DISTRICT & SESSION JUDGE (HR-DJ)

Confidential Branch-I and II

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LAHORE HIGH COURT, LAHORE
PH: 042-99212951-70 Ext.273 & 144 FAX: 042-99214251

No. 678 /RHC/C-I

From

The Registrar,
Lahore High Court,
Lahore.

To

(i) All the District & Sessions Judges in Punjab
(ii) All the Judicial Officers posted on ex-cadre

Dated Lahore, the 10th December, 2025.

Subject: **STRICT ADHERENCE TO CODE OF CONDUCT.**

Memo:

In continuation of the instructions issued on earlier occasions, this Court has consistently emphasized that Judicial Officers must uphold the prescribed code of conduct in its true and proper spirit, yet it remains a matter of concern that adherence to these standards continues to fall short. Taking serious note of this persisting lapse, the Hon'ble Chief Justice has deemed it imperative to reiterate certain key guidelines and to direct all Judicial Officers to ensure their strict, sincere, and unwavering compliance.

2. A Judicial Officer as an individual is to present before the public an image of representative of the sacred institution of the Judiciary. As a member of the District Judiciary and to be a living embodiment of the powers, functions and obligations calls for possession of the highest qualities of intellect and character, equally, it imposes patterns of behavior which are the hall-mark of distinction of a Judicial Officer among his fellow-men.

3. Hence, following cardinal and core principles/code of conduct be adhered to in letter and spirit as also earlier imparted from time to time:

(1) Judicial power is a sacred trust and divine duty. A Judicial Officer should exercise it honestly, efficiently and to the best of his capacity, keeping always in mind that he is accountable not merely to his superior officers but to Allah Almighty. He

should all the time be conscious of his onerous duty and his integrity.

(2) *While deciding a matter, judicial consideration should alone weigh and in the matter of discretion, a Judicial Officer should be guided only by rules of justice, equity and good conscience and not by whims and caprices.*

(3) *His behavior and conduct should be gentlemanly: particularly towards the litigants and lawyers. He should be courteous and polite but firm and dignified to maintain decorum of the Court. His conduct in and out of Court should be exemplary which should enhance the prestige, respectability and honor of the Judiciary in the society.*

(4) *While dealing with others he should always imagine himself in the position of the person he is dealing with and treat him as he would like himself to be treated.*

(5) *He should always exercise self-restraint, self-denial and he should avoid mixing up with public and members of the bar. He should also avoid attending private parties and functions at public places including hotels, markets and streets except in compelling circumstances.*

(6) *He should always be keen to learn and try to gain knowledge throughout his career. Up-dating and acquaintance with latest techniques and knowledge should help in resolving intricate controversies coming up before him. A judicial decision given in sheer violation of principles of natural justice, which cannot be handed down by a Judicial Officer having bare minimum legal acumen or where circumstances surrounding passing of such decision suggest malafide, bias or favoritism on part of the Judicial Officer would amount to inefficiency, negligence or misconduct, accordingly as per circumstances.*

(7) *He should never publicize his honesty or any other merit. He should leave it to others to recognize his merits. He should not be misled by the praises showered or by flattery or cajolery.*

(8) *He should be respectful, courteous and obedient to his superiors, helpful and sympathetic to his subordinates.*

(9) *He should always live within his honest means and believe in "Rizq-e-Halal".*

(10) *He should avoid employing impolite language in writing as well as in conversation and should also try not to annoy others.*

(11) *It is human to err. The Judicial Officer is no exception to this rule. But he should be bold enough to admit his mistakes frankly and should sincerely try and avoid repeating them in future.*

(12) *He should not incur personal obligations as far as possible.*

(13) *He should never back bite or crib and should never stoop to flattery.*

(14) *He should believe in self-accountability. To judge his conduct and work is the job of his superiors. And when the superiors point out some shortcoming in him, he must take it with grace and try to remove it.*

(15) *He should never lose his temper while presiding over the Court, should avoid entering into arguments with lawyers, parties or witnesses and refrain from siding with any party/lawyer.*

(16) *In the matter of performing judicial duties and functions, he should always maintain his independence and should never allow himself to be swayed either by those who are near and dear to him or by those in authority over him.*

(17) *He should maintain cordial, and affectionate relations with his colleagues and show due respect to his seniors.*

(18) *A Judicial Officer should be God fearing, law abiding, abstemious, truthful of tongue, wise in opinion, cautious and forbearing, patient and calm, blameless, untouched by greed, completely detached and balanced, faithful to his words and meticulous in his functions.*

(19) *He must not show any fear or favour to any party before him or their lawyers, both in his judgment, and conduct. His conduct should be above board and should perform functions without any prejudice against anyone.*

(20) *He should avoid rage and should abstain from performing functions in rage.*

(21) *He should be learned in law and should have command and control over the proceedings in Court.*

(22) *He must be consistent in his approach and should follow precedents of Superior Courts in matters coming up before him.*

(23) *He should always endeavour to decide cases expeditiously and should take all necessary measures to ensure speedy justice.*

(24) *He should have effective control over the staff of his court without being rude, rough or humiliating.*

(25) *A Judicial Officer must be punctual while taking or leaving his seat.*

(26) *He must be dressed in prescribed uniform and seated in dignified manner, but not so as to look a proud man. He should avoid arrogance.*

(27) *He must avoid hearing cases, receiving guests or his colleagues in the retiring room, besides avoiding frequent use thereof, except in urgent need.*

(28) *He must avoid hearing one party or his lawyer in the absence of the other except in the case of exparte proceedings.*

(29) *He must not hear those cases in which he, his near relatives or close friends have got any interest.*

(30) *He should not privately communicate to any of the parties to the litigation before him.*

(31) *A Judicial Officer must avoid discussing particular cases save if allowed by law or when it is intended to give advice or counseling by a higher forum to lower forum.*

(32) *He should not engage in any business whatsoever.*

(33) *He should conduct proceedings in open court in presence of parties/their counsel and not in chamber/retiring room which is meant for use only when absolutely necessary or when free from the court work. He should not leave the judicial work/function with any of his court officials.*

(34) *He should make endeavour as far as possible to act as "Musleh" and help the parties to resolve the dispute through amicable means acceptable to them, without leaving any impression of siding with anyone.*

(35) *He should give greatest importance to reasoning and arguments to unearth truth. He should not get annoyed with arguments of the parties and must exhibit, patience and perseverance in scanning the matter coming up for adjudication before him.*

(36) *In order to curb the tendency developed amongst the Judicial Officers to interfere directly or indirectly in the administrative affairs including transfers/postings, it should be known to all the Judicial Officers that, in future, such a move by any of them will be taken serious misconduct, entailing disciplinary proceeding. However, in any deserving matter a representation, through proper channel, will be considered on its own merits after joining at the new place of posting.*

(37) *Un-necessary and un-official visits of Lahore High Court, seeking interview/audience with the Hon'ble Chief Justice and Hon'ble Judges without observance of proper channel or prior permission shall also lead to initiation of disciplinary proceedings against the Judicial Officers found breaching this direction. In hardship cases, prior permission through Registrar of this Court shall be a condition precedent.*

(38) *All kinds of correspondence shall be addressed to the Registrar of this Court (through proper channel) rather than to the Hon'ble Chief Justice or any other Hon'ble Judge in the light of Rule-1 & 2, Chapter 19-A, Vol-IV of the High Court Rules & Orders.*

(39) *A Judicial Officer must decline resolutely to act in a case involving his own interest, including those of persons whom he regards and treats as near relatives or close friends. He must rigidly refrain from entering into or continuing any business dealing, howsoever unimportant it may be, with any party to a case before him. He must refuse to deal with any case in which he has a connection with one party or its lawyer. To ensure that justice is not only done, but is also seen to be done, a Judicial Officer must avoid all possibility of his opinion*

or action in any case being swayed by any consideration of personal advantage, either direct or indirect.

(40) A Judicial Officer should not engage in any public controversy, whether by way of speech, writing, debate or comment at any forum, and least of all on political questions, even if such questions involve a question of law. He shall not have any interaction with the media, especially in relation to issues which may give rise to public debate or adversely affect institutional collegiality and discipline. Where, however, an allegation is made public against him, he may place the matter in writing before the Authority for an appropriate institutional response. He shall not cause any judicial or administrative matter to be discussed publicly, nor shall he make public any communication relating to his personal or official matters.

(41) A Judicial Officer should endeavour to avoid, as far as possible, being involved in litigation either on his own behalf or on behalf of others. In particular he should not involve himself in activities such as industry, trade, or speculative transactions, for the pursuit of wealth can never be the objective of a Judicial Officer.

