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TO BE SUBSTITUTED FOR LETTER OF EVEN NO. & DATE



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

Dated Lahore, the 2nd August, 2007

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

SUBJECT: AMENDMENT IN THE CONTRACT APPOINTMENT POLICY, 2004

Kindly refer to S&GAD (O&M Wing) Letter No. DS (O&M) 5-3/2004/Contract (MF), dated 29.12.2004.

In partial modification of Contract Appointment Policy, 2004, circulated vide above referred letter, the Chief Minister Punjab has been pleased to allow following amendments in the Policy:

AMENDMENTS

(1) In the said Policy, in para 3, sub-para (XVII), the following clause (iii) shall be added after clause (ii):

"Where a contract employee applies through proper channel for another post under the Federal or Provincial Government or its subordinate offices/organizations/institutions, in the event of his selection, he shall not be required to deposit one month pay in lieu of one month notice to quit the job."

(2) In the Annex-B to the said Policy (GUIDELINES FOR FIXING TERMS AND CONDITIONS OF CONTRACT APPOINTMENTS), in para 7

(i) clause (a) shall be substituted by the following:

"Casual Leave not exceeding 24 days per year shall be admissible. The competent authority may grant 10 days Casual Leave at a time, or, in special circumstances 5 days Casual Leave at one time"

(ii) After clause (e), the following clause (f) shall be inserted:

"(f) Hajj leave for 45 days with full pay may be allowed to contract appointee once during the tenure of 5 years. Further Hajj Leave during the extended period of contract appointment shall generally not be granted. However, the competent authority may allow 30 days Hajj Leave under special circumstances for the 2nd time, but such leave shall be without pay."

(ii)

After para 3-XIII (i), titled Pay Package and para 1 (i) of Annexure-B of the Policy, the following clause 'e' shall be added:

"A confirmed civil servant when appointed on contract under the Government of the Punjab or its subordinate offices/organizations/institutions, shall draw pay and allowances as per terms and conditions of the contract. However, he shall be entitled to claim any protection of the basic pay scale, increments and allowances last drawn by him against his substantive posts; and

Where an existing contract appointee of the Federal or Provincial Government is appointed on contract against another post under the Government of the Punjab or its subordinate offices/organizations/institutions and there is no gap between his previous contract appointment and fresh contract appointment, he shall be entitled to get his pay and allowances fixed after adding the increments which he may have earned during the preceding contract appointment."

3. Further necessary action may kindly be taken accordingly.

Shahnaaz

(SHAHNAZ NAWAZ)

ADDITIONAL SECRETARY (MANAGEMENT)

CC:

1. P.S. to Chief Secretary, Punjab
2. P.S. to Secretary (Services), S&GAD
3. P.S. to Secretary (I&C), S&GAD