



Study Leave & Medical Leave Rules

**GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT**

**EXTRACTS FROM CIVIL SERVICES RULES (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.

@The authorities competent to sanction leave have been mentioned in Rule 19 of Punjab (Civil Services) Delegation of Powers Rules, 1983

@ 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.

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.

@ This has become redundant

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 (next).

@ The contents of Rule 8.86 & 8.129 are same.

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@ **Appendix 20 of Civil Services Rules (Punjab) Volume-I, Part-II**

(Referred to the notes under Rules 8.86 & 8.129 OF Civil Services Rules (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 Civil Services Rules (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.

@ Appendix 20 substituted vide Finance Department Notification No.FD.SR-II-2-42/88, dated 18.3.1989

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

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 servants within three years of the date of superannuation or the date of 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

*The words "three" substituted by the word "four" vide Finance Department's letter No. FD.SR-II/2-124/06 dated 01.03.2007(page----)

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 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.

Note: A Government servant of vacation department can draw study allowance during vacation if 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.

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

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 leaveare 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 of Para-1.50 of 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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Ancillary Instructions

(REVISED LEAVE RULES-1981)

Ancillary Instructions

(REVISED LEAVE RULES - 1981)

<u>Sr.#</u>	<u>Letter No. & Date</u>	<u>Page #</u>
1.	Encashment of L.P.R.	
	i) Letter No.FD.PC.2-1/83, dated 02.12.1983	
	ii) Letter No.FD.PC.2-1/83, dated 25.08.1983	
	iii) Letter No.FD.SR-III.1-53/83, dated 15.05.1984	
	iv) Letter No.FD.SR-III.1-53/83, dated 04.06.1984	
	v) Letter No.FD.SR-III.1-53/83, dated 08.08.1984	
	vi) Letter No.FD.SR-III.1-36/84, dated 20.02.1985	
	vii) Letter No.FD.SR-III.1-89/84, dated 31.03.1985	
	viii) Letter No.FD.SR-III.2-4/88, dated 07.07.1988	
	ix) Letter No.FD.SR-III.1-36/84, dated 09.08.1989	
	x) Letter No.FD.SR-III.1-53/83, dated 22.03.1990	
	xi) Letter No.FD.SR-III.1-53/83, dated	

	22.03.1990	
	xii) Letter No.FD.SR-III.1-53/83, dated 13.05.1999	
2.	Letter No.FD.SR-III.2-37/89/ dated 24.04.1989 Re-instatement of government servants after unauthorized absence from duty.	
3.	Letter No.FD.SR-II (S&GAD)16-15/90 dated 17.05.1990 Regularization of the period of overstay/absence abroad – the treatment of the period of absence from duty.	
4.	Letter No.FD.SR-III.1-87/78(p) dated 17.08.1991 Grant of extra-ordinary leave without pay under rule 9 of Revised Leave Rules, 1981.	
5.	Letter No.FD.SR-III.6-4/94/ dated 31.08.1994 Status of leave granted from the date of availing.	
6.	Letter No.FD.SR-II.2-56/94/ dated 01.12.1994 Extension in EOL in relaxation of rule 9 of the Revised Leave Rules, 1981.	
7.	Letter No.FD.SR-II.2-587/90/ dated 01.06.1995 Grant of EOL & regulation of stay abroad/absence from place of duty.	
8.	Letter No.FD.SR-II.1-85/78 (p) dated 12.07.2003 Conversion of extra ordinary leave into another kind of leave.	
9.	Pay during Study Leave No.FD.SR-II-2-42/88, dated 10.9.2002	

1. An extract taken from the Finance Department's circular letter No. FD. SR.II-2-100/87 dated 1st February 1988.

"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.PC2-1/83 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 who's 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."

4. **AN EXTRACT TAKEN FROM THE 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."

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**NO.FD.SR.III-1-53/83
DATED 15TH MAY 1984.**

5.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.

