



Ho.SOR-II(S&GAD)2-27/2011  
GOVERNMENT OF THE PUNJAB  
SERVICES & GENERAL ADMINISTRATION  
DEPARTMENT (REGULATIONS WING)

Dated Lahore, the 29<sup>th</sup> November. 2012

To

1. All the Provincial Ministers, Punjab.
2. The Senior Member, Board of Revenue, Punjab.
3. The Additional Chief Secretary, Punjab.
4. All Administrative Secretaries in the Punjab.
5. All Commissioners in the Punjab.
6. The Provincial Police Officer, Punjab, Lahore.
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, Lahore.
15. The Chief Operating Officer, TEVTA, Lahore.
16. The Accountant General, Punjab, Lahore.
17. All District Accounts Officers in the Punjab.

**SUBJECT: POLICY GOVERNING PROMOTION OF CIVIL SERVANTS ON LONG LEAVE EX-PAKISTAN**

I am directed to invite your attention to para 20(4) of the Promotion Policy, 2010 issued by the S&GAD vide No.SOR-II(S&GAD)2-134/10, dated 11.08.2010, which is reproduced as under:-

"20(4)	On long leave	<p>The case of an officer who is on leave for a period of less than 6 months or he is due to return within a period of 6 months should be considered on his turn and in case he is cleared for promotion, he should get his promotion on return from leave.</p> <p>The case of the officer who is on long leave for more than 6 months or is due to return after six months should be considered on his return from leave.</p> <p>The case of the officer who is on leave for more than 2 years should be considered after he has returned from leave and earned one full year's PER.</p>
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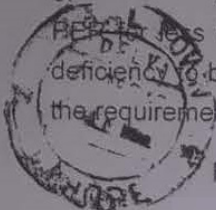
2. It is clarified that one full year means 12 complete months in a calendar year. Therefore, a civil servant on long leave shall have to earn one PER for 12 complete

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months in a calendar year on his return from leave before his case comes up for consideration for promotion in accordance with his seniority.

3. It has been decided that if a civil servant upon his return has earned part of a deficiency of less than 12 months in a calendar year then a special report for the period of deficiency to be earned in the next calendar year shall be taken into account to complete the requirement of 12 months for the purpose.

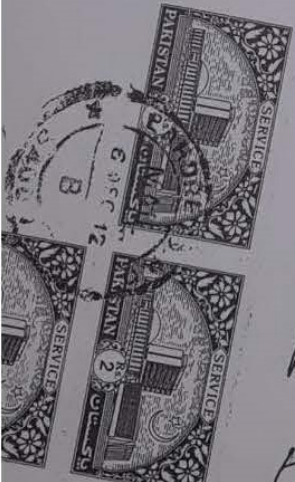
Further necessary action may kindly be taken accordingly.

  
*R. S. Bhutta*  
(RUKHSANA NADEEM BHUTTA)  
Addl. Secretary (Regulations), S&GAD

No. & Date Even:

A copy is forwarded to:-

- (i) The Chief Secretary, Punjab.
- (ii) The Principal Secretary to Governor, Punjab.
- (iii) The Principal Secretary to Chief Minister, Punjab.
- (iv) PS to Secretary (Establishment), Government of Pakistan, Islamabad.
- (v) PS to Chief Secretary, Sindh, Balochistan, Khyber Pakhtunkhwa.
- (vi) All Additional Secretaries / Deputy Secretaries / Section Officers in S&GAD.
- (vii) Superintendent, Government Printing Press Lahore with the request to publish this letter in the Official Gazette and provide 20 copies thereof to the Regulations Wing, S&GAD.

  
*R. S. Bhutta*  
(RUKHSANA NADEEM BHUTTA)  
Addl. Secretary (Regulations), S&GAD

*Chairman, Punjab,  
Board of Technical  
Education, Lahore*