

GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

Dated Lahore, the 31st March, 1984

From

Mr. Mueen Afzal  
Secretary to Government,  
Finance Department,  
Lahore.

To

1. All Administrative Secretaries to Government of the Punjab.
2. All Heads of Attached Departments in the Punjab.
3. All Commissioners of Divisions in the Punjab.
4. All Deputy Commissioners and District & Sessions Judges in the Punjab.
5. The Secretary Punjab Public Service Commission Lahore.
6. The Secretary to the Governor Punjab, Lahore.
7. The Secretary to Provincial Assembly Punjab, Lahore.
8. The Military Secretary to Governor Punjab, Lahore.
9. The Registrar, Lahore High Court Lahore.

SUBJECT:- ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT.

Sir,

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.C. 2-1/83 dated 2.12.83 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 each 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 instructions.

Your obediently,

Sd/-  
( SHAUKAT ALI )  
Deputy Secretary (SR)  
for Finance Secretary

No & date even.

Copy is forwarded for information to the Accountant General Punjab Lahore and all District Accounts Officers in the Punjab.

Sd/-  
SECRETARY (SR.III)

Dated Lahore, the 4th June, 1984.

From

Mr. Khalid Jawed  
Secretary to Government of the Punjab,  
Finance Department.

To

1. All Administrative Secretaries to Government of the Punjab;
2. The Secretary to Governor, Punjab, Lahore;
3. All Heads of Attached Departments in the Punjab;
4. All Commissioners of Divisions in the Punjab;
5. All Deputy Commissioners and District and Session Judges in the Punjab;
6. The Secretary, Public Service Commission, Punjab, Lahore and
7. The Secretary, Punjab Provincial Assembly, Lahore.

SUBJECT: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT.

Sir,

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 lumpsum after retirement or on month to month basis during such period. The amount of leave pay would, however, be determined on the basis of pay which would have been admissible on the date on which LPR applied for would have been fixed.

ALLOWANCES

Senior Posts Allowance will form part of the

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 2.12.1983, 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, this 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.

Your obedient servant,

*Shaukat Ali*

( SHAUKAT ALLI )

DEPUTY SECRETARY (SR)

For FINANCE SECRETARY.

No. FD-SR-III-1/83

Dated Lahore, the 4th June, 1984.

A copy is forwarded to the Accountant General, Punjab, Lahore with reference to his U.O. No. GAD.1/Coord/BPS/209, dated 22.2.1984 and all the District Accounts Officers in the Punjab.

UNDER SECRETARY SR.III

'Munir'

NO.FD.SR.III-1-53/83  
GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

Dated Lahore, the 8 Aug, 1984.

To

1. All Administrative Secretaries to Govt. of the Punjab.
2. The Secretary to Governor, Punjab, Lahore.
3. All Heads of Attached Departments in the Punjab.
4. All Commissioners of Divisions in the Punjab.
5. All Deputy Commissioners and District & Session Judges in the Punjab.
6. The Secretary, Public Service Commission, Punjab, Lahore.
7. The Secretary, Punjab Provincial Assembly, Lahore.

Subject:- ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT.

Sir,

I am directed to refer to this Department's letter No.FD.FC-2-1/83, dated 25.8.1983, wherein it has been provided that a Govt. servant who desires to get the benefit of encashment of LPR upto a period of 180 days must surrender the entire leave preparatory to retirement due to him. This provision debarred those Govt. 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 4.6.1984, that the competent authority may, where it is satisfied that the leave applied for by a Govt. 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. 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 forewaived.

2. 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.

Your obedient servant,

(RIAZ AHMAD)

O.S.D. (PAY COMMISSION)

P.T.O.

No. & date even.

A copy is forwarded for information and necessary action to:-

1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officer in the Punjab.

( KH. RIAZ AHMAD )  
SECTION OFFICER (SR.III)

\*Shabbir\*

Dated Lahore the 22nd March, 1990.

