

GOVERNMENT OF PAKISTAN

FINANCE DIVISION



REVISED LEAVE RULES, 1980

UPDATED EDITION

2018

PREFACE

The Revised Leave Rules, 1980 were last updated on 20th March, 2002. During the last sixteen years, some of its provisions have not only undergone considerable changes but the booklet itself has also become out of stock.

2. In view of above, it has been considered necessary to bring out a revised and updated edition, incorporating the latest instructions. Accordingly the Revised Leave Rules, 1980 have been updated by deleting obsolete provisions, making textual changes, where necessary.

3. Any error or omissions found in the booklet may please be brought to the notice of the Ministry of Finance, Islamabad.

**Secretary to the
Government of Pakistan,
Finance Division.**

Islamabad
Dated: 04-05-2018.

TABLE OF CONTENTS
REVISED LEAVE RULES, 1980

Sr. No.	Title	Page
1.	Short title, application and commencement	1
2.	When leave earned.	1
3.	Earning and accumulation of leave.	1
4.	Civil servants in vacation department.	1-2
5.	Leave on full pay.	2
6.	Leave on half pay.	2
7.	Leave to be applied, etc., in terms of days.	2
8.	Carry forward of existing leave.	3
9.	Extraordinary leave (leave without pay).	3
10.	Recreation Leave.	3
11.	Leave not due.	4
12.	Special Leave.	4
13.	Maternity Leave.	5
14.	Disability Leave.	5
15.	Leave ex-Pakistan.	5
16.	Leave Preparatory to retirement.	6
17.	Encashment of refused leave preparatory to retirement.	6
18.	Power to refuse leave preparatory to retirement, etc.	7
18-A	Encashment of leave preparatory to retirement	7-9
19.	In service death etc.	9
20.	Reasons need not to be specified, etc.	9
21.	Leave when starts and ends.	9
22.	Recall from leave, etc.	9
23.	Overstay after sanctioned leave, etc.	10
24.	Any type of leave may be applied.	10
25.	Combination of different types of leave, etc.	10
26.	Civil servant on leave not to join duty without permission before its expiry.	10
27.	Leave due may be granted on abolition of post, etc.	10
28.	Manner of handing over charge when proceeding on leave, etc.	10
29.	Assumption of charge on return from leave, etc.	11
30.	Account Offices to maintain leave account.	11
31.	Leave to lapse when civil servant quits service.	11
32.	Pay during leave.	11
33.	Departmental leave.	11-12
34.	Sick leave to a seaman.	13
35.	Leave to disabled seaman.	13
36.	Leave earned by civil servant employed in non-continuous establishment.	13
37.	Quarantine leave.	13

Sr. No.	Title	Page
38	Leave application, its sanction, etc.	14
39	Hospital leave and study leave.	14
40	Relaxation of Rules.	14
Form-I	Medical certificate for civil servants recommended for leave or extension	15
Form-II	Form of medical certificate of fitness to return to duty	15
Form-III	Application for leave	16
Form A.T.C.8	Form of leave account under the Revised Leave Rules, 1980	17
Explanatory instructions for filling up the leave account form		18-19
Index		21-24
Glossary		25-27

Government of Pakistan
Ministry of Finance
REVISED LEAVE RULES, 1980

S.R.O. 1313 (I)/80.—In exercise of the powers conferred by Section 25 of the Civil Servant Act, 1973 (LXXI of 1973), the President is pleased to make the following rules, namely:—

1. Short title, application and commencement.—(1) These rules may be called the Revised Leave Rules, 1980.

(2) They shall apply to all civil servants other than those who were employed before the first day of July, 1978, and opted not to be governed by the Revision of Leave Rules issued under the Finance Division's Office Memorandum No. F.1(2)-Rev.I/78, dated the 21st September, 1978.

(3) They shall come into force at once.

2. When leave earned.—(1) All service rendered by a Civil servant qualifies him to earn leave in accordance with these rules but shall not be earned during the period of leave.

(2) Any period spent by a civil servant in foreign service qualifies him to earn leave provided that contribution towards leave salary is paid to the Government on account of such period.

3. Earning and accumulation of leave.—(1) A civil servant shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of the period of duty rendered and credited to the leave account as "Leave on Full Pay", duty period of fifteen days or less in a calendar month being ignored and those of more than fifteen days being treated as a full calendar month for the purpose.

(2) If a civil servant proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.

(3) There shall be no maximum limit on the accumulation of such leave.

4. Civil servants in vacation department.—A civil servant in vacation department may earn leave on full pay:—

(a) When he avails himself of full vacation in a calendar year..... at the rate of one day for every calendar month of duty rendered.

- (b) When during any year he is prevented from availing himself of the full vacation..... as for a civil servant in a non-vacation department for that year, and
- (c) When he avails himself of only a part of the vacation.....as in (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

5. Leave on full pay.—The maximum period of leave on full pay that may be granted at one time shall be as follows:—

(a) Without medical certificate	120 days
(b) With medical certificate	180 days
Plus	
(c) On medical certificate from leave account in entire service	365 days

Note.—Under the Prescribed Leave Rules, 1955, leave on half average pay could be converted into leave on full pay on the strength of Medical Certificate up to a maximum of twelve months in terms of leave on full pay in the whole service. The account of this kind of leave was separately maintained in column 14 (a) of the leave account under the said Rules. Such leave availed of by the civil servants before the introduction of these rules, shall be debited against the maximum limit of 365 days fixed under this rule.

6. Leave on half pay.—(1) Leave on full pay may, at the option of the civil servant, be converted into leave on half pay, the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one-half counting as one full day's leave on full pay.

