

UNIVERSITY OF AGRICULTURE, FAISALABAD

Dated: 28.10.1989

NOTIFICATION

No. A-4/121/7700 In exercise of the powers vested in him under Section 30(2)(ii) of the University of Agriculture, Faisalabad Act 1973, the Chancellor is pleased to approve the University of Agriculture, Faisalabad Employees (Leave) Statutes 1989, from 17.10.1989 (Appendix).

Sd/-
(IQBAL QURESHI)
Deputy Registrar (G)
For Registrar

Endst: No.A-4/121/7701-7800

Dated 28.10.1989

Copy forwarded for information and necessary action to:-

1. All Deans/Directors, U.A., Faisalabad.
2. Principal, College of Veterinary Sciences, Lahore.
3. Treasurer, U.A., Faisalabad.
4. All Chairmen of the Teaching Departments, U.A., Faisalabad.
5. Deputy Registrar (Admin.), U.A., Faisalabad.
6. Deputy Registrar (Estt.), U.A., Faisalabad.
7. Auditor, U.A., Faisalabad.
8. Deputy Registrar (B&F), U.A., Faisalabad.
9. P.A. to Registrar.
10. Secretary to Vice Chancellor.

**UNIVERSITY OF AGRICULTURE FAISALABAD EMPLOYEES
(LEAVE) STATUTES, 1989**

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| Short Title &
Commencement | 1. | (1) These Statutes may be called the University of Agriculture Faisalabad Employees (Leave) Statutes, 1989.
(2) Except paragraph 36 and 44 which shall take effect from the date of the approval of the Chancellor, these Statutes shall come into force from 1 st July, 1978 and shall also cover those University Employees who may be on leave preparatory to retirement on that date. |
| Application | 2. | (1) These Statutes shall apply to all University Employees, including those transferred from the former college of Animal Husbandry, Lahore including Dairy Technology and Processing Section and Nutrition Section (Analytical Wing) transferred to the University on 29.5.1976 except the following:
(a) Persons on deputation to the University before 1st October, 1982.
(b) Persons engaged on daily wages or on part time basis or those on work charged establishment or whose salaries are met from contingencies.

(2) The University employees engaged on contract will be regulated by the special terms of their contract or in the absence of such special terms, by the provisions of these Statutes with such modifications as may be prescribed by the Syndicate. |
| Definition | 3. | (1) In these Statutes, unless there is anything repugnant in the subject or context:
(a) "Competent Authority" means:-
(i) The Syndicate or the officer to whom it may delegate its powers in respect of University employees in scale 17 and above.
(ii) The Vice Chancellor or the officer to whom he may delegate his powers in respect of other University employees.

(b) "Full Pay" means the pay drawn by a University employee immediately before commencement of his leave.
(c) "Leave on Full Pay" (or half pay) means leave on leave salary equal to full pay (or half pay). |

- (d) "Leave Salary" means the emoluments due to a University employee on paid leave.
- (e) "Medical Board or Committee" means a Board or Committee constituted by the Vice Chancellor for the purposes of medical examination of University employees.
- (f) "Vacation Department" means a department or part of a department where at regular interval vacation is allowed during which University employees serving in the department or part of department are permitted to be absent from duty.

(2) Terms not expressly defined in these Statutes shall have the same meanings as are afore assigned to them in the University of Agriculture Faisalabad Employees) (General Conditions of Service), University Statutes, 1967.

Leave to be applied for etc. in terms of days

4. Leave shall be applied for, expressed and sanctioned in terms of days.

When leave earned

5. (1) All service rendered by a University employee qualifies him to earn leave in accordance with these statutes but shall not be earned during the period of leave.
- (2) Any period spent by a University employee on foreign service qualifies him to earn leave; provided that contribution towards leave salary is paid to the University on account of such period.

Provided further that as from 1st October, 1982, the leave account of a University employee proceeding on foreign service/deputation within the country or abroad shall remain closed for the period of such foreign service. No leave salary contribution shall be recovered from the foreign employer and the deputationists will be granted leave and paid leave salary by the foreign employer. The period of service with the foreign employer shall not count towards earning leave under the University.

Leave due to a dismissed University employee on reinstatement

6. A University employee who is dismissed or removed or compulsorily retired from the University service but is reinstated on appeal or review, is entitled to count his former service under the University for leave.

Application for leave

7. (1) An application for leave or extension of leave shall be made to the competent authority and except in unforeseen circumstances, it shall be made sufficiently in advance of the date from which the leave is sought to be availed of or on which the leave sought to be extended expires.

- (2) Except in cases of serious ailments, duly certified by the Medical Officer or in unforeseen emergent circumstances in which the Officer Incharge may allow a University employee to proceed on leave in anticipation of the approval of the competent authority, a University employee shall not proceed on leave without the prior approval of the competent authority. A University employee proceeding on leave in disregard of the provisions of this paragraph will be treated as absent without permission and will make himself liable to be removed from the service of the University in the manner prescribed under paragraph 24(2) of these Statutes:

Note: Application for leave shall be made on the form appended as Annexure 'A' to these Statutes.

Medical certificate
from University
Medical officer

8. Before a University employee can be granted leave or an extension of leave on medical certificate he must obtain a certificate from the University Medical Officer in the form appended as Annexure 'B' to these Statutes.

Medical certificate
from other medical
officers or registered
Medical practitioners

9. If the applicant is an indoor patient in a hospital or is not fit to present himself before the University Medical Officer, the competent authority may, in lieu of the certificate prescribed in paragraph-8, accept a certificate either from the Medical Officer Incharge of the Hospital or from a Registered Government Medical Practitioner, defining as nearly as possible the nature and probable duration of the illness together with the period of leave recommended and certifying that the applicant is not in a fit state of health to present himself before the University Medical Officer.

Second Medical
opinion

10. Leave applied for on medical certificate shall not be refused. The authority competent to sanction leave may, however, at its discretion secure a second medical opinion by requesting the University Medical Officer/Medical Board or Committee to have the applicant medically examined. The opinion of the Medical Board/Committee shall be treated as final.

