

The Punjab Town Improvement Trust Casual Leave Rules, 1950

PUNJAB

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Rule

THE-PUNJAB-TOWN-IMPROVEMENT-TRUST-CASUAL-LEAVE-RULES of 1950

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1.

These rules may be called the Punjab Town Improvement Trust Casual Leave Rules, 1950.

2.

The Trust employee on casual leave is not treated as absent from duty and his pay and allowances are not intermitted, as such leave is not recognised regular leave and is not subject to the rules relating to the grant of regular leave.

3.

Casual leave may be granted to Trust employees for short periods by the authorities specified in the appendix, provided that -(1)It shall not ordinarily be more than 20 days in a calendar year;(2)It must in no case exceed 10 days at a time; and(3)Leave exceeding 4 days shall not be granted on more than two occasions during the year, unless a third period is allowed in special circumstances by the competent authority.Note. - In reckoning the period of casual leave [the gazetted holidays shall not be debited to the similar.] [Substituted by Punjab vide GSR 51/PA/4/22/573/77/, dated 18th May, 1977.][3A. Casual leave to the ad-hoc and word charged employee of the Trust shall be regulated according to the rules framed or the instructions issued by the State Government in this

behalf from time to time.] [Rule 3A inserted by Punjab vide GSR 51/...../77, dated the 18th May, 1977.][4. The casual leave may be granted keeping in view the requirements of an employee and no employee shall claim leave as a matter of right.] [Substituted in Punjab by GSR 51/.../77 dated 18.5.1977.]

5.

No employee may go on casual leave to a place beyond 36 hours recall.

6.

If a Trust employee overstays his casual leave for any reason whatsoever for example, a breakdown on the road due to floods or landslips, the entire period of absence will be debited to his ordinary leave account, and not only the period by which he has overstayed his casual leave.[7. No Trust employee shall leave his headquarters during the gazetted holidays or during the casual leave without prior permission of the competent authority specified in the appendix to these rules.] [Substituted in Punjab vide GSR 51/...../77, dated 18th May, 1977.]

8.

Casual leave must not be given so as to cause evasion of the rules regarding-(i)date of reckoning allowances;(ii)charge of office;(iii)commencement and end of leave; and(iv)return to duty;or so as to extend the term of other kinds of leave beyond the time admissible by rules.Appendix(Referred to in rules 3 and 7)

Serial No.	Authority competent to grant casual leave and To headquarterleave	To whom	Extent	
1.	Executive Officer	All Trust employees	Full powers
2.	Secretary , if there is no Executive Officer	All Trust employees	Full powers
3.	Branch Incharge	Employee working in Branches	Up to 6 days

Note 1. - In the absence of Executive Officer or Secretary, as the case may be, the above powers conferred on them, shall be exercised by the Chairman.Note 2. - If the Chairman wants to have casual leave, he shall ordinarily obtain the prior sanction of the Trust.