To

1. All Administrative Secretaries to Government of the Punjab.
2. All Heads of Attached Departments in the Punjab.
3. All Commissioners of Divisions in the Punjab.
4. All Deputy Commissioners and District & Sessions Judges in the Punjab.
5. The Secretary to Governor, Punjab, Lahore.
6. The Secretary to Provincial Assembly, Punjab, Lahore.
7. The Secretary to Chief Minister, Punjab, Lahore.
8. The Secretary, Punjab Public Service Commission, Lahore.
9. The Registrar, Lahore High Court, Lahore.
10. The Military Secretary to Governor, Punjab, Lahore.

SUBJECT:-- ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT.

Sir,

I am directed to refer to para 4 of this Department's circular letter of even number dated 8.6.1985 on the above noted subject and to say that Governor of the Punjab has been pleased to approve that in cases where leave of any kind including extraordinary leave without pay is taken during the last year of a retiring Government servant, who opts for encashment of LPR except on grounds mentioned in the above reference, the period of such leave shall be reduced from 180 days or lesser period for which the leave was allowed.

Your obedient servant,

(HARVEERMAN ULLAH KHAN)  
Section Officer (S.R.)

Dated Lahore the 22nd March, 1990.

No. FD.SR.III-1-53/83,

A copy is forwarded for information to--

1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.

(ABDUL GHAFUR ZUBERI)  
Section Officer (SR.II)

NO. & DATE EVEN

- A copy is forwarded for information to--
1. The Secretaries to Government of Sindh, Baluchistan and NWFP, Finance Department, Karachi, Quetta and Peshawar.
  2. The Secretary to Govt. of Azad Jammu & Kashmir, Finance Department, Muzaffargarh.
  3. All Officers in the Finance Department, Government of the Punjab.

(ABDUL GHAFUR ZUBERI)  
Section Officer (SR.II)

NO.FD.SR.III-1-53/83  
GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

Dated Lahore, the 12th May, 1990.

From :

Syed Zulfiqar Ali Shah,  
Finance Secretary

To

- 1- All the Administrative Secretaries Govt. of the Punjab.
- 2- All Heads of Attached Departments in the Punjab.
- 3- All Commissioners of Divisions in the Punjab.
- 4- All Deputy Commissioners and District & Sessions Judges in the Punjab.
- 5- The Secretary to Governor, Punjab, Lahore.
- 6- The Secretary to Provincial Assembly, Punjab, Lahore.
- 7- The Secretary to Chief Minister, Punjab, Lahore.
- 8- The Secretary Punjab Public Service Commission, Lahore.
- 9- The Registrar, Lahore, High Court, Lahore.
- 10- The Military Secretary to Governor, Punjab, Lahore.

SUBJECT:- ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT.

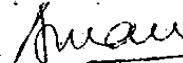
Sir,

I am directed to refer to this Department's circular letter NO.FD.SR.III-1-36/84 dated 9.8.1989 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 not 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.

Your obedient servant,



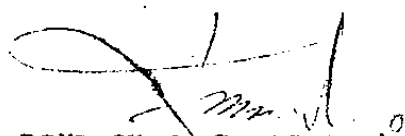
( RANA AMANULLAH KHAN )  
DEPUTY SECRETARY (SR)

NO.FD.SR.III-1-53/83, dated Lahore, the 12th May, 1990.

A COPY IS FORWARDED TO:-

- 1- The Accountant General Punjab, Lahore with reference to his memo No.TM.WH-3-1/2111 dated 15.1.1990.


- 2- All the District Accounts Officers/ Treasury Officers in the Punjab.

  
(ABDUL GHAFUOR ZUBARI)  
SECTION OFFICER (SR) II)

NO & DATE EVEN.

A copy is forwarded for information to:-

- 1- The Secretaries to Government of Sindh, Baluchistan and NWFP Finance Department, Karachi, Quetta and Peshawar.
- 2- The Secretary to Government of Azad Kammu & Kashmir Finance Department, Muzaffarabad.
- 3- All officers in the Finance Department Govt. of the Punjab, Lahore.

  
( ABDUL GHAFUOR ZUBARI )  
SECTION OFFICER (SR. II)

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\*\* M.A.ZIA\*



GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

Dated Lahore, the 6th February, 1991

Mr. Zulfikar Ali Shah,  
Secretary to  
Government of the Punjab,  
Finance Department.