**NO.FD.SR.III-1-53/83
DATED 4TH JUNE 1984.**

6.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 purpose of encashment of LPR includes Basic Pay, Special Pay, Technical Pay, Personal Pay and any other emoluments which 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.

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

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ALLOWANCES

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

**NO.FD.SR.III-1-53/83
DATED 8TH AUGUST 1984.**

7.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

@ See at Sr. No. 3 page 610.

@@See Sr. No. 2 at page 611.

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.

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NO.FD.SR.III-1-36/84
DATED 20TH FEBRUARY 1985.

8.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.

@ See serial No. 2 at page 611.

**NO.FD-SR-III-1-89/84,
DATED 31ST MARCH 1985.**

9.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 @@@@No.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.

@ See Serial No.2 at page 611.
@@ See Serial No.3 at page 610.
@@@ See Serial No.3 at page 612.
@@@@ See Serial No.4 at page 613.

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NO.FD.SR.II-2(4)/88
DATED 7TH JULY 1988.

10.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 (copy enclosed). 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.

NO. FD SR.III-1-36/84
DATED 09.08.1989.

11.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 25.08.1993, _

civil servants retiring either on superannuation or after completion of 30 years qualifying service for pension are entitled to encashment of LPR subject 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.

* See Serial No.7 at page 615.

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.

NO.FD.SR.III.1.53/83
DATED 22.03.1990.

12.Subject: ENCASHMENT OF LEAVE PREPARATORY TO
RETIREMENT

I am directed to refer to para-1 of this Department's circular letter of even number dated 08.08.1984 on the above noted subject and to say that the Governor of the Punjab has been pleased to approve that in cases where leave of any kind including extra-ordinary leave without pay is taken during the last year by a retiring government servant, who opts for encashment of LPR except on grounds mentioned in the above reference, the period of such leave will be reduced from 180 days or lesser period for which the encashment is allowed.

NO.FD.SR.III.1.53/83
DATED 22.03.1990.

COPY OF FINANCE DEPARTMENT CIRCULAR LETTER NO.
FD.SR.iii.1.53/83 DATED 13TH MAY, 1990

13.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.**

**NO.FD.SR.III.1.53/83
DATED 13th MAY 1999.**

14.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.

Copy of S&GAD letter No.SOR.III-2-37/89, Dated 24th April 1989.

15.Subject: REINSTATEMENT OF GOVERNMENT SERVANTS AFTER UNAUTHORIZED ABSENCE FROM DUTY.

I am directed to say that instances have come to the notice of Government that civil servants granted leave ex-Pakistan for short period on personal grounds like meeting their relatives, visiting holy places etc., do not return to duty on the expiry of such leave. Disciplinary action against them resulting in removal from service has in some cases been reversed by the Appellate Authorities even very long after the limitation for appeal. Re-instatement in such cases on technical grounds obviously causes hardship to those who stay back in the country and also creates belated financial liability for the Government.

2. In a particular case, a Forest Ranger was allowed leave-ex-Pakistan in 1974, ostensibly to enable him to see his ailing relatives abroad and he was due to come back in 1976. Failing that he was removed from service on the charge of willful absence, but after a lapse of 9 years the Appellate Authority re-instated him in service in 1985 by treating the period of absence from duty from 1976 to 1985 as Extraordinary leave. Obviously such order was ab initio void as being ultra vires of the Revised Leave Rules 1981 issued vide Finance Department's Notification No. FD.1-85/78 dated 13.07.1981 according to which the maximum period of Extraordinary Leave without pay cannot exceed five years at a time. In the said case it has been decided that:

- i) The period of absence from duty 21.01.1976 to 18.11.1985 will constitute break in service and result in forfeiture of the past service for purposes of pension.
- ii) Reinstatement will be deemed as fresh appointment for all purposes.

