LEGISLATION AND RESEARCH WING

Sr.#	Description	Circular/ Notification No.	Page
1.	Amendment in the Punjab Civil Judges Departmental Examination Rules, 1991.	Notification No. SOR-III(S&GAD) 1-13/2025, dated 07.04.2025.	1
2.	Amendment in the Punjab Civil Judges Departmental Examination Rules, 1991.	Notification No. SOR-III(S&GAD) 1-13/2025, dated 31.07.2025.	4
3.	Amendment in the Punjab Judicial Service Rules, 1994.	Notification No. SOR-III(S&GAD) 2-17/83(P-I), dated 25.11.2024.	6
4.	Amendment in the Punjab Judicial Service Rules, 1994.	Notification No. SOR-III(S&GAD) 1-13/2025, dated 07.04.2025.	8
5.	Amendment in the Punjab Judicial Service Rules, 1994.	Notification No. SOR-III (S&GAD) 1-13/2025, dated 08.04.2025.	10
6.	Contingent reimbursement claims i.e. Newspaper/Magazine etc. should be submitted within the same financial year.	Notification No. 5307/Library, dated 05.05.2025.	15
7.	Reimbursement claims of Newspaper/Magazine without production of receipt/bill.	Notification No. 10128/Library, dated 09.08.2025.	16
8.	The Lahore High Court Leave Rules, 2025, published in the Punjab Gazette, Extraordinary Issue (The same rules are applicable on the District Judiciary).	Notification No. 10599/Library, dated 08.09.2025.	17

EXTRA ORDINARY ISSUE

REGISTERED No. L-7532

The Punjab Gazette

PUBLISHED BY AUTHORITY

LAHORE TUESDAY APRIL 08, 2025

GOVERNMENT OF THE PUNJAB
LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION
(62 of 2025)

08 APRIL 2025

Notification No.SOR-III(S&GAD)1-13/2025, dated 07.04.2025 issued by the Regulations Wing of Services and General Administration Department, is hereby published in the Punjab Gazette (Extraordinary) for general information:

"GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT
(REGULATIONS WING)

Dated Lahore, the 7th April, 2025

NOTIFICATION

No.SOR-III(S&GAD)1-13/2025.- In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974 (*VIII of 1974*), Governor of the Punjab is pleased to make the following amendments in the Punjab Civil Judges Departmental Examination Rules, 1991, with immediate effect:

AMENDMENTS

In **the Punjab Civil Judges Departmental Examination Rules, 1991:**

1. For rule 3, the following shall be substituted:

> "3. **Confirmation of Probationers:** No Civil Judge-cum-Magistrate, on probation, shall be confirmed in the service unless he has passed the written examination in all the five compulsory subjects specified in Part-A of Schedule-I in accordance with these rules.".

2. In rule 6:

(a) in sub-rule (2), in Explanation, the existing entry shall be numbered as "(1)" and thereafter, the following shall be inserted:

> "(2) The expression "successive examinations" mentioned in sub-rule (1) shall apply to all five compulsory subjects except the optional subject of Accounts."; and

(b) after Explanation, so inserted, the following shall be inserted:

> "(3) A Civil Judge-cum-Magistrate before consideration for promotion to the post of Senior Civil Judge-cum-Magistrate may avail four attempts for examination of optional subject of Accounts specified in Part-B of Schedule-I in any upcoming departmental examination:
>
> Provided that a Civil Judge-cum-Magistrate, who intends to appear in the optional subject of Accounts in any upcoming departmental examination, shall inform the Departmental Examination Committee, in writing, at least three months prior to the commencement of such examination.".

3. In rule 7, in the proviso, at the end, for the "full stop", the expression "colon" shall be substituted and thereafter, the following shall be inserted:

"Provided further that the qualifying standard shall only be restricted to compulsory subjects.".