1. All Administrative Secretaries to Government of the Punjab;
2. All Heads of Attached Departments in Punjab;
3. All Commissioners of Divisions in Punjab;
4. All Regional Heads of Departments in Punjab;
5. All Deputy Commissioners/District Session Judges in Punjab;
6. The Secretary to Governor Punjab;
7. The Registrar, Lahore High Court, Lahore;
8. The Secretary, Punjab Public Service Commission, Lahore.

Subject:- COUNTING OF EXTRA ORDINARY LEAVE TOWARDS INCREMENT

Sir,

I am directed to refer to this Department's Notification No.FD.SR-II.1-109/89, dated 26-3-1990 on the subject noted above, under the proviso to Rule 4.9(a) of CSR(Punjab) Vol. 1, Part-I, it is provided that the competent authority, i.e. Finance Department in consultation with the Administrative Department, may in cases in which it is satisfied that extra-ordinary leave was taken for any cause beyond the government servant's control, direct that EOL shall be counted for increment.

2. It has, now, been decided that where a female government servant accompanies or joins her husband on official duty abroad by availing of extra ordinary leave, such extra ordinary leave shall be counted towards annual increments.

Your obedient servant,

( RANA AMANULLAH KHAN )  
Deputy Secretary (SR).

DATE EVEN:

A copy is forwarded for information to :-

1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in Punjab.

( ABDUL GHAFQOR ZUBEERI )  
Section Officer(SR-II).

GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

Dated Lahore, the 1st January, 1995.

NOTIFICATION.

NO.FD.SR.III-1-85/78. In exercise of the powers conferred on him under Section 23 of the Punjab Civil Servants Act, 1974 the Governor of the Punjab is pleased 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 an annual increment occurs during the period of leave of the civil servant".

BY ORDER OF THE GOVERNOR OF THE PUNJAB

AMINULLAH CHAUDRY  
SECRETARY TO GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

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

A copy is forwarded for information to:-

- 1) All the Administrative Secretaries to Govt: of Punjab.
- 2) The Secretary to Governor, Punjab, Lahore.
- 3) The Secretary to Chief Minister, Punjab, Lahore.
- 4) All Heads of Attached Departments in the Punjab.
- 5) All Commissioners of Divisions in the Punjab.
- 6) All Deputy Commissioners/District & Session Judges in the Punjab.
- 7) The Registrar, Lahore High Court, Lahore.
- 8) All Regional Heads of Departments in the Punjab.
- 9) The Secretary, Punjab Public Service Commission, Lahore.
- 10) The Secretary, Punjab Provincial Assembly, Lahore.

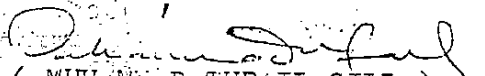
  
( MUHAMMAD ILYAS  
DEPUTY SECRETARY (SR) )

NO. FD. SR. III-1-85/78

Dated Lahore, the 1st January, 1995.

A copy is forwarded to:-


- 1) The Accountant General Punjab, Lahore.
- 2) The Director General, Audit & Accounts, Punjab, Lahore.
- 3) The Provincial Director Local Funds Audit Punjab, Lahore.
- 4) All District Accounts Officers in the Punjab.

  
( MUHAMMAD TUFAIL GILL )  
SECTION OFFICER( SR-II )

NO. & DATE EVEN.

A copy is forwarded to:-

- 1) The Secretary to Government of Sindh, Finance Deptt: Karachi.
- 2) The Secretary to Govt: of NWFP, Finance Deptt: Peshawar.
- 3) The Secretary to Govt: of Baluchistan, Finance Deptt: Quetta.
- 4) The Secretary to Government of Azad State of Jammu & Kashmir, Finance Department, Muzaffarabad.

  
( MUHAMMAD TUFAIL GILL )  
SECTION OFFICER( SR-II )

\* F. Rahim. \*

No. FD. SR-II/6-3/82  
GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT.

Dated Lahore, the 3rd April, 1998.

