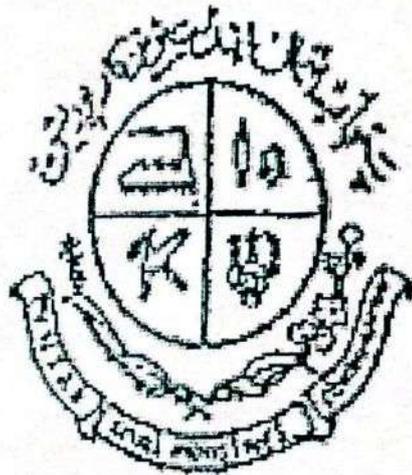


LEAVE RULES



PUNJAB SMALL INDUSTRIES CORPORATION
4TH FLOOR, LDA PLAZA, LAHORE.

PUNJAB SMALL INDUSTRIES CORPORATION
4TH FLOOR LDA PLAZA, LAHORE.

NO.PSIC/ADMN/AD(A)/R-96/7874

Dated 5-11-1986

SUBJECT:- PSIC REVISED LEAVE RULES

In pursuance of the Provincial Government Orders for the provision of Leave Rules circulated vide Notification No.FD-SS-III-I-85/78 dated 13th July, 1981, the Managing Director, PSIC, is pleased to notify the following Leave Rules for implementation in PSIC, namely:

1- **Short Title Application And Commencement :-**

These rules may be called the Punjab Small Industries Corporation Revised Leave Rules 1986.

- (ii) They shall apply to all PSIC Employees other than those who were employed before the 1st day of July, 1978 and opted not to be governed by the Revision of Leave Rules issued vide this office memo No.PSIC/Sectt/ADMN/10066 dated 28.11.1978.

(iii) They shall come into force with immediate effect.

2- **When Leave Earned:-**

(1) All service rendered by a PSIC employee qualifies him to earn leave in accordance with these rules but shall not be earned during the period of leave.

(2) Any period spent by a PSIC employee in foreign service qualifies him to earn leave provided that contribution towards leave salary is paid to the Corporation on account of such period.

3- **Earning And Accumulation of Leave:**

(1) A PSIC Employee shall earn leave only on full pay which shall be calculated @ four days for every calendar month of duty rendered and credited to the leave account as "Leave on full pay"

(2) Duty period of fifteen days or less in a calendar month shall be ignored and that of more than 15-days shall be treated as full calendar month for the purpose of calculation of Earned Leave.

(3) If a PSIC Employee proceeds on leave during a calendar month and returns from it during an other calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the in-complete months shall be restricted to that admissible for one full calendar month only

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

4-

PSIC Employees in Vacation Department :

1- A PSIC 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.
- b) When during any year he is prevented from availing himself of the full vacation as for a PSIC 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)30-days as the number of days of vacation not taken bears to the full vacation.

2 The provisions under rule-3(2-4) shall also be applicable in the case of PSIC Employees of a vacation department.

5-

Leave on full pay :

The maximum period of leave on full pay that may be granted at one time shall be as follows:

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

6-

Leave on Half Pay :

- a) Leave on full pay may, at the option of the PSIC Employees, be converted into leave on half pay, the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one-half counting as one full day's leave on full pay.
- b) The request for conversion of leave referred to in sub-rule(1) shall be specified by the PSIC employee in his application for the grant of leave.
- c) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

7-

Leave to be applied etc, in terms of days:

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

8-

Carry forward of existing leave:

All leave at credit in the account of a PSIC employees on the first day of July,1978 shall be carried forward and expressed in terms of leave on full pay and the leave account in such cases shall, with effect from the first day of July,1978, or in the case of a PSIC Employee who was on leave on that date, with effect from the date of his return from leave, be re-cast as under:-

i) Leave on full pay:

- a) 1 Month 30-days.
- b) 1 day 1-day

- ii) Leave on half pay:
- | | |
|------------|---------|
| a) 1 Month | 15-days |
| b) 2-days | 1-day |

NOTE:- Fractions, if any, shall be ignored.