(42) The Judicial Officers would abstain from presiding/attending any social, cultural, political and diplomatic functions.

(43) Soliciting invitation by the Judicial Officers to attend conferences/meetings from foreign/international agencies would be considered misconduct and if such an invitation is received by a Judicial Officer in his personal name, he would intimate the inviter to route such invitation through the Registrar of this Court.

(44) A Judicial Officer would not accept an invitation of dinner/reception to be hosted in his honour from an individual member of the Bar.

4. All Judicial Officers under your respective supervision should be informed accordingly. Previous instructions issued by this Court, vide letters No. 424/RHC/C-I dated 03.11.2008, No. 33231-Job(I) dated 14.12.2010, No. 264/RHC/C-I dated 08.07.2021, and No. 199/RHC/C-I dated 07.05.2025 ***(copies enclosed)*** *should also be brought to the attention of all Judicial Officers for strict compliance.*

Encls. As above

(AMJAD IQBAL RANJHA)

REGISTRAR

CONFIDENTIAL

LAHORE HIGH COURT, LAHORE

No. 424 /RHC/C-I

From

The Registrar,
Lahore High Court,
Lahore.

To

All the District and Sessions Judges
in the Punjab and Islamabad.

Dated Lahore, the 03rd November, 2008.

Subject: REVISED CODE OF CONDUCT FOR MEMBERS OF SUBORDINATE JUDICIARY.

Dear Sir,

I am directed to refer to the subject and to forward herewith a copy of Revised Code of Conduct approved by the Hon'ble Chief Justice, for circulation amongst the judicial officers under your administrative control, for strict adherence.

Yours faithfully,

(CH.MUHAMMAD DIN BASRA)
DISTRICT & SESSIONS JUDGE
(ESTABLISHMENT)

Encl: As above.

Endst.No. 425 /RHC/C-I, Dated Lahore, the 03rd November, 2008.

Copy with a copy of Revised Code of Conduct is forwarded for information to:-

1. The Secretary, Law & Justice Commission of Pakistan (Supreme Court Building), Islamabad.
2. The Assistant Registrar (JOB-I), Lahore High Court, Lahore.
3. The Assistant Registrar(JOB-II), Lahore High Court, Lahore.
4. The Assistant Registrar (Legislation), Lahore High Court, Lahore.
5. The Assistant Registrar (Gaz.), Lahore High Court, Lahore, for circulation amongst the Judicial Officers posted as Officers On Special Duty, Lahore High Court, Lahore.
6. The Judicial Officers serving on ex-cadre posts (as per list attached).

ASSISTANT REGISTRAR(CONEDL-I)

REVISED CODE OF CONDUCT
For Members of Subordinate Judiciary

No man has a right to judge another man except when the society has entrusted him with the task of judging others and settling their disputes. The members of the superior and subordinate judiciary in our country have been chosen by our society to carry out this onerous duty.

2. For the members of the superior Judiciary code of conduct has been prescribed by the Supreme Judicial Council. For the members of the subordinate Judiciary in the Province of the Punjab I prescribe the following code of conduct and discipline to be followed and observed meticulously: -

(1) The Judicial power is a sacred trust and divine duty. A judicial officer should exercise it honestly, efficiently and to the best of his capacity keeping always in mind that he is accountable not merely to his superior officers but to God Almighty Himself. He should all the time be conscious of his onerous duty and his integrity.

(2) While deciding a matter, judicial consideration should alone weigh and in the matter of discretion, a judicial officer should be guided only by rules of justice, equity and good conscience but not by whims and caprices.

(3) His behaviour and conduct should be gentlemanly particularly towards the litigants and lawyers. He should be courteous and polite but firm and dignified to maintain decorum of the Court. His conduct in and out of Court should be exemplary which should enhance the prestige, respectability and honour of the court in the society.

(4) While dealing with others he should always imagine himself in the position of the person he is dealing with and treat him as he would like himself to be treated.

(5) He should always exercise self-restraint, self-denial and he should avoid to mix up with general public and members of the bar. He should also avoid to attend private parties and functions at public places including hotels, markets and streets except in dire need.

(6) He should always be keen to learn and try to gain knowledge throughout his career. Up-dating and acquaintance with latest techniques and knowledge should help in resolving intricate controversies coming up before him.

(7) He should never publicise his honesty or any other merit. He should leave it to others to recognize his merits. He should not be misled by the praises showered or by flattery or cajolery.

(8) He should be respectful, courteous and obedient to his superiors, helpful and sympathetic to his subordinates.

(9) He should always live within his honest means and believe in Rizq-e-Halal ***(***رزق حلال***).***

(10) He should avoid employing impolite language in writing as well as in conversation and should also try not to annoy others.

(11) It is human to err. The judicial officer is no exception to this rule. But he should be bold enough to admit his mistakes frankly and should sincerely try and avoid repeating them in future.

(12) He should not incur personal obligations as far as possible.

(13) He should never back bite or crib and should never stoop to flattery.

(14) He should believe in self-accountability. To judge his conduct and work is the job of his superiors. And when the superiors point out some shortcoming in him, he must take it with grace and try to remove it.

(15) He should never lose his temper while presiding over the Court, should avoid entering into arguments with lawyers, parties or witnesses and refrain from siding with any party/lawyer.

(16) In the matter of performing judicial duties and functions, he should always maintain his independence and should never allow himself to be swayed either by those who are near and dear to him or by those in authority over him.

(17) He should maintain cordial and affectionate relations with his colleagues and show due respect to his seniors.

(18) A judicial officer should be God fearing, law abiding, abstemious, truthful of tongue, wise in opinion, cautious and forbearing, patient and calm, blameless, untouched by greed, completely detached and balanced, faithful to his words and meticulous in his functions.

(19) He must not show any fear or favour to any party before him or their lawyers, both in his judgment and conduct. His conduct should he above

'board and should perform functions without any prejudice to anyone.

(20) He should avoid rage and should abstain from performing functions in rage.

(21) He should be learned in law and should have command and control over the proceedings in Court.

(22) He must be consistent in his approach and should follow precedents of Superior Courts in matters coming up before him.

(23) He should always endeavour to decide cases expeditiously and should take all necessary measures to ensure speedy justice.

(24) He should have effective control over the staff of his court without being rude, rough or humiliating.

(25) A judicial officer must be punctual while taking or leaving his seat.

(26) He must be dressed in prescribed uniform and seated in dignified manner, but not so as to look a proud man. He should avoid arrogance.

(27) He must avoid hearing cases, receiving guests or his colleagues in the retiring room, besides avoiding frequent use thereof, except in urgent need.

(28) He must avoid hearing one party or his lawyer in the absence of the other except in the case of exparte proceedings.

(29) He must not hear those cases in which he, his near relatives or close friends have got any interest.

(30) He should not privately communicate to any of the parties to the litigation before him.

(31) Judicial officer must avoid discussing particular cases before them save if allowed by law or when it is intended to give advice or counseling by a higher forum to lower forum.

(32) He should not engage in any business whatsoever.

(33) He should conduct proceedings in open court in presence of parties/their counsel and not in chamber/retiring room which is meant for use only when absolutely necessary or when free from the court work. He should not leave the judicial work/function with any of his court official.

(34) *He should make endeavour as far as possible to act as "Musleh" (مصلح) and help the parties to resolve the dispute through amicable means acceptable to them, without leaving any impression of siding with anyone.*

(35) *He should give greatest importance to reasoning and arguments in order to unearth truth. He should not get annoyed with argument of the parties and must exhibit, patience and perseverance in scanning the matter coming up for adjudication before him.*

(36) *Before assumption of charge and on appointment as a Judicial Officer he shall make oath in the form as prescribed by the Lahore High Court before the person so designated for the purpose (Form attached). He should also file a statement/declaration of his assets and of his/her dependents.*

(37) *One should never forget that he/she is accountable to God Almighty in the end.*

SAYED ZAHID HUSSAIN
CHIEF JUSTICE
31-10-2008

بسم اللہ الرحمٰن الرحیم

☆ میں..... صدق دل سے حلف اٹھاتا/اٹھاتی ہوں کہ میں خلوص نیت سے پاکستان کا حامی اور وفادار رہوں گا/ گی۔

☆ کہ بحیثیت _____ میں اپنے فرائض وکارہائے منصبی ایمانداری، دیانت داری، اپنی انتہائی صلاحیت اور وفاداری کے ساتھ، اسلامی جمہوریہ پاکستان کے آئین اور قانون کے مطابق انجام دوں گا/ گی۔

☆ کہ میں عدالت عالیہ کے جاری کردہ ضابطہ اخلاق کی پابندی کروں گا/ گی۔

☆ کہ میں اپنے ذاتی مفاد کو اپنے سرکاری کام یا اپنے سرکاری فیصلوں پر اثر انداز نہیں ہونے دوں گا/ گی۔

☆ اور یہ کہ، میں ہر حالت میں ہر قسم کے لوگوں کے ساتھ بلاخوف ورعایت، بلاتحریص وتخصیص اور بلارغبت وعناد، آئین اور قانون کے مطابق انصاف کروں گا/ گی۔

(اللہ تعالیٰ میری مدد اور رہنمائی فرمائے۔ آمین)

بمقام لاہور ہائی کورٹ، لاہور بتاریخ .....

