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Date: 15/02/2017

All Branch Heads BFUHS Faridkot	All Principals Constituent Colleges	Medical Supdt GGSMH. Faridkot	Joint Director UCER. Faridkot	Director ACI, Bathinda	SMO Civil Hospital. Badal/Jalabad
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Subject:- Grant of Casual Leave/Earned Leave/Medical Leave etc to the employees working on regular basis in this University and its constituent colleges & hospitals

I am to inform you that University has implemented its Services Rules w.e.f. 04.06.2016 and as per Appendix -'C' duly uploaded on our official website i.e. www.bfuhs.ac.in, the worthy Vice-Chancellor has ordered to follow the provisions contained in "The Punjab Civil Service (General and Common conditions of Services) Rules, 1994" issued by the Govt. of Punjab, in respect to other matters, if not covered under the service rules of Baba Farid University of Health Sciences, Faridkot.

Though, the leaves are to be recommended / granted in the light of provisions/instructions of Punjab Civil Service Rules issued by the Punjab Govt. from time to time.

However, a copy of Punjab Civil Services Rules representing instructions regarding grant of Casual Leave/Earned Leave/Medical Commuted Leave is enclosed herewith for your ready reference and compliance. For further updates please get in touch with the official website of Punjab Govt. i.e. www.punjab.gov.in

SAS mfk
Registrar

DA: As above

APPENDIX 17
(Referred to in Rule 8.61)

Rules for the grant of Casual and Quarantine Leave

I. Casual Leave

1. Casual leave may be granted to Government employees for short periods by the authorities specified in Appendix 12 or by any officer under them to whom the powers are delegated by the said authorities subject to the conditions therein stated, as follows:-

(1) **Scale** -Casual leave will be admissible as follows:-

- | | |
|---|-------------|
| (i) To employees with 10 years' service or less | ...10 days |
| (ii) To employees with more than 10 years service
but less than 20 years service | ...15 days |
| (iii) To employees with over 20 years service | ...20 days |
| (iv) To all female Government employees
irrespective of their length of service | ...20 days. |

(2) **How calculated.**-From the date on which an employee completes his 10th or 20th year of service, as the case may be, he will be given leave in that year according to the next higher scale. Thus if an employee completes 10 years service on the 30th April, 1963 he will be entitled to 15 days casual leave for the entire year 1963. Length of service will be assessed as in note below Rule 8.116 of Punjab C. S. R. Volume I, Part I.

(3) **Accounting of Casual Leave.**-The casual leave account will be maintained annually from the 1st of January to 31st of December. All casual leave accounts will be closed on the 31st December and new accounts opened on the 1st of January, following, irrespective of the fact that an official takes a spell of casual leave which includes the last few days of December, and the first few days of January. Thus if an official takes leave from the 26th December, 1959, to 5th January, 1960, the period 26th December to 31st December will be debited to his leave account for the year 1959 and the period 1st January to the 5th January, 1960 will be debited to his leave account for the year 1960.

(4) **Length of leave and Combination of leave.**-In taking casual leave, within the limits admissible above, an employee may remain continuously absent from duty for a maximum of 16 days. In this spell he will be permitted to include holidays which will not be debited to his casual leave account. The total spell, however, should in no case exceed 16 days. The balance of the casual leave can be taken in driblets. It may be emphasised that it is desirable, but not compulsory for Government employees to take such a spell. Where a Government employee desires to take such a spell, permission should not ordinarily be refused although of course the competent

APPENDIX 17

authority may adjust the dates on which the spell is taken for administrative convenience.

Note 1.—A Government employee should not leave his district during casual leave without permission.

Note 2.—As exception to the above rule.

- (a) A Government employee who has been bitten by a rabid animal may be granted casual leave up to 16 days to proceed to a centre or Institute for anti-rabic treatment. If in a special case leave for more than 16 days is necessary and the appointment of substitute if found necessary, one month's additional "earned leave" may be granted which shall not be debited against the leave at the credit of the Government employee. When, however, no substitute is engaged, the entire period of one and a half month leave should be treated as casual leave. Any leave required in excess of one and a half months may be granted under the ordinary rules applicable to the Government employee concerned.
- (b) The concessions specified in clause (a) above may be extended to a Government employee without a lien on a permanent post, while officiating in a permanent or temporary post, or holding a temporary post, the pay which he may draw in such a post being taken as the "substantive pay" for this purpose.

Note 3.—It is not in order to grant casual leave on half pay or without pay as a Government employee on casual leave is not treated as absent from duty and his pay is not intermitted. If in any case, less than full pay is allowed, it would amount to an imposition of a penalty not provided for in the Punishment and Appeal Rules.

2. Except in cases where previous reference would cause real inconvenience, a Government employee should not, without previous permission come on casual leave to headquarters or the place where the Governor is residing, for the purposes of making a representation to the Governor. The prohibition does not apply to a Government employee who is on any other kind of leave, or who does not intend to make any such representation.

