

Copy of letter No. 945-3GSII-71 dated the 13th April, 1971.

**Subject :—Refusal of leave preparatory to retirement under Rule 8.21 of C.S.R. Volume I Part I,**

I am directed to invite reference to the instructions contained in composite Punjab Government letters No. 5818-GII-58/33161, dated the 13th Nov., 1958, No. 1417-3GS-63/4884, dated 13th February, 1963 and U.O. No. 5142-3GSI-63, dated 25th May, 1963 (a copy is enclosed), on the subject noted above and to say that the said instructions are to the effect that cases regarding refusal of leave preparatory to retirement should be initiated well in advance so that sufficient time is available for their proper scrutiny. The provision in fact is that a Government employee proposing to proceed on leave preparatory to retirement should intimate this in writing to his Head of Department (with an advance copy to the Administrative Department concerned) four months before the date from which ordinarily leave preparatory to retirement would commence in his case. Furthermore, all cases pertaining to the grant of benefit of refused L.P.R. should reach the Chief Secretary (in General Services Branch) within one month of the receipt of the application for such leave. It has been observed however that these instructions have not been followed in many cases. This is open to objection as the result is that there is delay in the processing of the cases and in some instances the benefit of a refused leave has to be disallowed even when it is otherwise deserved. It is, therefore, requested that the aforesaid instructions may be brought to the notice of all Government Employees working under you for strict compliance so that difficulties of the type mentioned above do not occur to the detriment of the employee.

2. The receipt of this letter may kindly be acknowledged.