دستخط:.....

میرے روبرو آج بتاریخ.....اٹھایا۔

دستخط: رجسٹرار.....

LAHORE HIGH COURT LAHORE

No. 33231 JOB(I)

From

The Registrar,
Lahore High Court,
Lahore.

To

All the District & Sessions Judges
in the Punjab/Islamabad Capital Territory.

Dated Lahore, the 14th December, 2010.

Subject: **CONDUCT OF JUDICIAL OFFICERS AND CONDUCT OF COURT PROCEEDINGS BY THEM.**

Dear sir,

Kindly refer to the various Instructions issued by this Court on the subject noted above from time to time. The Hon'ble Chief Justice is pleased to reiterate them and to impress further upon them as under :-

1) Court proceedings should be commenced with a recitation from the Holy Quran and a Presiding Officer should never forget his being accountable to Almighty Allah in the discharge of his Judicial duties in this world and the world hereafter.

2) A Judicial Officer should be courteous, polite, well-behaved and well-mannered towards all those appearing before him, be they Advocates, parties to the proceedings or witnesses in them, without compromising the independence of his Court and his power to control the Court proceedings.

3) A Judicial Officer shall not do technical justice and concentrate on substantial justice. Every case remanded by an Appellate or Revisional Court on such a ground may result in the recording of an adverse entry against the doer of such justice.

4) There shall be zero tolerance for corruption in whatever form it is. The Presiding Judge would keep a close eye on the Court staff working under him and be responsible for their indulging in corruption or corrupt practices.

5) An Annual Evaluation/Confidential Report recorded by an Officer should reflect true and correct work, conduct and integrity of the Officer/official reported upon. A biased, false or factually incorrect report may lead into an adverse entry against the Reporting Officer.

6) A District and Sessions Judge should make every possible effort to figure out a solution of a problem faced by him at his own level under intimation to this court without reference to this court unless the gravity thereof requires otherwise.

7) A Sessions Judge should invariably allow a Local Member Punjab Bar Council to see him as and when required by him.

8) Every Judicial Officer should stop use of mobile phones during the working hours. Should the use be indispensable, it be restricted to the close family members only. An Officer found committing breach of this direction shall severely be dealt with and disciplinary proceedings initiated against him. A Judicial Officer shall see to it that this direction is strictly followed by the Court officials under his control.

9) Serious view shall be taken of a Judicial Officer approaching the Hon'ble Chief Justice, an Hon'ble Judge or an Officer of this Court through an Advocate, Office bearers of a Bar or Member Punjab Bar Council for a request of his transfer to a particular station. Disciplinary proceedings for misconduct shall be initiated against a violator. An Officer feeling aggrieved at his posting should tender a formal representation which will be decided within a period of 30 days.

10) Every District and Sessions Judge shall constitute a Standing Committee comprising himself being its head, Additional Sessions Judge-I, Senior Civil Judge, Senior Most Civil Judge posted at the Sub-Division (every Sub-Division in case of more than one), a Senior local Member Punjab Bar Council (senior in age), President and Secretary District Bar Association and President and Secretary Sub-Division Bar Association (every Sub-Division in case of more than one). This Committee may be known as District Bar and Bench Co-ordination Committee. It should meet monthly or as and when situation calls for to deal with and amicably resolve issues arising on relations between the Bar and Bench.

2. I am, therefore, to request you strictly to act upon these Instructions and make the Officers working under you equally to carry them out.

3. Please acknowledge receipt.

Yours faithfully,

(SALAH-UD-DIN)
DISTRICT & SESSIONS JUDGE
(ESTABLISHMENT)

LAHORE HIGH COURT, LAHORE

No. 264 /RHC/C-I

From

The Registrar,
Lahore High Court,
Lahore.

To

i. ***All the District and Sessions Judges in Punjab.***

ii. ***All the judicial officers posted on ex-cadre.***

Dated Lahore, the 8th July, 2021.

Subject:- ***STRICT ADHERENCE TO CODE OF CONDUCT.***

Memo:

The Hon'ble Authority has taken serious notice of the elements exhibiting misconduct and bringing bad image to the sanctity, historic stature and sublimity of this Institution. Hence, following cardinal and core principles/code of conduct be adhered to in letter and spirit as also earlier imparted from time to time:-

a. *Exertion of any kind of influence for seeking choice posting/transfer by any judicial officer shall entail stern disciplinary action, record whereof shall also be placed on C.R.Dossier, accordingly;*

b. *Posting/transfer of all judicial officers shall be based upon a systematic monitoring and evaluation/assessment mechanism, foremost assessment period of performance shall take effect from 06.07.2021 to 31.07.2021;*

c. *Off and on un-necessary visits of High Court, seeking interview/audience with the Hon'ble Chief Justice and Judges of this Court without observance of proper channel shall also lead to initiation of disciplinary proceedings against the judicial officer found breaching this direction. In hardship cases, prior permission through Registrar of this Court shall be a condition precedent;*

d. *A judicial officer is supposed to lead a reserved social life, therefore, he should avoid using of Facebook, Twitter, Instagram and such other social media applications etc.;*

e. *Keeping and displaying blue light on official or private vehicle of any judicial officer or putting green plates on their private vehicles shall also amount to misconduct and shall be strictly dealt with;*

f. *Inclusion in all kinds of un-official Whatsapp groups and other social media modes, unauthorized sharing of any kind of privileged information through any media mode and usage of mobile phones during court hours (except interval) is strictly prohibited;*

g. *All kinds of correspondence shall be addressed to the Registrar of this Court, to be routed through District & Sessions Judge concerned, only;*

h. *A judicial officer is bound to strictly observe punctuality and wear official uniform as prescribed by this Court;*

2. *The Hon'ble Authority has thus been pleased to direct that all the judicial officers posted in field/ex-cadre shall abide by the above instructions in letter & spirit.*

3. *It is further directed that in case any judicial officer is found violating afore mentioned instructions, not only strict disciplinary action shall be taken against him/her but this misconduct shall also be placed in his/her C.R.Dossier/Personal File to be considered against him/her at the time of his/her promotion.*

(IRFAN AHMAD SAEED)
REGISTRAR

LAHORE HIGH COURT, LAHORE

No. 199 /RHC/C-I

From

The Registrar,
Lahore High Court,
Lahore.

To,

(i) All the District and Sessions Judges in Punjab.

(ii) All the judicial officers posted on ex-cadre.

Dated Lahore, the 07th May, 2025.

Subject: **STRICT ADHERENCE TO CODE OF CONDUCT**

Memo:

Time and again, this Court has been impressing upon the judicial officers for observance of code of conduct in true spirit but it appears that their compliance is generally lacking.

2. Taking serious notice of the situation, the Hon'ble Chief Justice, in continuation of the earlier instructions issued from time to time, has been pleased to reiterate following instructions for all the judicial officers for strict compliance:-

(i) In order to curb the tendency developed amongst the judicial officers to interfere directly or indirectly in the administrative affairs including transfers/postings, it should be known to all the judicial officers that, in future, such a move by any of them will be taken serious misconduct, entailing disciplinary proceeding. However, in any deserving matter a representation, through proper channel, will be considered on its own merits after joining at the new place of posting;

(ii) Un-necessary and un-official visits of Lahore High Court, seeking interview/audience with the Hon'ble Chief Justice and Hon'ble Judges without observance of proper channel or prior permission shall also lead to initiation of disciplinary proceedings against the judicial officers found breaching this direction. In hardship cases, prior permission through Registrar of this Court shall be a condition precedent;

(iii) All kinds of correspondence shall be addressed to the Registrar of this Court (through proper channel) rather than to the Hon'ble Chief Justice or any other Hon'ble Judge in the light of Rule-1 & 2, Chapter 19-A, Vol-IV of the High Court Rules & Orders.