3. No Government employee may go, on casual leave, to a place beyond 36 hours recall, and no Deputy Commissioner or Superintendent of Police may go to Kullu or Kashmir, without the express sanction of Government.

4. If a Government employee overstays his casual leave for any reason whatsoever, for example, a break-down on the road due to flood or landslips the entire period of absence will be debited to his ordinary leave account, and not only the period by which he has overstayed his casual leave.

5. No Government employee may leave his headquarter, during gazetted holidays except with the permission of his immediate departmental superior, who must undertake the responsibility of granting such permission.

6. Casual leave must not be given so as to cause evasion of the rules regarding—

- (i) date of reckoning pay and allowances;
- (ii) charge of office;
- (iii) commencement and end of leave;
- (iv) return to duty;

or so as to extend the term of other kinds of leave beyond the time admissible by rule.

II QUARANTINE LEAVE

1. Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the family or household of a Government employee. Such leave may be granted by the Head of the Office on the certificate of a Medical or Public Health Officer for a period not exceeding 21 days or in exceptional circumstances, 30 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted, when necessary, in continuation of other leave, subject to the above maximum. Except as provided in the note below no substitute should be appointed in place of a Government employee absent on quarantine leave.

Explanation.—(1) Quarantine leave is not admissible in the case of Government employee who himself contracts an infectious disease.

(2) The maximum limits of 21 and 30 days prescribed in this rule refer to each occasion on which leave is applied for and granted.

Note (1).—Cholera, Small-pox, Plague, Diphtheria, Typhus Fever and Cerebrospinal Meningitis may be considered as infectious diseases for the purpose of the rule. In the case of chicken-pox, quarantine leave should not be sanctioned unless the Health Officer responsible considers that because of doubt as to the true nature of the disease, for example Small-pox, there is a reason for the grant of such leave. In the case of Government employee stationed in areas under the administration of other States, such other diseases as may have been declared by those Governments as infectious for the purpose of their quarantine leave may also be considered as infectious diseases for the purpose of the rule. Such Government employees will, however, be eligible for quarantine leave for any of the diseases mentioned above, even though it has not been declared in orders issued by other States concerned to be an infectious disease.

Note (2).—The authority referred to in paragraph 1 of Section I above may sanction a substitute for an absentee who is on quarantine leave and whose duties cannot be arranged for without prejudice to his pay: Provided that the absence does not exceed 30 days.

GENERAL RULES AND CONDITIONS

8.114. Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

8.115. The authority which granted leave to a Government employee can commute it retrospectively into leave of a different kind which may be admissible but the Government employee concerned cannot claim it as a matter of right.

8.115-A. Omitted.

PART-A. LEAVE TO GOVERNMENT EMPLOYEES IN
PERMANENT EMPLOY

GENERAL PROVISIONS

(i) Earned Leave

8.116. (i) The earned leave admissible to a Government employee in permanent employ is :-

- (a) 1/24th of the period spent on duty, during the first 10 years of his service;
- (b) 1/18th of the period spent on duty during the next 10 years of his service; and 1/12th of the period spent on duty, thereafter.

Note 1.—For the purpose of assessing the “length of service” under this sub-rule, break in service caused as a result of retrenchment shall not entail forfeiture of previous service. Further, in the case of women Government employees break in service due to resignation as a result of family circumstances of the Government employee concerned, shall also be condoned by the re-appointing authority; provided the duration of break does not exceed 10 years.

Note 2.—In calculating earned leave, the actual number of days of duty performed shall first be counted and then multiplied by 1/12, 1/18, 1/24 as the case may be and the product expressed in days and fraction of day. In case, there is a change in the rate of earning of leave, the fraction in the earned leave shall be rounded off to the nearest day that is fraction below half shall be ignored and that half or more shall be reckoned as one day.

Note 3.—The period spent on duty shall include all kinds of leave, except extraordinary leave, for the purpose of calculation of earned leave.

(ii) Accumulation of earned leave is permissible upto 450 days.

(iii) Leave preparatory to retirement may be allowed upto 300 days on full pay, provided it is due.

Note 1.— Omitted.

Note 2.—The leave granted as leave preparatory to retirement shall not include extraordinary leave.

Note 3.—In a case, where a Government employee who is required to retire, or who himself chooses to be retired before the age of superannuation, he may be allowed the leave due and admissible to him as indicated below, provided it does not extend beyond the date on which he attains the age of superannuation:—

- (i) leave preparatory to retirement upto 300 days on full pay, if it is due; or
- (ii) earned leave upto the extent leave preparatory to retirement is admissible as in clause (i) with permission to combine it with any other kind of leave, if due.