(2) The request for conversion of leave referred to in sub-rule (1) shall be specified by the civil servant in his application for the grant of leave.

(3) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

7. Leave to be applied, etc., in terms of days.—Leave shall be applied for, expressed, and sanctioned, in terms of days.

8. Carry forward of existing leave.—All leave at credit in the account of a civil servant on the first day of July, 1978, shall be carried forward and expressed in terms of leave on full pay and the leave account in such cases shall, with effect from the first day of July, 1978, or, in the case of a civil servant who was on leave on that date, with effect from the date of his return from leave, be recast as under:—

- (i) Leave on average pay:
 - (a) 1 month .. 30 days
 - (b) 1 day . .. 1 day
- (ii) Leave on half average pay:
 - (a) 1 month 15 days
 - (b) 2 days .. 1 day

Note.—Fractions, if any, shall be ignored.

9. 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:

Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extraordinary leave.

(2) Extraordinary leave up to a maximum period prescribed under sub-rule (1) may be granted, subject to the conditions stated therein, irrespective of the fact whether a civil servant is a permanent or a temporary employee.

¹(3) Extraordinary leave may be granted retrospectively in lieu of absence without leave.

10. Recreation Leave.— (1) Recreation leave may be granted for fifteen days once in a calendar year, the debit to the leave account may, however, be for ten days leave on full pay:

Provided that such leave shall not be admissible to a civil servant in a vacation department.

¹Added vide S.R.O.148(I)/82 [F.D's Notification No.F.1(45)-R-4/81], dated 13-2-1982, the Gaz. Of Pak., Extra., Part II, Page No.192, dated 17-2-1982.

11. Leave not due.—(1) Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty five days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed ninety days in all.

(2) Such leave may be converted into leave on half pay.

(3) Such leave shall be granted only when there are reasonable chances of the civil servant resuming duty on the expiry of the leave.

(4) Such leave shall be granted sparingly and to the satisfaction of the sanctioning authority ²[...].

12. Special Leave.—(1) A female civil servant, on the death of her husband, may be granted special leave on full pay, when applied for a period not exceeding one hundred and thirty days.

(2) Such leave shall not be debited to her leave account.

(3) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority either along with her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

13. Maternity Leave.—(1) Maternity leave may be granted on full pay, outside the leave account, to a female civil servant to the extent of ninety days in all from the date of its commencement or forty-five days from the date of her confinement, whichever be earlier.

(2) Such leave may not be granted for more than three times in the entire service of a female civil servant except in the case of a female civil servant employed in a vacation department who may be granted maternity leave without this restriction.

(3) For confinement beyond the third one, the female civil servant would have to take leave from her normal leave account.

(4) The spells of maternity leave availed of prior to the coming in to force of these rules shall be deemed to have been taken under these rules.

²Omitted vide S.R.O.218(KE)/93 [No.1(7)R-4/93-II], dated 24-10-1993, the Gaz. Of Pak., Part II, Extr., Page No.3453, dated 30-12-1993

(5) Maternity leave may be granted in continuation of, or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female civil servant.

(6) Leave salary to be paid during maternity leave shall be regulated as for other leave in accordance with the formula contained in the Finance Division's Office Memorandum No. F. 9(16) R.1/69, dated the 26th July, 1969, read with its Office Memorandum of even number dated the 28th November, 1969.

(7) The leave salary to be paid during maternity leave will, therefore, remain unaffected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave.

14. Disability Leave.—(1) Disability leave may be granted, outside the leave account on each occasion, up to a maximum of seven hundred and twenty days on such medical advice as the head of office may consider necessary, to a civil servant, other than a seaman or a civil servant in part-time service, disabled by injury, ailment or disease contracted in course or in consequence of duty or official position.

(2) The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.

15. Leave ex-Pakistan.—(1) Leave ex-Pakistan may be granted on full pay to a civil servant who applies for such leave or who proceeds abroad during leave, or takes leave while posted abroad, or is otherwise on duty abroad, and makes specific request to that effect.

(2) The leave pay to be drawn abroad shall be restricted to a maximum of three thousand rupees per month.

(3) The leave pay shall be payable in Sterling if such leave is spent in Asia other than Pakistan and India.

(4) Such leave pay shall be payable for the actual period of leave spent abroad subject to a maximum of one hundred and twenty days at a time.

(5) The civil servants appointed after the 17th May, 1958, shall draw their leave salary in rupees in Pakistan irrespective of the country where they spend their leave.

(6) Leave ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in rules 5, 6 and 9.

16. Leave Preparatory to retirement.—(1) The maximum period up to which a civil servant may be granted leave preparatory to retirement shall be three hundred and sixty-five days.

(2) Such leave may be taken, subject to availability, either on full pay, or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the civil servant.

³[(3) An officer of BPS-21 or BPS-22 who, on or after the 19th day of February, 1991, opts to retire voluntarily after he has completed twenty-five years of service qualifying for pension may be granted leave preparatory to retirement equal to entire leave at his credit in his leave account on full pay or till the date on which he completes the sixtieth years of his age, whichever is earlier; provided that such officer shall not be entitled to conversion of leave preparatory to retirement on full pay under rule 6 into leave on half pay.]

4[17. Encashment of refused leave preparatory to retirement.—(1) If in case of retirement on superannuation or voluntary retirement on completion of thirty years qualifying service a civil servant cannot, for reasons of public service, be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof be granted lump-sum leave pay for the leave refused to him subject to a maximum of ⁵{three hundred and sixty-five} days leave on full pay.