3. All the judicial officers serving under your respective control be informed accordingly. Instructions issued previously by this Court vide letters No. 424/RHC/C-I dated 03.11.2008, No.33231-Job(I) dated 14.12.2010 and No. 264/RHC/C-I dated 08.07.2021 (copies enclosed) be also brought to the notice of all the judicial officers for strict compliance.

Encls. As above

(AMJAD IQBAL RANJHA)
REGISTRAR

LAHORE HIGH COURT, LAHORE
PH: 042-99212951-70 Ext. 134 FAX: 042-99214251

No. 372 /RHC/B.25(3CII).

From

The Registrar,
Lahore High Court,
Lahore.

To

All the District & Sessions Judges
in the Punjab including on Ex-Cadre.

Dated Lahore, the 9th day of April, 2025.

SUBJECT: STRICT ADHERENCE TO THE TIME SCHEDULE AND INSTRUCTIONS PRESCRIBED FOR WRITING OF PERFORMANCE EVALUATION REPORTS FOR THE YEAR-2024.

Dear Sir,

I am directed to refer to the subject cited above and to state that, vide this Court's Circular Letter No. 936/RHC/B.25(3C-II), dated 06.12.2024, the Hon'ble Chief Justice was pleased to direct you to ensure that the Performance Evaluation Reports (PERs) of all Additional District & Sessions Judges, Senior Civil Judges, Civil Judges, and Special Judicial Magistrates for the year 2024 under you administrative control must be recorded by the end of the first week of January 2025 and forwarded to this Court by 8th January 2025 as well as send your own blank PER forms, relating to field/ex-cadre postings separately, to this Court by 01.01.2025. However, compliance has not yet been ensured by some officers, despite the issuance of reminders dated 23.01.2025 and 27.02.2025, respectively.

2. I am, therefore, directed to request you to kindly furnish your own Performance Evaluation Report (PER) Form, along with the duly recorded PERs of the remaining Judicial Officers who were working under your administrative control during the year 2024, within seven (07) days positively. However, in case where any Judicial Officer who served under your kind administrative control during the year 2024 fails to submit the prescribed PER Form within the stipulated timeframe despite your efforts, you may proceed to initiate the report on the basis of the available record, in accordance with Para-13 of "Instructions for Filling up the Performance Evaluation Report Forms" (copy enclosed).

3. *Your cooperation in this regard will be highly appreciated. Kindly ignore this, if the needful has been done, in the meanwhile.*

Yours faithfully,

(Ch. Muhammad Anwar-ul-Haq)
DISTRICT & SESSIONS JUDGE
(HR-DISTRICT JUDICIARY)

No. & Date: Even.

Copy is forwarded for information and strict compliance to all Judicial Officers working on Ex-Cadre posts.

DISTRICT & SESSIONS JUDGE
(HR-DISTRICT JUDICIARY)

INSTRUCTIONS FOR FILLING UP THE PERFORMANCE EVALUATION REPORT FORMS

1. (i) PER is the most important record for the assessment of an officer. At the same time the quality of PER is a measure of the competence of the Reporting Officer and Countersigning Officer. It is, therefore, essential that utmost care is exercised by all Reporting and Countersigning Officers.

(ii) The Reporting and Countersigning Officers should be—
   (a) as objective as possible; and
   (b) clear and direct, not ambiguous or evasive in their remarks.

(iii) The over-riding importance of Part-IV should be clearly understood in the overall grading.

(iv) Over-rating should be eschewed by all Reporting/ Countersigning Officers.

(v) Vague impressions based on inadequate knowledge or isolated incidents should be avoided.

2. The forms are to be filled in duplicate. Part-I will be filled by the official being reported upon and should be type written.

3. Part-II to III will be filled by the Reporting Officer and Part-IV by both the Reporting Officer and Countersigning Officer. Part-V(a) will be filled by the Countersigning Officer.

4. Assessment in the PER should be confined to the work done by the officer reported upon during the period covered by the report.

5. Reporting Officer is expected to counsel the officer being reported upon about his week points and advise him how to improve. Adverse remarks should normally be recorded when the officer fails to improve despite counselling.

6. The PER form should be filled in a neat and tidy manner. Cuttings/erasures should be avoided and must be initialled, where made.

7. (i) The rating in Part-II should be recorded by initialling the appropriate box.
   (ii) In Part-III(a) Pen-Picture should also include remarks about the reputation of the officer.

8. For uniform interpretation of qualities, etc., listed in Part-II, the two extreme shades are mentioned against each item. For example, a very courteous official will be rated 'A' in Part-II (5). A haughty and ill-behaved Official will merit a 'C' rating.

9. The Countersigning Officer should weigh the remarks of the Reporting Officer against his personal knowledge of the official being reported upon, compare him with other officials of the same grade working under different

Reporting Officers but under the same Countersigning Officer, and then give his overall assessment in Part-V. In certain categories of cases remarks of a Second Countersigning Officer may also be required to be recorded. In cases where the work of the official reported upon is supervised also by an officer outside the normal chain of supervisory command in respect of some technical aspects, such officer may send his remarks in respect of such specific aspects to the Second Countersigning Officer by the third week of January through a separate sealed cover.

10. If the Countersigning Officer differs with the grading or remarks given (in parts other than Part-III) by the Reporting Officer, he should score it out and give his own grading in red ink. In Part-V he is required to give his own assessment in addition to that of the Reporting Officer.

11. The Countersigning Officer should underline, in red ink, remarks which in his opinion are adverse and should be communicated to the officer reported upon.

12. Time schedule for completion of PER writing —

(i) The official to be reported upon should submit the PER Form after completing Part-I to the Reporting Officer on 1st day of January.

(ii) The Reporting Officer should record his remarks in appropriate parts by the end of 1st week of January and pass on the report to the Countersigning Officer by 8th January.

(iii) The Countersigning Officer should record his remarks by the end of second week of January and pass on the report to the 2nd Countersigning Officer, if any, by 16th January.

(iv) The final Countersigning Officer should also record his remarks within one week.

(v) Report writing should be completed within the month of January.

13. In the event of non-submission of PER Form by the officer reported upon within the stipulated time, the Initiating Officer may proceed to initiate PER on the basis of available information.

LAHORE HIGH COURT, LAHORE.

Phone No.042-99212951-66 (Ext.236-237)

No. 10599 /Library
Dated: September 08, 2025

From

The Registrar,
Lahore High Court,
Lahore.

To

i. All the District & Sessions Judges the Punjab.
ii. All the District & Sessions Judges posted on ex-Cadre in the Punjab.
iii. The Senior Additional Registrars, Lahore High Court, Bahawalpur, Multan & Rawalpindi Benches.

Subject: **LAHORE HIGH COURT LEAVE RULES, 2025**

Dear Sir,

Please find enclosed herewith copy of Gazette Notification No.144 of 2025 containing **"Lahore High Court Leave Rules, 2025"** as published in the Punjab Gazette (Extraordinary) at pages 1095-1115 vide Notification No.SO(CAB-1)6-10/2025 dated 01.09.2025 for information and implementation in letter & spirit.

Yours sincerely,

(MUHAMMAD JAMIL)
Librarian
for REGISTRAR
Lahore High Court, Lahore

No. & date even:

Copy forwarded for information & necessary action to:

i. The Secretary/Private Secretary-I to Hon'ble Chief Justice, Lahore High Court, Lahore.
ii. All the Additional Registrars, Deputy Registrars & Assistant Registrars, Lahore High Court, Lahore.
iii. The Additional Registrars (CS)/Senior Private Secretaries/Private Secretaries to all the Hon'ble Judges, Lahore High Court, Lahore.
iv. The Staff Officer to the Registrar, Lahore High Court, Lahore.
v. The R&RO (Judges Library), Lahore High Court, Lahore.
vi. The Librarian/Assistant Librarians at Bahawalpur, Multan & Rawalpindi Benches.
vii. Office record.

EXTRA ORDINARY ISSUE

REGISTERED No. L-7532

The Punjab Gazette

PUBLISHED BY AUTHORITY

LAHORE MONDAY SEPTEMBER 01, 2025

GOVERNMENT OF THE PUNJAB
LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION
(144 of 2025)

1 SEPTEMBER 2025

Notification No.SO(CAB-1)6-10/2025, dated 01.09.2025 issued by the Implementation and Coordination Wing of Services and General Administration Department, is hereby published in the Punjab Gazette (Extraordinary) for general information:

To be substituted for the notification bearing the same number and date

No. SO(CAB-1)6-10/2025
*GOVERNMENT OF THE
PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT
(IMPLEMENTATION &COORDINATION WING)

Dated Lahore, the 01st of September, 2025

NOTIFICATION

No.SO(CAB-1)6-10/2025.– In exercise of the powers conferred under Article 208 read with Article 203 of the Constitution of the Islamic Republic of Pakistan, the Governor of the Punjab is pleased to make the following, namely:–

The Lahore High Court Leave Rules, 2025

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CHAPTER I
PRELIMINARY

1. Short title, application and commencement. – (1) These rules may be called the Lahore High Court Leave Rules, 2025.

(2) These shall apply to officials or officers of the establishment, the Courts subordinate to Lahore High Court and members of the Punjab Judicial Service.

