

**Copy of U.O. Circular Letter No. 5142—3GS—63, dated 25th May, 1963 from the Chief Secretary to Government, Punjab to All the Administrative Secretaries to Government, Punjab.**

**Subject :— Grant of extension in service and re-employment of Government servants both gazetted and non gazetted after the age of retirement.**

The existing instructions as contained in para 2 (vii) of this Department un-official circular No. 9246-GII-57, dated the 8th January, 1958 are that cases for re-employment/contained re-employment/grant of extension in service should reach the Administrative Secretary at least three months before the crucial date i.e. the date of superannuation or the date on which the term of re-employment/grant of extension in service expires. It has been observed that this time limit does not provide sufficient time for the cases being scrutinised and processed, properly. It has therefore, been decided that in future all cases of re-employment/contained re-employment/grant of extension in service should reach the Administrative Secretary concerned at least four months before the date of superannuation or the date on which the terms of re-employment/extension in service expires, as the case may be and the Administrative Secretaries should forward them to the Chief Secretary (in the General Services Branch), three months before that date.

2. Similarly, Punjab Government letter No. 1417—3GS—64/4884, dated the 13th February, 1963, provides that in cases for refusal of leave preparatory to retirement, Government employees should, as a 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, three months before the date on which he proposed to proceed on leave or three months from the date from which ordinarily the leave preparatory to retirement would commence in his case. It has now been decided that this period should also be increased to four months as in the case of re-employment/extension in service. The instructions in question should therefore be considered to have been modified to this extent. Furthermore, all cases pertaining to requests for grant of benefit of refused leave preparatory to retirement should reach the Chief Secretary (in the General Services Branch) within a month of the receipt of leave application.

3. It is requested that these instructions should be complied with strictly in future. In the event of default the Government may not find possible to allow the request for re-employment, continued re-employment/extension in service after the date of superannuation, with the result that the officer concerned might lose the leave as well as the benefit of refused leave after the date of superannuation.

4. The receipt of this communication may kindly be acknowledged.