

Copy of letter No. 1417-3GS-63/4884, dated the 13th February, 1963 from Sardar Gian Singh Kahlon, I. C. S., Chief Secretary to Government, Punjab to all Heads of Departments in the State.

Subject :—Refusal of leave preparatory to retirement under rule 8.21 of Civil Service Rules. Volume I. Part I

I am directed to invite a reference to Punjab Government letter No 5818-GII-58/33121, dated the 13th November, 1958, on the subject noted above, in which it was brought to your notice that cases regarding the refusal of leave preparatory to retirement generally come to the Chief Secretary (in the General Services Branch) at the eleventh hour and as such, it becomes difficult to scrutinise them with due care. You were also requested to bring the necessary instructions to the notice of all Government servants, asking them to submit applications for leave preparatory to retirement at last three months before the date from which they propose to proceed on leave. It was provided in para 3 of the said instructions that having received such applications three months before the crucial date it should be possible for the departments to forward cases in which they wanted leave to be refused, to the Chief Secretary two months before the due date.

2. Again, in Punjab Government letter No. 4458-GII-59/8957, dated the 25th July, 1959, you were requested to prepare quarterly statements of all retiring officers/officials at least six months before the commencement of the quarter to which these might relate, viz, the statement in respect of Government servants due to retire during the quarter July-Sept, 1962 should be prepared by the 15th October, 1962. It was further desired that the appointing authority should keep a watch on the progress of the case of each retiree to ensure that the question of appointing his substitute was settled well in advance of the date of his retirement or the date of his proceeding on leave preparatory to retirement, as the case might be. The statements in respect of Government servants whose substitutes are to be appointed by Government are to be submitted to the Administrative Department concerned with a week of the dates specified above for similar necessary action at their end.

3. Government observe with regret that the departments are getting indifferent to the Government instructions mentioned in para 1 and 2 above regarding the timely submission of cases in which the leave preparatory to retirement has to be refused and also in finding substitutes for the retiring officers/officials in time. At times cases are received from the Administrative Departments when about half the period of leave preparatory to retirement is already over and in certain cases the proposals are received only at the end of the time limit and as such, the Government is forced to agree to the proposal.

4. Government has reconsidered the whole problem and it has been decided that in future each officer/official due to retirement should as a normal rule, intimate in writing his intention with regard to leave preparatory to retirement to his Head of the Department with an advance copy to the Administrative Department concerned or any other department under whom he shall be serving at that time, three months before the date in which he proposes to proceed on leave three months from the date from which ordinarily the leave preparatory to retirement will commence in his case. The department concerned may send to the Chief Secretary its views within a month from the date receipt of the leave application. Any period of lapse will be deducted from the amount of leave due. For instance if an officer applies only a month before hand instead of three months, he will be given only two months leave preparatory to retirement instead of four months applied for by him. In case the departments fail to forward the leave applications within the stipulated period of one month, it would be presumed that they do not want leave to be refused and any request made after the expiry of one month will not be considered. In regard to officers who do not intend taking leave preparatory to retirement, the case for replacement should invariably be put up two months before the date of retirement.

5. I am to request that the procedure laid down in para 4 above should be strictly complied with and Government instructions dated the 25th July, 1950 mentioned in para 2 above rigidly followed by all concerned. These instructions will not apply to All India Service Officers.

6. These instructions will come into operation from the date of issue.

7. The receipt of this letter may kindly be acknowledged and the instructions brought to the notice of all officers/officials under you.