(3) These shall come into force at once.

2. Definitions. – In these Rules, unless there is anything repugnant in the

subject or context,–

(a) **"Appointing Authority"** means the authority competent to make appointment of an official or officer or a member of the Service under the relevant rules;

(b) **"Bench"** means the Bench of the High Court as provided in clause (3) of Article 198 of the Constitution;

(c) **"Chief Justice"** means the Chief Justice of Lahore High Court, Lahore, and includes the Acting Chief Justice;

(d) **"Competent Authority"** means the Chief Justice of the High Court, as well as a judge or an officer or a Supervisory Officer, as the case may, appointed and notified by the Chief Justice of the High Court, who is authorized or delegated to exercise specified powers and functions under these Rules as provided in the Schedule;

(e) **"Constitution"** means the Constitution of the Islamic Republic of Pakistan;

(f) **"Court"** means any Court subordinate to the High Court established under the provisions of the Civil Courts Ordinance, 1962 (Ordinance No. II of 1962), and includes any Special Court subordinate thereof;

(g) **"duty"** means and includes training, courses, conferences or any other work assigned by the Competent Authority in the interest of the establishment or service, as the case may;

(h) **"High Court"** means the Lahore High Court, Lahore including all Benches of the Court;

(i) **"establishment"** means an establishment of the High Court or the Courts subordinate to the High Court whereat an official or officer is employed or working;

(j) **"Judicial Officer"** means a Judicial Officer belonging to the Punjab Judicial Service constituted under the provisions of the Punjab Judicial Service Rules, 1994, or under any other law or rules, etc.;

(k) **"leave"** means any kind of leave permissible under these Rules;

(l) **"member of the Service"** means a member of the Punjab Judicial Service constituted under the provisions of the Punjab Judicial Service Rules, 1994, or under any other law or rules, etc.;

(m) **"officer"** means an officer of the establishment of the High Court or the Courts subordinate thereto or a Judicial Officer belonging to the Punjab Judicial Service and posted against any post of the establishment for the time being;

(n) **"official"** means an official of the establishment of the High Court or

any official performing his duties and functions in the Courts subordinate thereof;

(o) **"Schedule"** means the Schedule to these Rules;

(p) **"Service"** means the Punjab Judicial Service constituted under the provisions of the Punjab Judicial Service Rules, 1994, or under any other law or rules, etc.;

(q) **"Supervisory Officer"** means an officer supervising affairs of any Bench of the High Court or any officer of Courts subordinate to the High Court at district or tehsil level, as the case may be;

(2) In these Rules, unless there is anything repugnant in the subject or context, the words importing the masculine gender shall be taken to include females; and the words in the singular shall include the plural, and *vice versa*.

(3) The words and expressions used but not defined in these Rules shall have the same meanings as are assigned to those words and expressions in the General Clauses Act, 1897 (Act No. X of 1897).

CHAPTER II
LEAVE

3. Leave.– (1) There shall be different kinds of leave as provided in these Rules.

(2) Leave shall be earned as provided in these Rules.

4. Leave is not a right.– (1) Leave shall not be claimed as a matter of right.

(2) Leave shall be granted keeping in view exigencies of the establishment or the Service.

5. Competent Authority to grant leave.– (1) The Competent Authority or the Authorities as provided in the Schedule shall be competent to grant leave of different kinds as provided therein.

(2) Notwithstanding anything contained in sub-rule (1), the Chief Justice of the High Court shall be competent to grant all kinds of leave provided in these Rules.

CHAPTER III
APPLICATION FOR LEAVE

6. Application for leave.– (1) Application for grant of leave shall be submitted seven day before commencement of the leave except for an application for grant of the casual leave.

(2) Mere submission of an application shall not be deemed as grant of leave.

(3) In case of refusal of leave by the Competent Authority, the decision of the Competent Authority shall be immediately communicated to the applicant by

appropriate means including e-mail, WhatsApp, Short Messaging Service (SMS) or by any other digital or appropriate modern method of communication, etc., so it may reach to the applicant before the date of commencement of leave:

Provided that no officer or official of the establishment shall remain absent from duty if there is no communication of the decision of the Competent Authority of any such application for leave:

Provided further that non-communication of the decision of the Competent Authority shall be deemed as declining the leave applied for:

Provided also that in case of relinquishment of charge or official assignment without communication regarding the leave, such period shall be treated as unauthorized absence liable to disciplinary proceedings under the relevant rules of the establishment or service.

(4) To prevent the undesirable practice of officers or officials or a member of the Service applying for repeated leave extensions while on leave and, in certain cases, remaining absent for extended periods, no leave of any kind shall be granted to any officer or official unless the officer or official or a member of the Service provides an undertaking that no request for an extension of leave will be made, except in exceptional circumstances.

7. Leave to be applied in terms of days.– Leave shall be applied for, expressed and sanctioned in terms of days.

CHAPTER IV
CALCULATION AND ACCUMULATION OF LEAVE

8. Calculation of leave.– (1) Leave shall only be earned on full pay which shall be calculated at four days for every calendar month of duty by an official or officer of the establishment to be known as "Leave on full pay".

(2) A period of more than sixteen days during a calendar month shall be deemed as a full calendar month.

(3) There shall be no maximum limit on the accumulation of earned leave.

(4) There shall be no earning of any leave during the period of leave.

9. Earning of leave.– (1) All service rendered by an officer or official or a member of the Service qualifies him to earn leave in accordance with these rules but shall not be earned during the period of leave.

10. Vacation establishment or Service.– (1) Officers, officials or members of the Service who are availing vacations during summer or winter shall earn leave on full pay in the following manner:–

(a) when the officer, official or member of the Service avail full vacation in a calendar year at the rate of one day for every calendar month of duty rendered;

(b) when the officer, official or member of the Service during any year is

prevented from availing of full vacation like a civil servant in a non-vacation department for that year at the rate of four days for every calendar month of duty rendered; and

(c) when he avails himself of only a part of the vacation as in (a) above, the leave earned shall be calculated and earned proportionately.

CHAPTER V
GRANT OF LEAVE

11. Grant of leave.– (1) The maximum period of leave on full pay without conveyance allowance that may be granted at one time shall be as follows:-

(i)	On compelling grounds other than medical exigency:	120 days
(ii)	With a medical certificate:	180 days
(iii)	On medical certificate from leave account, in the entire service:	365 days.

(2) The kind of leaves provided in sub-rule (1) shall not be granted in continuation.

12. Leave on half pay.– (1) Leave on full pay may, at the option of the officer or official, be converted into leave on half pay; 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.

(2) The request for conversion of leave referred to in sub-rule (1) shall be specified by the officer or official in his application for the grant of leave.

(3) Leave under this rule may be granted only on the presentation of a medical certificate or for personal reasons, and shall not exceed a period of 90 days.

13. Leave on medical certificate.– (1) An application for leave on a medical certificate made by any officer or official or a member of the Service shall be accompanied by a medical certificate duly issued and countersigned by the authorized medical officer of the Government Hospital.

(i) When any officer or official or a member of the Service submits a medical certificate for the grant of leave, it shall be, by an Authorized Medical Officer in the form attached to these rules.

(2) An Authorized Medical Practitioner shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the officer or official or a member of the Service concerned will ever be fit to resume his duties and, in such case, the opinion that the officer or official or a member of the Service is permanently unfit for service shall be recorded in the medical certificate.

(3) The Competent Authority to grant leave may, at its discretion, secure a second medical opinion by requesting a Government Medical Board, to have the applicant medically examined on the earliest possible date.

(4) It shall be the duty of the Government Medical Officer referred to in sub-rule (2) to express an opinion both as regards the facts of the illness and as regards the necessity for the amount of leave recommended and for that purpose may either require the applicant to appear before himself or before the Medical Board of the Government.

(5) The issuance of a medical certificate under this rule does not confer any entitlement to leave upon the concerned officer or official or a member of the Service by itself. The medical certificate shall be submitted to the authority competent to approve leave, and leave shall be availed only after the Competent Authority has granted such leave.

