

## Civil Servants Leave Rules, 1986

### CHAPTER 1, PRELIMINARY

**1. Short title commencement & application.-** (1) These rules may be called The Civil Servants Leave Rules, 1986.

(2) They shall come into force at once.

(3) They shall apply to all civil servants who opted or deemed to have opted for the leave rules contained in the Finance Department Circular F.D. (SR-II) 15-47/78 dated the 5<sup>th</sup> June, 1979 or who have been appointed by initial recruitment on or after the appointed day.

**2. Definitions.-** Unless there is anything repugnant in the subject or context

(a) "Account Officer" means the Officer, with whatsoever designation known, in whose (circle of audit the civil servant is serving.

(b) "appointed day" means the first day of July 1979;

(c) "Calendar month" means a calendar month during which no earned leave has been enjoyed by a civil servant and includes the calendar month during which the earned leave for less than fifteen days has been enjoyed and, if the span of earned leave extends beyond one calendar month and the part of such leave falling severally both in the months of beginning and ending thereof exceeds fifteen days, the calendar month of ending the earned leave;

(d) "Competent authority" means the authority competent to grant leave;

(e) "duty rendered" means the period of duty rendered by a civil servant in terms of calendar months;

(f) "earned leave" means the leave earned by a civil servant from the appointed day onwards in accordance with these rules together with the balance of such leave accumulated or debited to the civil servant immediately before the said date in accordance with these rules;

(g) "form" means a form appended to these rules;

(h) "Leave" means the earned leave applied or granted to a civil servant out of his leave account;

(i) "Leave account" means the account of the earned leave and the leave granted there from maintained in form III.

**3. When Leave Earned.-** The duty rendered by a civil servant shall qualify him to earned leave in accordance with these when leave earned.

Provided that any period spent in any service in which the civil servant receives his substantive pay from any source other than the revenues of the Province or the Federation shall not qualify him unless contribution towards leave salary has been paid to the Government on account of such period.

**4. Leave to be expressed in days.-** Leave shall be applied for, expressed and sanctioned to a civil servant by the Leave to be of competent authority in terms of days.

### CHAPTER II ---- EARNED LEAVE

**5. Calculation & accumulation of earned leave.-** (1) On and from the appointed day the earned leave shall be calculated---

(a) in the case of a civil servant other than that in a vacation department at the rate of four earned days for every calendar month;

(b) in the case of a civil servant in a vacation department;

(i) If such civil servant avails of the full vacation, at the rate of one day for every calendar month.

(ii) if such civil servant avails of only a part of the vacation, at the rate of one day for every calendar month plus such proportion of thirty days as the number of days not availed bears to the full vacation;

(iii) if such civil servant does not avail of the vacation, at the rate of four days for every calendar month.

(2) All leave earned by a civil servant immediately before the appointed day on average pay and accumulated plus half of the leave earned on half average pay and accumulated shall be brought forward to the leave account as earned leave.

(3) The earned leave admissible to a civil servant shall be calculated upto the day of the grant of leave and at the end of every calendar year for that year and after deducting the leave availed from the leave admissible the balance shall be brought forward to the leave account for the calendar year immediately following thereafter.

**Explanation:** ----- For the purpose of this sub-rule the leave availed of on one half of the leave availed of on half pay shall be deducted from the leave admissible.

**6. Leave Application.-** (1) Except otherwise stated, an application in form 1 for leave or for an extension of leave shall be made to the head of office where a civil servant is employed and, in the case of the head of office, to the next above administrative authority.

(2) A civil servant may apply for the type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances.

**Illustrations** --- A civil servant may apply for extraordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to him.

(3) It shall not be necessary to specify the reasons for which earned leave has been applied so long as that leave is due and admissible to a civil servant.

**7. Grant of Leave.-** (1) On receipt of an application for grant of leave, the admissibility thereof shall, as far as possible, be assessed from the leave account maintained by the Office Concerned or, as the case may be, the Account Officer, before the leave is granted.

