

Copy of letter No. 2293-4GSII-66/15013, dated 7th June, 1966 from the Chief Secretary to Government Punjab to all Heads of Departments in the Punjab etc., etc.

**Subject:** — Revised system of working hours.

I am directed to invite a reference to Punjab Government letter No. 10343 GII 59/24150, dated the 16th December, 1959, with which the discrimination that existed previously in regard to the grant of casual leave to Government employees having less than two years service was eliminated. Such employees are now entitled to the same amount of casual leave as is admissible to employees having less than 10 years service. It was clarified, -vide Punjab Govt. letter No. 7365-GS-60/30449, dated the 29th August, 1960 that no restriction should be imposed even in the case of employees who are appointed purely on temporary basis for a period not exceeding three months, or for a period not exceeding six months against regular vacancies and they may be granted casual leave in full provided they are in dire need of it and Government work is not allowed to suffer. This question has again been considered by Government carefully and it has been decided that casual leave to such employees should be admissible as under :—

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| (i) To employees who after having been appointed on <i>ad hoc</i> basis have been in Government employment for a period up to one month  | ..         |
| (ii) To employees who after having been appointed on <i>ad hoc</i> basis have been in Government employment for a period of more than one month but not exceeding two months     | One day    |
| (iii) To employees who after having been appointed on <i>ad hoc</i> basis have been in Government employment for a period of more than two months but not exceeding three months | Two days   |
| (iv) To employees who after having been appointed on <i>ad hoc</i> basis have been in Government employment for a period of more than three months but not exceeding four months | three days |
| (v) The employees who after having been appointed on <i>ad hoc</i> basis have been in Government employment for a period of more than four months but not exceeding five months  | four days  |
| (vi) To employees who after having been appointed on <i>ad hoc</i> basis have been in Government employment for a period of more than five months but not exceeding six months   | five days  |