4. For SCHEDULE-I, the following shall be substituted:

"SCHEDULE-I

PART-A

COMPULSORY SUBJECT FOR CIVIL JUDGE-CUM-MAGISTRATE

Sr. No.	Subject	Papers	Maximum marks allocated	Maximum time	Whether the paper is to be answered with the help of books
1.	Criminal Law	One	120	3 Hours	With books except High Court Rules and Orders
2.	Civil Law-I	One	120	3 Hours	Without books
3.	Civil Law-II	One	120	3 Hours	With books
4.	Revenue Law	One	120	3 Hours	Without books
5.	Sharia Law	One	120	3 Hours	With books

PART-B

OPTIONAL SUBJECT FOR CIVIL JUDGE-CUM-MAGISTRATE

Sr. No.	Subject	Papers	Maximum marks allocated	Maximum time	Whether the paper is to be answered with the help of books
1.	Accounts	One	120	3 Hours	With books".

SECRETARY (REGULATIONS)
GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION DEPARTMENT"

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

EXTRA ORDINARY ISSUE REGISTERED No. L-7532

The Punjab Gazette

PUBLISHED BY AUTHORITY

LAHORE FRIDAY AUGUST 01, 2025

GOVERNMENT OF THE PUNJAB
LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION
(120 of 2025)

01 AUGUST 2025

Notification No.SOR-III(S&GAD)1-13/2025, dated 31.07.2025 issued by the Regulations Wing of Services and General Administration Department, is hereby published in the Punjab Gazette (Extraordinary) for general information:

GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION DEPARTMENT
(REGULATIONS WING)

Dated Lahore, the 31st July, 2025

NOTIFICATION

No.SOR-III(S&GAD)1-13/2025.- In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974 (*VIII of 1974*), Governor of the Punjab is pleased to make the following amendment in the Punjab Civil Judges Departmental Examination Rules, 1991, with immediate effect:

AMENDMENT

In **the Punjab Civil Judges Departmental Examination Rules, 1991**, in rule 6:

(a) in sub-rule (2), in Explanation, after existing entry, the following shall be inserted:

> "(3) The expression "subsequent examination" mentioned in sub-rule (2) shall mean fifth chance once only applicable to compulsory subjects as well as optional subject of Accounts."; and

(b) in sub-rule (3), in the proviso, at the end, for the "full stop", the expression ":" shall be substituted and thereafter, the following shall be inserted:

> "Provided further that a Civil Judge-cum-Magistrate, who has already availed attempt(s) in departmental examination in the optional subject of Accounts prior to 08.04.2025, shall have maximum four attempts in all.".

SECRETARY (REGULATIONS)
GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION DEPARTMENT"

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

EXTRA ORDINARY ISSUE

REGISTERED No. L-7532

The Punjab Gazette

PUBLISHED BY AUTHORITY

LAHORE WEDNESDAY NOVEMBER 27, 2024

GOVERNMENT OF THE PUNJAB
LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION
(169 of 2024)

26 NOVEMBER 2024

Notification No.SOR-III(S&GAD)2-17/83(P-I), dated 25.11.2024 issued by the Regulations Wing of Services and General Administration Department, is hereby published in the Punjab Gazette (Extraordinary) for general information:

"GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT
(REGULATIONS WING)

Dated Lahore, the 25th November, 2024

NOTIFICATION

No.SOR-III(S&GAD)2-17/83(P-I).- In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974 (*VIII of 1974*), Governor of the Punjab is pleased to make the following amendments in the Punjab Judicial Service Rules, 1994, with immediate effect:

AMENDMENTS

In **the Punjab Judicial Service Rules, 1994:**

(1) In rule 2, for clause (f), the following shall be substituted:

"(f) "Performance Evaluation Committee" means the Committee of Judges of the High Court constituted by the Chief Justice;".

(2) In rule 7D, in sub-rule (2), for the words "Chief Justice shall constitute a Performance Evaluation Committee which", the words "Performance Evaluation Committee" shall be substituted.