FORM-I

FORM OF MEDICAL CERITFICATE

_____
Signature of applicant

MEDICAL CERTIFICATE FOR JUDICIAL OFFICERS, OFFICERS OR OFFICIALS OR A MEMBER OF THE ESTABLISHMENT 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 a period of absence from duty with effect from _____ is absolutely necessary for the restoration of his/her health.

Dated the _____

Government Medical Officer

14. Leave to an official or officer or a member of the Service who is unlikely to be fit to return to duty.– (1) When a Medical Authority or Board, as the case may be, has reported that there is no reasonable prospect that an official or officer or a member of the Service will ever be fit to return to duty, leave shall not necessarily be refused to such an official or officer or a member of the Service.

(2) The leave may be granted, if due, by the Competent Authority to grant leave on the following conditions:–

(i) if the Medical Authority or Board is unable to report with certainty that the official or officer or a member of the Service will never again be fit for service, leave not exceeding twelve months in all may be granted and such leave shall not be extended without further reference to a Medical Authority or Board; or

(ii) if an official or officer or a member of the Service is declared by a Medical Authority or Board to be completely and permanently incapacitated for further service, leave or an extension of leave may be granted to him after the report of the Medical Authority or Board has been received, provided the amount of leave as debited to the leave

account together with any period of duty beyond the date of the report of the Medical Authority or Board does not exceed six months.

(3) An official or officer or a member of the Service who is declared by a Medical Authority to be completely and permanently incapacitated for further service shall–

(i) if he is on duty, not be invalidated from service during his service period; or

(ii) if he is already on leave, not be invalidated from service on the expiry of that leave or extension of leave, if any, granted to him under sub-rule (1).

CHAPTER VI
CASUAL LEAVE

15. Casual leave.– (1) Casual leave up to a maximum limit of twenty days in each year, may be granted to officers or officials or a members of the Service.

(2) Casual leave may be granted for reasons of health or for any other reason, up to four days at a time, which can be extended for up to ten, once in the year, only for special reasons.

(i) Half Day Casual Leave: One day casual leave is to be forfeited of every 02-half day leaves.

(ii) Short Leave: One day casual leave is to be forfeited on account of 03 short leaves at the time when that accumulated with the explanation as follows:- Explanation: Short leave will be consisted of up-to two hours late attending the office except Fridays, when it will be treated as 'Half day casual leave.'

(3) Holidays may not be prefixed or suffixed to casual leave, however, all the holidays falling during the leave period shall be included in the period of leave.

(i) Public Holiday: Public Holidays which are sandwiched between the casual leave shall be debited from the casual leave account.

(4) Application for casual leave or extension of casual leave, with simultaneous absenting from duty on grounds of illness, for a period exceeding two days, will not be granted unless accompanied by a medical certificate in accordance with the provisions of leave on medical certificate criteria given above.

(5) Supervisory Officer shall maintain and preserve casual leave accounts and applications till the end of following calendar year.

(6) All applications submitted by officers or officials or members of the Service shall be dealt with by the Supervisory Officer concerned of the branches or Benches, in accordance with this rule.

(7) When an officer or official or a member of the Service is transferred, the casual leave record of the officer or official or member of the Service shall be transferred amongst the Supervisory Officers concerned.

16. Casual Leave Quota Exhausted Leave:- An Officer or Official or a

Member of the Service may be granted leave without pay, in exception of compelling grounds such as:-

(i) Death of immediate family member;
(ii) Medical exigency accompanied by a Medical Certificate or in other justified emergent circumstances.

16(a). No combination of casual leave.– No casual leave shall be granted in combination of any other kind of leave provided in these Rules.

CHAPTER VII
SPECIAL KINDS OF LEAVE

17. Maternity leave.– (1) A female officer or official or a member of the Service may, for the maximum period of ninety days, be granted maternity leave with full pay outside her leave account, at any time, immediately before or after the birth of a child and she shall not be required to provide fitness certificate for purposes of joining duties after such leave.

(2) Such leave may not be granted for more than three times in the entire service of a female officer or official.

(4) The spells of maternity leave availed of prior to the coming into force of these Rules shall be deemed to have been taken under these Rules.

(5) A female officer or official or a member of the Service (irrespective of the number of surviving children) may be granted maternity leave in cases of miscarriage to a maximum period not exceeding forty-five (45) days on production of a medical certificate.

(6) Maternity leave may be granted in continuation of, or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female official or officer or a member of the Service.

(7) The leave salary to be paid during maternity leave will, therefore, remain unaffected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave, in the event of resumption of duty by such female official or officer or a member of the Service.

(8) A male official or officer or a member of the Service may, for a maximum period of seven days, be granted paternity leave on full pay outside his leave account on or immediately before the birth of his child:

(9) Maternity and Paternity leave be treated as other kind of leave for the purpose of deduction of Conveyance Allowance.

Provided that if paternity leave is not availed of within the period specific above such leave shall be treated as lapsed.

Provided also that such leave shall be admissible only for two times during the entire service.

18. Special or *Iddat* leave.– (1) A female officer or official or a member of the Service, on the death of her husband, may be granted special or ***Iddat*** leave on

full pay, when applied for, for a period not exceeding one hundred and thirty days.

(2) Such leave shall not be debited to her leave account.

(3) Such leave shall commence from her husband's death date. For this purpose, she will have to produce a death certificate issued by the competent authority along with her application for special or ***Iddat*** leave or, if that is not possible, the certificate may be furnished to the leave sanctioning authority separately.

19. Leave not due.– (1) Except in the case of leave preparatory to retirement, Leave Not Due may be granted to an office or official or a member of the Service, subject to a maximum of three hundred and sixty five (365) days during the entire period of service, upon the submission of a medical certificate, with the condition that, during the first five years of service, such leave shall not exceed ninety days in total. This shall be subject to the following conditions:

(i) The Competent Authority is satisfied that there is a reasonable prospect of the officer or official or the member of the Service resuming duty upon the expiration of the leave; and

(ii) Leave Not Due shall be limited to the amount of half-pay leave the officer or official or a member of the Service likely to accrue after that.

(2) Where an officer or official or a member of the Service who has been granted Leave Not Due resigns from service or is permitted to retire voluntarily without returning to duty, the Leave Not Due shall be revoked from the date on which the resignation or retirement takes effect, and the salary paid for such leave shall be recovered.

(3) Where an officer or official, having availed himself of Leave Not Due, returns to duty but subsequently resigns or retires from service before accruing the leave, he shall be liable to refund the leave salary to the extent that the leave has not been earned during the period following his return to duty:

Provided that no leave salary shall be recovered if the retirement is due to ill health incapacitating the officer or official or a member of the Service from further duty or in the event of his death.

(4) Where an officer or official or a member of the Service is incapacitated during the period of Leave Not Due or at the expiration of such leave, he shall be deemed to have retired effective from the date of expiry of the Leave Not Due.

(5) Such leave shall be granted sparingly and at the discretion of the sanctioning authority.

(6) Leave Not Due shall not granted to temporary officials or officers or a member of the Service.

20. Quarantine leave.– (1) An officer or official or a member of the Service who is prohibited from attending office due to an infectious disease in his family or household may be granted quarantine leave upon the provision of certificate or clinical medical report.

(2) The period of quarantine leave shall be treated as duty, with full pay and allowances for the post held by the officer or official or a member of the Service

at the time of proceeding on leave.

21. Disability leave.– (1) An officer or official or a member of the Service who sustains a disability resulting from an injury incurred accidentally or otherwise during, or as a consequence of, the proper performance of official duties, or due to illness arising from the execution of a specific duty that increases a vulnerability to illness or injury beyond the normal risks associated with his position, is considered to be disability.

(2) The grant of disability leave in such cases shall be subject to the following conditions:–

(a) the disability, if resulting from a disease, must be certified by an authorized medical practitioner as being directly attributable to the performance of the specific duty; and

(b) the period of absence recommended by an authorized medical practitioner may be partially covered by leave under these Rules and partially by any other type of leave.

(3) The total number of disability leave shall not exceed one hundred and twenty days.

(4) Disability leave shall be deemed the leave on full pay.

22. *Ex*-Pakistan leave.– Ex-Pakistan leave may be granted on full pay to an official or officer or a member of the Service who applies for such leave or who proceeds abroad during leave, or is otherwise on duty abroad, and makes a specified request to that effect alongwith an undertaking on an affidavit sworn by the applicant, to the effect that the leave is being applied for with the assertion that he/she will join duties after the expiry of leave and will not seek any extension of the granted Ex-Pakistan leave. Provided that Ex-Pakistan leave may not be granted from the date of availing, it must have the date of departure and arrival of the leave applied for.