From

MR. Tariq Farooq,  
Finance Secretary,

To

1. All Administrative Secretaries to Govt. of the Punjab.
2. The Secretary to the Governor, Punjab, Lahore.
3. The Secretary to the Chief Minister, Punjab.
4. All Heads of Attached Departments in the Punjab.
5. All Regional Heads of Departments.
6. All Commissioners of Divisions in the Punjab.
7. All District & Sessions Judges in the Punjab.
8. All Deputy Commissioners in the Punjab.
9. The Registrar, Lahore High Court, Lahore.
10. The Secretary, Punjab Public Service Commission, Lahore.

Subject:- ENCASHMENT OF UN-AVAILED PORTION OF LEAVE EARNED BY THE DEPUTATIONIST DURING HIS DEPUTATION PERIOD.

Sir,

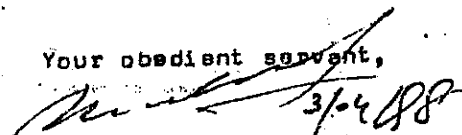
I am directed to refer to this Department's Instructions bearing No. FD. SR-II-6-57/73-2785, dated 9-2-1974, No. FD. SR-II-6-3/82, dated 7-9-1982 and No. FD. SR-II-6-13/97, dated 11-8-1997, and to say that as per provisions of Deputation Policy if an official is deputed to work on deputation with Borrowing Organization/Department, his leave account in the parent Department remains closed, no leave salary contribution is to be recovered from the Foreign Employer/Borrowing Organization and the leave earned by the deputationist during the period of his deputation is not to be credited to his leave account in the parent Department, after the expiry of his deputation period.

2. Instances have come to notice that the deputationists during the period of their deputation do not avail leave, or the leave is not granted inspite of the fact that they applied for leave and subsequently they requested for the encashment of their leave/un-availed portion of leave earned by them during their deputation period.

3. It has now been decided that if the deputationist applies for grant of leave and the leave so applied is refused by the Competent Authority in the Borrowing Organization/Department, then the Borrowing Organization/Department is bound to pay him the encashment of the leave/un-availed portion of leave, earned by him during his deputation period. For this purpose no sanction of the Finance Department is required and he/she will be granted encashment of leave with the approval of the Competent Authority/Leave Sanctioning Authority in the Borrowing Organization/Department. All the relevant Instructions on the subject will be deemed to have been amended accordingly.

4. The above instructions may be brought to the notice of all concerned for strict compliance.

Your obedient servant,


  
(CH. NASEER AHMAD)  
DEPUTY SECRETARY (SR)  
FINANCE SECRETARY.

For

No. & Date even.

A copy is forwarded for information to:-

1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officer in the Punjab.
3. Under Secretary (Services. I), Govt. of the Punjab, SGA&I Deptt.
4. All Additional Secretaries of Finance Deptt. of the P.D. LHR.
5. All Section Officer/Under Secretaries of Finance Department.

  
(JAMSHED ALI)  
SECTION OFFICER (SR. II)

NO. F.D.SR.III-1-53/83  
GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

Dated Lahore, the May 13, 1999.

From

M. Akram Malik,  
Secretary to  
Government of the Punjab  
Finance Department

To,

1. All Administrative Secretaries to Government of the Punjab.
2. The Secretary to Governor, Punjab, Lahore.
3. All Heads of Attached Departments in the Punjab.
4. All Commissioners of Divisions in the Punjab.
5. All Deputy Commissioners and District and Sessions Judges in the Punjab.
6. The Secretary, Public Service Commission, Punjab, Lahore.
7. The Secretary, Punjab Provincial Assembly, Lahore.

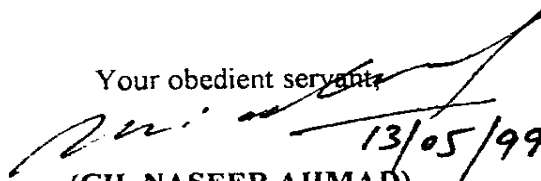
SUBJECT: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

Sir,

I am directed to refer to this Department's Circular letter of even number, dated 4.6.1984, 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 upto 180 days subject to fulfilment 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 for 60 days only and not more.