3. I am accordingly directed to request that provisions of Revised Leave Rules, 1981 may please be strictly adhered to while dealing with the cases of civil servants who come after un-authorized absence from abroad

4. These instructions may kindly be brought to the notice of all concerned.

Copy of S&GAD letter No.SORI(S&GAD)16-15/90 Dated 17th May 1990

16.Subject: REGULARIZATION OF THE PERIOD OF OVERSTAY/ABSENCEABROAD THE TREATMENT OF THE PERIOD OF ABSENCE FROM DUTY

I am directed to say that instances have come to the notice of Government that civil servants granted deputation abroad or ex-Pakistan Leave for short period on personal grounds, do not return on the expiry of permissible period of deputation or leave. In disciplinary action under Punjab Civil Servants (Efficiency & Discipline) Rules, 1975 initiated against such officials they are let off with minor penalties by the authority with recommendations to the Government for treating the period of absence as extraordinary leave without pay in relaxation of the rules etc.

2. When a case of this nature was submitted to the Chief Minister, he has been pleased to decide as under:

- i) No officer, who remains on un-authorized absence, should be allowed to join duty until disciplinary proceedings have been completed against him. During the intervening period he/she shall be treated to be under suspension.
- ii) Authorities under the Punjab Civil Servants (E&D) Rules, 1975 should confine themselves to taking disciplinary action in accordance with the rules. They should avoid making recommendations as to how the period of un-authorized absence should be treated/ regularized. This question should

be left to be decided separately by the competent authority under the rules.

3. Chief Minister has further observed that since grant of leave of any kind implies permission of the competent authority to stay away from the job it can be construed to take away the charge of unauthorized absence from duty and can imply exoneration of the accused. The period should be treated as unauthorized absence. However, in genuine cases of absence due to circumstances beyond the employee's control, if the officer is subsequently reinstated in service, the period of unauthorized absence will qualify for condonation of break in service without any financial benefits.

4. I am accordingly directed to request that the provisions of Punjab Civil Servants (E&D) Rules, 1975 and Revised Leave Rules, 1981 may please be strictly adhered to while dealing with cases of civil servants who come after unauthorized absence from abroad.

5. The instructions referred above may kindly be strictly adhered to by all concerned.

NO.FD.SR.III.1.87/78(P)
DATED 17.08.1991.

17. 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. SOR.III-6-4/94
Dated 31st August 1994

18.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 description 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 proceedings 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.

No.FD.SR.II-2-56/94
Dated 1st December 1994

19.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.

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No. FD.SR.III.1-85/78
Dated the 1st January 1995

20. NOTIFICATION

In exercise of the powers conferred on him under Section 23 of the Punjab Civil Servants Act, 1974 the Governor of the Punjab is please to make the following amendment in the Revised Leave Rules 1981, namely:

AMENDMENT

In the aforesaid Rules, after sub-rule (2) of Rule, 32 the following new sub-rule shall be added, namely:

- (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 annual increment occurs during the period of leave of the civil servant.

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

21.Subject: GRANT OF EOL AND REGULARISATION 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 SGA&I Department (Regulation Wing) with full facts/data of service along with copies of relevant documents for consideration, scrutiny and clearance. Only when SGA&I 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 SGA&I Department (Regulation 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 process of the subject cases.

No. FD.SR.II.1-85/78(P)
Dated the 12th July 2003

22. Subject: CONVERSION OF EXTRAORDINARY LEAVE INTO ANOTHER KIND OF LEAVE

I am directed to enclose herewith letter No.F.(12)R-4/97 dated 01.01.2002 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.

23. 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) inspite 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.

No. FD.SR.II.2-42/88
Dated 10th September 2002

24.

NOTIFICATION

In exercise of the powers conferred upon him under Section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), the Governor of the Punjab is pleased to direct that in the Study Leave Rules 1989, the following further shall be made:

AMENDMENT

In Rule 15, full stop at the end shall be substituted by a colon and thereafter the following proviso shall be added:

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