

Copy of letter No. 7365 GS-60/30449, dated 29th August, 1960, from Additional Chief Secretary to Government, Punjab to All Heads of Department of Punjab etc. etc.

*Subject* - Revised system of Earned Leave, Holidays and Working hours.

I am directed to invite a reference to Punjab Government letter No. 10343-GII-59/24150, dated the 16th December, 1959, with which the discrimination that existed previously in regard to the grant of casual leave to Government Servants having less than two years service was eliminated. Such employees are now entitled to the same amount of Casual leave as is admissible to employees having less than 10 years' service. A clarification has now been sought as to how much casual leave is to be allowed to employees who are appointed purely on temporary basis for a period not exceeding three months, or for a period not exceeding six months against regular vacancies, during the course of the year. After careful consideration, it has been decided that no restrictions should be imposed even in the case of such employees. They may be granted casual leave in full provided they are in dire need of it and Government work is not allowed to suffer.

2. The same procedure will also be followed in regard to the grant of Optional Holidays.

3. It is requested that the receipt of this letter should be acknowledged and these instructions be brought to the notice of all concerned for strict compliance in future.