

# Punjab Improvement Trust Leave Rules, 1944

PUNJAB

India

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### Rule PUNJAB-IMPROVEMENT-TRUST-LEAVE-RULES-1944 of 1944

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#### 1.

These rules may be called the Punjab Improvement Trusts Leave Rules, 1944.

#### 2.

Subject to the exceptions hereinafter contained these rules shall apply (with retrospective effect where necessary from the commencement of service counting for leave) to all persons who enter or have entered the service of the Improvement Trust, whether in a permanent or other capacity. Exceptions -(i)Persons recruited on a contract with special provisions regarding leave shall be governed by such special provisions.(ii)[Government Officers] [Substituted by Adaptation of Laws (Third Amendment) Order, 151, for 'Servant of the Crown.'] on foreign service with the trust will be governed by the leave rules applicable to the service to which they belong.

#### 3.

In these rules - "Leave" includes earned leave, leave on private affairs, leave on medical certificate [maternity leave] [Inserted by notification GSR 127/..... Amendment/(1)74, dated 23rd October, 1974.] and extraordinary leave;"Earned leave' means leave earned in respect of period spent on duty;"earned leave due" means the amount of earned leave, calculated as prescribed in Rule 9 or Rule 10, diminished by the amount of learned leave taken.["maternity leave" means leave allowed to female officers or servant of the Trust as specified in rule 9-A.] [Inserted by notification GSR 127/..... Amendment/(1)74, dated 23rd October, 1974.]"Officer or servant of the Trust in permanent employ" means an officer or servant who holds substantively a permanent post or holds a lien on a

permanent post.

**4.**

Leave cannot be claimed as of right. Discretion is reserved to the authority empowered to grant leave, to refuse or revoke leave at any time according to the exigencies of the Trust service.

**5.**

Unless the Improvement Trust shall otherwise determine, an officer or servant shall cease to be in Trust service if he is continuously absent from duty for five years whether with or without leave, unless such absence is absence on foreign service in India.

**6.**

Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

**7.**

No leave shall be granted beyond the date on which an officer or servant must compulsorily retire. Provided that the authority empowered to grant leave may allow any officer or servant who has been denied in whole or in part on account of the exigencies of the Trust service the earned leave which was due to him pending retirement, the whole or any portion of the earned leave so denied, even though it extends to a date beyond the date on which such officer or servant must compulsorily retire. Provided further that an officer or servant whose service has been extended in the interest of the Trust service beyond the date of his compulsory retirement may similarly be granted either within the period of extension or, if the conditions of the preceding proviso are satisfied, after its expiry, any earned leave which could have been granted to him under the preceding proviso had he retired on that date and in addition any earned leave due in respect of such extension.

**8.**

Subject to the provisions of rule 4 and rule 7, an officer or servant may at any time be granted the whole or any part of the earned leave due to him. [9. The earned leave admissible to an officer or servant in permanent employ is :- (a) to an officer or servant in superior service, one-eleventh of the period spent on duty; and (b) to a servant in inferior service, one-twenty second of the period spent on duty during the first ten years of service, one sixteenth of the period spent on duty during the next ten years of service and one-eleventh of the period spent on duty thereafter; provided that when the earned leave due amounts to :- (i) 180 days in the case of an officer or servant included in clause (a) above; and (ii) 60 days during the first ten years of service, 90 days during the next ten years of service and 180 days thereafter, in the case of a servant included in clause (b) the officer or servant ceases to earn such leave.][9A. (1) The maternity leave admissible to a female officer or

servant in the employment of the Trust is not to exceed three months. The grant of leave should be so regulated that :- (i) the date of confinement falls within the period of this leave; and (ii) the leave does not exceed more than six weeks from the date of confinement. (2) The maternity leave is not debited against the leave account.] [Inserted by Punjab Government vide GSR 227/.....

Amendment (1) 74 dated 23rd October, 1974.] [10. (1) In respect of the first year of his service the earned leave admissible to an officer or servant not in permanent employ is -(a) to an officer or servant in superior service, one-twenty second of the period spent on duty; and (b) to a servant in inferior service, one-thirteenth of the period spent on duty. (2) On completion of one year's continuous service from the date on which the second year of service commences an officer, or servant who is not in permanent employ is eligible for the leave terms as in rule 9.] [Substituted by Notification No. 8165-LG(A)-50/2-9817, dated the 31st October, 1950.]