Leave may be
refused or revoked
but its nature cannot
be changed

11. (1) It shall not be necessary to specify the reasons for which leave has been applied, for so long as the leave is due and admissible to a University employee. The sanctioning authority may, in its discretion, when the interest of the University so requires, refuse or revoke leave of any description except leave on medical grounds.
- (2) A University employee may apply for any type of leave which is due and admissible to him and it shall not be refused on the grounds that another type of leave should be taken in the particular circumstances, for example, a University employee

may apply for extra-ordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to him, or he may proceed on extra-ordinary leave followed by leave on half pay and full pay rather than that on full pay, half pay and without pay.

Medical certificate does not confer right to leave

12. The grant of the medical certificate referred to in paragraph-8 to 10 does not in itself confer upon the University employee any right to get leave. The applicant should forward his application to the competent authority and should await the order of that authority. If the applicant is too ill to attend the University to present his application personally, the fact should be stated in the medical certificate. A University employee who absents himself from duty without the permission of the competent authority is liable to have his absence treated as willful absence from duty without leave.

Entitlement

13. Leave to a University employee must not be granted without obtaining a report on his title to leave from the officer mentioned in paragraph 25(2) except in case of emergency when the leave may be granted by the competent authority subject to title and on the responsibility of the University employee for the consequence of the leave asked for being inadmissible.

Grant of leave on retirement

14. (1) A University employee, who is due to retire on attaining the age of superannuation as provided under section 41 of the University of Agriculture, Faisalabad Act, 1973 may be granted leave preparatory to retirement as is due to him subject to a maximum period of three hundred and sixty five days.
- (2) A University employee retiring from service at his own option after completing 25 years of qualifying service but before attaining the age of superannuation may be granted leave prior to retirement as is due to him subject to a maximum period of three hundred and sixty five days.
- (3) Such leave (LPR) 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 University employee concerned.
- (4) (a) If in case of retirement on attaining the age of superannuation a University employee cannot for reasons of public service be granted leave preparatory to retirement due to him, duly applied for in sufficient time he will in lieu thereof be granted lump sum leave pay for the leave refused to him subject to a maximum of 180 days leave on full pay.

- (b) Such leave may be refused partly and sanctioned partly but the cash compensation shall be admissible for the actual period of such leave so refused not exceeding one hundred and eighty days.
- (c) The payment of leave pay in lieu of such refused leave preparatory to retirement may be made to the University employee either in lump sum at the time of retirement or may, at his option, be drawn by him month wise for the period of leave so refused.
- (d) For the purpose of lump sum payment in lieu of such refused leave, no allowance except the "Senior Post Allowance" will be included in "Leave Pay" so admissible.
- (e) Ordinarily leave preparatory to retirement shall not be refused. All orders refusing leave preparatory to retirement to a University employee and recalling a University employee from leave preparatory to retirement shall be passed only by the authorities specified below:
 - (i) For University employees of scale-17 and aboveSyndicate
 - (ii) For University employees of scale-16 and below.....Vice Chancellor personally.

The above authorities shall not further delegate these powers to any other officer or authority;

Provided that as from 1st of July, 1983, the encashment of leave preparatory to retirement shall also be allowed at the option of concerned employee in accordance with the relevant provisions of the University of Agriculture, Faisalabad Employees (Basic Scales of Pay and Fringe Benefits) Statutes, 1983 as amended from time to time.

- (5) (a) (i) In case a University employee dies while in service, lump sum payment equal to full pay upto 180 days out of the leave at his credit shall be made to his "family" as defined for the purpose of family pension.

Provided that, as from 16th September, 1985, the provisions of sub-paragraph (5)(1)(i) above will also be applicable to a University employee who is declared permanently

incapacitated for further service by a Medical Board

(ii) For the purpose of lump sum payment to the family of the University employee who dies in service, only the "Senior Post Allowance" will be included in the "Leave Pay" so admissible.

(b) In case a University employee on leave preparatory to retirement dies before completing one hundred and eighty days of such leave, his family shall be entitled to lump sum payment equal to the period falling short of one hundred and eighty days.

Commencement and end of Leave

15. Instead of indicating whether leave starts or ends in the forenoon or afternoon, leave may commence from the day following that on which University employee hands over the charge of his post and may end on the day preceding that on which he resumes duty.

Combination of holidays with leave

16. A competent authority may permit Fridays and other approved holidays to be prefixed and/or suffixed to leave.

Note: In case of extension of leave the holidays previously allowed to be suffixed will count as leave.

Combination of different types of Leave

17. (1) Any type of leave may be combined with joining time or with any other kind of leave otherwise admissible to the University employee;

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

Employee proceeding on leave to furnish address

18. Every University employee proceeding on leave must record on his application for leave the address at which letters and other communications will reach him during leave. Subsequent changes in address during leave, if any, should likewise be intimated to the sanctioning authority.

Acceptance of other employment during leave

19. A University employee on leave will not take or accept any employment in Pakistan or abroad without obtaining the previous sanction of the Syndicate. The sanction will, however, be rarely accorded.

Recall from leave

20. All orders recalling a University employee to duty before the expiry of his leave should invariably state whether the return to duty is optional or compulsory. If the return is optional, the University employee is entitled to no concession. If a university employee is recalled to duty compulsorily, with the personal approval of the leave sanctioning authority, 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. In case, he is recalled to duty at the headquarter and his remaining leave is cancelled the fare then admissible shall be for one way journey only.

Return to duty
before expiry of
leave

21. Unless he is permitted to do so by the authority which sanctioned his leave, a University employee on leave may not return to duty before the expiry of the period of leave granted to him.

Medical certificate
on return from
leave on medical
grounds

22. No university employee who has been granted leave on medical certificate, may return to duty without first producing a medical certificate of fitness from the University Medical Officer, in the form given in Annexure 'C'; provided that in the case of University employee in Basic Pay Scales Nos. 1 to 4 the competent authority may accept such certificates as it may deem sufficient.

Overstayal of
leave and willful
absence after
expiry of leave

23. (1) Unless the leave of a University employee is extended by the leave sanctioning authority, a University employee 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. Such debit shall, if there is insufficient credit in the leave account, be adjusted against further earning.

(2) Notwithstanding the provisions of paragraph 23(1) or paragraph 42(3) of these Statutes, the competent authority may terminate the services of a University employee after completing the prescribed formalities, who absents himself after the expiry of the leave or extension of leave duly granted to him and fails to return to his duty on being asked to do so, within a reasonable time, to be determined by the competent authority through a notice:

Provided that the services of a University employee appointed against purely temporary post or on adhoc basis shall stand terminated, without notice, if he remains absent from duty for a period of 15 days on the expiry of leave or otherwise.