(2) Leave under these rules may be granted by the competent authority Office or any Officer authorized by him to do so and where so require shall be notified in the official Gazette.

(3) In case where all the applications for leave cannot, in the interest of public service, be sanctioned simultaneously, the competent authority may consider as to how many applicants can, for the time being, be spared, and shall give priority to---

(a) the applicants who were last recalled compulsorily from leave; and

(b) the applicants who were required to make adjustment in the timing of their leave on the last occasion to the instant time.

**8. Leave on full pay.-** The maximum period of leave of full pay that may be granted at one time shall be:--

(a) one hundred and twenty days without medical certificate;

(b) one hundred and eighty days with medical certificate which may be in form II and

(c) three hundred and sixty five days leave on medical certificate from leave account in entire service.

**Explanation** --- The leave without medical certificate and with medical certificate and with medical certificate may, subject to the total maximum limit, be granted at a time.

**9. Leave of half pay.-** (1) Leave on full pay may be converted into leave on half pay on the request of the civil servant, but the debit to the leave account shall be at the rate of one day for every pay. Days of such leave, fraction of one half counting as one full day's leave on full pay.

(2) There shall be no limit on the grant of leave on half pay so long as it is available by conversion.

**10. Recreation leave.-** Recreation leave for fifteen days may be granted to a civil servant other than that in a vacation Department, and in lieu thereof Ten days leave on full pay shall be debited to his leave account.

**11. Leave ex-Pakistan.-** Leave may be granted ex-Pakistan on full pay to a civil servant, who applies for such Leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad and makes a specific request for leave to be enjoyed ex-Pakistan.

Provided that the maximum payment in foreign exchange of the leave salary shall not exceed free thousand rupees per mensem payable for the actual period of leave spent abroad subject to maximum of 120 days at a time:

Provided further that the civil servants appointed after the 17<sup>th</sup> day of May, 1958, shall draw their leave salary in rupees in Pakistan, irrespective of the country where they spend their leave.

**12. Leave no due.-** (1) If at any time there is no leave at the credit of a civil servant, and the civil Leave is likely to resume duty after availing leave, such civil servant may be granted leave not due on full pay to be offset against leave to be earned in future for a maximum period of 365 days in the entire period of service, subject to the condition that during the first five years of service such leave shall not exceed 90 days in all, and the aforesaid limit shall be subject to conversion in accordance with these rules if the whole or any part of such leave is granted on half pay.

(2) When a civil servant returns from leave not due no leave on full pay shall become due to him until the leave not due availed of is balanced by the earned leave.

**13. Leave on abolition of post.-** (1) When a post is abolished, leave due to the civil servant, whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.

(2) The grant of leave in such cases shall, so long as such civil servant does not attain the age of superannuation, be deemed automatically to have also extended the duration of the post and the tenure of its incumbent.

**14. Leave preparatory to retirement.-** (1) Subject to the availability a civil servant may be granted leave preparatory to retirement, on full pay from the leave account to a maximum of 365 days ending on the date of superannuation or on the date of voluntary retirement on completion of thirty years qualifying service and convertible partly or wholly into leave on half pay, but the duration, of the total leave including the actual period of leave on half pay, if any, shall not exceed 365 days.

[Inadvertently omitted in the last edition.]

(2) Application for leave preparatory to retirement shall be submitted at least 96 days before the date of the proposed commencement of such leave.

### CHAPTER III --- OTHER TYPES OF LEAVE

**<sup>1</sup>[15. Maternity leave.-** A female civil servant shall be granted maternity leave on full pay for maximum period of ninety days and the leave exceeding the period of ninety days shall be treated as leave admissible to and desired by the civil servants:]

Provided that in the case of a civil servant in a department other than a vacation department earned leave may be granted in lieu of the maternity leave after the third maternity.

**16. Special leave to Female civil servant.-** (1) A female civil servant shall, on the death of her husband, be granted special leave when applied for on full pay, for a period not exceeding 180 days, which shall not be debited to her leave account.

