90 days in all. Such leave may be converted into leave on half pay. It shall be granted only when there are reasonable chances of the civil servant resuming duty.

8. The grant of Special Leave, Maternity Leave, Disability Leave, Extraordinary Leave, payment of leave pay for refused LPR up to a maximum of 180 days, lump sum payment equal to full pay up to 180 days out of leave at credit made to the family of a Government servant whose death occurs while in service, Seaman Sick Leave, Departmental Leave, Study Leave, Hospital Leave and Quarantine Leave shall be noted in column No.22. Maternity Leave other than three times in entire service shall, however, be debited to the relevant column of the leave account.

9. When a Government servant applies for leave column 2 to 7 shall be filled in showing the period of duty up to the date preceding that on which a Government servant intends to go on leave. The full calendar months to be noted in column 5 shall be worked out on the lines indicated in para 4 above.

10. When a Government servant returns from leave, column 8 to 23 shall be filled in according to the nature of leave. If leave not due to is availed of, the minus balance to be shown in column No.21 should be written in red ink.

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**EXTRACTS FROM CSR (PUNJAB) VOLUME-I, PART-I
ABOUT HOSPITAL AND STUDY LEAVE**

HOSPITAL LEAVE

8.89 The *competent authority.....may grant hospital leave to Government servants of the following classes while under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of their official duties:

- a) Assistant Medical Officer, compounders, dressers, dais, head attendants, deputy head attendants, matrons and assistant matrons of the Punjab Mental Hospital and all Hospital menial servants employed in the Provincialized hospitals in the Punjab and the Mayo Hospital, Lahore.
- b) Government servants employed in Government Presses, whether on fixed pay or at piece rates.
- c) Subordinates employed in Government Laboratories.
- d) Subordinates employed on the working of Government machinery.
- e) Peons and guards in permanent employ.
- f) Syces in the Department of Animal Husbandry.
- g) Linesmen, Oilers and Cleaners employed in the Public Works Department, Electricity Branch.

Note: The grant of hospital leave is subject to the condition that the leave salary is not in addition to the benefits that the employee may be entitled to under section 4(1)(d) of the Workmen's Compensation Act, but is inclusive of them.

8.90 The *competent authority.....may grant hospital leave to Government servants of the following classes while under medical treatment for illness or injury, if such illness or injury is certified not to have been caused by irregular or intemperate habits:

- a) All police officers of and below the rank of Head Constable.
- b) Forest subordinates, other than clerks, in receipt of pay not exceeding Rs.50.
- c) Head warders, warders and orderlies, male and female and matrons of the Jail Department whose pay does not exceed Rs.50 per mensem.

*The authorities competent to sanction leave have been mentioned in the West Pakistan (Civil Services) Delegation of Powers Rules, 1962.

d) The following staff of the Punjab Mental Hospital:-

- 1) European warders,
- 2) Superior warders,
- 3) Head attendants, and
- 4) Attendants.

8.91 Hospital leave shall in no case exceed six months in any one term of three years, whether such leave is taken at one time or by installments, full average pay being allowed for the first three months and half average pay thereafter.

*Note: (.....)

8.92 Hospital leave is not debited against the leave account and may be combined with any other leave which may be admissible: provided that the total period of leave, after such combination, shall not exceed 28 months.

STUDY LEAVE

Rules 8.86 and 8.129 of Civil Services Rules (Punjab) Volume-I, Part-I dealing with study leave are reproduced hereunder:

**8.86/8.129. Leave may be granted to Government servants on such terms as may be prescribed by general or special orders of the competent authority to enable them to study scientific, technical or similar problems or to undergo special courses of instruction. Such leave is not debited against the leave account.

Note: For the general orders issued under this rule see Appendix-20.

*This has become redundant.

**The contents of Rule 8.86 & 8.129 are same.

Appendix 20 of CSR (Punjab) Volume-I, Part-I is given below:

***APPENDIX 20**

(REFERRED TO IN NOTES UNDER RULES 8.86 & 8.129 OF CSR
(PUNJAB) VOL-I, PART-I)