(2) Such leave can be refused partly and sanctioned partly but the cash compensation shall be admissible for the actual period of such leave so refused not exceeding {three hundred and sixty-five} days leave on full pay.

(3) The payment of leave pay in lieu of such refused leave may be made to the civil servant either in lump-sum at the time of retirement or may, at his option, be drawn by him month-wise for the period of leave so refused.

(4) For the purpose of lump-sum payment in lieu of such leave, only the “Senior Post Allowance” will be included in “Leave pay” so admissible.

(5) In case a civil servant on leave preparatory to retirement dies before competing {three hundred and sixty-five} days of such leave, his family shall be entitled to lump-sum payment equal to the period falling short of {three hundred and sixty-five} days.

³Added vide Finance Division's Notification No.1(8)R-4/89, dated 30-5-1991.

⁴Added vide S.R.O.281(I)/86 [F.1(73)-R.4/84], dated 10-3-1986, the Gaz. Of Pak., Extr. Part II, Page No.417, dated 20-3-1986.

⁵In rule 17, for the words “one hundred and eighty”, wherever occurring, the words “three hundred and sixty-five” substituted vide S.R.O.70 (KE)/2012 [F.1(7)R-4/2004], dated 29-8-2012, the Gaz. Of Pak., Extr., Part II, Pages 243-244, dated September 01, 2012.

18. Power to refuse leave preparatory to retirement, etc.—(1) Ordinarily, leave preparatory to retirement shall not be refused.

(2) All orders refusing leave preparatory to retirement to a civil servant and recalling a civil servant from leave preparatory to retirement shall be passed only by the authorities specified blow:—

⁶ {(i) For civil servants in BPS-20 and above.	Chief Executive.
(ii) For civil servants in BPS-17 to 19.	Appointing Authority prescribed in rule 6 of the Civil servants (Appointment, Promotion and Transfer) Rules, 1973; and
(iii) For civil servants in PBS-16 and below.	Appointing Authority prescribed in rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973;}

(3) The authorities specified in sub-rule (2) shall not delegate these powers to any other authority.

⁷{(4) All proposals regarding refusal of Leave Preparatory to Retirement to the officers in BPS-17 and above shall be submitted to the respective appointing authorities with detailed justification at least three months before the officer is due to proceed on such leave.}]

⁸[18-A. Encashment of leave preparatory to retirement.—(1) A civil servant may, fifteen months before the date of superannuation or thirty years qualifying service on or after the 1st July, 1983, at his option, be allowed to encash his leave preparatory to retirement if he undertakes in writing to perform duty in lieu of the whole period of three hundred and sixty five days or lesser period which is due and admissible:

⁹{Provided that a civil servant who does not exercise the option within the specified period shall be deemed to have opted for encashment of LPR. This amendment shall be effective from the 5th March, 1990};

⁶Substituted vide S.R.O.67(KE)/2001 [F.1(2)R-4/2000], dated 21-2-2001, the Gaz. Of Pak., Extr., Part II, Pages No.141-142, dated April 2, 2001.

⁷Substituted vide S.R.O.67(KE)/2001 [F.1(2)R-4/2000], dated 21-2-2001, the Gaz. Of Pak., Extr., Part II, Pages No.141-142, dated April 2, 2001.

⁸Substituted vide Finance Division's Notification No.F1(73)-R4/84, dated 18-12-1984.

⁹Added vide Finance Division's Notification No.F.1(1)-R4/90-320, dated 11-3-1990.

¹⁰{Provided further that a civil servant appointed or posted as Officer on Special Duty with or without an assignment of duty, shall be deemed to have performed duties in lieu of the period of LPR within the meaning of this rule}.

(2) In lieu of such leave, leave pay may be claimed at any time during that period at the rate of pay admissible at the time the leave pay is drawn for the actual period of such leave subject to a maximum of ¹¹[three hundred and sixty-five] days.

¹²{(2A) Encashment of leave preparatory to retirement (LPR) not exceeding three hundred and sixty five days shall be effective from the first day of July, 2012 and shall, for the entire period of leave refused or opted for encashment, be applicable to a civil servant retired or, as the case may be, retiring on or after the first day of July, 2012, provided such leave is available at his credit subject to a maximum of three hundred and sixty five days.

(2B) The encashment of LPR shall also be applicable to employees of the autonomous and semi-autonomous bodies under Administrative control of the Federal Government which have adopted basic pay scales scheme and these rules in toto}.

¹³{(3) If at any time during such period, leave is granted on account of ill health supported by medical certificate or for performance of Hajj, the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for the period of leave so granted}.

(4) The civil servant shall submit the option to the authority competent to sanction leave preparatory to retirement, who shall accept the option and issue formal sanction for the payment of cash compensation.

¹⁴{(5) For the purpose of payment in lieu of such leave.—

¹⁵{(a) the rate of pay shall be the rate admissible at the time the leave pay is drawn.}

(b) the leave pay may be drawn at any time for the period for which duty has already been rendered; and

(c) only the “Senior Post Allowance” will be included in leave pay as admissible.}

¹⁰Added vide Finance Division's Notification No.F1(1)R.4/2007, dated 27-10-2007.

¹¹In rule 18-A, in sub-rule (2), for the words “one hundred and eighty”, the words “three hundred and sixty-five” substituted vide S.R.O.70(KE)/2012 [F.1(7)R-4/2004], dated 29-8-2012, the Gaz. Of Pak., Extr., Part II, Pages 243-244, dated September 01, 2012.

¹²In rule 18-A, after sub-rule (2), new sub-rules (2A) & (2B) inserted vide S.R.O.70(KE)/2012 [F.1(7)R-4/2004], dated 29-8-2012, the Gaz. Of Pak., Extr., Part II, Pages 243-244, dated September 01, 2012.