Calculation of
leave salary

24. (1) Leave salary 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 clause (1) and (b) of sub-para (1) shall be halved to determine the greater of the two rates.

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

Maintenance of leave account

25. (1) A leave account shall be maintained for each University employee subject to these Statutes in the form as in Annexure 'D'.

(2) The leave account of University employee will be maintained by the Registrar.

Carry forward of existing leave

26. All leave at credit in the account of a University employee 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 w.e.f. the first day of July, 1978, or in the case of a University employee who was on leave on that date w.e.f. the date of his return from leave be recast as under:

(i) LEAVE ON FULL PAY:

(a) One Month 30 days

(b) One day 1 day

ii) LEAVE ON HALF PAY:

(a) One Month 15 days

(b) Two days 1 day

Note: Fractions, if any, shall be ignored

Vacation counts as duty

27. Vacation counts as duty and not as leave. The Syndicate may specify the department or a part of department which should be treated as vacation department.

How vacation is treated to have been availed of

28. A University employee serving in a vacation department shall be considered to have availed himself of a vacation or a portion of a vacation, unless he has been required by general or special order of the Vice Chancellor to forego such vacation or portion thereof.

Leave during suspension

29. Leave may not be granted to a University employee during suspension.

Leave due may be granted on abolition of post etc.

30. (1) When a post is abolished, leave due to the University employee whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.

*Added with Senate's approval dated 21.10.1999, in terms of Paragraph 4 of Leave Statues, 1989.

- calendar month of the period of duty rendered and credited to the leave account as 'leave on full pay'.
- (ii) Duty period of 15 days or less in a calendar month shall be ignored and that of more than 15 days shall be treated as full calendar month for the purpose of calculation of earned leave.
 - (iii) If a University employee 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.
 - (iv) There shall be no maximum limit on the accumulation of such leave.
 - (v) A university employee 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;
 - b) When during any year he is prevented from availing himself of the full vacation as for a University employee 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.
 - d) The provisions of clauses (ii) and (iii) above shall also be applicable in the case of University employees of a vacation department.
 - e) There shall be no maximum limit on the accumulation of leave.

Grant of leave

(2) (i) 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 leave account in entire service 365 days

- (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.

Leave to lapse when University employee quits service

31. All leave at the credit of a University employee shall lapse when he quits service.

Leave earned by University employee employed in non-continuous establishment

32. (1) A university employee 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 University employee employed in a continuous establishment and no other kind of leave shall be admissible to such University employee.

- (2) A University employee 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 paragraph, “Non-continuous establishment” means an establishment which does not function throughout the year and “Continuous establishment” means an establishment which functions throughout the year.

Kinds of leave

33. Subject to the other provisions of these Statutes, the following types of leave are admissible to the University employee;

1. Leave on full pay;
2. Leave on half pay;
3. Leave not due;
4. Study leave;
5. Disability leave;
6. Maternity leave;
7. Hospital leave;
8. Extra-ordinary leave;
9. Leave Ex-Pakistan;
10. Special leave;
11. Quarantine leave;

Leave admissible to University employees

34. (1) Leave shall be admissible to a University employee and granted to him by the competent authority at the following rates and scales:

- (i) A University employee shall earn leave only on full pay. It shall be calculated at the rate of four days for every

Note: Under the University of Agriculture, Faisalabad Employee (Leave) Statutes, 1967 leave on half average pay could be converted into leave on full pay on the strength of medical certificate, upto a maximum of 12 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 Statutes. Such leaves availed of by a University employee before the introduction of these Statutes, shall be debited against the maximum limit of 365 days fixed under this sub-paragraph.

(ii) Leave on half pay:

- (a) Leave on full pay may be converted into leave on half pay at the option of the University employee, 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 on full day's leave on full pay. The request for such conversion shall be specified by the University employee 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.

Leave not due

35. (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 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.
- (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 University employee resuming duty on the expiry of the leave.
 - (4) Such leave shall be granted sparingly and to the satisfaction of the competent authority but it shall not be admissible to temporary University employees.

Study leave

36. (1) The Syndicate may, in the interest of the University, grant study leave to a regular employee who holds a teaching, research or administrative post and who has not less than three years continuous service:

Explanation: The expression “regular University employee” means a University employee who holds lien against a permanent post or the one appointed by the competent authority against a permanent/likely to become permanent post.

- (2) Application for study leave must clearly specify the course or courses of study contemplated and any examination which the applicant proposes to undergo. No course of study will be considered as qualifying for study leave or leave salary unless it has been approved by the Syndicate.
- (3) Such study leave shall not be granted to a University teacher who is due to retire from service within 5 years of the date on which such leave and the leave, if any, with which it is combined would expire.
- (4) The maximum amount of study leave admissible to a University employee shall not exceed four years during the whole period of his service but shall not exceed three years at a time. An employee proceeding for higher studies may be granted study leave for a period not exceeding two years for a Master’s degree program and three years for a Ph.D. degree program. An employee joining duty after availing himself of a spell of study leave shall have to serve for a minimum period of three years before he could be considered for the grant of any further amount of study leave.
- (5) Study leave may be combined with vacation, earned leave and extra-ordinary leave.
- (6) During study leave abroad the university employee will draw leave salary equal to full pay which he was drawing immediately before proceeding on leave.
- * (7) During study leave in Pakistan, an employee will draw leave salary at half pay plus Rs.300/- p.m. as study allowance or 75% of full pay, whichever is more beneficial.
Provided that during study leave in Pakistan, a University employee admitted in the Ph.D. course shall be allowed full pay during study leave.
- (8) Study leave will count as service for pension and gratuity but not for leave. It will count as extra leave and except as provided in clause (b) of sub-paragraph (9) below, study leave will not affect any leave which a University teacher may already have taken, and shall not be debited against his leave account.

*Amended vide Syndicate’s approval notified vide No. A-4/121/3061 dated 18.04.2003 in term of Government of the Punjab Finance Department Notification No. FD SR-11-2-42/88 dated 10.09.2002.