9- Extra ordinary Leave (Leave without pay):

- i. Extra ordinary leave without pay may be granted on any ground upto a maximum period of 5-years at a time, provided that the PSIC Employee to whom such leave is granted, has been in continuous service for a period of not less than 10-years, and in case a PSIC Employee has not completed 10-years of continuous service extra ordinary leave without pay for a maximum period of two years may be granted at the discretion of the Competent Authority. Provided that the maximum period of 5-years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extra ordinary leave.
- ii. Extra ordinary leave upto a maximum period prescribed under sub-rule (1) above may be granted subject to the condition stated therein, irrespective of the fact whether a PSIC Employee is a permanent or a temporary employee.

10- Recreation leave:

Recreation leave may be granted for 15-days once in a financial year the debit to the leave account may, however, be for 10-days leave on full pay.

Provided that such leave shall not be admissible to a PSIC employee in a vacation department.

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

11- Leave Not due:

- (1) Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of 365-days(three hundred sixty five days) in the entire period of service, subject to the condition that during the first five years of service it shall not exceed 90-days (Ninety days) in all.
- (2) Such leave may be converted into leave on half pay.
- (3) Such leave shall be granted only when there are reasonable chances of the PSIC employee resuming duty on the expiry of the leave.
- (4) Such leave shall be granted aparingly and to the satisfaction of the sanctioning authority but it shall not be admissible to temporary PSIC Employees.

12-

Special Leave:

- (1) A female PSIC employee, on the death of her husband, may be granted special leave on full pay, when applied for, for a period not exceeding 130-days(One Hundred Thirty days).
- (2) Such leave shall not be debited to her leave account.
- (3) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority either alongwith her application for special leave or, if that is not possible the said certificate may be furnished to the leave sanctioning authority separately.

13-

Maternity Leave:

- (1) Maternity leave may be granted on full pay, outside the leave account, to a female PSIC employee to the extent of 90-(Ninety) days in all from the date of its commencement(as specified in the application for leave) or 45(forty five) days from the date of her confinement, which ever be earlier.
- (2) Such leave may not be granted for more than three times in the entire service of a female PSIC employee except in the case of a female PSIC employee employed in a vacation department who may be granted maternity leave without this restriction.
- (3) For confinements beyond the third one, the female, PSIC Employee(in a non-vacation deptt)would have to take leave from her normal leave account.
- (4) The spells of maternity leave availed off prior to the coming into force of these rules shall be deemed to have been taken under these rules.
- (5) Maternity leave may be granted in continuation of, or in combination with any other kind of leave including extra ordinary leave as may be due and admissible to a female PSIC employee.
- (6) Leave salary to be paid during maternity leave shall be regulated as for other leave, as per Government instructions.
- (7) The leave salary to be paid during maternity leave will, therefore, remain un-effected 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 PSIC employee.

14-

Disability Leave:

- (1) Disability leave may be granted, outside the leave account of each occasion, upto a maximum of seven hundred and twenty days on such medical advice as the Competent Authority may consider necessary, to a PSIC employee, other than a

PSIC 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.

15-

Leave Ex-Pakistan:

- (1) Leave Ex-Pakistan may be granted on full pay to a PSIC 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 specified request to that effect.
 - (2) The leave pay to be drawn abroad (in foreign currency) shall be restricted to a maximum of three thousand rupees per month.
 - (3) The leave pay shall be payable in Sterling if such leave is spent in Asia other than Pakistan and India.
 - (4) Such leave pay(in foreign currency) shall be payable for the actual period of leave spent abroad subject to a maximum of One hundred and twenty days at a time.
 - (5) The PSIC employees appointed after the 17th May,1958, shall draw their leave salary in rupees in Pakistan Irrespective of the country where they happen to spend their leaves.
- 6- Grant of leave Ex-Pakistan will be regulated and be subject to the same limits and conditions as per prescribed in rules 5, 6 and 9

15-A

Encashment of Leave:

- (1) A portion of leave earned/granted will at the option of the PSIC employee, be cashable upto the maximum of leave earned/granted in the respective financial year.
- (2) The total leave granted i.e. leave actually 'availed of and leave cashed will be counted as the leave consumed and debited to the employee's leave account.
- (3)

15-B

Encashment of leave preparatory to retirement :

At present, encashment of leave preparatory to retirement upto six months is permissible to PSIC Employees, unless the leave preparatory to retirement is refused by the PSIC Management in public interest.. Henceforth, the option for encashment of leave preparatory to retirement shall rest with the PSIC employees concerned. In case a PSIC servant opts not to take leave preparatory to retirement, he shall be allowed leave salary for the period for which leave preparatory to retirement is admissible subject to maximum of six months. This will be effective from 1.7.1983.