¹³In rule 18-A, for sub-rule (3) substituted vide S.R.O.70(KE)/2012 [F.1(7)R-4/2004], dated 29-8-2012, the Gaz. Of Pak., Extr., Part II, Pages 243-244, dated September 01, 2012.

¹⁴Substituted vide S.R.O.1023(I)/85 [F.No.1(73)-R4/84], dated 15-10-1985, the Gaz. Of Pak., Extr., Part II, Pages No.1865-1866, dated 21-10-1985.

¹⁵Substituted vide S.R.O.268(I)/86 [No.F.1(73)-R4/84], dated 12-3-1986, the Gaz. Of Pak., Extr.,Part II, Page No.412, dated 19-3-1986.

¹⁶{(6) Leave pay for the purpose of encashment of LPR shall be computed on the basis of pay and allowances reckonable towards pension as shown in the last pay certificate of a civil servant.}

¹⁷**[19. In service death etc.—**(1) In case a Civil servant dies, or is declared permanently incapacitated for further service by Medical Board, while in service, a lump-sum payment equal to leave pay up to ¹⁸{three hundred and sixty-five} days out of the leave at his credit shall be made to his family as defined for the purposes of family pension or, as the case may be, to the civil servant.

(2) For the purpose of lump-sum payment under sub-rule (1), only the “Senior Post Allowance” will be included in the leave pay so admissible.]

20. Reasons need not to be specified, etc.—(1) It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to a civil servant.

(2) Leave applied for on medical certificate shall not be refused:

Provided that the authority competent to sanction leave may, at its discretion, secure a second medical opinion by requesting the civil surgeon or Medical Board, as the case may be, to have the applicant medically examined.

21. Leave when starts and ends.—Instead of indicating whether leave starts or ends in the forenoon or afternoon, leave may commence from that day following that on which a civil servant hands over the charge of his post and may end on the day preceding that on which he resumes duty.

22. Recall from leave, etc.—(1) If a civil servant is recalled to duty compulsorily with the personal approval of the head of his office from leave of any kind that he is spending away from his headquarters, he may be granted a single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty.

(2) In case the civil servant is recalled to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

(3) If the return from leave is optional, the civil servant is entitled to no concession.

¹⁶In rule 18-A, after sub-rule (5), new sub-rules (6) added vide S.R.O.70(KE)/2012 [F.1(7)R-4/2004], dated 29-8-2012, the Gaz. of Pak., Extr., Part II, Pages 243-244, dated September 01, 2012.

¹⁷Substituted vide S.R.O.922(I)/85 [No.F.1(34)-R4/85], dated 16-9-1985, the Gaz. Of Pak., Extr., Part II, Page No.1699, dated 01-10-1985 effective from the date of issue.

¹⁸Substituted vide S.R.O.11(KE)/2013 [No.F.1(7)R-4/2004], dated 18-2-2013, the Gaz. Of Pak., Extr., Part II, Page No.31, dated 28-2-2013.

23. Overstay after sanctioned leave, etc.—(1) Unless the leave of a civil servant is extended by the head of his office, a civil servant who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account.

(2) Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning.

24. Any type of leave may be applied.—A civil servant may apply for the type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances, for example, a civil servant may apply for extraordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to him, or he may proceed on extraordinary leave followed by leave on half pay and full pay rather than that on full pay, half pay, and without pay.

25. Combination of different types of leave, etc.—One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the civil servant:

Provided that leave preparatory to retirement shall not be combined with any other kind of leave.

26. Civil servant on leave not to join duty without permission before its expiry.—Unless he is permitted to do so by the authority which sanctioned his leave, a civil servant on leave may not return to duty before the expiry of the period of leave granted to him.

27. Leave due may be granted on abolition of post, etc.—(1) When a post is abolished, leave due to the civil servant, whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.

(2) The grant of leave in such cases shall, so long as he does not attain the age of superannuation, be deemed automatically to have also extended the duration of the post and the tenure of its incumbent.

28. Manner of handing over charge when proceeding on leave, etc.—(1) A civil servant proceeding on leave shall hand over the charge of his post, and if he is in Grade-16 and above, he shall, while handing over charge of the post sign the charge relinquishment report.

(2) If leave ex-Pakistan has been sanctioned on medical grounds, the civil servants shall take abroad with him a copy of the medical statement of his case.

29. Assumption of charge on return from leave, etc.—(1) A civil servant, on return from leave, shall report for duty to the authority that sanctioned his leave and assume charge of the post to which he is directed by that authority unless such direction has been given to him in advance.

(2) In case he is directed to take charge of a post at a station other than that from where he proceeded on leave, travel expenses as on transfer shall be payable to him.

30. Account Offices to maintain leave account.—(1) Leave account in respect of a civil servant shall be maintained as part of his service book.

(2) The accounts offices shall maintain the leave accounts of civil servants of whom they were maintaining the accounts immediately before the coming into force of these rules.

31. Leave to lapse when civil servant quits service.—All leave at the credit of a civil servant shall lapse when he quits service.

32. Pay during leave.—(1) Leave pay admissible during leave on full pay shall be the greater of:—

- (a) The average monthly pay earned during the twelve complete months immediately preceding the month in which the leave begins; and
- (b) the rate equal to the rate of pay drawn on the day immediately before the beginning of the leave.

(2) When leave on half pay is taken, the amounts calculated under clauses (a) & (b) of sub-rule (1) shall be halved to determine the greater of the two rates.