- (9) The grant of study leave under this sub-paragraph is further subject to the following conditions:
- (a) The Syndicate may cancel the study leave granted to a University employee and withdraw all the privileges allowed to him in connection with such leave, if the University employee does not show satisfactory progress in his study provided that this clause shall not apply in case the University employee's failure to make satisfactory progress was due to illness or other circumstances beyond his control.
 - (b) Before proceeding on study leave the University employee concerned shall execute a bond to serve the University on return from study leave, for such period or in default to pay such amount of liquidated damages as may be determined by the Syndicate according to the facts of each individual case.
 - (c) In case the University employee concerned leave the University service before the expiry of the minimum period of the service bond, determined under clause (b) above, the Syndicate may direct that in addition to the liquidated damages determined in his case the study leave availed of by him shall be converted into other leave standing to his credit or into extra-ordinary leave, if no other leave is to his credit and that he should refund to the University (i) either the whole or part of the difference between the leave salary paid to him for the period of the study leave and the leave admissible to him on account of the leave to which the study leave has been converted or (ii) the whole or part of the leave salary paid to him for the period of the study leave, if such leave has been converted into extra-ordinary leave.
 - (d) The bond to be executed by the University employee as may be prescribed by the Syndicate will also provide that in the event of his failing to complete his studies/training, for reasons other than mentioned in clause (a) above, he shall pay a sum of Rs.125,000/- to the University as liquidated damages and that he shall also render himself liable to disciplinary action being taken against him for his failure to complete the studies/training. He will also be debarred from going abroad for five years.

(e) A University employee who leaves the University service during his study leave shall have to pay the full amount of the bond money.

Disability leave

37. (1) Disability leave may be granted outside the leave account on each occasion, upto a maximum of seven hundred and twenty days on such medical advice as the competent authority may consider necessary to a University employee, other than a University employee, in part-time service etc. disabled by injury, ailment or disease contacted 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.

Maternity leave

38. (1) A competent authority may grant to a female University employee maternity leave on full pay outside the leave account, for a period not exceeding ninety days from the date of commencement (as specified in the application for leave) or 45 days from the date of her confinement, whichever be earlier.
- (2) Such leave may not be granted for more than three times in the entire service of a female University employee except in the case of female University employee employed in a vacation department, who may be granted maternity leave without this restriction.
- (3) For confinement beyond the third one, the female University employee (in a non-vacation department) would have to take leave from her normal leave account.
- (4) The spells of maternity leave availed of period to the coming into force of these Statutes shall be deemed to have been taken under these Statutes.
- (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 University employee.
- (6) Leave salary to be paid during maternity leave shall be regulated as for other leave, in accordance with the provisions of these Statutes.
- (7) The leave salary to be paid during maternity leave will, therefore, remain un-affected 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 University employee.

Hospital leave

39. (1) A competent authority may grant special leave to the following University employees in National Pay Scales Nos. 1 to 15 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) The person employed in the University Medical or Veterinary Hospitals;
 - (b) The persons employed in the University Laboratories;
 - (c) The persons employed on the working of machinery in the University Workshop and Press;
 - (d) Other technical employees; and
 - (e) Naib Qasids/Qasids
- NOTE:** The grant of hospital leave is subject to the condition that the leave-salary is not in addition to the benefits that the University employee may be entitled to under Section 4(1)(D) of the Workmen's Compensation Act, but is inclusive of them.
- (2) Hospital leave shall in no case exceed 180 days in any one term of three years, whether such leave is taken at one time or by installments, full pay being allowed for the first three months and half pay thereafter.
- (3) Hospital leave is not debited against the leave account and may be combined with any other kind of leave which may be admissible; provided that the total period of leave, after such combination, shall not exceed 840 days.

Extra ordinary leave

40. (1) Extra-ordinary leave may be granted to a University employee:-
- (a) When no other leave is admissible under these Statutes;
 - or
 - (b) When other leave is admissible but the University employee concerned applies in writing for the grant of extra-ordinary leave.
- (2) No leave salary is admissible in the case of extra-ordinary leave.
- (3) The authority empowered to grant leave may commute retrospectively the period of absence without leave into extra-ordinary leave.
- (4) Extra-ordinary leave may be granted to University employees, on any ground upto a maximum period of five years at a time provided that the University employee to whom such leave is granted has been in continuous service for a period of not less than ten years; in case a University employee has not completed ten years of continuous service extra-ordinary leave

without pay for a maximum period of two years may be granted at the discretion of the leave sanctioning authority;

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 extra-ordinary leave.

- (5) Extra-ordinary leave upto the maximum period provided under sub-paragraph (4) of this paragraph may be granted, subject to the conditions stated therein, irrespective of the fact whether a University employee is a permanent or a temporary employee.

Leave Ex-Pakistan

41. Leave ex-Pakistan may be granted on full pay, subject to the other provisions of these Statutes, to a University employee 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 specific request to that effect.

Special leave

42. (1) A female University employee, on the death of her husband, may be granted special leave on full pay, when applied for a period not exceeding 130 days. This leave shall not be debited to her leave account.
- (2) 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 alongwith her application for special leave or if that is not possible, the said certificate may be forwarded to the leave sanctioning authority separately.

Quarantine leave

43. (1) A University employee 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.
- (2) Quarantine leave is in the nature of extra casual leave and a substitute shall normally not be employed during the absence of a University employee on such leave:

Provided that where the exigencies service are compelling, the Vice Chancellor may allow employment of a substitute.

Special provisions
for University
teachers

44. Notwithstanding anything contrary contained in these Statutes:
 - (a) The University will continue to be a non-vacation institution;

- (b) During the summer vacation for the students the teaching staff of the University may be allowed 20 days holidays for rest and to make necessary preparation for the next academic session etc. However, 2/3rd of the staff would be on duty at all times during the summer vacation and the post-graduate teaching research and other activities would continue as usual; and
- (c) In lieu of the holidays thus availed of the earned leave at the credit of the teacher who avails himself of this opportunity shall be reduced by 15 days.

Adoption of
Government letters
rules and instructions
in matters not
provided for

45. In matters not provided for by these Statutes, the Syndicate may adopt the rules or instructions issued by the Government of the Punjab from time to time in respect of Government servants. Such rules or instructions on adoption by the Syndicate shall form part of these Statutes in addition to or in substitution, as the case may be of these Statutes.

