



No. DS(O&M)5-3/2004/Contract (MF)
GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT (O&M WING)

Dated Lahore, the 2nd August, 2007

To

1. All Provincial Ministers in Punjab
2. Principal Secretary to Governor Punjab
3. Principal Secretary to Chief Minister, Punjab
4. Chairman Planning & Development Department
5. The Senior Member, Board of Revenue, Punjab
6. The Additional Chief Secretary, Punjab
7. All the Administrative Secretaries in the Punjab
8. The Registrar, Lahore High Court, Lahore
9. The Provincial Police Officer, Lahore
10. All District Nazims in the Punjab
11. All Heads of Attached Departments in the Punjab
12. All District Coordination Officers in the Punjab
13. All Heads of Autonomous Bodies in the Punjab
14. The Secretary, Punjab Public Service Commission, Lahore
15. The Registrar, Punjab Service Tribunal, Lahore
16. The Secretary, Chief Minister's Inspection Team, Lahore
17. The Accountant General, Punjab, Lahore
18. All District Accounts Officers in the Punjab

SUBJECT: AMENDMENT IN THE CONTRACT APPOINTMENT POLICY, 2004

Kindly refer to S&GAD (O&M-Wing) letter No. DS (O&M) 5-3/2004/Contract-(MF), dated 29.12.2004.

2. In partial modification of Contract Appointment Policy, 2004, circulated vide above referred letter, the Chief Minister Punjab has been pleased to allow following amendments in the Policy:

AMENDMENTS

- (1) In the said Policy, in para 3, sub-para (XVII), the following clause (iii) shall be added after clause (ii):

"Where a contract employee applies through proper channel for another post under the Federal or Provincial Government or its subordinate offices/organizations/institutions, in the event of his selection, he shall not be required to deposit one month pay in lieu of one month notice to quit the job."

- (2) In the Annex-S to the said Policy (GUIDELINES FOR FIXING TERMS AND CONDITIONS OF CONTRACT APPOINTMENTS), in para 7:

- (i) clause (a) shall be substituted by the following:

"Casual Leave not exceeding 24 days per year shall be admissible. The competent authority may grant 10 days Casual Leave at a time, or, in special circumstances 15 days Casual Leave at one time";


- (ii) After clause (c), the following clause (f) shall be inserted:
- "(f) Hajj leave for 45 days with full pay may be allowed to contract appointee once during the tenure of 5 years. Further Hajj Leave during the extended period of contract appointment shall generally not be granted. However, the competent authority may allow 30 days Hajj Leave under special circumstances for the 2nd time, but such leave shall be without pay."

- iii) After para 3-Xiii (i), titled Pay Package and para 1 (i) of Annexure-B of the Policy, the following clause "e" shall be added:

"e) "A confirmed civil servant when appointed on contract under the Government of the Punjab or its subordinate offices/organizations/ institutions, shall draw pay and allowances as per terms and conditions of the contract. However, he shall be entitled to claim any protection of the basic pay scale, increments and allowances last drawn by him against his substantive posts and

Where an existing contract appointee of the Federal or Provincial Government is appointed on contract against another post under the Government of the Punjab or its subordinate offices/ organizations/institutions and there is no gap between his previous contract appointment and fresh contract appointment, he shall be entitled to get his pay and allowances fixed after adding the increments which he may have earned during the preceding contract appointment."

3. Further necessary action may kindly be taken accordingly.



(SHAH JAZ NAWAZ)

ADDITIONAL SECRETARY (MANAGEMENT)

CC:

1. P.S. to Chief Secretary, Punjab
2. P.S. to Secretary (Services), S&GAD
3. P.S. to Secretary (I&C), S&GAD



No. DS(O&M)5-3/2004/Contrapol(MF)
GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT (REGULATIONS/O&M WING)

Dated Lahore the 5th April, 2013

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1. The Senior Member, Board of Revenue, Punjab.
2. The Chairman, Planning & Development Board, Lahore.
3. Additional Chief Secretary, Punjab.
4. All the Administrative Secretaries in the Punjab.
5. All Commissioners in the Punjab.
6. The Provincial Police Officer, Punjab.
7. The Registrar, Lahore High Court, Lahore.
8. All District Coordination Officers in the Punjab.
9. All Heads of Attached Departments in the Punjab.
10. All Heads of Autonomous Bodies in the Punjab.
11. The Secretary Provincial Assembly, Punjab.
12. The Secretary, Punjab Public Service Commission, Lahore.
13. The Registrar, Punjab Service Tribunal, Lahore.
14. The Secretary, Chief Minister's Inspection Team, Punjab, Lahore.
15. The Accountant General, Punjab, Lahore.
16. The Secretary Ombudsman, Punjab, Lahore.
17. All District Accounts Officers in the Punjab.

SUBJECT: AMENDMENTS IN THE CONTRACT APPOINTMENT POLICY, 2004

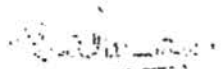
Kindly refer to S&C D (O&M Wing) letter No.DS(O&M)5-3/2004/Contrapol(MF), dated 02.08:2007, on the subject.

2. The Chief Minister, Punjab has been pleased to approve the following amendments in the Contract Appointment Policy, 2004:

AMENDMENTS

in the Contract Appointment Policy, 2004:

- (a) In para 3(1)(i), in sub-para (j), clause (e) shall be omitted; and
- (b) In Annexure-5, in para 1(i), sub-para (e) shall be omitted.


(SHAHNAZ NAWAZ)
Secretary (Regulations), S&GAD
05.04.2013

CC:

1. The Chief Secretary, Punjab.
2. The Principal Secretary to Governor, Punjab.
3. The Principal Secretary to Chief Minister, Punjab.
4. All Additional Secretaries and Deputy Secretaries in S&GAD.
5. Superintendent, Government Printing Press Lahore with the request to publish this circular letter in Official Gazette and provide 20 copies thereof to the Regulations/O&M Wing, S&GAD Department.

NO.DS (O&M) 5-3/04/Contract/FD (P-I)
GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT
(O& M Wing)

Dated Lahore the 10th January , 2014

The Section Officer (SR-II),
Government of the Punjab,
Finance Department.

SUBJECT: AMENDMENT IN THE CONTRACT APPOINTMENT POLICY, 2004.

I am directed to refer to your letter No. FD.SR-II/9-8/2013 dated 22.11.2013 on the subject noted above.

2. The Finance Department is informed that amendment in Para 3(XII)(i)(e) and **Annex-B** in para 1 (i)(e) of Contract Appointment Policy 2004 issued by the Regulations Wing, S&GAD dated 05.04.2013 is operative from the date of its issuance. As such cases of pay protection may be processed in the light of the notification / policy relating to the respective period and decided accordingly.

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SECTION OFFICER (ERB)