¹⁹[(3) A civil servant shall be entitled to the leave pay at the revised rate of pay if a general revision in pay of civil servant takes place or an annual increment occurs during the period of leave of the civil servant.]

33. Departmental leave.—(1) Departmental leave may be granted to civil servants drawing pay in Grade 1 to 9 in the National Pay Scale and serving in the Survey of Pakistan or in any such other department as may be notified by the Finance Division on the conditions laid down in this rule.

(2) Departmental leave may be granted only to a civil servant whose services are temporarily not required and no leave other than leave-not-due is admissible.

¹⁹Added vide S.R.O.1172(I)/94 [F.No.1(6)-R4/93], dated 21-9-1994, the Gaz. Of Pak., Extr., Part II, Page No.2278, dated 5-12-1994.

(3) A subsistence allowance at such rate as the officer granting the leave may think fit but not exceeding half pay may be granted during departmental leave.

(4) The allowance shall be payable only on return to and resumption of duty after the expiration of the leave, whether taken by itself or combined with departmental leave without pay:

Provided that if a civil servant dies while on departmental leave the amount of allowance, if any, otherwise admissible up to the date of his death shall be paid to his heirs.

(5) Departmental leave with subsistence allowance may be granted during the recess by the head of the party or office to which the civil servant belongs only when the officer granting the leave considers it desirable to re-employ him in the ensuing field season and the leave so granted may, in special cases, be extended by the Surveyor-General up to a maximum of five hundred and forty days at a time.

(6) Departmental leave with subsistence allowance may be granted at times other than the recess for not more than one hundred and eighty days at a time by a Director or Deputy Director, Survey of Pakistan, provided such leave is granted in the interest of public service or work and not at the civil servant's own request.

(7) Leave granted may in special cases be extended by the Surveyor General up to a maximum of three hundred and sixty five days at a time.

(8) Leave on medical ground shall in no circumstances be regarded as granted in the interest of public service or work.

(9) Departmental leave without pay may be granted by the Surveyor-General in continuation of departmental leave with subsistence allowance in special cases as authorized by the Finance Division by a general or special order.

(10) When a civil servant holds a post in which the Surveyor-General considers that he is unlikely to be eligible for departmental leave in future, the Surveyor-General may, by special orders in writing, declare that, with effect from such date not being earlier than the civil servant's last return from departmental leave, as the Surveyor-General may fix, any balance of leave at debit in the civil servant's leave account shall be cancelled, and all leave earned after such date will be credited as due in the civil servant's leave account, and all leave taken after such date, including departmental leave with allowances, if any, will be debited to it.

(11) Departmental leave may be combined with any other kind of leave which may be due.

34. Sick leave to a seaman.—A civil servant serving as an Officer, Warrant Officer or Petty Officer on a Government vessel may, while undergoing medical treatment for sickness or injury, either on his vessel or in hospital, be granted leave on full pay, outside his leave account, for a period not exceeding forty-five days by the Master or the Captain of the vessel provided that the civil servant is not malingering or his ill health is not due to such of his own action as cause or aggravate disease or injury.

35. Leave to disabled seaman.—A civil servant referred to in rule 34 who is disabled while performing his duty may be allowed leave on full pay for a maximum period not exceeding ninety days on each occasion if:-

- (a) the disability is duly certified by a Government Medical Officer;
- (b) the disability is not due to the civil servant's own carelessness; and
- (c) the vacancy caused by his absence is not filled up.

36. Leave earned by civil servant employed in non-continuous establishment.—(1) A civil servant employed in a non-continuous establishment may be granted only earned leave and disability leave as admissible to, and subject to the conditions laid down for, a civil servant employed in a continuous establishment and no other kind of leave shall be admissible to such civil servant.

(2) A civil servant who is transferred from a non-continuous establishment to a continuous establishment and *vice-versa* shall carry forward the balance of earned leave at his credit on the date of his transfer.

Explanation.—In this rule, “non-continuous establishment” means an establishment which does not function throughout the year and “continuous establishment” means an establishment which functions throughout the year.

37. Quarantine leave.—(1) Quarantine leave is in the nature of extra casual leave and a substitute shall normally not be employed during the absence of a civil servant on such leave:

Provided that where the exigencies of service are compelling, the head of the office may employ a substitute for reasons to be recorded in writing.

(2) A civil servant may be granted quarantine leave outside his leave account to the extent that his authorized medical attendant recommends and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

38. Leave application, its sanction, etc.—(1) Except where otherwise stated, an application for leave or for an extension of leave must be made to the head of office where a civil servant is employed and, in case of the head of office, to the next-above administrative authority and the extent of leave due and admissible shall be stated in the application.

(2) An audit report shall not be necessary before the leave is sanctioned.

(3) When a civil servant submits a medical certificate for the grant of leave, it shall be by an authorized medical attendant ²⁰[or other registered medical practitioner] in the form attached to these rules.

²¹[(3A) No civil servant who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in the form attached to these rules.]

(4) Leave as admissible to a civil servant under these rules may be sanctioned by the head of a Ministry, Division, Department, Office or any other Officer authorized by him to do so and, when so required, leave shall be notified in the official Gazette.

(5) In cases where all the applications for leave cannot, in the interest of public service, be sanctioned to run simultaneously, the authority competent to sanction leave shall, in deciding the priority of the applications, consider:—

- (i) whether, and how many applicants, can, for the time being, best be spared;
- (ii) whether any applicants were last recalled compulsorily from leave; and
- (iii) whether any applicants were required to make adjustment in the timing of their leave on the last occasion.