Relaxation

46. In case where the operation of these Statutes involves un-due hardship to a University employee the Syndicate may, for reasons to be recorded in writing, relax any paragraph/provisions of these Statutes in his favour.

Repeal and savings

47. (1) The west Pakistan Agricultural University Employee (Leave) University Ordinance, 1967, shall stand repealed from the date of promulgation of these Statutes.
- (2) Notwithstanding the repeal of the said University Ordinances, everything done, action taken, leave or extension of leave granted, obligations or liabilities incurred and jurisdiction or powers conferred shall, if not inconsistent with the provisions of these Statutes, be continued and, so far may be, deemed to have been respectively done, taken, granted incurred and conferred under these Statutes.

UNIVERSITY OF AGRICULTUER, FAISALABAD

**APPLICATION FORM FOR LEAVE
(Referred to in the Note University Statutes 7)**

- 1. Name and designation of the applicant**
- 2. Period and nature of leave applied for**
- 3. Leave last availed**
- 4. Whether leave applied for is due**
- 5. Address during leave**

Dated:

Signature of the applicant

- 6. Recommendations of Superior Officer with suggestions as the arrangements for absentee's work**

Dated:

Signature & Designation

- 7. Orders of the sanctioning authority.**

Dated:

Signature & Designation

UNIVERSITY OF AGRICULTUER, FAISALABAD

**MEDICAL CERTIFICATE FOR LEAVE
(Referred to in Statute 8)**

(To be filled in by the applicant)

- 1. Name of the applicant**
- 2. Designation**
- 3. Age**
- 4. Previous period of leave of absence on medical certificate**

Dated:

Signature of the applicant

(To be filled in by the Medical Officer)

I, _____, University Medical Officer, after careful personal examination of the case, hereby certify that _____ is suffering from _____. I solemnly declare that, according to the best of my judgment, a period of _____ absence from duty is essential for the recovery of his health. I recommend that he may be granted leave with effort from _____.

Dated:

University Medical Officer

Annexure 'C'

UNIVERSITY OF AGRICULTUER, FAISALABAD

MEDICAL CERTIFICATE FOR FITNESS

(Referred to in Statute 22)

I, _____, University Medical Officer, after careful personal examination of the case, do hereby certify that I have examined C.D _____ serving as _____ in the University of Agriculture, Faisalabad and that I consider him/her fit to resume duty in the University.

Dated:

University Medical Officer

No. FD.PC-2-1/83
GOVERNMENT OF THE PUNJAB,
FINANCE DEPARTMENT

From:

Dated Lahore, the 25th Jan. 1984

Mr. Khalid Jawed,
Secretary to Government,

To

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

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT:

Sir,

I am directed to refer to Para 12 of this Department circular letter No. FD-PC-2-1/83, dated 2nd December, 1983, and to further clarify that for the purpose of encashment of L.P.R. the Government servants whose Leave Preparatory to Retirement (LPR) was due to commence between 26th August, 1983 and 1st December, 1983 (both days inclusive) and who had opted, at any time during the said period, not to take leave preparatory to retirement, the condition mentioned at (a) in the said Para 12 will not be applicable.

Your obedient servant,

Sd/-

RIAZ AHMAD

Officer on Special Duty (Pay Commission)
For Finance Secretary

No. FD.PC-2-1/83,

Dated Lahore, the 25th January, 1984

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

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

Sd/-

IJAZ AHMAD BHATTI

Under Secretary (PC)

Government of the Punjab

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

Dated Lahore, the 4th June, 1984

From

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

To

1. All Administrative Secretaries to Govt. of the Punjab.
1. The Secretary to the Governor, Punjab, Lahore.
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, and
5. The Secretary, Public Service Commission, Lahore.
6. The Secretary, Punjab Provincial Assembly, Lahore.

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT:

Sir,

I am directed to refer to refer to this Departments' 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 commenced.

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 02-1/83, 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 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.

Your obedient servant,

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

NO. FD-SR-III-1-53/83
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore, the 8th August, 1984

To

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

Subject: **ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT**

Sir,

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 upto 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 04.06.1983, 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. 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.

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,

Sd/-
(RIAZ AHMAD)
OSD (PAY COMMISSION)

No. FD-SR.III-1-55/84
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 12th August, 1984

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

To

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

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

Sir,

I am directed to refer para 12 of this Department's circular letter No. FD.PC-2-1/83, dated, dated 2nd December, 1983 and letter of even number, dated 25.1.1984, on the subject noted above, and to further clarify that for the purpose of encashment of LPR, the Government servants whose LPR was due to commence from 25.8.1983 to 2.12.1983 but they did not proceed on LPR would be deemed to have exercised their option for encashment of LPR. The condition of exercise of option for encashment of LPR is not applicable in their cases.

Your obedient servant,

Sd/-
(FAZAL D. CHAUDHRY)
Under Secretary (PC)
For Finance Secretary

NO. FD-SR-III-1-36/84
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore, the 20th February, 1985

From

Mr. Mueen Afzal,
Secretary to Government of the Punjab,
Finance Department.

To

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

Subject: **ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT.**

Sir,

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 services qualifying for pension shall be allowed encashment of LPR. 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 FD's circular letter No. FD-PC-2-1/83, dated 25.08.1983 and 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.

Your obedient servant,

Sd/-
(SHAUKAT ALI)
DEPUTY SECRETARY (SR)
FOR FINANCE SECRETARY

Copy of letter No. FD.SR-III-1-89/84 dated 31st March, 1985.

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

Sir,

I am directed to state that, in partial modification of the orders contained in paragraphs 12 and 13 of this Department's 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.

Your obedient servant,

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

NO. FD-SR-III-1-89/84
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore, the 31st March, 1986

From

Mr. Mueen Afzal,
Secretary to Government.

To

1. All Administrative Secretaries to Government of the Punjab;
2. All Heads of Attached Department in the Punjab;
3. All Commissioners of Divisions in the Punjab;
4. All Deputy Commissioners and District and 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 the 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 paragraphs 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.

Your obedient servant,

Sd/-
SHAUKAT ALI
DEPUTY SECRETARY (SR)
For Finance Secretary

NO. FD SR.III-1-36/84
GOVERNMENT OF THE PUNJAB,
FINANCE DEPARTMENT

Dated Lahore, the 9th August, 1989

From

Dr. Muhammad Arif,
Secretary to Government of the Punjab,
Finance Department,
Lahore.