(2) The special leave shall commence from the date of the death of the husband of the civil servant, and the civil servant shall furnish the death certificate issued by the concerned authority to the competent authority either alongwith the application for special leave or, if that is not possible, at any time thereafter.

**17. Disability.-** Disability leave may be granted to a civil servant, other than a civil servant in part time Disability service, disabled by injury, ailment or disease contacted in the course or in consequence of duty, outside the leave account on each occasion, upto a maximum of seven hundred and twenty days of which 180 days shall be on full pay and the remaining on half pay on such medical advice as the head of office may consider necessary.

**18. Quarantine leave.-** (1) A civil servant suffering from any disease which requires his confinement for certain period by way of quarantine may, on the recommendation of the authorized medical Officer, have quarantine leave for the said period.

(2) The quarantine leave granted under this rule shall not be debited to the leave account, servant on such leave shall, for all purpose, be treated as on duty.

**19. Extra Ordinary leave.-** (1) Extra-ordinary leave may be granted on any ground upto a maximum of five years at a time provided the civil servant to whom such leave is granted has been in Leave continuous service for a period of not less than ten years, and in case if a civil servant has not completed ten years of continuous service extraordinary leave for a maximum period of two years may be granted at the discretion of the competent authority.

Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extra-ordinary leave.

(2) Extra-ordinary leave may be granted retrospectively in lieu of absence without leave.

(3) All extra-ordinary leave shall be without pay.

### CHAPTER IV --- MISCELLANEOUS

**20. Encashment of L.P.R.-** (1) A civil servant may, fifteen months before the date of superannuation or thirty years qualifying service on or after the 1 St July, 1983, at his option, be allowed to encash his leave preparatory to retirement if he under takes in writing to perform duty in lieu of the whole period of [three hundred and sixty five] days or lesser period which is due and admissible.

(2) In lieu of such leave, leave pay may be claimed to any time during that period at the rate of pay admissible at the time the leave pay is drawn for the actual period of such leave subject to a maximum of <sup>2</sup>[three hundred and sixty five] days.

<sup>1</sup> Rule 15 substituted by Finance Department Notification No. FD/(SR-VII)15I47178 dated 20-03-1995.

<sup>2</sup> Inserted by Finance Dept. Circular letter no. FD(SR-IV)15-26/2012, Karachi, Dated 3-10-2012 w.e.f 1-7-2012

<sup>1</sup>[(2A) Encashment of leave preparatory to retirement (LPR) not exceeding three hundred and sixty five days shall be effective from the first day of July, 2012 and shall, for the entire period of leave refused or opted for encashment be applicable to a civil servant retired or, as the case may be, retiring on or after the first day of July 2012, provided such leave is available at his credit subject to a maximum of three hundred sixty five days.]

(2B) the encashment of LPR shall also be applicable to employees of the autonomous and semi-autonomous bodies under administrative control of the Sindh Government which have adopted basic pay scales scheme and these Rules in to.]

<sup>2</sup>[(3A) If at any time during such period, leave is granted on account of ill health supported by medical certificate or for performance of Hajj, the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay of the period of leave so granted.]

(4) The civil servant shall submit the option to the authority competent to sanction leave preparatory to retirement, who shall accept the option and issue formal sanction for the payment of cash compensation.

(5) For the purpose of payment in lieu of such leave, only the "Senior Post Allowance" will be included in "leave pay" so admissible.

<sup>3</sup>[(6) Leave pay for the purpose of encashment of LPR shall be computed on the basis of pay and allowances reckonable towards pension as shown in the last pay certificate of a civil servant.]

**21. Death during leave preparatory to retirement.-** In case a civil servant on leave preparatory to retirement dies before completing <sup>4</sup>[365] days of such leave, his family shall be entitled to lump sum payment equal to the period failing short of <sup>5</sup>[three hundred and Sixty five] days.