39. Hospital leave and study leave.—subject to these rules, the provisions regarding hospital leave and study leave contained in the Fundamental Rules and Supplementary Rules shall apply to the civil servants.

(No. F. 1(2)/Rev.I/78, dated 20-12-1980).

²²**[40. Relaxation of Rules.**— The Federal Government may, in a case of hardship, relax all or any of the provisions of these Rules:

Provided that such relaxation shall not be less favorable to any benefit available to a civil servant under these Rules.]

²⁰ Inserted vide Ministry of Finance' Notification No.F.1(22)-R4/82, dated 22-12-1982.

²¹ Inserted vide S.R.O.1068(I)/83 [No.847-R4/83], dated 19-11-1983, the Gaz. Of Pak., Extr., Part II, Page No.1935, dated 24-11-1983.

²² Added vide Ministry of Finance' Notification No.F.1(4)-R4/92, dated 01-10-1992.

FORM OF MEDICAL CERTIFICATE

Signature of applicant.

MEDICAL CERTIFICATE FOR CIVIL SERVANTS RECOMMENDED FOR LEAVE OR EXTENSION

I, _____ after careful _____ personal examination of the case, hereby certify that _____ whose signature is given above, is suffering from _____ and _____ I consider that a period of absence from duty of _____ with effect from _____ is absolutely necessary for the restoration of his health.

Dated, the

Government Medical Attendant

²³[or other Registered Medical Practitioner.]

²⁴**[Form-II]**

FORM OF MEDICAL CERTIFICATE OF FITNESS TO RETURN TO DUTY

I do hereby certify that I have carefully examined of the department, and find that he has recovered from his illness and is now fit to resume duties in Government Service. I also certify that before arriving at this decision I have examined the original medical certificate (s) and statement (s) of the case (or certified copies thereof) on which leave was granted or extended, and have taken these into consideration in arriving at my decision.

Dated, the

Government Medical Attendant

Or Other Registered Medical Practitioner.]

²³Inserted vide Ministry of Finance' Notification No.F.1(22)-R4/82, dated 22-12-1982.

²⁴Added vide S.R.O.1068(I)/83 [No.847-R4/83], dated 19-11-1983, the Gaz. Of Pak., Extr., Part II, Page No.1935, dated 24-11-1983.

G.F.R. 13.

APPLICATION FOR LEAVE

Notes:-Item 1 to 9 must be filled in by all applicants. Item 12 applies only in the case of Government Servants of Grade-16 and above.

- 1. Name of Applicant.
- 2. Leave Rules applicable.
- 3. Post held.
- 4. Department or Office.
- 5. Pay.
- 6. House Rent Allowance, Conveyance Allowance or other Compensatory Allowances drawn in the present post.
- 7. (a) Nature of leave applied for.
(b) Period of leave in days.
(c) Date of commencement.
- 8. Particular Rule/ Rules under which leave is admissible.
- 9. (a) Date of return from last leave.
(b) Nature of leave.
(c) Period of leave in days.

Dated

Signature of applicant

- 10. Remarks and recommendations of the Controlling Officer.
- 11. Certified that leave applied for is admissible under Rule and necessary conditions are fulfilled.

Signature

Dated:

Designation

- 12. Report of Audit Officer

Signature

Dated

Designation

- 13. Orders of the sanctioning authority certifying that on the expiry of leave the applicant is likely to return to the same post or another post carry the compensatory allowance be drawn by him.

Signature

Dated

Designation

EXPLANATORY INSTRUCTIONS FOR FILLING UP THE LEAVE ACCOUNT FORM

1. This leave account will be maintained for all civil servants of the Federal Government who were in service on the 1st July, 1978 including those who were on leave on that date and have not opted to retain the existing leave rules and all others, who enter service on or after 1st July, 1978.

2. All leave at credit in the account of a civil servant who was in service on the 1st July, 1978 shall be converted in terms of leave on full pay at the following rates:-

(i) L.A.P.

(a) One month.....=30 days

(b) One day.....=1 day

(ii) L.H.A.P.

(a) One month.....=15 days

(b) Two days.....=1 day

(Fractions if any to be ignored)

3. The leave account shall commence with an opening entry "Due on 01.07.1978" or in the case of a civil servant, who was on leave on 01.07.1978 with effect from the date of his return from leave. For the purpose of computing the leave at credit, the service upto 30-06-1978 will be taken into account. The leave due in terms of leave on full pay in days will be noted in Column No. 21.

4. (i) In calculating the leave earned on full pay at the rate of 4 days for every calendar month, the duty period of 15 days or less in a calendar month shall be ignored and those of more than 15 days shall be treated as a full calendar month for the purpose. If a civil servant proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than 15 days, the leave to be credited for the both the incomplete months will be restricted to that admissible for one full calendar month only. There shall be no maximum limit on accumulation of this leave.

(ii) The provision in (i) above will not apply to a vacation department. In its case, a civil servant may earn leave on full pay (a) when he avails himself of full vacation in a calendar year.....at the rate of one day

for every calendar month of duty rendered (b) when during any year he is prevented from availing himself of the full the vacation..... As for a civil servant in a non-vacation department for that year and (c) when he avails himself of only a part of the vacation.....as in (a) above plus such proportion of 30 days as the number of days of vacation not taken bears to the full vacation.

5. (a) Leave on full pay may be converted into leave on half pay at the option of the civil servant; the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one half counting as one full day's leave on full pay. The request for such conversion shall be specified by the civil servant in his application for the grant of the leave.

(b) There shall be no limit on the grant of leave on half pay so long as it available by conversion in the leave account.