STUDY LEAVE RULES PRESCRIBED BY THE GOVERNOR

1. Study leave may be granted as additional leave to Government Servants for the study of scientific, technical or similar problems, or in order to undertake special courses of instructions.
2. These rules are not intended to meet the cases of Government servants deputed to other countries at the instance of Government, either for the performance of special duties imposed on them or for the investigation of specific problems connected with their technical duties. Such cases will continue to be dealt with on their merit under the provisions of ****Rule 6.1** of the CSR (Punjab) Vol-I.
3. The rules shall apply to the Departments of Health, Forestry & Wildlife, Agriculture, Education, Communication and Works, Industries & Mineral Development, Irrigation and Power, Livestock and Dairy Development, Housing, Physical & Environment Planning Department and Labour Department.
4. The rules may be extended by the authorities empowered to sanction study leave to any Government servant, including Government servant of a Federal Service, not belonging to any of the departments mentioned above, in whose case if the sanctioning authority is of the opinion that leave should be granted in the public interest to pursue a special course of study or investigation of scientific or technical nature.
5. The powers granted by these Rules to the Government may be delegated to any other authority subject to any condition they may think fit to impose.
6. Extra leave on half pay for the purpose of study may be taken either in or outside Pakistan. It may be granted to a Government servant of any of the Departments named above provided that when a Government servant borne permanently on the cadre of one Department is serving temporarily in another Department the grant of leave will be subject to the conditions:
 - a) that the sanctioning authority can make local arrangements to carry on his work in his absence; and
 - b) that the sanction of the parent Department to which he is permanently attached is obtained before leave is given.
7. Study leave should not ordinarily be granted to Government servants who have less than five years' service. Such leave shall not be granted to Government

*Appendix 20 was substituted vide F.D. Notification No.FD.SR.II-2-42/88 dated 18th March 1989.

****Rule 6.1.** "No deputation of a Government servant out of Pakistan shall be sanctioned without the previous approval of the competent authority".

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servants within three years of the date of superannuation or the date on which they have the option of retiring.

8. Administrative Departments may grant study leave to Government servants under their administrative control subject to such restrictions as may be applicable.

9. The study leave should be granted with due regard to the exigencies of the public service. In no case should the grant of this leave in combination with leave other than extra-ordinary leave or leave on medical certificate, involve an absence of a Government servant for more than 28 months from regular duties, or exceed two years in the entire service of a Government servant; nor should it be granted with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave. A period of 12 months at one time should ordinarily be regarded as a suitable maximum and should not be exceeded save for exceptional reasons.

Note 1: The period of two years may be extended to ♦ four years on the merit of each case for obtaining a Doctorate, subject to the condition that the extension should not be available for scholars who fail to complete the courses within the prescribed time limit.

Note 2: The limits of absence from regular duties prescribed above include the period of vacation if any, with which study leave and other leave may be combined.

Note 3: Extraordinary leave may be taken in conjunction with study leave without regard to the maximum prescribed above.

10. A Government servant whose study leave is combined with any other kind of leave should be required to take his period of study leave at such a time as to retain at its conclusion, a balance of other previously sanctioned leave sufficient to cover the period spent in returning to duty.

11. When a Government servant has been granted a definite period of study leave and finds subsequently that his course of study will fall short of the sanctioned period to any considerable extent, his absence from duty should be reduced by the excess period of study leave unless he produces the assent of the sanctioning authority in Pakistan to his taking it as ordinary leave.

12. Except as provided in paragraph 13 all applications for study leave should be submitted with the Accountant General's certificate to the head of the department through the prescribed channel, and the course or courses of study contemplated and any examination which the candidate proposes to undergo should be clearly specified therein. If the course of study is outside Pakistan the Head of the Department should also forward to the Embassy of Pakistan a copy of the approved program of study. If it is not possible for the Government servant to give full details as above, in his original application, or if after leaving Pakistan he wishes to make any changes in the program which has been approved in Pakistan, he should submit

♦The word “three” substituted by the word “four” vide Finance Department’s letter No. FD. SR-II/2-124/06 dated 01.03.2007.

particulars as soon as possible to the Embassy of Pakistan. In such cases, he should not unless prepared to do so at his own risk, commence the course of study, nor incur any expenses in connection therewith, until he receives approval to the course through the Embassy of Pakistan.

13. Government servants on leave outside Pakistan who wish to convert part of their leave into study leave or to undertake a course of study during leave, should before commencing study and before incurring any expenses in connection therewith, submit a program of their proposed course of study to the Embassy of Pakistan. The program should be accompanied by an official syllabus of the course, if one is available and by any documentary evidence that the particular course or examination has the approval of the competent authority in Pakistan. In the absence of such evidence the program may, if approved by the Embassy of Pakistan, be proceeded with but no study leave allowance will be admissible until the concurrence of the competent authority in Pakistan is received.

14. No course of study will be recognized as qualifying for the grant of study allowance, or for study leave for any other purpose unless it has been approved in at least broad outline by the competent authority in Pakistan in accordance with paragraph 12 and 13 above, and unless, in cases where it has not been found possible to submit full particulars to the authorities in Pakistan, it has been approved in detail by the Embassy of Pakistan before it is begun.