SECRETARY (REGULATIONS)
GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT"

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

EXTRAORDINARY ISSUE

REGISTERED No. [illegible]

The Punjab Gazette

PUBLISHED BY AUTHORITY

LAHORE TUESDAY APRIL 08, 2025

GOVERNMENT OF THE PUNJAB
LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION
(63 of 2025)

08 APRIL 2025

Notification No.SOR-III(S&GAD)1-13/2025, dated 07.04.2025 issued by the Regulations Wing of Services and General Administration Department, is hereby published in the Punjab Gazette (Extraordinary) for general information:

"GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT
(REGULATIONS WING)

Dated Lahore, the 7th April, 2025

NOTIFICATION

No.SOR-III(S&GAD)1-13/2025.- In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974 (*VIII of 1974*), Governor of the Punjab is pleased to make the following amendment in the Punjab Judicial Service Rules, 1994, with immediate effect:

AMENDMENT

In **the Punjab Judicial Service Rules, 1994**, in rule 7D, in sub-rule (1), at the end, for the "full stop", the expression "colon" shall be substituted and thereafter, the following shall be inserted:

"Provided that no Civil Judge-cum-Magistrate shall be considered for promotion to the post of Senior Civil Judge-cum-Magistrate unless he has qualified all the six papers including five compulsory subjects as well as an optional subject of Accounts under the Punjab Civil Judges Departmental Examination Rules, 1991.".

SECRETARY (REGULATIONS)
GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT"

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

EXTRA ORDINARY ISSUE REGISTERED No. L-7533

The Punjab Gazette

PUBLISHED BY AUTHORITY

LAHORE FRIDAY APRIL 11, 2025

GOVERNMENT OF THE PUNJAB
LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION
(65 of 2025)

10 APRIL 2025

Notification No.SOR-III(S&GAD)1-13/2025, dated 08.04.2025 issued by the Regulations Wing of Services and General Administration Department, is hereby published in the *Punjab Gazette* (Extraordinary) for general information:

"GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT
(REGULATIONS WING)

Dated Lahore, the 8th April, 2025

NOTIFICATION

No.SOR-III(S&GAD)1-13/2025.- In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974 (*VIII of 1974*), Governor of the Punjab is pleased to make the following amendment in the Punjab Judicial Service Rules, 1994, with immediate effect:

AMENDMENT

In **the Punjab Judicial Service Rules, 1994**, for existing Appendix, the following shall be substituted:

"**APPENDIX-A**

SYLLABUS FOR COMPETITIVE EXAMINATION FOR RECRUITMENT AGAINST THE POST OF CIVIL JUDGE-CUM-MAGISTRATE

Sr. No.	Paper	Paper Contents	Marks
1.	Paper-I Civil Law-I	i. The Contract Act, 1872 ii. The Guardians and Wards Act, 1890 read with relevant provisions of High Court Rules and Orders iii. The Limitation Act, 1908 iv. The Muslim Family Laws (Pakistan) v. The Punjab Rented Premises Act 2009	100 MCQs: 25% Subjective: 75%
2.	Paper-II Civil Law-II	i. The Code of Civil Procedure, 1908 ii. The Arbitration Act, 1940 iii. The Specific Relief Act, 1877 iv. The Punjab Land-Revenue Act, 1967 v. The Punjab Land Revenue Rules, 1968	100 MCQs: 25% Subjective: 75%
3.	Paper-III Criminal Law	i. The Pakistan Penal Code, 1860 ii. The Code of Criminal Procedure, 1898 iii. The Juvenile Justice System Act, 2018 iv. The Police Order, 2002 v. The Police Rules, 1934 (Chapters XXII, XXIV to XXVI)	100 MCQs: 25% Subjective: 75%
4.	Paper-IV General Law	i. The Qanun-e-Shahadat Order, 1984 ii. The Constitution of the	100 MCQs: 25%

