

No.FD-SR-III-4-151/2011  
**GOVERNMENT OF THE PUNJAB**  
**FINANCE DEPARTMENT**  
Dated Lahore, the 29<sup>th</sup> February, 2012

From

Mr. Tariq Sajwa,  
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. All District & Sessions Judges in the Punjab.
11. The Chief Pilot, VIP Flight, Lahore.
12. The Registrar, Lahore High Court, Lahore.
13. The Provincial Director, Local Fund Audit, Punjab, Lahore.

**SUBJECT: REQUEST FOR CANCELLATION OF RETIREMENT ORDERS.**

I am directed to refer to the subject noted above and to state that this department is in receipt of certain references for having advice upon the following scenarios:

- i) Withdrawal/cancellation of LPR during its currency.
- ii) Cancellation of retirement orders after expiry of the LPR.

The matter has been examined and attention is drawn towards the following rules in this regard:

- a) Rule 18 of the Revised Leave Rules, 1981 mentions the authorities regarding recalling a civil servant from LPR.
  - b) Rule 3.5 Note (1) of the Punjab Civil Services Pension Rules mentions that the date of retirement once accepted by the competent authority, shall be final.
2. In view of above, it is clarified that a person who is availing LPR and requires its cancellation, only the Administrative Secretary in case of employees in BS-1 to 16 and Chief Secretary for BS-17 and above, are authorized to recall him from LPR under Rule 18 of the Revised Leave Rules, 1981 and this 'authority' cannot be delegated to any one else. Similarly, a person who has availed his LPR and requires cancellation of retirement order before his superannuation needs the relaxation of Rule 3.5 Note (1) of the Punjab Civil Services Pension Rules.
3. Therefore, it is advised to process all such cases as per para 2 above accordingly.

  
(KHALID MAHMOOD) 29/02/12  
DEPUTY SECRETARY (SR)

**No. & Date Even**

- A copy is forwarded for information and necessary action to the:-
1. The Accountant General, Punjab, Lahore.
  2. All the District Accounts Officers in the Punjab.
  3. The Treasury Officer, Lahore.

  
SECTION OFFICER (SR-III)