15. A study allowance will be granted for the period spent in pursuing a definite course of study at a recognized institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study. The rates are 25 Shillings per Diem in the United Kingdom, and \$ 4.20 per Diem in the other countries. These rates are liable to revision. During study leave in Pakistan a Government servant shall be allowed study allowance of Rs.300/- p.m. in addition to half average pay or 75% of full pay, whichever is more beneficial. In no case will subsistence allowance be granted in addition to study allowance, and ordinary traveling expenses will not be paid but in exceptional cases claims may be considered on their merits by the competent authority:

*Provided that a Government servant admitted in the Ph.D course shall be allowed full pay during study leave.

16. Study allowance will be admissible up to 14 days for any period of vacation. A period during which a Government servant interrupts his course for his own convenience cannot be considered as vacation. Study allowance will be given at the discretion of the competent authority for any period up to fourteen days at one time, during which the Government servant is prevented by sickness duly certified by a medical practitioner from pursuing the sanctioned course of study. In the case of a Government servant retiring from service without returning to duty after a period of study leave the study allowance will be forfeited and the study leave will be converted into ordinary leave to the extent of the ordinary leave standing to his credit on the date of retirement. Any balance of the period of study leave mentioned which cannot be so converted will be excluded in reckoning service for pension.

*Proviso added vide Notification No. FD.SR-II-2-42/88 dated 10th September 2002.

Note: A Government servant of department can draw study allowance during vacation if vacation he prosecutes his studies during the period. The period of such a vacation will be taken into account in calculating the maximum period of two years or three years as the case may be for which study allowance is admissible.

17. Government servants granted study leave are ordinarily required to meet the cost of fees paid for courses of study. In exceptional cases the competent authority may waive this condition.

18. On completion of a course of study, a certificate on the proper form (which may be obtained from the Embassy of Pakistan), together with certificates of examinations passed or of special study shall when the study leave has been taken outside Pakistan, be forwarded to the Embassy of Pakistan. In the case of a definite course of study at a recognized institution the study allowance will be paid in such manner as may be prescribed by the Government on claims submitted by the Government servant from time to time, supported by proper certificates of attendance.

19. Study leave will count as service for promotion and pension, but not for leave. It will not affect any leave which may already be due to a Government servant; it will count as extra leave on half average pay but will not be taken into account in reckoning the leave on half average pay taken by the Government servant towards the maximum period admissible under the Revised Leave Rules, 1981.

20. On an application for study leave outside Pakistan being sanctioned by the competent authority, it shall inform the Embassy of Pakistan of the particulars of the case. It will be necessary for each Government servant concerned to place himself in communication with the Embassy, who will arrange any details and issue any letters of introduction that may be required.

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CASUAL LEAVE RULES

(Extract taken from CSR (Punjab) Volume I, Part-I)

8.61 A Government servant on Casual Leave or on quarantine leave is not treated as absent from duty and his pay and allowances are not intermitted, as such leave is not recognized regular leave and is not subject to the rules in this Chapter.

8.62 Rules regulating the grant of Casual Leave are given in Appendix 17.

APPENDIX 17

(Referred to in rule 8.62)

Rules for the grant of Casual Leave

CASUAL LEAVE RULES

Casual Leave may be granted to Government servants for short periods subject to the following conditions:

- i) Casual Leave should not ordinarily exceed 10 days at a time and 25 days during any one calendar year;
- ii) The sanctioning authority may, however, grant Casual Leave up to 15 days at a time in special circumstances;
- iii) It may be granted in conjunction with Fridays or public holidays, but not with any other kind of leave or joining time. In case Casual Leave is combined with holidays the total period should not exceed 15 days at a time. The public holidays which are sandwiched between the Casual Leave shall be debited to the Casual Leave Account;
- iv) No Government servant may leave his headquarters during Casual Leave or holidays except with the permission of the sanctioning authority;
- v) Subject to the delegation of powers which has been or may be made by Government from time to time in this behalf, Casual Leave may be sanctioned to a Government servant by his immediate officer;
- vi) In emergency the Commissioners of Divisions can sanction Casual Leave up to 10 days to the Regional and Divisional Officers. In such cases the Commissioners shall inform the Heads of the Attached Departments by a teleprinter message. While applying for such emergency leave, the Regional/Divisional Officer is required to observe the following two conditions:
 - a) he should certify that the leave applied for is due to him; and

- b) he should suggest acting arrangements for the disposal of work during his absence.
 - vii) The District Officers of other departments while proceeding on Casual Leave extending beyond 10 days shall inform the Deputy Commissioner of that fact;
 - viii) Casual Leave shall not be granted to Government servants in conjunction with training period spent abroad;
 - ix) The record of the Casual Leave should be kept in the following manner:
 - a) Casual Leave Account of each Government servant should be maintained properly on the prescribed form;
 - b) It should always remain in the custody of the sanctioning authority;
 - c) Casual Leave should not be granted unless the Casual Leave Account is seen by the sanctioning authority to ensure that (i) the Leave applied for, is due and (ii) it is not excessive vis-à-vis the period of service during the year; and
 - d) Casual Leave Account should be closed on the transfer of a Government servant from the department/office or from one section/branch to another in the same department, signed by the sanctioning authority and transferred immediately to the department/office or section/branch to which the officer is transferred.
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(INSTRUCTIONS ABOUT CASUAL LEAVE)