**22. In service death.-** In case a civil servant dies while in service, lump sum payment of full pay upto <sup>6</sup>[365] In service death out of the leave at his credit shall be made to his 'family' as defined for the purpose of pension.

**23.** A civil servant granted leave on full pay or half pay shall for the period of leave draw the pay half pay, as the case may be, and all allowances <sup>7</sup>[except the Conveyance Allowance] admissible such civil servant immediately before proceeding on such leave:

Provided that only the senior post allowance shall be admissible with the pay for encashment leave or to the extent of 180 days of leave which could not be availed of due to the death of the civil servant during service to leave preparatory to retirement.

<sup>8</sup>[**23-A.** A civil servant shall be entitled to the leave pay at the revised rate of pay if a general revision in pay of civil servants takes place or an annual increment occurs during the period of leave of the civil servant.]

**24. Recall to duty during leave.-** If a civil servant is recalled to duty compulsorily, with the personal approval of the head of his office from leave of any kind that he is spending away from his headquarters, he may be granted a single return fare plus daily allowance as admissible on

<sup>1</sup> Inserted by Finance Dept. Circular letter no. FD(SR-IV)15-26/2012, Karachi, Dated 3-10-2012 w.e.f 1-7-2012

<sup>2</sup> Substituted by Finance Dept. Circular letter no. FD(SR-IV)15-26/2012, Karachi, Dated 3-10-2012 w.e.f 1-7-2012

<sup>3</sup> Added by Inserted by Finance Dept. Circular letter no. FD(SR-IV)15-26/2012, Karachi, Dated 3-10-2012 w.e.f 1-7-2012

<sup>4</sup> Substituted by Inserted by Finance Dept. Circular letter no. FD(SR-IV)15-26/2012, Karachi, Dated 3-10-2012 w.e.f 1-7-2012

<sup>5</sup> Substituted by Inserted by Finance Dept. Circular letter no. FD(SR-IV)15-26/2012, Karachi, Dated 3-10-2012 w.e.f 1-7-2012

<sup>6</sup> Substituted by Inserted by Finance Dept. Circular letter no. FD(SR-IV)15-26/2012, Karachi, Dated 3-10-2012 w.e.f 1-7-2012

<sup>7</sup> In Rule 23, Inserted by the Notification No. FD(SR-II) 15-25/86, Karachi, the 4<sup>th</sup> April, 1989, the Sindh Govt. Gaz. Part IV-A, Page No. 15, dated May 4, 1989.

<sup>8</sup> Rule 23-A inserted by the Notification No. FD (SR-VII) 22/11-95, Karachi, dt:25<sup>th</sup> March, 1996

tour from station where he is spending his leave to the place where he is required to report for duty.

Provided that if the civil servant is recalled to duty at the headquarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

**25. Penalty for absence on unsanctioned leave.-** A civil servant who remains absent after the expiry of his leave shall not, unless the leave is extended by the Head of Office, be entitled to any remuneration for the absence on of such absence, and, besides any disciplinary action that may be taken against unsanctioned such civil servant, double the period of such absence shall be debited against the account of such civil servant and such debit shall, if there is insufficient credit in the leave account, be adjusted as leave not due.

<sup>1</sup>[(i) Provided that penalty for late coming of a single day without prior intimation/justification shall be considered as unauthorized leave.]

(ii) Provided further that one day salary shall be deducted on account of unauthorized leave.]

**26. Combination of different types of leave etc.-** Any type of leave may be combined with joining time or with any other type of leave other-wise admissible to the civil servant.

Provided that leave, preparatory to retirement shall not be combined with any other kind of leave.

**27. Commencement of leave.-** Notwithstanding any date or dates mentioned in the orders granting any type of leave, shall commence from the day following the day on which the civil servant hands over to leave charge of the post held by such civil servant, and end on the day preceding the day on which such civil servant, resumes duty.

**28. Civil servant on leave not to join duty without permission before its expiry.-** Unless the civil servant is permitted to do so by the authority which sanctioned the leave such civil servant may not return to duty before the expiry of the period of leave granted to such civil servant.