## 11.

An officer or servant not in permanent employ appointed without interruption of duty substantively to a permanent post will be credited with the earned leave which would have been admissible if his previous duty had been duty as an officer or servant in permanent employ diminished by any earned leave already taken. Leave is not an interruption of duty for purpose of this rule. [12. Half pay leave on private affairs as well as on medical certificate will be earned in the course of service at the following rates for each complete year of service :- (a) twenty days in the case of an officer or servant in superior service; and (b) in the case of a servant in inferior service : (1) fifteen days during the first twenty years of service; and (2) twenty days thereafter. At his option, an officer or servant can have the half pay leave during converted into half the amount of fully pay leave. Such converted leave will be termed "commuted leave" and will be granted on medical certificate, subject to a limit of 180 days during the entire service. Note 1. - Leave on private affairs will be not granted unless the sanctioning authority is satisfied that as far as can be reasonably foreseen, the officer or servant will return to duty. Note 2. - Leave on medical certificate shall be given only on the production of a certificate from a registered practitioner and for a period not exceeding that recommended by such medical practitioner; Provided that in any case to which the sanctioning authority considers it necessary such authority may require a certificate from a Civil Surgeon to be produced.] [13. Save in the case of leave preparatory to retirement, leave not due may be granted on medical certificate, subject to a total limit of 180 days during the entire service only if the authority empowered to sanction leave is satisfied that there is a reasonable prospect of the officer or servant returning to duty on the expiry of the leave and earning an equal amount of half pay leave thereafter. This will be debited against the half pay leave which the officer or servant earns subsequently.] [Added by Punjab Government Notification No. 8165-LG(A)-50/2-9817, dated the 31st October, 1950.] [14. The combination of earned leave and commuted leave will be limited to 180 days. There will, however, be no limit on the half pay leave that can be availed of at a time on medical certificate or private affairs.

## 15.

Extraordinary leave may be granted to any officer or servant in special circumstances -(a) when no other leave is by rule admissible; or (b) when other leave is admissible, but the officer or servant concerned applies in writing for the grant of extraordinary leave. (2) Except in the case of an officer

or servant in permanent employ the duration of extraordinary leave shall not exceed three months on any one occasion.(3)The authority empowered to grant leave may commute retrospectively period of absence without leave with extraordinary leave.

## 16.

An officer or servant on earned leave is entitled -(a)if in permanent employ, to leave salary equal to his pay on the last day of duty prior to commencement of leave in respect of the permanent post which the officer or servant then holds substantively or on which he holds a lien provided that the leave salary of an inferior Trust servant shall not exceed what remains from his pay after providing for the efficient discharge of the duties of the post during his absence except when in the resultant officiating arrangements, a Trust servant who has no substantive post is given more than half the pay excess over half pay granted to him, may at the discretion of the authority sanctioning the leave be disregarded in calculating the amount of leave salary.(b)if not in permanent employ, to leave salary equal to his pay on the day before the leave commences.(c)[ A female officer or servant of a Trust on maternity leave is entitled to leave salary equal to her pay on the 1st day of her duty, prior to commencement of such leave.] [Inserted in Punjab Government Notification GSR 227/- Amendment(1)/74, dated 23rd October, 1974.](2)An officer or servant on leave on private affairs or leave on medical certificate is entitled to leave salary equal to his half pay on the last day of duty in respect of the post which the officer or servant then holds, subject to a maximum of Rs. 750 per mensem.(3)An officer or servant on extraordinary leave is not entitled to any leave salary.["(4) An officer or servant shall be entitled to the benefit of cash payment in lieu of un-utilised earned leave according to the provisions of the rules and instructions applicable to the Punjab Government employees.] [Added by GSR 9/PA 4/22/Sections 17 and 13/ amendment/9 dated 6-2-1991.]" [Added by Notification dated 31.10.1950 and existing rules 14 to 16 numbered as 15, 16 and 17.]

## 17.

The leave accounts of officers or servants subject to these rules should be maintained in the form appended. Form of leave account for officers and servants in employ subject to Punjab Improvement Trusts Leave Rules

Class of officer or servant of the Trust-----	Name of Trust Officer or servant-----	Date of appointment-----	Date of attaining the age of 55 years -----
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Earned Leave (Accumulation subject to the maximum of----- days)

Period of duty	Leave earned	Balance leave	Leave at credit	Leave taken			
	Total						
From	To number of days	Days	Days	Days	From	To	Days
1	2 3	4	5	6	7	8	9

Leave on private  
affairs and medical  
certificate  
(Admissible subject  
to the maximum of  
----- days)

Period of duty		Leave admissible	Leave Taken	Balance				Remarks	Signature
From	To	Complete years of service	Days	From	To	Days	Days	extraordinary or any other kind of special leave may be shown in this column	of attesting officer
10	11	12	13	14	15	16	17	18	19

[Substituted by Notification No. 8165-LG(A)-50/2-9817, dated the 31st October, 1950.][Substituted  
by Punjab Government Notification No. 9395-LB-57/76037, dated 29th/30th August, 1957.]