8.117. (a) A Government employee serving in a vacation department, shall be entitled to earned leave of eight days for every completed year spent on duty:

Provided that if in any year, he is prevented from availing himself of the full vacation, earned leave shall be admissible in respect of that year in accordance with the provisions of Rule 8.116:

Provided further that if in any year, he is prevented from availing himself of a part of vacation, the earned leave proportionately admissible to him under sub-rule (b), together with earned leave of eight days admissible under this sub-rule, shall not exceed the maximum earned leave admissible under rule 8.116.

(b) The earned leave admissible to such Government employee in respect of any year in which he is prevented from availing himself of the full vacation is such proportion of the following periods as the number of days of vacation not taken bears the full vacation:—

- (i) to a Government employee with 10 years' service or less:

15 days.
- (ii) to a Government employee with more than ten years service but not exceeding 20 years service:

20 days.
- (iii) to a Government employee with over 20 years service:

30 days.

(c) Vacation may be taken in combination with or in continuation of any kind of leave under the rules in this section.

8.118. Omitted.

- (ii) Half pay leave, commuted leave and 'Leave not due'.

8.119. (a) The half pay leave admissible to a Government employee in permanent employ in respect of each completed year of 'service' is 20 days.

(b) The half pay leave due may be granted to a Government employee on medical certificate or on private affairs.

(c) Commuted leave not exceeding half the amount of half pay leave due may be granted to a Government employee on medical certificate only subject to the following conditions :-

- (i) Commuted leave during the entire service shall be limited to a maximum of (240) days:
- (ii) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due:
- (iii) Half pay leave up to a maximum of 180 days shall be allowed to be commuted during the entire service where such leave is utilised for an approved course of study certified to be in the public interest by the leave sanctioning authority:

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the Government employee will return to duty on its expiry, and provided further that no commuted leave may be granted unless it has been applied for at least 15 days at a time.

Note 1.—The option once exercised will be final and debars a Government employee from claiming re-conversion, as a matter of right, though the authority which granted leave can (if so disposed) allow it.

Note 2.—When commuted leave is granted to a Government employee under this rule and he intends to retire subsequently, the commuted leave should be converted into half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave should be recovered. An undertaking to this effect should, therefore, be taken from the Government employee who avails himself of commuted leave but the question whether the Government employees concerned should be called upon to refund the amount drawn in excess as leave salary should be decided on merits of each case, i.e. if the retirement is voluntary, refund should be enforced, but if the retirement is compulsorily thrust upon him by reason of ill-health, incapacitating him for further service or in the event of his death no refund should be taken.

(d) Save in the case of leave preparatory to retirement 'leave not due' may be granted to a Government employee in permanent employ for a period not exceeding 360 days during his entire service, out of which not more than 90 days at a time and 180 days in all, may be otherwise than on medical certificate. Such leave will be debited against the half pay leave the Government employee may earn subsequently.

Note 1.—Leave not due should be granted only if the authority empowered to sanction leave is satisfied that there is reasonable prospect of the Government employee returning to

duty on the expiry of the leave and should be limited to the half pay leave he is likely to earn thereafter.

Note 2.—Omitted.

Note 3.—Omitted.

Note 4.—As for half pay leave in respect of a completed year of service during which service was rendered partly in a Group 'C' post and partly in a Group 'D' post, this leave will be calculated on a pro-rata basis separately in respect of Group 'C' service or Group 'D' service and then added up. The fraction, if any, present in the total half pay leave for the particular year will be ignored if it is less than half, or reckoned as one day if it is half or more.

Note 5. Omitted.

Note 6.—The half pay leave earned by a Government employee in respect of a completed year of service can be availed of by him during the course of a spell of leave or during an extension thereof within which the date of anniversary of service falls.

Note 7.—Where a Government employee who has been granted 'Leave not due' under this clause applies for permission to retire, voluntarily, the 'leave not due' shall, if the permission is granted be cancelled and his retirement shall have effect from the date on which such leave commenced. An undertaking to this effect should, therefore, be taken from Government employee as who avail of 'Leave not due'. But the question whether a Government employee should be called upon to refund the amount of leave salary should be decided on the merits of each case e.g. if the retirement is voluntary refund should be enforced; if it is unavoidable by reason of ill health incapacitating him for further service or in the event of his death no refund should be insisted upon.

Note 8.—When "leave not due" is granted to a Government employee under this clause and he applied for permission to retire voluntarily or resigns of his own volition at any time after returning to duty, the question of refund of leave salary in respect of the leave not due already availed of before return to duty shall, to the extent it has not been subsequently wiped off, be treated in the same way as laid down in note 7 above.

Note 9.—Where a Government employee who having availed himself of the 'leave not due' returns to duty and is retired from service under sub-rule (1) of rule 3 of the Punjab Civil Services (Premature Retirement) Rules, 1975 and has not been able to earn half pay leave to the extent of the 'leave not due' granted to him before such retirement, he shall not be called upon to refund the amount of leave salary in respect of that 'leave not due'.

8.120. Omitted.