(Extract taken from Manual of Secretariat Instructions)

- (i) Casual Leave should not ordinarily exceed 10 days at a time and 25 days during any one calendar year. The sanctioning authority may, however, grant Casual Leave up to 15 days at a time in special circumstances.
 - (ii) Casual Leave may be granted in conjunction with Fridays or public holidays, but not with any other kind of leave or joining time. When it is combined with holidays, the total period should not exceed 15 days at a time.
 - (iii) Subject to the delegation of powers which has been or may be made by Government from time to time in this behalf, Casual Leave may be sanctioned to a Government servant by his immediate superior of grade 16 and above.
 - (iv) Casual Leave account of officers and Stenographers of officers of the rank of Deputy Secretary and above should be maintained in the Establishment and Accounts Branch of the Department concerned. Their applications should be marked to the Establishment and Accounts Branch which will add the Casual Leave account of the applicants and submit the papers to the concerned officers immediately for orders.
 - (v) When the officers proceed on leave or tour, their Stenographers should report for duty to the Deputy Secretary in charge of the Wing in the Department.
 - (vi) Casual Leave account of the ministerial establishment including Section Stenographers should be maintained in the Section in which they are working.
 - (vii) No Government servant should leave his headquarters during Casual Leave or holidays without the permission of the leave sanctioning authority.
 - (viii) Government servants are not entitled to Casual Leave as of right. The Casual Leave is granted to them by way of grace to enable Government servants to attend to their private affairs of casual nature.
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COPIES OF DIFFERENT CIRCULARS

1. AN EXTRACT TAKEN FROM THE FINANCE DEPARTMENT'S CIRCULAR LETTER NO.FD.PC.2-1/83 DATED 25TH AUGUST 1983.

“

24. Encashment of Leave Preparatory to Retirement: At present encashment of Leave Preparatory to Retirement up to six months is permissible to Government servants provided the Leave Preparatory to Retirement is refused by Government in public interest. Henceforth, the option for encashment of Leave Preparatory to Retirement shall rest with the Government servant concerned. In case a Government servant opts not to take Leave Preparatory to Retirement he shall be allowed leave salary for the period for which Leave Preparatory to Retirement is admissible subject to a maximum of six months.”

2. AN EXTRACT TAKEN FROM FINANCE DEPARTMENT'S CIRCULAR LETTER NO.FD.PC.2-1/83 DATED 2ND DECEMBER 1983 BY WHICH DIFFERENT PROVISIONS OF FINANCE DEPARTMENT'S LETTER NO.FD.PC 2-1/83 DATED 25TH AUGUST 1983 WERE CLARIFIED.

“VII– Paragraph 24: Encashment of Leave Preparatory to Retirement:

12. A Government servant who desires to get the benefit of encashment of LPR up to a period of six months must (a) submit his written option to do so at least three months before the date of commencement of his leave preparatory to retirement, and (b) surrender the whole leave preparatory to retirement due to him.

13. The condition mentioned at (a) in para 12 above is not applicable to the Government servants who were due to proceed on LPR before the 25th August 1983 or whose LPR is due to commence within a period of three months from the date of issue of this letter. The following provisions would govern the cases of such Government servants:

- (a) A person whose LPR was due to commence on or before the 25th August 1983 but he did not proceed on LPR would be deemed to have exercised his option for encashment of LPR. However, the actual period of leave for the purpose of encashment will be counted from 1st July 1983.
- (b) A Government servant who proceeded on LPR on or before the 25th August 1983 would be deemed to have exercised his option to proceed on LPR. Thus, he is not entitled to claim encashment of LPR by getting the un-expired LPR cancelled.
- (c) The Government servants whose LPR is due to commence within a period of three months from the date of issue of this letter may exercise their option any time before the commencement of LPR."

**3. COPY OF FINANCE DEPARTMENT'S CIRCULAR LETTER
NO.FD.SR.III-1-53/83, DATED 15TH MAY 1984.**

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT.

I am directed to refer to Para 12 of FD's circular letter No.FD-PC-2-1/83 dated 02.12.1983, and to clarify that a Government servant who desires to get the benefit of encashment of LPR should submit his written option to the leave sanctioning authority.