**29. Manner of handing over charge when proceeding on leave, etc.-** (1) A civil servant proceeding on leave shall hand over the charge of his post, and if he is in grade 16 and above, he shall, while handing over charge of the post sign the charge relinquishing report.

(2) If leave ex-Pakistan has been sanctioned on medical grounds, the civil servant shall take abroad with him a copy of the medical statement of his case.

**30. Assumption of charge on return from leave.-** (1) A civil servant, on return from leave, shall report for duty to the authority that sanctioned his leave and assume charge of the post to which he is directed by that authority unless such direction has been given to him in advance.

(2) In case a civil servant is directed to take charge of a post at a station other than that from where he proceeded on leave, travel expenses as on transfer shall be payable to him.

(3) No civil servant who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in form-II A attached to these rules.

**31. Maintenance of leave account.-** Leave account in respect of a civil servant shall be maintained in form III as part of Maintenance his Service Book.

Provided that Account Officer shall maintain the Leave Accounts of civil servants of whom they were maintaining the Accounts immediately before the coming into force of these rules.

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<sup>1</sup> Added by Finance Dept. Letter No. FD (SR-IV)15-16/2010, Karachi dated 7-11-2014

**32. Leave to lapse when civil servant quits service.-** All leave at the credit of a civil servant shall lapse when he quits service when civil servant quits service.

**33. Leave Earned by Civil Servants employed in non-continuous establishment.-** (1) A civil servant employed in a non-continuous establishment may be granted Leave Earned by only earned leave and disability leave as admissible to, and subject to the conditions laid down civil servants for, a civil servant employed in a continuous establishment and no other kind of leave shall be employed in admissible to such civil servant.

(2) A civil servant who is transferred from a non-continuous establishment to a continuous establishment and vice versa shall carry forward the balance of earned leave at his credit on the date of his transfer.

**Explanation:** - In this rule "Non-continuous Establishment" means an establishment which does not function throughout the year and "Continuous Establishment" means an establishment which functions throughout the year.

**34. Existing rules and orders.-** All existing rules or order shall be deemed to have been Rescinding of modified to the extent indicted in these rules and the existing rules and orders not so , rules modified shall continue to be in force.

**FORM-I**  
**[See rule 6 (1)]**  
**APPLICATION FOR LEAVE**

1. Name of Applicant.
2. Post held.
3. Department or Office.
4. (a) Nature of leave applied for.  
(b) Period of leave in days.  
(c) Intended date of commencement of the leave.
5. Particular rule or rules under which the leave is admissible.
6. (a) Date of return from last leave.  
(b) Nature of the last leave.  
(c) Period of last leave in days.

Dated --  
Signature of Applicant

7. Remarks and recommendation of the immediately superior officer.

Certified that leave applied for is admissible under rule ----- and necessary conditions are fulfilled.

Signature of the immediately

Superior  
Officer  
Designation

Dated:

8. Report of the Accounts Officer in the case of Officers in grade 16 or above.

Signature of the Accounts  
Officer  
Designation

Dated:

9. Order of the sanctioning authority certifying that on the expiry of leave the applicant is likely to return to the same post or another post carrying the compensatory allowance being drawn by him.

Signature  
Designation

Dated:



**Form-II**  
**[See Rule 8]**  
**FORM OF MEDICAL CERTIFICATE**

Signature of applicant

**MEDICAL CERTIFICATE FOR CIVIL SERVANTS RECOMMENDED FOR LEAVE OR EXTENSION**

I, \_\_\_\_\_, after careful \_\_\_\_\_ personal examination of the case, hereby certify that \_\_\_\_\_ whose signature is given above, is suffering from \_\_\_\_\_ and I consider that period of absence from duty of \_\_\_\_\_ with effect from \_\_\_\_\_ is absolutely necessary for the restoration of his health.