6. L.P.R on full pay will be noted in Column No.10 while that on half pay in Columns No.13 & 14.

7. Leave not due may be granted on full pay to be offset against leave to be earned in future for a maximum period of 365 days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed 90 days in all. Such leave may be converted into leave on half pay. It shall be granted only when there are reasonable chances of the civil servant resuming duty.

8. The grant of Special leave, Maternity leave, Disability leave, Extraordinary leave, payment of leave pay for refused LPR upto a maximum of 180 days, lump-sum payment equal to full pay upto 180 days out of leave at credit made to the family of a Government servant, whose death occurs while in service, Seaman sick leave, Department leave, Study leave, Hospital leave and Quarantine leave shall be noted in Column No.22, Maternity leave other than three time in entire service shall, however, be debited to the relevant column of the leave account.

9. When a Government servant applies for leave Columns 2 to 7 shall be filled in showing the period of duty upto the date preceding that on which a Government servant intends to go on leave. The full calendar months to be noted in column 5 shall be worked out on the lines indicated in para 4 above.

10. When a Government servant returns from leave columns 8 to 23 shall be filled in according to the nature of leave. If leave not due is availed off the minus balance to be shown in Column No.21 should be written in red ink.

INDEX
Revised Leave Rules, 1980

This index has been compiled solely for the purpose of assisting reference. No expression used in it should be considered in any way as interpreting the rules.

Contents	Rules
A	
Absence after expiry of leave.	23
Account Offices to maintain leave account.	30
Accumulation of leave in the leave account.	3
Any type of leave may be applied.	24
Application for leave, to whom made.	38
Assumption of charge on return from leave.	29
Authority by whom leave can be granted.	38
B	
By whom leave account is to be maintained.	30
Balance of leave at debit in the civil servants leave account shall be cancelled.	33
C	
Carry forward of existing leave.	8
Certificate of fitness to return to duty.	38
Civil servants in vacation department may earn leave on full pay.	4
Civil servant on leave not to join duty without permission before its expiry.	26
Combination of leave with joining time.	25
Conditions for grant of leave not due.	11
Conversion of leave on full pay into leave on half pay.	6
Contribution to leave salary is required during foreign service.	2
D	
Death certificate of husband is to be provided for availing special leave.	12
Departmental leave, conditions for its grant.	33
Debit to the leave account of Leave on Half Pay.	6
Disability leave may be granted, outside the leave account.	14
Discretion of the head of the office for grant of extraordinary leave.	9
E	
Earning of leave by duty only.	2
Encashment of leave preparatory to retirement.	17, 18-A
Entitlement to revised rate of pay if annual increment occurs during leave.	32
Extension of leave.	38
Ex-Pakistan leave may be granted on full pay to a civil servant who applies for such leave or proceeds abroad during leave.	15
Extraordinary leave.	9,13,24

Contents	Rules
Ex-Pakistan leave may be granted to a civil servant who takes leave while posted abroad.	15
Ex-Pakistan leave will be regulated and be subject to the same limits and conditions as prescribed in rules 5, 6 and 9 of Revised Leave Rules, 1980.	15
F	
Federal Government may relax all or any of leave rules.	40
Female civil servants in a vacation department can be granted maternity leave without observing the restriction of 3 times in entire service.	13
Fraction of a day should not appear in Leave Account.	8
G	
General revision in pay during leave– Entitlement to revised rate of pay.	32
H	
Hospital leave.	39
Half pay; the amount of leave to be granted.	6
I	
In service death – lump-sum payment for leave encashment to family.	19
In case of hardship, Federal Government may relax any leave rule.	40
J	
Joining time in addition to leave.	25
K	
Kind of leave with which Departmental Leave can be combined.	33
Kind of leave with which Maternity Leave can be combined.	13
L	
Leave account maintained in terms of leave on full Pay.	3
Leave application, its sanction, etc.	38
Leave earned by civil servant employed in non-continuous establishment.	36
Leave ex-Pakistan.	15
Leave is to be applied in terms of days.	8
Leave on full pay without medical certificate.	5
Leave not due may be granted if chances to resume duty.	11
Leave to lapse when civil servant quits service.	31
Leave to disabled seaman.	35
Leave due may be granted on abolition of post.	27
Leave on full pay can be converted into leave on half pay.	6
Leave Preparatory to retirement.	16
LPR encashment for employees of autonomous/semi-autonomous bodies.	18-A
LPR shall not be combined with any other kind of leave.	25
Leave when starts and ends.	21

Contents	Rules
M	
Maternity leave may be granted to a female civil servant on full pay.	13
Maternity leave may not be granted more than three times in entire service.	13
Manner of handing over charge when proceeding on leave.	28
Maximum amount of leave that can be granted to a civil servant.	5,9,11,14,16,17,35
N	
Non-continuous service, Grant of leave.	36
No maximum limit on accumulation of leave.	3
No limit on grant of leave on half pay so long as it is available.	6
Not due: Conditions for grant of leave.	11
O	
Out of Pakistan: Procedure prescribed for grant of Ex-Pakistan leave.	15
Overstay after sanctioned leave.	23
On medical certificate, how much leave can be granted.	5
One type of leave may be combined with any other type of leave.	25
P	
Part-time service, Grant of leave.	14
Pay during leave.	32
Penalty for overstaying after the end of granted leave.	23
Permission required to return from leave out of Pakistan on medical certificate.	38
Power to refuse leave preparatory to retirement.	18
Period spent in foreign service earns leave if contribution is paid.	2
Priority of claims to leave.	38
Proceeding on leave.	28
Procedure in the case of Government servants recalled from leave in Pakistan.	22
Q	
Quarantine leave.	37
R	
Report of return from leave.	29
Revised Leave Rules, 1980 will apply to all civil servants.	1
Recall from leave.	22
Reasons need not to be specified for which leave has been applied.	20
Recreation leave.	10
Relaxation of leave rules.	40
Return from leave before due date.	26
S	
Sanction of leave in terms of days.	7
Sick Leave to a seaman.	34
Special disability leave.	14,35