**4. COPY OF FINANCE DEPARTMENT'S CIRCULAR LETTER
NO.FD.SR.III-1-53/83 DATED 4TH JUNE 1984.**

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

I am directed to refer to this Department's circular letter No.FD-PC-2-1/83 dated 2nd December 1983, and to say that some doubts have been expressed about the admissibility of pay and allowances, grant of medical leave, etc., during the surrendered period of LPR for the purpose of encashment of LPR. These issues are clarified in the following paragraphs:

PAY

♦ Pay for the purposes of encashment of LPR includes Basic Pay, Special Pay, Technical Pay, Personal Pay and any other emoluments that may be specifically classed as "Pay" by the competent authority. A civil servant who opts for encashment of LPR may either draw leave pay for the period for which LPR is admissible subject to a maximum of 180 days in lump sum after retirement or on month-to-month basis during such period. The amount of leave pay may be determined at the rate of pay admissible at the time "Leave Pay" is drawn for actual period of such leave.

ALLOWANCES

Senior Posts Allowance will form part of the pay for the purpose of encashment of LPR. No other allowance forms part of pay for this purpose.

MEDICAL LEAVE

As per para 12(b) of the FD's circular letter No.FD-PC-2-1/83 dated 02.12.1983, a Government servant who desires to get the benefit of encashment of LPR would surrender the entire leave preparatory to retirement due to him. Therefore, no leave of any kind is admissible during the period of surrendered LPR if the benefit of encashment of LPR is to be availed of.

DURATION OF SURRENDERED LEAVE

A Government servant who opts for encashment of LPR and has 365 days or lesser period of LPR on full pay at his credit can have his LPR encashed for the

♦ Clause "PAY" amended vide letter No. FD.SR.II-1-53/83 dated 20th February 2003.

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actual period of LPR subject to a maximum of 180 days. He cannot avail of any portion of LPR in that case.

**5. COPY OF FINANCE DEPARTMENT'S CIRCULAR LETTER
NO.FD.SR.III-1-53/83 DATED 8TH AUGUST 1984.**

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

I am directed to refer to Para 24 of this Department's letter No.FD-PC-2-1/83 dated 25.08.1983, wherein it has been provided that a Government servant who desires to get the benefit of encashment of LPR up to a period of 180 days must surrender the entire leave preparatory to retirement due to him. This provision debarred those Government servants from availing of the facility of encashment of LPR who, for reasons beyond their control, had to take leave during the period of LPR surrendered by them for the purpose of encashment. This had created hardship in certain cases and it has, therefore, been decided in partial modification of the instructions contained in this Department's circular letter No.FD.SR.III-1-53/83, dated 04.06.1984, that the competent authority may, where it is satisfied that the leave applied for by a Government servant (during the period of leave surrendered for encashment) is unavoidable or is fully justified, e.g. in cases of illness, supported by medical certificate or for performance of Haj, etc., grant leave to an employee during this period. In such a case, however, the amount of cash compensation shall be reduced by an amount equal to the leave pay for half of the period of leave taken.

2. For example if an employee who has opted for encashment of LPR takes 60 days of such leave, his cash compensation equal to 30 days leave pay will be forfeited.

3. A civil servant who wishes to forego his LPR in favour of cash compensation shall exercise his option to this effect in writing and submit it to the authority competent to sanction LPR, who will accept the option and issue formal sanction for the payment of cash compensation.

**6. COPY OF FINANCE DEPARTMENT'S CIRCULAR LETTER
NO.FD.SR.III-1-36/84 DATED 20TH FEBRUARY 1985.**

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

I am directed to say that according to rule 17 of Revised Leave Rules, 1981, read with para 24 of FD's circular letter No.FD.PC-2-1/83 dated 25.08.1983, a civil servant on superannuation is entitled to encashment of Leave Preparatory to Retirement subject to the maximum of one hundred and eighty days.

2. A doubt has arisen whether or not a civil servant who proceeds on voluntary retirement after completion of thirty years service qualifying for pension shall be allowed encashment of L.P.R. It is clarified that a civil servant is entitled to encashment of Leave Preparatory to Retirement under Rule 17 of Revised Leave Rules, 1981, read with para 24 of Finance Department's circular letter No.PF.PC-2-1/83, dated 25.08.1983 and para 13(a) of the letter of even number dated 02.12.1983 subject to the conditions that:

- a) he has completed at least 30 years qualifying service on the date of commencement of LPR;
- b) he surrenders the entire LPR due to him.

7. COPY OF FINANCE DEPARTMENT'S CIRCULAR LETTER NO.FD-SR-III-1-89/84, DATED 31ST MARCH 1985.

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

I am directed to state that, in partial modification of the orders contained in paragraph 12 and 13 of this Department's letter No.FD.PC.2-1/83 dated the 2nd December, 1983, letter No. FD-SR-III-1-53/83, dated the 15th May 1984 and paragraph 2 of letter FD-SR-III-1-53/83 dated the 8th August 1984, it has been decided that (a) unless a Government servant opts to proceed on Leave Preparatory to Retirement or submits an application for LPR, he may be deemed to have opted for encashment of LPR according to the rules, and (b) on receipt of a request from a Government servant deemed to have opted for encashment of LPR, the authority competent to sanction LPR will issue formal sanction for the payment of cash compensation.