Note:-

It has already been opted by PSIC vide office order No.PSIC/Sectt/Admn/PL-76(A)/3400 dated 1.9.1983 in pursuance of Finance Department, Government of the Punjab, letter No.FD-PC-2-1/83 dated 25.8.1983

16-

Leave preparatory to retirement:

- (1) The maximum period upto, which a PSIC Employee may be granted leave preparatory to retirement, shall be three hundred and sixty five days.
- (2) Such leave may be taken subject to availability either on full pay and partly on half pay, or entirely on half pay, at the discretion of the PSIC employee.

17-

Encashment of refused leave preparatory to retirement:

- (1) If, in case of retirement on superannuation a PSIC employee cannot, for reasons of public service be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof, be granted lump sum leave pay for the leave refused to him subject to a maximum of one hundred and eighty days leave on full pay.
- (2) Such leave can 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.
- (3) The payment of leave pay in lieu of such refused LPR may be made to the PSIC employees 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.
- (4) For the purpose of lump sum payment in lieu of such refused leave, only the "Senior Post Allowance" will be included in "Leave Pay" so admissible.
- (5) In case a PSIC employee on leave preparatory to retirement dies before completing one hundred and eighty days of such leave, his family shall be entitled to lumpsum payment equal to the period falling short of one hundred and eighty days.

18-

Power to refuse leave preparatory to retirement etc:

- (1) Ordinarily, leave preparatory to retirement on superannuation, shall not be refused.
- (2) All orders refusing leave preparatory to retirement to a PSIC employee and recalling a PSIC Employee from LPR shall be passed only by the authorities specified below

- For PSIC Employees of BS-19
- For PSIC Employees upto BS-1 to BS-18
- For PSIC Employees of BS-16
- For PSIC Employees of BS-15 & below

PSIC Board.
 Managing Director.
 Dy:Managing Director.
 -Director(Admn)
 -Jt:Director(Zones).
 and Project heads in BS-17
 & above in case of employees
 they are appointing authorities
 as per Delegation of Powers.

- (3) The authorities specified in sub-rule-18(2) above shall not delegate these powers to any other authority.
- (4) All proposals regarding refusal of such leave is to a PSIC employee shall be referred to the Competent Authorities concerned with detailed justification at least 3-months before an employee is due to proceed such leave.

19- **In service death:**

- (1) In case a PSIC Employee dies while in service, lumpsum payment equal to full pay upto one hundred and eighty days out of the leave at his credit shall be made to his family as defined for the purpose of family pension.
- (2) For the purpose of lumpsum payment to the family of the PSIC Employees who dies while in service only the "Senior Post Allowance" will be included in the "Leave Pay" so admissible.

20- **Reasons need not be specified etc:**

- (1) It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to a PSIC Employee.
- (2) Leave applied for on medical certificate shall not provided that the authority competent to sanction leave may at its discretion, secure a second medical opinion by requesting the PSIC Medical Officer or Civil Surgeon of Government Hospital Medical Board as the case may be, to have the applicant medically examined.

21- **Leave when starts and ends:**

Instead of indicating leave when starts or ends in the forenoon or afternoon, leave may commence from the date following that on which a PSIC Employee hands over the charge of his post and may and on the day proceeding that on which he resumes duty.

22- **Recall from leave etc:**

- (1) If a PSIC Employee is re-called to duty compulsory with the personal approval of the Competent 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.
- (2) In case, the PSIC Employee is recalled to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.
- (3) If the return from leave is optional, the PSIC Employee is entitled to no concession.

23- Overstay after sanctioned leave etc :

- (1) Unless the leave of a PSIC Employee is extended by the Competent Authority's PSIC 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.
- (2) Such debit shall, if there is in-sufficient credit in the leave account, be adjusted against future earning.

24- Any type of leave may be applied for:

A PSIC Employee may apply for any type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances, for example, a PSIC Employee may apply for extra-ordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to pay 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.

