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

Dated Lahore the 3rd September, 2007

To

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

Addl: Secretary
Diary No. 3947
Date 10-9-07
L&DD Department.

SUBJECT: SANCTIONING OF HAJJ LEAVE FOR CONTRACT EMPLOYEES

Kindly refer to the Contract Appointment Policy issued by this Department vide letter No.DS(O&M)5-3/2004/Contract(MF) dated 29th December, 2004.

2. The Contract Appointment Policy has recently been amended vide letter No.DS(O&M)-5-3/2004/Contract(MF), dated 2nd August, 2007 (copy enclosed) to provide, inter alia, for Hajj Leave for contract employees. In order to ensure timely sanction of Hajj Leave, the Chief Minister has been pleased to allow the District Coordination Officers (DCOs) in the Punjab to exercise the powers of competent authority to sanction Hajj Leave in respect of contract employees working in their respective districts but whose Leave Sanctioning Authority is at provincial level (Head of Administrative Department or Head of Attached Department). The DCOs will, however, be responsible to inform the concerned competent authorities about sanctioning of the leave simultaneously.

Further necessary action may kindly be taken accordingly.

(SHAHNAZ NAWAZ)
Additional Secretary (Management)