Contents	Rules
Special leave shall not be debited to leave account of a female civil servant.	12
Special leave shall commence from the date of death of husband.	12
Study Leave.	39
Subsistence allowance at such rate as the officer granting the leave may think fit but not exceeding half pay may be granted during departmental leave.	33
T	
Travelling allowance to Government servants recalled to duty from leave.	22
U	
Under the Prescribed Leave Rules, 1955, LHAP can be converted into LAP.	5 (Note)
Undertaking to perform duty in lieu of the whole period of 365 days or lesser period which is due and admissible to receive encashment of LPR.	18-A
V	
Vacation departments.	4,10,13
W	
When leave is earned	2
Will draw their leave salary in rupees in Pakistan irrespective of the country where they spend their ex-Pakistan leave.	15
Y	
Year in which a civil servant is prevented from availing full vacation	4
Years of service required for availing 5 years EOL.	9

GLOSSARY
Revised Leave Rules, 1980

This glossary has been compiled solely for the purpose of assisting reader. No expression used in it should be considered in any way as interpreting the rules.

Terms in Leave Rules	Definitions
A	
Average Monthly Pay (32)	It means the average monthly pay earned during the 12 complete months immediately preceding the month in which the event occurs which necessitates the calculations of average pay.
C	
Cash compensation (17)	Cash compensation is a payment for the actual period of such leave preparatory to retirement which is refused to be allowed not exceeding {three hundred and sixty-five} days leave on full pay.
Civil Servant (1)	<p>“civil servant” means a person who is a member of an All-Pakistan Service or of a civil service of the Federation, or who holds a civil post in connection with the affairs of the Federation, including any such post connected with defence, but does include—</p> <ul style="list-style-type: none"> (i) a person who is on deputation to the Federation from any Province or other authority; (ii) a person who is employed on contract, or on work-charged basis or who is paid from contingencies; or (iii) a person who is “worker” or “workman” as defined in the Factories Act, (XXV of 1934), or the Workman's Compensation Act, 1923 (VIII of 1923):
Contribution (2)	Leave is earned by duty only. For the purpose of this rule a period spent in foreign service count as duty if contribution towards leave-salary is paid on account of such period.
Continuous Establishment (36)	In this rule, “continuous establishment” means an establishment which functions throughout the year.
D	
Departmental Leave (33)	It is a leave granted to civil servants drawing pay in BPS 1 to 9 and serving in the Survey of Pakistan or in any such other department as may be notified by the Finance Division on the conditions laid down in this rule.

Terms in Leave Rules	Definitions
E	
Extraordinary leave (leave without pay) E.O.L. (9)	It is allowed 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.
Encashment of L.P.R. (17) (18A)	If in case of retirement on superannuation or voluntary retirement on completion of thirty years qualifying service a civil servant cannot, for reasons of public service, be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof be granted lump-sum leave pay for the leave refused to him subject to a maximum of {three hundred and sixty-five} days leave on full pay.
F	
Foreign Service (2)	It means service in which Government servant receives his substantive pay with the sanction of the Government from any source other than the revenues of the President or of a Province or the Railway Fund (when established).
I	
Incumbent (27)	An employee who occupies a post is called incumbent of that post.
J	
Joining time (25)	It means the time allowed to a Government servant in which to join a new post or to travel to or from a station to which he is posted.
L	
Leave Account (30)	Leave account in respect of a civil servant shall be maintained as part of his service book in the form, attached with these rules. The accounts offices shall maintain the leave accounts of civil servants of whom they were maintaining the accounts immediately before the coming into force of these rules.
Leave-salary (2), (13), (14), (15)	It means the monthly amount paid by Government to a Government servant on leave.
Lump-sum payment (17)	Lump-sum leave pay for the leave preparatory to retirement refused subject to a maximum of {three hundred and sixty-five} days leave on full pay.
N	
Non-continuous Establishment (36)	In this rule, "non-continuous establishment" means an establishment which does not function throughout the year.

Terms in Leave Rules	Definitions
O	
Official Gazette (38)	Leave as admissible to a civil servant under these rules may be sanctioned by the head of a Ministry, Division, Department, Office or any other Officer authorized by him to do so and, when so required, leave shall be notified in the official Gazette.
Option (17), (18A)	Choice either to avail 365 days leave or avail cash payment in lieu of such leave during the last year his / her service.
Overstay (23)	Unless the leave of a civil servant is extended by the head of his office, a civil servant who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account.
P	
Public Service (17), (33), (38)	Leave on medical ground shall in no circumstances be regarded as granted in the interest of public service or work.
R	
Remuneration (23)	Unless the leave of a civil servant is extended by the head of his office, a civil servant who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence.
S	
Superannuation (17), (18A), (27)	Average age at retirement on superannuation pension. This should normally be taken as 60 in every case unless there are special reasons to take it either at a lower or a higher figure.
V	
Vacation department (4)	A local Government may make rules specifying the departments or parts of departments which should be treated as vacation departments, and the conditions in which a Government servant should be considered to have availed himself of a vacation. A civil servant in vacation department may earn leave on full pay on the conditions, prescribed by the Government.
Voluntary retirement (17)	Voluntary retirement means retirement on completion of 25 years qualifying services.