Dated the \_\_\_\_\_  
**Attendant**

**Medical**

**FORM-II A**  
**[See rule 8]**

**FORM OF MEDICAL CERTIFICATE OF FITNESS TO RETURN TO DUTY**

I, \_\_\_\_\_, do hereby certify that I have carefully examined \_\_\_\_\_ of the Department, and find that he has recovered from his illness and is now fit to resume duties in Government service. I also certify that before arriving at this decision I have examined the original medical certificate(s) and statement (s) of the case (or certified copies thereof) on which leave was granted or extended, and have taken these into consideration in arriving at my decision.

Dated the \_\_\_\_\_  
**Attendant**

**Medical**

## **EXPLANATORY INSTRUCTIONS FOR FILING UP THE LEAVE ACCOUNT FORM**

**1.** This leave account will be maintained for all civil servants of the Sindh Government who were in service on the 19 July, 1979, including those who were on leave on that date and have not opted to retain the existing leave rules and all others, who entered in service on or after 15\* July, 1979.

**2.** All leave at credit in the account of a civil servant, who was in service on the 15 July, 1979 shall be converted in terms of leave on full pay at the following rates:

(i) L.A.P.

(a) 1 month ---30 days

(b) 1 day 1 day

(ii) L.H.A.P.

(a) 1 month ---- 15 days

(b) 2 days ---- 1 day

(Fractions if any to be ignored).

**3.** The leave account shall commence with an opening entry "Due on 01-07-1979" or in the case of a civil servant, who was on leave on 01-07-1979 with effect from the date of his return from leave. For the purpose of computing the leave at credit, the service upto 30-06-1979 will be taken into account. The leave due in terms of leave on full pay in days will be noted in Column No. 21.

**4.** (i) In calculating the leave earned on full pay at the rate of 4 days for every calendar month the duty period of 15 days or less in a calendar month shall be ignored and those of more than 15 days shall be treated as a full calendar month for the purpose. If a civil servant proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than 15 days the leave to be credited for both the incomplete months will be restricted to that admissible for one full calendar month only there shall be no maximum limit on accumulation of this leave.

(ii) The Provision in (i) above will not apply to a vacation department. In its case; a civil servant may earn leave on full pay (a) when he avails himself of full vacation in a calendar year ----- at the rate of one day for every calendar month of duty rendered (b) when during any year he is prevented from availing himself of the full vacation ----- as for civil servant in a non-vacation department for that year, and (c) when he avails himself of only a part of the vacation ----- as in (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

**5.** (a) Leave on full pay may be converted into leave on half pay at the option of the civil servant; the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one half counting as one full day's leave on full pay. The request for such conversion shall be specified by the servant in his application for the grant of leave.

(b) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

**6.** L.P.R. on full pay will be noted in column No. 10 while that on half pay in columns No. 13 and 14.

**7.** Leave not due may be granted on full pay to be offset against leave to be earned in future for a maximum period of 365 days in the entire period of service, subject to the condition that during the years of service it shall not exceed 90 days in all. Such leave may be converted into leave on pay. It shall be granted only when there are reasonable chances of the civil servant resuming duty.

**8.** The grant of Special leave, Maternity leave, Disability leave, Extra ordinary leave, payment of pay for encashment of L.P.R. upto a maximum of 180 days, lump sum payment equal to full pay upto 180 days out of leave at credit made to the family of a Government servant, whose death occurs while in service, Seaman sick leave, Department leave, Study leave, Hospital leave and Quarantine leave shall be noted in column No. 22. Maternity leave other than three times in entire service shall, however, be debited to the relevant column of the leave account.

**9.** When a Government servant applies for leave columns 2 to 7 shall be filled in showing the period of duty upto the date preceding that on which a Government servant intends to go on leave. The full calendar months to be noted in column 5 shall be worked out on the lines indicated in para 4 above.

**10.** When a Government servant returns from leave column 8 to 23 shall be filled in according to the nature of leave. If leave not due is availed off the minus balance to be shown in column No. 21 should be written in red ink.