



**No.DS(O&M)5-3/2004/Contract/(MF)**  
**GOVERNMENT OF THE PUNJAB**  
**SERVICES & GENERAL ADMINISTRATION**  
**DEPARTMENT (REGULATIONS/O&M WING)**

Dated Lahore, the 25<sup>th</sup> April, 2014

To

1. The Senior Member, Board of Revenue, Punjab.
2. The Chairman, Planning & Development Board, Lahore.
3. The Additional Chief Secretary, Punjab.
4. All the Administrative Secretaries in the Punjab.
5. All Commissioners in the Punjab.
6. The Provincial Police Officer, Punjab.
7. The Registrar, Lahore High Court, Lahore.
8. All District Coordination Officers in the Punjab.
9. All Heads of Attached Departments in the Punjab.
10. All Heads of Autonomous Bodies in the Punjab.
11. The Secretary Provincial Assembly, Punjab.
12. The Secretary, Punjab Public Service Commission, Lahore.
13. The Registrar, Punjab Service Tribunal, Lahore.
14. The Secretary, Chief Minister's Inspection Team, Punjab, Lahore.
15. The Accountant General, Punjab, Lahore.
16. The Secretary Ombudsman, Punjab, Lahore.
17. All District Accounts Officers in the Punjab.

**SUBJECT: AMENDMENT IN THE CONTRACT APPOINTMENT POLICY, 2004 REGARDING EXTRA ORDINARY LEAVE (EOL)**

The Chief Minister, Punjab has been pleased to approve that in the Contract Appointment Policy, 2004, the following further amendment shall be made:-

In para 7. of Annexure 'B' after sub-para (h) the following new sub-para (i) shall be inserted:-

"7(i) The competent authority may allow Extra Ordinary Leave without pay under special circumstances up to two months during the tenure of 3 to 5 years to a contract employee. However, the contractee during the first year of his appointment shall be entitled to Extra Ordinary Leave (EOL) without pay for 15 days only."

**(RUKHSANA NADEEM BHUTTA)**  
Additional Secretary (PP&CM), S&GAD

CC:

1. The Chief Secretary, Punjab.
2. The Secretary to Governor, Punjab.
3. The Secretary to Chief Minister, Punjab.
4. All Additional Secretaries, Deputy Secretaries and Section Officers in S&GAD.
5. Superintendent Government Printing Press Lahore with the request to publish this circular letter in Official Gazette and provide 20 copies thereof to the Regulations/O&M Wing, S&GA Department.