		Islamic Republic of Pakistan, 1973 (Part II, III, V and VII) III. The Punjab Civil Courts Ordinance, 1962	Subjective: 75%
5.	Paper-V English	I. English Composition with Translation and Grammar II. Precis and Comprehension III. English Essay	100 MCQs: 25% Subjective: 75%
6.	Paper-VI Urdu	Part-I I. Usage of English Legal terms in Urdu II. Urdu Composition and Grammar II. Comprehension V. Urdu Essay Part-II Islamiat/Ethics for non-Muslims	100 MCQs: 25% Subjective: 75% Part-I: 60 Marks Part-II: 40 Marks
7.	Paper-VII General Knowledge	I. Pakistan Affairs II. World Affairs II. Every Day Science	100 MCQs
8.	Passing Marks and Psychological and Aptitude Test	1. Candidates securing 40% marks in each paper and 45% marks in aggregate shall be considered to have passed the written examination 2. After passing the written examination, the candidates shall undergo a compulsory Psychological and Aptitude Test. The report of the said test (without awarding any marks) shall be placed before the Interview Committee for consideration at the time of Interview/Viva Voce	
9.	Viva Voce/ Interview	**300 Marks** (Candidates who secure minimum 150 marks shall be declared to have qualified in the Interview)	
		Grand Total: **1000 Marks**	

APPENDIX-B

SYLLABUS FOR COMPETITIVE EXAMINATION FOR RECRUITMENT AGAINST THE POST OF ADDITIONAL DISTRICT AND SESSIONS JUDGE

Sr. No.	Paper	Paper Contents	Marks
1.	Paper-I Criminal Law-I	I. The Pakistan Penal Code, 1860 II. Cyber Crime Laws: a. The Prevention of Electronic Crimes Act, 2016 b. The Electronic Transactions Ordinance, 2002 c. The Anti-Money Laundering Act, 2010 d. The Anti-Money Laundering Rules, 2008 e. The Anti-Money	100 MCQs: 25% Subjective: 75%

		Laundering Regulations, 2015 iii. The Illegal Dispossession Act, 2005 iv. The Control of Narcotic Substances Act, 1997 v. The Anti-terrorism Act, 1997	
2.	Paper-II Criminal Law-II	i. The Code of Criminal Procedure, 1898 ii. The Juvenile Justice System Act, 2018 iii. Medical Jurisprudence iv. The Police Order, 2002 v. The Police Rules, 1934 (Chapters XXII, XXIV to XXVI)	100 MCQs: 25% Subjective: 75%
3.	Paper-III Civil Law-I	i. The Contract Act, 1872 ii. The Guardians and Wards Act, 1890 iii. The Limitation Act, 1908 iv. The Muslim Family Laws (Pakistan) v. The Punjab Pre-emption Act, 1991 vi. The Punjab Rented Premises Act 2009 vii. The Specific Relief Act, 1877 viii. The Punjab Defamation Act 2024	100 MCQs: 25% Subjective: 75%
4.	Paper-IV Civil Law-II	i. The Code of Civil Procedure, 1908 ii. The Arbitration Act, 1940 iii. The Qanun-e-Shahadat Order, 1984 iv. The Constitution of the Islamic Republic of Pakistan 1973 (Part II, III, V, VII and VIII) v. The Punjab Civil Courts Ordinance, 1962 vi. The Punjab Land-Revenue Act, 1967 vii. The Punjab Land Revenue Rules, 1968	100 MCQs: 25% Subjective: 75%
5.	Paper-V English	i. English Composition with Translation and Grammar ii. Precis and Comprehension iii. English Essay	100 MCQs: 25% Subjective: 75%
6.	Paper-VI Urdu	**Part-I** i. Usage of English Legal terms in Urdu ii. Urdu Composition and Grammar iii. Comprehension iv. Urdu Essay **Part-II** Islamiat/Ethics for non-	100 MCQs: 25% Subjective: 75% **Part-I:** 60 Marks **Part-II:** 40 Marks

		Muslims	
7.	Paper-VII General Knowledge	i. Pakistan Affairs ii. World Affairs iii. Every Day Science	100 MCQs
8.	Passing Marks and Psychological and Aptitude Test	1. Candidates securing 40% marks in each paper and 45% marks in aggregate shall be considered to have passed the written examination 2. After passing the written examination, the candidates shall undergo a compulsory Psychological and Aptitude Test. The report of the said test (without awarding any marks) shall be placed before the Interview Committee for consideration at the time of Interview/Viva Voce	
9.	Viva Voce/ Interview	300 Marks (Candidates who secure minimum 150 marks shall be declared to have qualified in the Interview)	
Grand Total: 1000 Marks".			