Note:- (1) **14-days** Ex-Pakistan leave for performance of Umrah & Ziarat may be availed during special casual leave(s) or winter vacation(s) or during holy months of Ramzan and Moharram, respectively only.

(2) **21-days** Ex-Pakistan leave for family reunion, recreation purpose to attend family functions or any other purpose may be availed only during special casual leave(s) or winter vacation(s)

23. Compensatory leave.– (1) Compensatory leave may be granted to an official or officer or a member of the Service where compulsory attendance on Sundays or other public holidays or during vacations justifies the grant of compensatory leave for the number of days to an official or officer or a member of the Service is directed to attend the office or court, as the case may be.

(a). An Officer or Official or a Member of the Service may be granted journey day leave, who assigned official duties or to attend official meetings, trainings, conferences, inquiry proceedings, etc. as directed by the Competent Authority at the distance of 400-Kilometer of one sided travelling.

Explanation:- The period of journey day leave shall be treated as duty, with full pay and allowances for the post held by the officer or official or a Member of the Service at the time of proceeding on leave.

(2) No compensatory leave, however, will be admissible to an official or officer or a member of the Service who has been paid honorarium or suitably compensated in terms of money for the days of such compulsory attendance on Sundays or other public holidays or has been on duty leave on such days.

(3) Compensatory leave may be availed within a period of one year from the date of its falling due, otherwise the same shall be treated to have lapsed.

CHAPTER VIII
STUDY LEAVE

24. Study leave.– (1) Study leave may be granted to an official or officer or a member of the Service with due regard to the exigencies of the establishment or Service to enable him to undergo in or out of Pakistan, a special course of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty and functions subject to the conditions that:–

(i) An official officer, or member of the service will be bound to obtain a "No Objection Certificate" (NOC) from the Competent Authority to get admission for the proposed course of study prior to applying for the same.

(ii) the particular study or study tour should be approved by the Competent Authority to grant leave; and

(iii) the officer or official or a member of the Service should be required to submit, on his return, a full report on the work done by him while on study leave.

(2) Study leave out of Pakistan shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in Pakistan.

(3) Study leave may be granted to an official or officer or a member of the Service,–

(i) Upon the provision of a bond of undertaking amounting to Rs.03 million, in the form attached to these rules, which shall be forfeited fi the official, officer, or member of the service violates the terms of bond during or immediately after the study leave.

Note:- Specimen of surety bond/Form-II is attached herewith.

(ii) who has satisfactorily completed period of probation and has rendered not less than ten years' regular continuous service including the period of probation; and

(iii) who is not due to reach the age of superannuation from the service within three years from the date on which he is expected to return to duty after the expiry of the leave; and

(4) Study leave shall not be granted to an official or officer or a member of the Service with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

(5) The Chief Justice of the High Court shall be the Competent Authority

to grant study leave.

(6) The maximum amount of study leave, which may be granted to an official or officer or a member of the Service shall be ordinarily twelve months at any one time, and during his entire service, twenty-four months in all (inclusive of similar kind of leave for study or training granted under any other rules).

(7) Study leave shall not be debited against the leave account of the official or officer or a member of the Service.

(8) Study leave may be combined with other kinds of leave, but in no case study leave shall be granted in combination with leave, other than extraordinary leave having a total absence of more than twenty-eight months generally and thirty-six months for the courses leading to Ph. D. degree from the regular duties of the official or officer or a member of the Service.

Explanation:– The limit of twenty-eight months or thirty six months of absence prescribed in this sub-rule includes the period of vacation.

(9) When the course of study fall short of study leave granted to an official or officer or a member of the Service he shall resume duty on the conclusion of the course of study, unless the previous sanction of the Competent Authority to grant leave has been obtained to treat the period of shortfall as ordinary leave.

(10) During Study leave availed of outside Pakistan, an official or officer or a member of the Service shall draw Leave Salary equal to the pay that the official or officer or a member of the Service drew while on duty immediately before proceeding on such leave except conveyance allowance.

(11) During study leave availed of in Pakistan, an official or officer or a member of the Service shall draw Leave Salary equal to the pay that the official or officer or a member of the Service drew while on duty before proceeding on such leave except conveyance allowance.

(12) The study leave shall be admissible only once during the entire service.

SURETY BOND

i. *I_____CNIC No._____declare on oath that I approached this Court for grant of ex-Pakistan/study leave for the betterment of my future in the program_____offered by the University_____country _____for which under this Court's letter No._____dated_____permission has been granted in my favour.*

ii. *Ex-Pakistan/study leave in my favour shall be valid for the said program in the specific university only for the duration, initially intimated by me for the program with effect from the date from which the program starts.*

iii. *I shall not claim additional allowance, T.A/R.A/D.A during the said study program.*

iv. *Leave granted in my favour will be without any break, subject to submission of successful result transcript of every semester of the program to the satisfaction of this Court.*

v. *I shall not change the specified course of studies nor register myself for any other course or programme without prior written approval of this Court.*

vi. *I shall not engage myself in any political, commercial or other illegal activities while residing at the foreign land.*

vii. *On completion of the above said program I shall serve this department/Punjab Judiciary while remaining in Pakistan, for a minimum period of 5-years. In case I refuse to serve, I shall be liable to deposit the entire amount received by me as service benefits i.e. salaries & allowances etc., during the study period in addition to an amount of Rs.03/-million in the Government treasury.*

viii. *Notwithstanding the contents of the Clauses hereinabove, my study leave will be deemed cancelled in case I do not avail the same for study of permitted program due to sickness or other force majeure.*

ix. *I declared Mr./Mrs./Miss._____ as my Guarantor and if I do not return to the Pakistan and fail to deposit the aforesaid amounts in the Government Treasury, the guarantor shall make the payment forthwith.*

GUARANTOR
(preferably a blood relation)

Name:_____
Address:_____
CNIC #:_____

DEPONENT

Name:_____
Designation:_____
CNIC #:_____
Attestation by oath Commissioner.

CHAPTER IX
LEAVE WITHOUT PAY (EXTRAORDINARY LEAVE)

25. Leave without pay (extraordinary leave).– (1) Subject to the maximum period of leave that may be granted under these Rules, leave without pay (extraordinary leave) may be granted to an officer or official or a member of the Service in the following circumstances, namely:–

(a) when no other kind of leave is available or admissible; or

(b) when any other kind of leave is admissible but the officer or official or a member of the Service applies in writing for the grant of leave without pay (extraordinary leave).

(2) Competent Authority may retrospectively convert periods of absence without leave into leave without pay (extraordinary leave) even when any other kind of leave was admissible at the time when absence without leave commenced.

(3) Leave without pay (extraordinary leave) shall not be debited to the leave account.

(4) Two spells of extraordinary leave, if intervened by any other kind of leave, shall be treated as one continuous spell of extraordinary leave for the purpose of sub-rule (1).

(5) Leave without pay may be granted in combination of any other kind of leave except the casual leaves.

CHAPTER X
LEAVE PREPARATORY TO RETIREMENT (L.P.R.)

26. Leave preparatory to retirement.– (1) The maximum period up to which an officer or official may be granted leave preparatory to retirement shall be three hundred and sixty-five days.

(2) Such leave may be taken, subject to availability, either on full pay or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the officer or official.

27. Encashment of refused leave preparatory to retirement.– (1) If, in case of retirement on superannuation (or voluntary retirement on completion of twenty-five years of qualifying service , if applicable) an officer or official or a member of the Service cannot, for reasons of public service be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof, be granted leave pay equal to initial pay of the pay scale, for the leave refused by the Competent Authority or Appointing Authority, as the case may be, for the leave refused to him subject to a maximum of three hundred and sixty-five days.

(2) Such leave can be refused partly and sanctioned partly but the cash compensation shall be admissible for the actual period of such leave so refused not exceeding three hundred and sixty-five days on monthly basis.

(3) In case an officer or official or a member of the Service on leave preparatory to retirement dies before completing three hundred and sixty-five days of such leave, his family shall be entitled to encashment of leave for the remaining period.

Explanation.– The term **'family'** shall be as defined for the purpose of family pension.

(4) Encashment of refused leave preparatory to retirement (LPR) n exceeding three hundred and sixty-five days and shall, for the entire period of leave refused for encashment, be applicable to an officer, or official retired, provided such leave is available at his credit subject to a maximum of three hundred and sixty-five days.

(5) If at any time during such period, any kind of leave is granted, the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for the period of leave so granted.

(6) Leave pay for the purpose of encashment of refused LPR shall be computed equal to respective initial pay scale.

