

Copy of letter No. 2068-G-50/11251, dated the 1st April, 1950, from the Chief Secretary to Government, Punjab to All Heads of Deptts.

**Subject :—**Grant of extensions of service and re-employment of Government servants, both Gazetted and Non-Gazetted after the age of superannuation.

In continuation of Punjab Government letter No. 509-G-50/1668, the dated 17th February, 1950 on the subject cited above. I am directed to say that according to the practice prevailing in most of the Departments the question of selection of a successor to a retiring officer/official is taken up just a few months before his retirement. Very often the process of selection causes the leave preparatory to retirement applied for by the retiring Government servant to be refused in public interest.

2. In accordance with the provisions of rule 8.21 of the Civil Services Rules (Punjab), Volume I, the refusal of leave preparatory to retirement entails the grant of leave after the date of superannuation. This leave carries with it the grant of an automatic extension in service for the stipulated period of subject to a maximum of 6 months. In some cases the services of a retiring officers are utilized by re-employing him pending the selection of his successor. In order to obviate the necessity of granting extensions of service or employing officers after the date of superannuation in the circumstances explained above the Governor of the Punjab is pleased to direct that in future Heads of Departments should prepare every month a list of all officers/officials who are due to retire within the next 12 months and take up the question of appointing their successors well in advance so that all the formalities (e.g. Consultation with the Public Service Commission, where necessary under the rule) are completed long before an officer is due to retire or intends to proceed on leave preparatory to retirement.