No. FD.SR.II.2-58/90

Dated the 1st June 1995

**Subject: GRANT OF EOL AND REGULARISATION OF STAY ABROAD**

**/ABSENCE FROM PLACE OF DUTY**

I am directed to draw your kind attention to the subject cited above.

2. It has been observed that Administrative Departments forward cases pertaining to grant of EOL/Regularization of stay abroad/absence from place of duty, directly to Finance Department without specifically confirming the extent of adherence and fulfillment of administrative, legal and disciplinary requirements as well as of rules, regulations and prescribed procedures by the concerned Government officials and the administrative departments.

Keeping in view the circumstances it has now been decided that in future all such cases shall be forwarded by administrative departments first to SGA&I Department (Regulation Wing) with full facts/data of service along with copies of relevant documents for consideration, scrutiny and clearance. Only when SGA&I Department gives a certificate of clearance, should such cases be forwarded to Finance Department. Also in cases where summaries are required to be submitted, the same may be routed, first through SGA&I Department (Regulation Wing) and subsequently sent to Finance Department for recording its views thereon. 3. It is requested that the above cited procedure be strictly adhered to while process of the subject cases.

**No.SR.II-2-56/94**

**Dated Lahore, the 1st December, 1994**

**Subject: EXTENSION IN EXTRAORDINARY LEAVE IN RELAXATION OF RULE 9 OF THE**

**REVISED LEAVE RULES, 1981**

I am directed to say that according to the existing Rule 9 of the Revised Leave Rules 1981, EOL is permissible to a civil servant for a maximum period of five years provided that the civil servant has put in more than ten years of continuous service. In case a Government servant has put in less than ten years service, Extra Ordinary Leave for maximum period of two years can be granted at the discretion of the head of the office.

With reference to Rule 9 of the Revised Leave Rules 1981, the Chief Minister has now been leased to authorize the Finance Department to grant extension in Extra Ordinary Leave (without pay) on specific recommendations of the Administrative Department for the purpose of higher studies, on health grounds and for the reasons beyond the control of a civil servant; up to maximum limit of five years and three more years combined together in case of those who have put in more than ten years service and five years for those who have put in at least two years continuous service. However, no request for extension in Extra Ordinary Leave beyond this period shall be entertained.