(7) An officer or official who desires to get the benefit of encashment of LPR for a maximum period of three hundred and sixty five days, shall submit his written application to the Appointing Authority for grant of LPR, at least three months before the date of commencement of his LPR and if, the Appointing Authority so refused his request, he shall be entitled to encashment of refused LPR for three hundred and sixty-five days equal to initial pay of basic pay scale:

Provided that the officer or official who compulsorily retired shall not be entitled for encashment of LPR.

28. Power to refuse leave preparatory to retirement, etc.– (1) Leave preparatory to retirement on superannuation, shall not be refused ordinarily.

(2) All orders refusing leave preparatory to retirement to an officer or official or a member of the Service and recalling him from leave preparatory to retirement shall be passed only by the Appointing Authorities.

(3) The authorities specified in sub-rule (2) shall not delegate these powers to any other authority.

CHAPTER XI
MISCELLANEOUS

29. Recall from leave, etc.– (1) If an official or officer or a member of the Service is compulsorily recalled to duty from any type of leave that he is currently taking away from his place of posting, with the approval of the Supervisory Officer or the Competent Authority or the Appointing Authority, as the case may be, he shall be entitled to a daily allowance permissible to him.

(2) If the return from leave is optional, the official or officer or a member of the Service shall not be entitled for such concessions.

30. Overstay after sanctioned leave, etc.– (1) Unless the leave of an official or officer or a member of the Service is extended by the Competent Authority of his establishment or the Service, any an official or officer or a member of the Service who remains absent beyond the expiration of his leave shall not be entitled to remuneration for the period of such absence.

(2) Without prejudice to any disciplinary action that may be taken, double the duration of such absence shall be debited to the leave account of the official or officer or a member of the Service.

(3) Such debit shall, in the event of insufficient credit in the leave account, be adjusted against the official or officer or a member of the Service from future earned leave.

(4) Willful absence from duty after the expiry of leave shall render the official or officer or a member of the Service liable to disciplinary action.

31. Leave when starts and ends.– Leave may commence from the day following the date on which an official or officer or a member of the Service hands over the charge of his post and may end on the day preceding the date on which the an official or officer or a member of the Service resumes duty, instead of specifying whether the leave starts or ends in the forenoon or afternoon.

32. Any type of leave may be applied for.– An official or officer or a member of the Service may apply for any 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, for example, an official or officer or a member of the Service may apply for extraordinary leave or leave on half-pay even if leave on full pay is otherwise due and admissible to him, or he may proceed on extraordinary leave followed by leave on half-pay and full-pay rather than that on full pay, half pay and without pay.

33. Combination of different types of leave, etc.– (1) One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the official or officer or a member of the Service:

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

Explanation.– Casual leave, which is not recognized as leave under these Rules, shall not be combined with any other type of leave admissible under these Rules.

(2) In certain cases, an officer or official may have only half a day's casual leave to his credit and may avail of this leave in the afternoon. If, due to unforeseen illness or other compelling reasons, the officer or official is unable to resume duty on the next working day and is therefore compelled to take leave for that day, the Competent Authority may permit the official or officer or a member of the Service to combine the half-day's casual leave with any kind of leave, provided the absence on the following day was due to sickness or other compelling grounds. However, an an official or officer or a member of the Service who has already applied for the type of leave due and admissible to cover his absence for the subsequent working day and beyond shall not be entitled to the last half-day's casual leave for the afternoon.

34. Manner of handing-over charge when proceeding on leave, etc.– (1) An official or officer or a member of the Service proceeding on leave shall hand over the charge of his post, and if he is in Basic Pay Scale-17 and above, he shall, while handing over charge of the post, sign the charge relinquishment report.

(2) If *ex*-Pakistan leave has been sanctioned on medical grounds, the official or officer or a member of the Service shall take abroad with him a copy of the medical statement of his case.

35. Assumption of charge on return from leave, etc.– (1) An official or officer or a member of the Service, upon return from leave, shall report for duty to the Competent Authority that sanctioned his leave and assume charge of the post to which he is assigned by that Competent Authority or Supervisory Officer, unless such assignment has been made in advance.

(2) An officer or official of a Member of the Service who is proceeding on leave as granted by the leave granting Authority, shall not resume duty before expiry of leave unless authorized/permitted by the leave granting Authority.

(3) In the event that he is directed to assume charge of a post at a station other than the one from which he proceeded on leave, he shall be entitled to travel expenses as applicable on transfer.

36. Leave to lapse when official or officer or a member of the Service quits service.– All leave standing to the credit of an official or officer or a member of the Service shall lapse upon his cessation of service.

37. Leave not to be granted in certain circumstances.– Leave shall not be granted to an official or officer or a member of the Service whom a Competent Authority or Appointing Authority, as the case may be, has decided to dismiss, remove or compulsorily retire from service.

38. No employment of any kind during leave.– No official or officer or a member of the Service is allowed to prosecute or join any employment of any kind during leave under these Rules.

39. Combination of holidays with leave.– (1) When the day, immediately preceding the day on which an official's or officer's or a member of the Service's leave (other than leave on medical certificate) begins or immediately following the day on which his leave expires, is a holiday or one of series of holidays, the an official or officer or a member of the Service shall be deemed to have been permitted (except in cases where for administrative reasons permission for prefixing or suffixing holidays to leave is specifically withheld) to leave his station at the close of the day before, or return to it on the day following such holiday or series of holidays.

(2) In the case of leave on medical certificate:

(i) when an official or officer or a member of the Service is certified medically unwell to attend office, holiday(s), if any, immediately preceding the day he is so certified shall be allowed automatically to be prefixed to leave and the holiday(s) if any, immediately succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave; and

(ii) when an official or officer or a member of the Service is certified medically fit for joining duty, holiday(s), if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave.

(3) Unless the Competent Authority to grant leave in any case otherwise directs:

(i) if holidays are prefixed to leave, the leave and any consequent rearrangement of pay and allowances take effect from the day after the holidays; and

(ii) if holidays are suffixed to leave, the leave is treated as having terminated and any consequent rearrangement of pay and allowances takes effect from the day on which the leave would have ended if holidays had not been suffixed.

40. Leave to probationer, a person on probation.– (1) A probationer shall be entitled to leave under these Rules if he had held his post substantively otherwise than on probation.

(2) If, for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him shall not extend:

(i) beyond the date on which the probationary period as already sanctioned or extended expires; or

(ii) beyond any earlier date on which his services are terminated by the orders of an authority competent to appoint him.

(3) A person appointed to a post on probation shall be entitled to leave under these Rules as a temporary or a permanent official or officer or a member of the Service according as his appointment is against a temporary or a permanent post:

Provided that where such person already holds a lien on a permanent post before such appointment, he shall be entitled to leave under these rules as a permanent official or officer or a member of the Service.

41. Relaxation of rules in cases of hardships.– (1) Where the Chief Justice of the High Court is satisfied that the operation of any of these Rules causes or is likely to cause undue hardship to an official or officer or a member of the Service, he may, after recording reasons for so doing, and notwithstanding anything contained in any of these rules, deal with the case of such official or officer or a member of the Service in such manner as may appear to him to be just and equitable:

Provided that the case shall not be dealt with in any manner less favourable to such official or officer or a member of the Service than that prescribed in these rules.

42. Interpretation.– If any question arises as to the interpretation of these rules, the Chief Justice of the High Court shall decide the same and such interpretation shall be deemed final.

43. Residuary matters.– In respect of all such matters regarding leaves for which no provision or insufficient provision has been made in these Rules, the Chief Justice of the High Court may make appropriate orders in such matter in the interest of justice keeping in view welfare of the official or officer or a member of the Service.

SCHEDULE
[*See* Rule 5)

No.	*Competent Authority or Authority or Supervisory Officer*	*Competency to Grant Leave*
1.	Chief Justice.	All kinds of leave.
2.	Most Senior Judge of a Bench.	As delegated by the Chief Justice by a special order.
3.	Registrar.	All kinds of leave of officials and officers of the High Court establishment.
4.	Senior Additional Registrar at Benches.	Casual leave to officials and officers posted at the Bench.
5.	District and Sessions Judge.	As delegated by the Chief Justice by a special order to the officials and officers of the Courts and members of the Service.
6.	Additional District and Sessions Judge.	Casual leave to officials and officers subordinate to him.
7.	Senior Civil Judge.	Casual leave to officials and officers under his supervision. All kinds of leave to officials where for he is the Appointing Authority.
8.	Civil Judge.	Casual leave to officials subordinate to him.

SECRETARY
(IMPLEMENTATION & COORDINATION)
GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT"

(MUHAMMAD ASIF BALAL LODHI)
SECRETARY
Government of the Punjab
Law and parliamentary Affairs Department