SECRETARY (REGULATIONS)
GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION DEPARTMENT"

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

LAHORE HIGH COURT, LAHORE

Contact No. 042-99212951-70 (Ext:236-237)

No. 5307/Library Dated: 05-5/2025

CIRCULAR

The Hon'ble Authority has taken notice of the receipt of time-barred contingent reimbursement claims which invite audit objections under Rule 2.26 read with Rule 18.15(aa) of the Punjab Financial Rules Volume-I.

The Hon'ble Authority has, therefore, directed that ali contingent reimbursement claims i.e. newspaper/magazine, salaries of contingent staff etc. should be submitted within the same financial year to streamline and maintain the financial discipline.

(ABDUL HAFEEZ)
ADDITIONAL REGISTRAR (L&R)
For Registrar

NO. & DATE EVEN:-

Copy forwarded for information and necessary action to:-

1. The Secretary/PS-I to Hon'ble Chief Justice, Lahore High Court, Lahore.
2. All the Additional Registrars (CS)/ Senior Private Secretaries/Secretaries to Hon'ble Judges of this Court.
3. The Senior Additional Registrars, Lahore High Court, Bahawalpur, Multan and Rawalpindi Benches.
4. Additional Registrars (Services), (L&R), (Protocol) & (Audit) to ensure compliance in letter & spirit.
5. All the Additional Registrars at Principal Seat and allied Benches.
6. The Librarian, Judges Library at Principal Seat.
7. The Librarian, Judges Library at Multan Bench.
8. The Assistant Librarians at Bahawalpur & Rawalpindi Benches.
9. The Staff Officer to Registrar, Lahore High Court, Lahore.
10. Office Record.

ADDITIONAL REGISTRAR (L&R)

LAHORE HIGH COURT, LAHORE

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

No. 1028 /Library Dated 9 /08/2025

CIRCULAR

The Honorable Chief Justice and Judges have been pleased to fix the ceiling for the reimbursement of Newspapers/ Magazine charges as per the entitlement of the Honorable Judges of this court under the Office Order Endst. No. 11163/Library Dated 27th July, 2021. However, the production of any sort of receipt/ bill issued by the Newspaper Agencies/ Vendors for the purchase of Newspapers/ Magazine in lieu therof is exempted and the 1st day of each month shall be the date for preparation of bills by the Accounts Officer of this court qua reimbursement of the payment to the Honorable Chief Justice and Judges on the basis of prices/ rates of "Jang & Dawn (daily newspapers) and Akhbar-e-Jahan (Magazine)".

(ABUAL HASAN ALI AHMAD)
Deputy Registrar (L&L)
for Registrar

NO. & DATE EVEN: -

A Copy forwarded for information and necessary action to: -

i. The Director General, Directorate of District Judiciary, Lahore High Court, Lahore.
ii. The Director General, Directorate of Judicial & Case Management, Lahore High Court, Lahore.
iii. The District & Sessions Judge (HR-District Judiciary), Lahore High Court, Lahore.
iv. The Secretary to the Hon'ble Chief Justice, Lahore High Court, Lahore.
v. The Accountant General Punjab (Pay Roll-X), Lahore.
vi. The Senior Additional Registrars, Lahore High Court, Lahore, Bahawalpur, Multan and Rawalpindi Benches.
vii. The Additional Registrar (B&F), Lahore High Court, Lahore.
viii. The Additional Registrars (CS)/ Private Secretaries to the Hon'ble Judges, Lahore High Court, Lahore.
ix. The Staff Officer to worthy Registrar, Lahore High Court, Lahore.
x. The Assistant Registrars of Accounts, Expenditure Current, Bill and Procurement Branches, Lahore High Court, Lahore.

Deputy Registrar (L&L)

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
(147 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:

Price Rs. 10.00 Per Page

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

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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) not 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