To

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

Subject: **ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT.**

Sir,

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 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 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.

Your obedient servant,

Sd/-
(RANA AMAN ULLAH KHAN)
DEPUTY SECRETARY (SR).

No. FD.SR.III-1-53/83
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
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-1 of this Departments circular letter of even number dates 8.8.1984 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 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.

Your obedient servant,
Sd/-
(RANA AMANULLAH KHAN)
Deputy Secretary (SR)

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

Dated the 22nd March, 1990.

A copy is forwarded for information to:-

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

Sd/-
(ABDUL GHAFUOR ZUBERI)
Section Officer (SR. II)

NOTIFICATION

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 26th March, 1990

Notification No. FD. SR. II-1-109/89:-

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 direct that in the Civil Services Rules (Punjab), Vol. 1, Part I, the following amendment shall be made, namely:-

AMENDMENT:

For the proviso to Rule 4.9 (a) of CSR (Punjab), Vol. I, part I, the following shall be substituted:-

“Provided that the competent authority, i.e., Finance Department in consultation with the Administrative Department, may in case in which it is satisfied that extraordinary leave was taken (i) on account of illness, or (ii) for higher studies if it is certified by the Administrative Department that the course of study will be useful for the department, or (iii) for any other cause beyond the Government servant’s control, direct that EOL shall be counted for increment under sub-clauses (ii) and (iii) of this clause”.

By Order of the Governor of the Punjab

Sd/-

(ZULFIQAR ALI SHAH)

Secretary to Government of the Punjab
Finance Department.

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

Dated Lahore, the May 12, 1990.

From
SYED ZULFIQAR ALI SHAH,
Finance Secretary

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 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 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,

Sd/-
(RANA AMANULLAH KHAN)
Deputy Secretary (SR)

No.FD.SR-III-1-85/78 (P)
GOVERNOR OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore, the 17th August, 1991

From

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

To

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

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

Sir,

I am directed to refer to the subject noted above and to state that a question has been under consideration whether a government servant can be allowed extra ordinary 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 the competent authority.

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

Your obedient servant,

Sd/-
(RANA AMAN ULLAH KHAN)
DEPUTY SECRETARY (SR)

No. SR.II-2-56/94
Dated Lahore, the 1st December, 1994

Subject: **EXTENSION IN EXTRA ORDINARY LEAVE IN RELAXATION OF RULES 9 OF THE REVISED LEAVE RULES, 1981.**

Sir,

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 of Government servant has put in less than ten year service Extra Ordinary Leave for maximum period of two years can be granted at the discretion of the head of the office.

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 (Leave without pay) on special 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.

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

Sd/-
MR. MUHAMMAD ILYAS
Additional Secretary I

NO. FD 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 04.06.1984, on the subject noted above and to say that it is clarified for the information of the 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 of 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 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,

Sd/-
(CH. NASEER AHMAD)
Deputy Secretary (SR)
for Finance Secretary

UNIVERSITY OF AGRICULTURE, FAISALABAD
(Academic Section)

Dated: 03.08.2000

NOTIFICATION

No. A-3/121/5904 In line with the rules of the Government of the Punjab, Education Department, the Syndicate, at its meeting held on 08.07.2000 has decided that the school teachers of the University shall be entitled for the grant of leave as under with immediate effect:

- | | | |
|----|--------------|--------------------|
| 1. | Earned leave | 12 days in a year. |
| 2. | Casual leave | 25 days in a year. |

Sd/-
(MUHAMMAD HUSSAIN)
REGISTRAR

Endst. No. A-3/121/5905-15

Dated: 03.08.2000

Copy forwarded to:-

1. Director, Division of education and Extension.
2. Deputy Registrar (Admn.).
3. Deputy Registrar (Estt.).
4. Headmaster, Lab. High School, U.A.F.
5. Headmistress, Jr. Lab./Lab. Girls High School, U.A.F.
6. Secretary to Vice Chancellor.
7. P.A. to Registrar.

Sd/-
(NISAR AHMAD)
ASSTT. REGISTRAR (G)

GOVERNMENT OF PAKISTAN
FINANCE DIVISION
(REGULATIONS WING)

No.F.1 (12) R-4/97

Islamabad, the January 7, 2002

OFFICE MEMORANDUM

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 un-authorized 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).

Due to special characteristic of EOL stated 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 involves change in the direction/orders of the authority. Moreover, a Government servant under rule 24 of Revised Leave Rule 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 rules 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.

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

Sd/-
(MUHAMMAD RIAZ)
Section Officer (R.4)

All Ministries/Divisions of Federal Government.

No. R&A (AGRI) 6-11/2003
GOVERNMENT OF THE PUNJAB,
AGRICULTURE DEPARTMENT

Dated Lahore, the 09.08.2003

A copy is forwarded for information and compliance to:-

1. All the Heads of Attached Departments/Autonomous Bodies working under the Administrative control of Agriculture Department.
2. All the Under Secretaries/Section Officers working in Agriculture Department.

Sd/-
(GHULAM SARWAR)
SECTION OFFICER (GENERAL)
PH. NO. 9210505.

No. FD.SR.II-1-53/83
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore the February, 20, 2003

From

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

To

1. All the Administrative Secretaries, Government 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, Government of the Punjab.
5. All District Nazims in the Punjab.
6. All District Co-ordination Officers in 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 04.06.1984 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 purpose 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.

Sd/-
(SYED MUNAWAR QADEER)
Deputy Secretary (SR)

NO. FD-SR-III 4-189/2002
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
April 12, 2003

From

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

To

1. All Administrative Secretaries of the Punjab Government.
2. The Secretary to Chief Minister Punjab, Lahore.
3. The Secretary to Governor Punjab, Lahore.
4. All Heads of Attached Departments in the Punjab.
5. All District Coordination Officers in the Punjab.
6. The Registrar, Lahore High Court, Lahore.
7. All Executive District Officers in the Punjab.
8. The Secretary, Punjab Provincial Assembly, Lahore.
9. The Secretary, Punjab Public Service Commission, Lahore.
10. The Director General, Audit & Accounts (Works), Lahore.
11. The Director General, Audit Punjab, Lahore.
12. The Registrar, Punjab Service Tribunal, Lahore.

