

TO BE SUBSTITUTED BEARING SAME NUMBER DATED 22.01.2024



No.SO(ESTT)42-68/2019
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
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Dated Lahore the 26th February, 2024

To

The Director General,
Directorate General, Special Education,
Punjab, Lahore.

Subject: **INSTRUCTION REGARDING LPR OR LEAVE ENCASHMENT**

Kindly refer to the subject cited above.

2. It is to state that Government of the Punjab, Finance Department has notified amendments in Rule 17 of Revised Leave Rules, 1981 vide Notification dated 01.06.2023, which have been enforced w.e.f 01.06.2023. Later on, the Finance Department has also issued ancillary instructions / clarification allied to the aforementioned amendments vide its circular letter dated 28.09.2023. According to which, all the officers / officials who will be retired / superannuated or near to retire, are required to submit an application for grant of LPR before 03 months of its commencement (i.e. at least 15 months before the date of retirement). The relevant part of the said amendments. *ibid* is reproduced as under:

“(k) after sub-rule (6-C), the following new sub-rule (7) shall be inserted:

“(7) A civil servant, who desires to get the benefit of encashment of LPR for a maximum period of three hundred and sixty five days, shall submit his written application to the Appointing Authority for grant of LPR, at least three months before the date of commencement of his LPR and if, the Appointing Authority so refused his request, he shall be entitled to encashment of refused LPR for three hundred and sixty five days equal to initial pay of basic pay scale:

Provided that the civil servant who compulsorily retired shall not be entitled for encashment of LPR.”

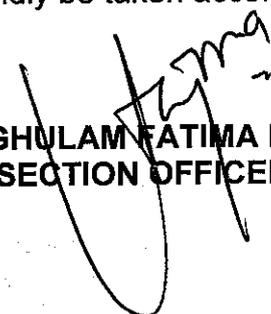
3. Given the aforementioned, the Competent Authority has been pleased to desire that:

- i. The above said amendments as well ancillary instructions / clarifications issued by the Finance Department vide circular letter

dated 28.09.2023 may be kept in view while processing and forwarding such cases to the department.

- ii. In future, all cases regarding sanction of LPR in favour of employees of Special Education Department must be forwarded to this Department well before time after thorough examination alongwith clear cut recommendations of respective incharge / principal / headmaster / headmistress as well as District Education Officer (Special Education) concerned and your good office.
- iii. It has also been desired that these instruction may be circulated among the field formation for adherence / compliance in true letter and spirit.

4. Foregoing in view, necessary action may kindly be taken accordingly.


(GHULAM FATIMA BANDIAL)
SECTION OFFICER (ESTT)

C.C.

PS to Secretary, Special Education Department.