- 2. All pending or previously decided cases where a Government servant has failed to exercise option for encashment for LPR may be decided in the light of these instructions.

8. COPY OF FINANCE DEPARTMENT'S CIRCULAR LETTER NO.FD.SR.II-2(4)/88 DATED 7TH JULY 1988.

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

I am directed to invite a reference to this Department's letter No.FD.SR.III-1-36/84, dated 20.02.1985 and to state that it has come to the notice of the Government that a doubt has been felt in some quarters about the length of qualifying service required for entitlement to encashment of LPR in case of voluntary retirement. I am to invite your attention to the amendment made in Rule 17 of Revised Leave Rules, 1981 issued vide Finance Department's notification No.FD.SR.III-1-85/78 of 18.03.1982. According to the above amendment the civil servant will be entitled to encashment of LPR in case of voluntary retirement on completion of thirty years qualifying service.

- 2. Condition No. (a) in this Department's letter No.FD.SR.III-1-36/84 dated 20.02.1985 may be treated to have been amended and the words "on date of commencement of LPR" occurring therein deemed to have been deleted.

9. COPY OF CIRCULAR LETTER NO. FD SR.III-1-36/84 DATED 9TH AUGUST, 1989.

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

I am directed to say that according to Rule 17 of Revised Leave Rules, 1981 read with para 24 of Finance Department's circular letter No. FD. PC-2-1/83 dated 25.08.1983, civil servants retiring either on superannuation or after completion of 30 years qualifying service for pension are entitled to encashment of LPR subject

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to a maximum of 180 days. Presently, encashment of LPR is not admissible to Government servants seeking retiring pension on voluntary basis after completion of 25 years service.

2. The Governor of the Punjab has now been pleased to decide that civil servants who proceed on retirement on voluntary basis after completion of 25 years of qualifying service, without availing LPR, may also be deemed to have exercised the option of not proceeding on LPR, and may be allowed encashment in accordance with the condition applicable to civil servants who retire on superannuation or after completion of 30 years qualifying service for pension.

**10. COPY OF FINANCE DEPARTMENT CIRCULAR LETTER
NO.FD.SR.III.1.53/83 DATED 12.05.1990.**

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

I am directed to refer to this Department's circular letter No. FD.SR.III.1.36/84 dated 09.08.1989 on the above-cited subject, wherein civil servants proceeding on voluntary retirement after completing 25 years qualifying service for pension without availing LPR were allowed encashment in accordance with the conditions applicable to the civil servants who retire on superannuation or after completing 30 years service for pension.

2. It is clarified that this benefit will be subject to the following conditions:

- i) encashment in lieu of LPR shall be admissible in case where service qualifying for pension is less than 25 years;
- ii) such civil servants shall continue to serve for 365 days after qualifying service of 25 years for the purpose of encashment of LPR.

**11. COPY OF FINANCE DEPARTMENT CIRCULAR LETTER
NO.FD.SR.III.1.53/83 DATED 13.05.1999.**

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

I am directed to refer to this Department's Circular letter of even number dated 04.06.1984 on the subject noted above and to say that it is clarified for the information of all concerned that if a civil servant has leave at his credit for a period of 365 days or more, he can be granted encashment of LPR up to 180 days subject to fulfillment of other conditions. However, if the official has less than 365 days leave at his credit, the Competent Authority may grant him encashment of LPR but the period of LPR will proportionately be reduced e.g. if he has 120 days leave at his credit, he can be granted LPR 60 days only and not more.

2. Accordingly, this Department's letter referred to above may be deemed to have been clarified/amended accordingly.

**12. COPY OF FINANCE DEPARTMENT CIRCULAR LETTER
NO.FD.SR.III.1.87/78(P) DATED 13.08.1991.**

Subject: GRANT OF EXTRAORDINARY LEAVE WITHOUT PAY UNDER
RULE 9 OF REVISED LEAVE RULES, 1981

I am directed to refer to the subject cited above and to state that a question has been under consideration whether a Government servant can be allowed extraordinary leave without pay for 5 years at every occasion/time or only once in the entire service under Rule 9 of the Revised Leave Rules, 1981. In consultation with the Federal Government, it is clarified that EOL without pay for five years is admissible to Government servants for each spell of ten years of continuous service. However, if a Government servant has not completed 10 years of continuous service on each occasion/time, EOL without pay for a maximum period of two years may be granted at the discretion of competent authority.

