

REGISTERED



Tel:042-99231573
Fax:042-99230889
so.establishment@sed.punjab.gov.pk

No.SO(ESTT)23-186/2019(2075)
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block New Garden Town, Lahore.

Dated Lahore the 01st April, 2024

To

Ms. Rashida Anwar,
Junior Special Education Teacher (P.H Field/BS-16),
Govt. Special Education Centre, Darya Khan,
District Bhakkar.

Subject: **REQUEST FOR MEDICAL LEAVE**

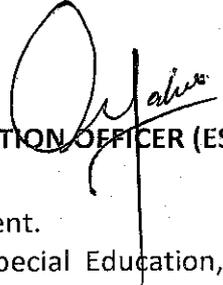
Please refer to letter No. 24/2699-Admn:2022/1693 dated 08.03.2024 and reference your application date Nil on the subject noted above.

2. The case has been examined. It has been observed that as per **Contract Appointment Policy, 2004**:

"Leave on medical ground without pay shall be admissible on production of medical certificate by the competent authority as per Punjab Medical Attendance Rules, 959. However, if medical leave continues beyond 3 months, his contract shall be liable to be terminated" (copy enclosed).

3. It is to inform you that you are already availed 89-days earned leave w.e.f **08.12.2022 to 06.03.2023 (without pay) (copy enclosed).**

4. It is further to inform you that the Competent Authority has rejected your request for grant of medical leave w.e.f **15.01.2024 to 11.02.2024 (28-days) (without pay).**


SECTION OFFICER (ESTT.)

C.C

- i. PA to Deputy Secretary, Special Education Department.
- ii. PA to Director General, Directorate General of Special Education, Punjab, Lahore.
- iii. The District Education Officer (Spl.Edu.), Sargodha.
- iv. The Principal / Headmaster / Headmistress concerned.