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

Your obedient servant,

  
13/05/99  
(CH. NASEER AHMAD)  
Deputy Secretary (SR)  
for Finance Secretary

NO. F.D.SR. III-1-53/83,

Dated Lahore, the May 13, 1999.

A copy is forwarded to the Accountant General, Punjab, Lahore, with reference to his U.O. No. GAD.1/Coord/BPS/209, dated 22.2.1984 and all the District Accounts Officer in the Punjab.

  
Section Officer (SR-II)



No.FD.SR.II 1-53/83  
GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

Dated Lahore the February 20, 2003

From:

Salman Siddique,  
Secretary to Government of the Punjab,  
Finance Department.

To

- 1) All Administrative Secretaries of the Punjab Government.
- 2) The Secretary to Governor Punjab, Lahore.
- 3) The Secretary to the Chief Minister Punjab.
- 4) All Heads of Attached Department, Government of the Punjab.
- 5) All District Nazims in the Punjab.
- 6) All District Co-ordination Officers in the Punjab.
- 7) The Registrar, Lahore High Court, Lahore.
- 8) All the District & Sessions Judges in the Punjab.
- 9) The Secretary, Punjab Public Service Commission, Lahore.
- 10) The Secretary to Provincial Assembly, Punjab, Lahore.
- 11) The Chief Pilot, VIP Flight, Lahore.
- 12) The Director General, Audit & Accounts (Works), Lahore.

**SUBJECT:- ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT**

Sir,

I am directed to refer to this Department's Circular Letter No. FD.SR.III 1-53/83, dated 4.6.1984 on the subject cited above and to say that the Chief Minister Punjab has been pleased to amend the Clause "Pay" of above referred Circular, which should now be read as under:-

**PAY**

Pay for the purposes of encashment of L.P.R. 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 L.P.R. may either draw leave pay for the period for which L.P.R. 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.


2. The above instructions may be brought to the notice of all concerned for strict compliance.

  
(SYED MUNAWAR QADEER)  
Deputy Secretary (SR)

**No & Date Even**

A copy is forwarded for information the:-

- ① Accountant General Punjab Lahore.
- ② All District Accounts Officers in the Punjab.
- ③ The Under Secretary (Services-I), Govt. of the Punjab, S&GAD, w.r. to his letter No.SI.PF.D-91, dated 8-02-2002.
- ④ All Additional Secretaries of Finance Department.
- ⑤ All Section Officer/Under Secretaries of Finance Department.

  
(TARIQ MASOOD FAROOKA) 20/2/03  
SECTION OFFICER (SR - II)

No.FD-SR-III-4-151/2011  
**GOVERNMENT OF THE PUNJAB**  
**FINANCE DEPARTMENT**  
Dated Lahore, the 29<sup>th</sup> February, 2012

From

Mr. Tariq Bajwa,  
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. All District & Sessions Judges in the Punjab.
11. The Chief Pilot, VIP Flight, Lahore.
12. The Registrar, Lahore High Court, Lahore.
13. The Provincial Director, Local Fund Audit, Punjab, Lahore.

**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:

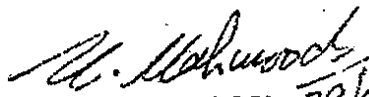
- i) Withdrawal/cancellation of LPR during its currency.
- ii) Cancellation of retirement orders after expiry of the LPR.

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 the authorities regarding recalling a civil servant from LPR.
- b) Rule 3.5 Note (1) of the Punjab Civil Services Pension Rules 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.

  
(KHALID MAHMOOD) 29/02/12  
DEPUTY SECRETARY (SR)

**No. & Date Even**

A copy is forwarded for information and necessary action to the:-

1. The Accountant General, Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Treasury Officer, Lahore.

  
SECTION OFFICER (SR-III)



GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

Dated Lahore the 9<sup>th</sup> September, 2013

**NOTIFICATION**

No.FD-SR-II/2-141/2012. In exercise of the powers conferred under Section 23 of the Punjab Civil Servants Act, 1974 (Punjab Act No.VIII of 1974), the Governor of the Punjab is pleased to adopt Notification No.S.R.O.70(KE)/2012 dated 29<sup>th</sup> August, 2012 of Government of Pakistan, Ministry of Finance and Revenue (Finance Division) (Regulations Wing) Islamabad, with the following amendments in Rule 17 of the Revised Leave Rules, 1981:-