25- Combination of different types of leave etc:

One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the PSIC Employees.

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

26- PSIC Employee on leave not to going duty without permission before its expiry:

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

27- Leave due may be granted on abolition of post etc:

- (1) When a post is abolished, leave due to the PSIC Employee whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.
- (2) The grant of leave in such cases shall, so long as he does not attain the age of superannuation, be deemed automatically to have also extended the duration of the post and the tenure of its incumbent.

28-

Manner of handing-over charge when proceeding on leave etc:

- (1) A PSIC Employee proceeding on leave shall hand over the charge of his post and if he is in BS-16 and above, he shall while handing-over charge of the post, sign the charge relinquishment report.
- (2) If leave Ex-Pakistan has been sanctioned on medical grounds, the PSIC Employee shall take abroad with him a copy of the medical statement of his case.

29-

Assumption of charge on return from leave etc:

- (1) A PSIC Employee on return from leave shall report for duty to the authority that sanctioned his leave and assume charge of the post to which he directed by that authority unless such directions has been given to him in advance.
- (2) In case he is directed to take charge of a post at a station other than that from where he proceeded on leave, travel expenses as on transfer shall be payable to him.

30-

Accounts Officer to maintain leave account:

- (1) Leave account in respect of PSIC Employee shall be maintained as part of his Service Book/Character & Service Roll.]
- (2) The Accounting Units shall maintain the leave account of PSIC Employee of whom they were maintaining the accounts immediately before the coming into force of these rules.

31-

Leave to lapse when PSIC Employee quite service:

All leave at the credit of a PSIC Employee shall lapse when he its service.

32-

Pay during leave:

- (1) Leave pay admissible during leave on full pay shall be the grater of:
 - a) the average monthly pay earned during the twelve complete months immediately proceeding the month in which the leave begins, and
 - b) the pay drawn on the day immediately before the beginning of the leave.
- (2) When leave on half pay is taken, the amounts calculated under clauses (a) and (b) of sub rule (1) shall halved to determine the greater of the two rates.

33-

Leave earned by a PSIC Employee employed in non-contin ous establishment:

- (1) A PSIC Employee employed in a non-continuous establishment may be granted only earned leave and disability leave as admissible to and subject

to the condition laid down for, a PSIC Employee employed in a continuous establishment and no other kind of leave shall be admissible to such PSIC Employee.

- (2) A PSIC 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 rule, "Non-continuous establishment" means a establishment which does not function throughout the year and "Continuous establishment" means an establishment which function throughout the years.

34-

Quarantine leave:

- (1) Quarantine leave is in the nature of extra casual leave and a substitute shall normally not be employed during the absence of a PSIC Employee on such leave.

Provided that where the exigencies of service or compelling the competent authority may employ a substitute for reasons to be recorded in writing

- (2) A PSIC Employee may be granted quarantine leave outside his leave account to the extent that his authorized medical attendant recommended 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.

35-

Leave application, its sanction etc:

- (1) Except where otherwise stated as application for leave or for an extension of leave must be made to the competent authority where PSIC employee is employed and the extent of leave due and admissible shall be stated in the application.
- (2) An audit report shall not be necessary before the leave is sanctioned.
- (3) When a PSIC employee submits a medical certificate for the grant of leave it shall be, by an authorized medical attendant i.e. Medical Officer PSIC, or any Government hospital.
- (4) Leave as admissible to a PSIC employee under these rules may be sanctioned by the competent authority or any other officer authorized by him to do so.

36-

Hospital leave and study leave:

Subject to these rules, the provisions regarding hospital leave and study leave continue in the CSR(Punjab)shall continue to apply to the PSIC Employees.

Sd/-

(M.S Zia)

JOINT DIRECTOR (ADMN)

• Copy to:-

- 1- All Directors, PSIC, Lahore..
- 2- All Project Directors, PSIC.e.
- 3- All Jt. Directors, PSIC, Lahore & Zones
- 4- .All Heads of Estates, Projects, Shops, Centres, DDOs, DMTCs, HDC etc.
- 5- Deputy Secretary (Estab) PSIC, Lahore.

c.c.to:-

- 1- P.S to Managing Director, PSIC, Lahore.
- 2- P.A to Deputy Managing Director, PSIC, Lahore.