

Copy of Punjab Government Circular letter No. 10343 GII -59/21150 dated 16th December, 1959 from the Chief Secretary to Government, Punjab addressed to all Heads of Departments etc. etc.

Subject —Casual leave.

With the introduction of the revised system of Earned Leave, Holidays and Working hours with effect from the 1st July, 1959, some doubts have arisen and certain departments have sought clarification as to how the amount of casual leave admissible to an employee, who has less than two years service is to be calculated in the presence of the instruction contained in paragraph 20 of the Secretariat Instructions. The whole matter has been considered at length and it has been decided not to impose any further restrictions in this behalf because the amount of casual leave has already been reduced considerably. In future no discrimination will thus be made in the case of those who have less than two years service and all employees having less than 10 years service will be entitled to 10 days casual leave in a year as laid down in the policy No. 4376-GII-59/2767, dated the 28th May, 1959.

2. Paragraph 20 of the Secretariat Instructions is being amended suitably so as to bring it in line with the instructions issued with the above-mention letter.