**AMENDMENTS**

- (i) In Rule 17, for the words "**One hundred and eighty**" wherever occurring, the words "**three hundred and sixty five**" shall be substituted; and
- (ii) In sub-rules (2) & (5) for the words "**One hundred and eighty**" the words "**three hundred and sixty five**" shall be substituted.
- (iii) After sub-rule (5), amended as aforesaid, the following new sub-rules shall be inserted, namely:-
- (6) Encashment of leave preparatory to retirement (LPR) not exceeding three hundred and sixty five days shall be effective from the first day of September, 2013 and shall, for the entire period of leave refused or opted for encashment, be applicable to a civil servant retired or, as the cases may be, retiring on or after the first day of September, 2013, provided such leave is available at his credit subject to a maximum of three hundred and sixty five days.
- (6-A) The encashment of 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, leave is granted on account of 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.

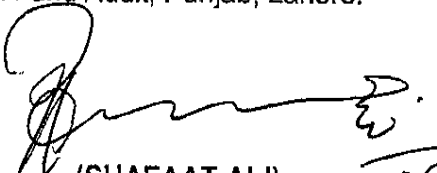
(6-C) Leave pay for the purpose of encashment of LPR shall be computed on the basis of pay and allowances reckonable towards pension as shown in the last pay certificate of a civil servant.

**MOHAMMAD JEHANZEB KHAN**  
**FINANCE SECRETARY**

**NO. & DATE EVEN**

A copy is forwarded for information and necessary action to:-


1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. All District & Sessions Judges in the Punjab.
11. The Chief Pilot, VIP Flight, Lahore.
12. The Registrar, Lahore High Court, Lahore.
13. The Director General, Audit (Works) Lahore.
14. The Director General, Accounts (Works) Lahore.
15. The Director General, (Districts Audit) Punjab Lahore.
16. The Director General, Audit, Punjab Lahore
17. The Provincial Director, Local Fund Audit, Punjab, Lahore.

  
(SHAFAT ALI) 09.09.2013  
DEPUTY SECRETARY (S.R.)

**NO. & DATE EVEN**

A copy is forwarded for information and necessary action to the:-

1. Accountant General, Punjab, Lahore.
2. All District Accounts Officers in Punjab/Treasury Officer, Lahore.

  
(ABDUL AZIZ BHUTTI) 2013  
SECTION OFFICER (SR-II)



GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

Dated Lahore the 11<sup>th</sup> April, 2014

**NOTIFICATION**

No.FD.SR-II/2-141/2012. In exercise of the powers conferred under Section 23 of the Punjab Civil Servants Act, 1974 (Punjab Act No.VIII of 1974) and in continuation of Finance Department's Notification No.FD.SR-II/2-141/2012 dated 09<sup>th</sup> September, 2013, read with Notification No.S.R.O.70(KE)/2012 dated 29<sup>th</sup> August, 2012 of Government of Pakistan, Ministry of Finance and Revenue (Finance Division) Regulations Wing, Islamabad, the Governor of the Punjab is pleased to insert following amendment in Rule 19 of the Revised Leave Rules, 1981 w.e.f. 01.09.2013

"In rule 19, for the words "**one hundred and eighty**" wherever occurring, the words "**three hundred and sixty five**" shall be substituted."

MOHAMMAD JEHANZEB KHAN  
FINANCE SECRETARY

**NO. & DATE EVEN**

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3. The Principal Secretary to Chief Minister, Punjab, Lahore.
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17. The Provincial Director, Local Fund Audit, Punjab, Lahore.

(SHAFAT ALI)

DEPUTY SECRETARY (SR)

11.4.14

**NO. & DATE EVEN**

A copy is forwarded or information and necessary action to:-

1. The Accountant General, Punjab, Lahore.
2. All the District Accounts Officers in the Punjab/Treasury Officer, Lahore

(SHAFAT ALI)

DEPUTY SECRETARY (SR)

11.4.14