

Copy of Circular letter No. 4295 4GS (II) -65/27841, dated the 9th August, 1965, from the Chief Secretary to Government Punjab, addressed to all Heads of Departments etc., etc.

Subject :- Procedure for accounting for short leave.

I am directed to address you on the subject noted above and to say that in the absence of any specific instructions regarding accounting for short leave which may range from half an hour to more than 2 or 3 hours, different procedures are being adopted in the Government offices in the State. In order to maintain uniformity in all the departments of Government it has been decided that in future the following procedure should be adopted in all the departments of Punjab Government :-

- (1) Short leave for two hours or less should be treated as one third day's casual leave.
 - (2) Short leave for more than two hours should be considered as half day's casual leave, up to three and a half hours and as full day's casual leave if it exceeds three and a half hours.
 - (3) The account of short leave should be adjusted in the casual leave account maintained in the Branch/Office.
2. These instructions may be brought to the notice of all concerned for information and guidance and the receipt of this letter may please be acknowledged.