Subject: **GRANT OF COMMUTATION TO THE WIDOW OF GOVERNMENT SERVANT COMPULSORILY RETIRED FROM SERVICE BUT EXPIRED BEFORE SIGNING HIS PENSION/COMMUTATION CLAIMS.**

I am directed to forward a copy of Office Memo No. F. 13-(I) – REG. 6/94-III dated 04.03.2002 of Government of Pakistan, Finance Division, as adopted by the Punjab Government for taking relevant necessary action accordingly.

Yours obedient servant,

Sd/-
(SYED MUNAWAR QADEER)
Deputy Secretary (SR)

Government of Pakistan,
Finance Division
(Regulations Wing)

.....

No. F.13 (1) - Reg. 6/94-III Islamabad, the 4th March, 2002

OFFICE MEMORANDUM

Subject: **GRANT OF COMMUTATION TO THE WIDOW OF GOVERNMENT SERVANT COMPULSORILY RETIRED FROM SERVICE BUT EXPIRED BEFORE SIGNING HIS PENSION/COMMUTATION CLAIMS**

The undersigned is directed to refer to Finance Division's O.M. No. 10(3)-Reg.6/86(II) dated 01.07.1986, and to state that Commutation upto 50% of gross pension was admissible to a civil pensioner at his option. Under the existing procedure, as contained in Finance Division's O.M. No.1(5)-Imp/2001 dated 04.09.2001 the entitlement of commuted value upto 40% of gross pension becomes valid as and when a Government servant, while in service or on retirement, exercises his option for commuted value of pension on prescribed Form (CSR-25 Revised). Few references have been received in this Division wherein Government servant, while having retired compulsorily, could not sign their pension papers due to their death. Consequently the bereaved families of deceased pensioners were not given benefit of the commuted value of pension under the existing rules and orders.

2. The case has been considered and it has been decided that the family of a deceased Government servant, who after having compulsorily retired, could not sign his pension papers due to death, will also be entitled for the commuted value of pension henceforth.

Sd/-
(KHADIM HUSSAIN)
Section Officer (Reg.6)

All Ministries/Divisions

NO. IT (FD) 3-7/2001
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 24th August 2004

To

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

Subject; ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT (LPR)
AVAILING OF IDDAT LEAVE.

The matter regarding grant of "Special leave" under Rule 12 of the Revised Leave Rules, 1981 to a female civil servant during the period surrendered in lieu of entire Leave Preparatory to Retirement (LPR), for the purpose of encashment of LPR, has been examined in the context as to whether a proportionate reduction of cash compensation equivalent to one half of the leave, as above, shall apply as done in the case of leave, if taken by a civil servant, during the surrendered period of entire LPR, on the grounds of illness or performance or Haj.

It is accordingly clarified, that given the unforeseen nature of the incidence (death of the husband of a female civil servant during the surrendered period of her LPR) the mandatory Islamic injunction regarding the observance of IDDAT, and the fact the such leave is classified as a "Special Leave" not debitible to the leave account, the policy contained in the F.D's letter No. S.R.III-1-53/83, dated 8th August, 1984 shall not apply to the "special leave" availed on account of IDDAT, as above i.e. no proportionate reduction of cash compensation shall be made, and the encashment in lieu of the surrendered period of entire LPR shall remain admissible for a maximum period not exceeding 180 days, subject to title.

Sd/-
(MOHAMMAD ZUBAIR)
CHIEF INSPECTOR OF TREASURIES)

No. E&A (Agri.) 6-11/2003
GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT
Dated Lahore, the 03.09.2004

A copy is forwarded for information to all the Heads of Attached Department working under the Administrative control of Agriculture, Department and Section Officer Admin, SO (A-I), SO (A-II), SO (A-III), SO (A-IV).

Sd/-
(GHULAM SERWER)
SECTION OFFICER (GENERAL)
PH. NO. 9210505

NO. FD SR.III-4-68/2007
GOVERNMENT OF THE PUNJAB,
FINANCE DEPARTMENT
Dated Lahore, the 29th June, 2007

From:

Mr. Sohail Ahmad,
Finance Secretary.

To

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

SUBJECT: **GRANT OF COMMUTATION TO THE WIDOW OF GOVERNMENT SERVANT VOLUNTARY/PREATURE RETIREMENT FROM SERVICE BUT EXPIRED BEFORE SIGNING HIS PENSION/COMMUTATION CLAIMS**

Sir,

I am directed to refer to the subject noted above and to state that the benefit of drawal of commuted value of pension by the families of those Government servants who retired on Superannuation, Invalidation and Compulsory basis, but could not sign their pension papers during their life time, is available. Few cases were reported to this Department whereby the Government servants got voluntary/pre-mature retirement but could not sign pension papers due to death. Consequently, the bereaved families of deceased Pensioners remain deprived of benefit of commuted value of pension under the existing rules.

2. In order to curtail the difficulties of families of such retirees, it has been decided that the family of a deceased Government Servant, who after having voluntary/pre-mature retirement, could not sign his pension papers due to death, will also be entitled for the commuted value of pension with immediate effect.

Your obedient servant,

Sd/-

(MUZAFFAR AHMAD)

ADDL: FINANCE SECRETARY (REG)

Adopted by the Syndicate at its meeting held on 10.12.2007 Notified vide No. A-4/107-74/570 dated 21.01.2008.

No. FD.SR-II-2-117/07
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore, the 6th April, 2009

To

1. All Administrative Secretaries to Government of the Punjab;
2. All Heads of Attached Department, Government of the Punjab;
3. The Principal Secretary to Governor, Punjab, Lahore;
4. The Principal Secretary to Chief Minister, Punjab, Lahore;
5. The Secretary, Punjab Public Service Commission, Lahore;
6. The Secretary, Punjab Provincial Assembly, Lahore;
7. All Commissioner of Divisions in the Punjab;
8. The Registrar, Lahore High Court, Lahore;
9. All District Coordination Officers in the Punjab;
10. All District and Session judges in the Punjab;

Subject: **EMOLUMENT RECKONED FOR ENCASHMENT DURING LPR.**

I am directed to refer to the subject noted above and enclose herewith copy of office memorandum No.F.1(2) R-4/2004 dated 21.07.2007 received from the Finance Division, Government of Pakistan (Regulations Wing), Islamabad for information/further necessary action in this regard.

