



No. SORI(S&GAD)2-2/2012  
GOVERNMENT OF THE PUNJAB  
SERVICES & GENERAL ADMINISTRATION  
DEPARTMENT  
(REGULATIONS WING)

Dated Lahore, the 10<sup>th</sup> October, 2013

To

1. The Senior Member, Board of Revenue, Punjab.
2. The Chairman, Planning & Development Board, Lahore.
3. The Principal Secretary to Governor of the Punjab.
4. The Principal Secretary to Chief Minister, Punjab.
5. All the Administrative Secretaries in the Punjab.
6. The Provincial Police Officer, Punjab.
7. The Chairman, TEVTA Punjab, Lahore.
8. All Commissioners in the Punjab.
9. All Heads of Attached Departments in the Punjab.
10. All District Coordination Officers in the Punjab.
11. The Secretary Provincial Assembly, Punjab.
12. All Heads of Autonomous Bodies in the Punjab.
13. The Secretary, Punjab Public Service Commission, Lahore.
14. The Secretary, Provincial Ombudsman Punjab, Lahore.
15. The Registrar, Lahore High Court, Lahore.
16. The Registrar, Punjab Service Tribunal, Lahore.
17. The Secretary, Chief Minister's Inspection Team, Lahore.
18. The Accountant General, Punjab, Lahore.
19. All District Accounts Officers in the Punjab.

Subject: ACCEPTANCE OF RESIGNATION

I am directed to refer to this department's circular letters No.SOXII-2-96/59 dated 24-12-1959, No.SORII(S&GAD)4-11/83 dated 04-06-1984 and No.SORI(S&GAD)2-2/2012 dated 26-01-2012 on the subject noted above and invite attention to paras 2 and 3 of circular letter No.SOXII-2-96/59 dated 24-12-1959 (reflected at page 149 of Punjab Estacode, Edition 2013) which read as under:-

- i. When a resignation tendered by a government servant has been accepted and the acceptance has been communicated to him it becomes final. There can be no question of allowing him to withdraw the resignation.
  - ii. Where a government servant who has tendered resignation, withdraws it before it is accepted by the competent authority, he is allowed to withdraw the resignation, he continues in the post held by him without a break and the question of re-fixation of his seniority, etc., does not arise.
2. Instances have come to the notice that the government servants tender resignations and remain absent from duty without awaiting the fate of their resignation. The competent authorities do not take timely action regarding acceptance of resignations, resultantly, after a lapse of considerable time, the concerned government servants approach the competent authorities for withdrawal of their resignation in the light of para 3 of circular letter dated 24-12-1959 mentioned above.
3. It has also been observed that the aforementioned instructions dated 24-12-1959 are being misused. Para 2 of these instructions relates to those government servants who submit their resignation and continue to work against their posts. However, in such cases they also cannot claim to withdraw their resignation

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beyond a reasonable time. These instructions do not attract to those government servants who tender resignation and remain willfully absent from duty without awaiting the fate of their resignations.

4. S&GAD's instructions bearing No.SORI(S&GAD)1-13/2004 dated 16-03-2004 clarify as under:-

"Once disciplinary action is initiated by the competent authority, the same must reach its logical conclusion and resignation tendered by the accused, during the conduct or pendency of disciplinary / enquiry proceedings, should not be accepted. Only after the conclusion of the disciplinary proceedings and issuance of final orders under the relevant laws / rules by the competent authority, necessary action regarding acceptance of resignation of the civil servant may be taken by the relevant appointing authority."

5. In view of the above, it has been decided that whenever a government servant tenders his resignation, the competent authority must decide about the same within thirty days from the date of submission of resignation and communicate to him the result thereof. When a resignation tendered by a government servant is accepted and acceptance is communicated to him, it attains finality. There shall be no question of allowing him to withdraw the resignation, where after tendering resignation, a person willfully absents from duty without waiting for the decision of the competent authority. Similarly, the resignation will not be accepted during leave or during pending disciplinary actions against a civil servant. In such situation he becomes guilty of misconduct due to absence from duty and will be proceeded against under the relevant law.

6. It may be clarified that only that resignation will be accepted by the Competent Authority:-

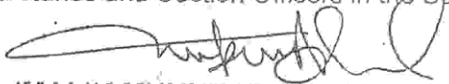
- i. Where the employee tendering resignation addresses his application to the authority, competent to accept his resignation.
- ii. The resignation is not tendered as a protest. The officer / official expresses his own sweet will to resign from service.
- iii. There is no financial or any disciplinary liability against the official tendering the resignation.
- iv. An official availing leave of any kind within or outside the province will have to come back and then tender his resignation after clearing the accounts.
- v. An official who is on deputation to some other organization or a foreign country should submit his resignation after reporting back to the parent department.

SHAHNAZ NAWAZ  
Secretary (Regulations), S&GAD

No. & Date Even

A copy is forwarded for information and necessary action to:-

1. PS to Chief Secretary / Addl. Chief Secretary / Secretary (Services / I&C / Regulations / Archives), S&GAD.
2. All Addl. Secretaries, Deputy Secretaries and Section Officers in the S&GAD.

  
(MALIK MUKHTAR AHMAD NOUL)  
Additional Secretary (Regulations), S&GAD