2. Maximum leave availed during one continuous spell of ten years should also not exceed five years.

No. SO.SR.III-6-4/94
Dated the 31st August 1994

Subject: STATUS OF LEAVE GRANTED FROM THE DATE OF AVAILING

I am directed to refer to the subject noted above and to say that a question has arisen as to the status of leave granted by some leave sanctioning authorities from the date of availing. It has been observed that in such cases, the officers assumed entire discretion to determine the date of commencement of leave. Some civil servants take weeks or months from the date of sanction, and some time the leave is never availed. This practice frustrates the whole process of making alternative arrangements during the sanctioned leave.

2. The matter has been considered. It may be emphasized that the option to determine the date of commencement of leave exercised by the applicant is subject to the approval of the leave sanctioning authority. Sanctioning of leave, therefore, includes the sanctioned period of leave including the date of its commencement and expiry. According to rule 21 of the Revised Leave Rules, 1981, leave commences from the date of availing on which a civil servant hands over the charge of his post and ends on the day preceding on which he assumes duty. These dates are, therefore, required to be mentioned in the leave sanctioning order explicitly.

3. I am, therefore, to clarify that the above procedure may be followed carefully so that the dates of commencement and ending of the leave are in the knowledge of sanctioning authorities, so as to avoid unpredictable conditions for making alternative arrangements during the period of leave and for arranging the posting of civil servants returning from leave. These instructions may also be brought to the notice of all leave sanctioning authorities for compliance.

Subject: EXTENSION IN EXTRAORDINARY LEAVE IN RELAXATION OF
RULE 9 OF THE REVISED LEAVE RULES, 1981

I am directed to say that according to the existing Rule 9 of the Revised Leave Rules 1981, EOL is permissible to a civil servant for a maximum period of five years provided that the civil servant has put in more than ten years of continuous service. In case a Government servant has put in less than ten years service, Extra Ordinary Leave for maximum period of two years can be granted at the discretion of the head of the office.

2. With reference to Rule 9 of the Revised Leave Rules 1981, the Chief Minister has now been pleased to authorize the Finance Department to grant extension in Extra Ordinary Leave (without pay) on specific recommendations of the Administrative Department for the purpose of higher studies, on health grounds and for the reasons beyond the control of a civil servant; up to maximum limit of five years and three more years combined together in case of those who have put in more than ten years service and five years for those who have put in at least two years continuous service.

3. However, no request for extension in Extra Ordinary Leave beyond this period shall be entertained.

No. FD.SR.II.2-58/90
Dated the 1st June 1995

Subject: GRANT OF EOL AND REGULARIZATION OF STAY
ABROAD/ABSENCE FROM PLACE OF DUTY

I am directed to draw your kind attention to the subject cited above.

2. It has been observed that Administrative Departments forward cases pertaining to grant of EOL/Regularization of stay abroad/absence from place of duty, directly to Finance Department without specifically confirming the extent of adherence and fulfillment of administrative, legal and disciplinary requirements as well as of rules, regulations and prescribed procedures by the concerned Government officials and the administrative departments. Keeping in view the circumstances it has now been decided that in future all such cases shall be forwarded by administrative departments first to S&GA Department (Regulations Wing) with full facts/data of service along with copies of relevant documents for consideration, scrutiny and clearance. Only when S&GA Department gives a certificate of clearance, should such cases be forwarded to Finance Department. Also in cases where summaries are required to be submitted, the same may be routed, first through S&GA Department (Regulations Wing) and subsequently sent to Finance Department for recording its views thereon.

3. It is requested that the above cited procedure be strictly adhered to while processing the subject cases.

Subject: CONVERSION OF EXTRAORDINARY LEAVE INTO ANOTHER
KIND OF LEAVE

I am directed to enclose herewith letter No.F.D(12)R-4/97 dated 07.01.2002 (*below*) received from the Ministry of Finance, Government of Pakistan, Islamabad, containing the decision that Extra Ordinary Leave (without pay) cannot be converted into any other kind of leave retrospectively.

2. For information and strict compliance.

**13. COPY OF LETTER NO. F.1(12)R-4/97 DATED 7TH JANUARY 2002
ISSUED BY MINISTRY OF FINANCE, GOVERNMENT OF
PAKISTAN, ISLAMABAD.**

Subject: CONVERSION OF EXTRAORDINARY LEAVE INTO ANOTHER
KIND OF LEAVE

The undersigned is directed to state that Finance Division has been receiving references regarding conversion of Extraordinary Leave (EOL) without pay into other kinds of leave. It is clarified that following special features of the EOL need to be kept in view while dealing with such cases:

- a) Pay and allowances are inadmissible during EOL. Annual increments also are inadmissible under FR-26.
- b) The period of EOL is not counted towards pension either under CSR 361.
- c) EOL can cover a period of unauthorized absence either under administrative order vide Rule 9(3) of Revised Leave Rules, 1980 or on the courts directions.
- d) The period of EOL is not considered as period spent on duty under FR-9(6).