Sd/-
(KHALID MAHMOOD)
DEPUTY SECRETARY (S.R)

Government of Pakistan
Finance Division
(Regulations wing)

No. F.1 (2)R-4/2004

Islamabad, the 21st July, 2007

OFFICE MEMORANDUM

Subject: **EMOLUMENT RECKONED FOR ENCASHMENT DURING LPR**

The undersigned is directed to refer to the subject noted above and to say that the Finance Division have been receiving queries with regard to admissibility of qualification Pay and the Personal Pay allowed to accommodate the annual increments beyond the existing scope of pay scales vide Finance Division's O.M. No.1 (6) Imp/2005 dated 13.10.2006 for the purpose of encashment of LPR. These queries have been examined in the Finance Division (Regulations Wing) and the position in this respect is clarified as under:-

Qualification Pay

In case of encashment if LPR, leave pay may be claimed under rule 18-A (2) of the Revised leave Rules, 1980 by the entitled, civil servants for the actual period of such leave subject to a maximum of 180 days. Since the Qualification Pay has been defined/classed as pay under FR 9(21)(a), it is admissible as part of pay during encashment of LPR.

Personal Pay/Annual Increment beyond Scope of Pay Scales

The Annual Increments allowed to Civil Servants as Personal Pay beyond the scope of their respective pay scales vide Finance Division's O.M. No.1(6)Imp/2005 dated 13.10.2006 shall also be admissible during encashment of LPR in terms of the above quoted leave rules reads with FR 9(21)(a).

Sd/-

(Muhammad Riaz)
Section Officer (R-4)

All Ministries/Division

No. FD.SR-II/2-25/08,
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 13 October, 2009

From

Mr. Tariq Mahmood Pasha,
Finance Secretary.

To

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

Subject: **ADVANTAGE OF MATERIAL BENEFIT OF REVISION OF SCALES DURING LPR.**

Sir,

I am directed to refer to the subject noted above and to state that the amendment issued vide notification No. FD.SR.III-1-85/78, dated the 1st January, 1995 is substituted as under;

“(3) The civil servants who are on LPR, in term of Rule 32 (3) of Revised Leave Rule, 1980 are entitled to the benefit of revised pay scales or an annual increment, if a general revision of pay scales takes place or an annual increment occurs during the period of LPR.”

Sd/-
(KHALID MAHMOOD)
DEPUTY SECRETARY (SR)



UNIVERSITY OF AGRICULTURE, FAISALABAD

(Academic Section)

Ph. Off. 041- 9200161-70 Ext. 2107, 2108

Fax No. 041-9200764

E-mail. drguaf@gmail.com

زرعی یونیورسٹی فیصل آباد

Dated: 28.01.2013

NOTIFICATION

No. A-4/121/1647 The Syndicate at its meeting held on 29.12.2012 adopted the Government of the Punjab, Finance Department's letter No.FD.SR.II-9-107/2012 dated 30.10.2012 and No.FD.SR.II-9-107/2012 dated 31.10.2012 received to the University through Agriculture Department Lahore vide No.E&A(Agri.)6-11/2012(F.D.) dated 10.11.2012 for application in the University as per the **Appendix**.

In terms of Paragraph 45 of the University of Agriculture Faisalabad Employees (Leave) Statutes, 1989 the above notifications shall form part of the University of Agriculture Faisalabad Employees (Leave) Statutes 1989 and Paragraph 33 & 38 of the Leave Statutes shall stand substituted as follows:-

EXISTING	SUBSTITUTED
<p><u>Paragraph 33</u></p> <p>Subject to the other provisions of these Statutes, the following types of leave are admissible to the University employee;</p> <ol style="list-style-type: none">1. Leave on full pay2. Leave on half pay3. Leave not due4. Study leave5. Disability leave6. Maternity leave7. Hospital leave8. Extra-ordinary leave9. Leave Ex-Pakistan10. Special leave11. Quarantine leave	<p><u>Paragraph 33</u></p> <p>No change</p> <ol style="list-style-type: none">1. No change2. No change3. No change4. No change5. No change6. Maternity/Paternity leave7. No change8. No change9. No change10. No change11. No change
<p><u>Paragraph 38</u></p> <p>Maternity leave</p> <p>(1) A competent authority may grant to a female University employee maternity leave on full pay outside the leave account, for a period not exceeding ninety days from the date of commencement (as specified in the application for leave) or 45 days from the date of her confinement, whichever be earlier.</p> <p>(2) Such leave may not be granted for more than three times in the entire service of a female</p>	<p><u>Paragraph 38</u></p> <p>Maternity /Paternity leave</p> <p>(1) A female University employee 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.</p> <p>No change</p>

<p>University employee except in the case of female University employee employed in a vacation department, who may be granted maternity leave without this restriction.</p> <p>(3) For confinement beyond the third one, the female University employee (in a non-vacation department) would have to take leave from her normal leave account.</p> <p>(4) The spells of maternity leave availed of prior to the coming into force of these Statutes shall be deemed to have been taken under these Statutes.</p> <p>(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 University employee.</p> <p>(6) Leave salary to be paid during maternity leave shall be regulated as for other leave, in accordance with the provisions of these Statutes.</p> <p>(7) The leave salary to be paid during maternity leave will, therefore, remain un-affected 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 resumptions of duty by such female University employee.</p>	<p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p>
<p>(8) New</p>	<p>(8) A male university employee 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.</p>

The Syndicate clarified that paternity leave to a male university employee will be sanctioned by the officer to whom powers to grant leave have been delegated under Para-I of "Delegation of Powers" (General) University Calendar Volume-III.

Sd/-
 (CH. MUHAMMAD HUSSAIN)
 REGISTRAR

Copy is forwarded for information & necessary action to:

1. All Deans/Directors/Principal Officers.
2. Principal, College of Agriculture, DG Khan.
3. Principal, UAF Sub Campus, Toba Tek Singh.
4. Principal, UAF Community College at PARS.
5. All Chairmen of Teaching Departments.
6. Treasurer.
7. Headmaster and Headmistress Lab. Schools of the University.
8. All Heads of Sections working under the Registrar, Treasurer and Controller of Examinations.
9. Secretary to Vice Chancellor.
10. P.A. to Registrar.

Sd/-
(ABDUL HAFEEZ)
DEPUTY REGISTRAR (G)