

REGISTERED



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No.SO(ESTT)41-26/2016

**GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT**

31-Sher Shah Block New Garden Town, Lahore.

Dated Lahore the 18th October, 2023

To

Ms. Zainab Zaheer,
JSET (VI Field/ BS-16),
Govt. Special Education Centre,
Bhalwal, Sargodha.

Subject: REQUEST FOR EXTRA ORDINARY LEAVE (WITHOUT PAY).

Reference your application dated 07.08.2023 on the subject noted above.

2. Your request has been examined and it is observed that Rule 9 of the Revised Leave Rules 1981 stipulates as under:-

Extraordinary leave (leave without pay)- (1) Extraordinary leave without pay may be granted on any ground up to a maximum period of five years at a time, provided that the civil servant to whom such leave is granted, has been in continuous service for a period of not less than ten years, and, in case a civil servant has not completed ten years of continuous service extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the head of his office.

3. As per record available with the department you have about three years eight months regular service at your credit, whereas you have already availed 556 days extra ordinary leave (EOL) uptil now. Hence, your request for grant of further two years EOL w.e.f. 04.08.2023 to 04.08.2025 is not covered under the aforementioned rule of the Revised Leave Rules 1981.

P.T.O

4. Foregoing in view your request for grant of Extra Ordinary Leave for two years **w.e.f. 04.08.2023 04.08.2025** has been rejected by the Competent Authority, being not covered under the relevant rule.


(GHULAM FATIMA BANDIAL)
SECTION OFFICER (ESTT)

C.C:

1. The District Education Officer (Special Education), Sargodha.
2. The District Accounts Officer, Sargodha.
3. PS to Secretary, Special Education Department.
4. PA to Director General of Special Education Department.