2. Due to the special characteristic of EOL above, no rule has been framed for its conversion into another kind of leave retrospectively because it not only involves payment of salary for the previous EOL period but would also involve change in the direction/orders of the authority. Moreover, a Government servant under rule 24 of Revised Leave Rules, 1980 has been given the option to apply for any kind of leave. Leave sanctioning authority has no power to change the nature of leave. This option, once exercised by the Government servant is considered as final. Sometimes cases for retrospective conversion of EOL into another kind of leave are moved on the basis of CSR 232(3) in spite of the fact that CSR 232(3) does not specifically deal with EOL. Similarly, Government decision (3) under FR-87 cannot be used for conversion of EOL into another kind of leave because the said rule governs the leave salary. In the light of foregoing position, it has been decided that EOL cannot be converted into any other kind of leave retrospectively.

3. Ministries/Divisions of Federal Government are requested to circulate the aforesaid decision to their Attached Departments and Subordinate Offices for information and compliance.

Subject: REQUEST FOR CANCELLATION OF RETIREMENT ORDERS

I am directed to refer to the subject noted above and to state that this department is in receipt of certain references for having advice upon the following scenarios:

- i) Withdrawal/cancellation of LPR during its currency.
- ii) Cancellation of retirement orders after expiry of the LPR.

The matter has been examined and attention is drawn towards the following rules in this regard:

- a) Rule 18 of the Revised Leave Rules, 1981 mentions that authorities regarding recalling a civil servants from LPR.
- b) Rule 3.5, Note (1) of the Punjab Civil Services Pension Rules, 1981 mentions that the date of retirement once accepted by the competent authority, shall be final.

2. In view of above, it is clarified that a person who is availing LPR and requires its cancellation, only the Administrative Secretary in case of employees in BS-1 to 16 and Chief Secretary for BS-17 and above, are authorized to recall him from LPR under Rule 18 of the Revised Leave Rules, 1981 and this 'authority' cannot be delegated to any one else. Similarly, a person who has availed his LPR and requires cancellation of retirement order before his superannuation needs the relaxation of Rule 3.5, Note (1) of the Punjab Civil Services Pension Rules.

3. Therefore, it is advised to process all such cases as per para 2 above accordingly.

NO.FD.SR-II/2-93/2014
Dated the 31th August 2015

NOTIFICATION

In exercise of the powers conferred upon him under section 23 of the Punjab Civil Servants Act, 1974, the Chief Minister Punjab is pleased to direct that in the Punjab (Civil Services) Delegation of Powers Rules, 1983, the following amendment shall be made namely:

AMENDMENT

In Appendix "A" for the entries against Sr. No. 19, a new clause (vii) shall be added as under:

Serial No.	Nature of powers	Extent of powers
Appendix 'A' /Sr.No.19-II)	"all kinds of leave except study leave"	Additional Secretary of the Administrative Department may sanction LPR / leave encashment in respect of the officers in ²⁴ BS-17 and above subject to the condition that if any reduction is involved, orders of the appointing authority shall be obtained.

²⁴ The word "BS-18" Substituted as "BS-17" vide Notification No. FD-SR-II/2-93/2014 dated 26th July, 2016.

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No. SO(Admn-III)8-1/2016 S&GAD
Dated the 06th November, 2017

Subject: IMPLEMENTATION OF INSTRUCTIONS OF COMPETENT
AUTHORITY

I am directed to refer to the subject and to state that the Competent Authority has been pleased to desire that the following instructions may be complied:-

- i) All PAS/OMG/PMS Officers (BS-17) working in the Secretariat Departments and in the field should route their requests of any kind through their Administrative Departments and Divisional Commissioners respectively.
- ii) Rule 8.62 (Casual Leave Rules of the Revised Leave Rules, 1981) may be implemented in letter and spirit. Casual Leave account of the PAS/OMG/PMS Officers (BS-17) posted in the Secretariat Departments as well as in the field may be submitted to this Department within a week positively.
- iii) While forwarding application for ex-Pakistan leave in respect of PAS/OMG/PMS Officers (BS-17), it may kindly be ensured that the officer has provided the source of funding with regard to his proceeding abroad. Moreover, an alternate arrangement regarding assigning additional charge of the respective post may also be indicated during the leave period of the officer.
- iv) All PAS/OMG/PMS Officers (BS 17) working under your administrative control may be directed to submit their medical fitness certificate annually to this Department in the month of January every year, to be issued by the authorized Medical Attendant duly certified by the Medical Superintendent of DHQ Hospital.

2. I am further directed to request that attention of all concerned may be drawn to the afore -mentioned instructions for compliance.

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