

CHAPTER 8 – LEAVE

Arrangement Of Leave For Police Officers.	8.1	(1) The rules contained in Chapter VIII of the Punjab Civil Services Rules, Volume-I, Part-I and Appendices 11, 12, 13, 16, 17 and 20 of the Punjab Civil Services Rules, Volume I, Part-II shall be <i>mutatis mutandis</i> applicable to the leave and all related matters of Police Officers of all ranks, subject to further conditions incorporated in these Rules. (2) All officers and personnel, who have to deal in any capacity, with leave and related affairs, shall acquaint themselves with these rules.
Earned Leave	8.2	The earned leave shall become due on account of time spent on duty. The earned leave cannot be claimed as a matter of right. The authority empowered to grant the leave may refuse or revoke it in the interest of the service, or in accordance with these rules.
Leave Account	8.3	A separate leave account shall be maintained, in Appendix 8.3 (1), in the office to which he is subordinate, for every police officer. In this account the leave to which the officer is entitled, shall be periodically placed to his credit and the leave which he has enjoyed shall be debited. The leave due may be granted on average pay or half-average pay, or partly on one and partly on the other or absolutely without pay, as an extraordinary leave as laid down in the Rules. The leave not due may be granted on medical certificate or, in exceptional circumstances, for not more than three months at any one time and six months in all, otherwise for any duration on medical grounds, for being severely handicapped or disabled in the course of performance of official functions, on the recommendation of the Medical Board.
Fitness Certificate After Medical	8.4	(1) The following rules relating to leave are to be observed by all police officers:-

Leave.

A Police Officer who has taken leave on account of ill-health, whether technically on medical certificate or not, shall before he is permitted to return to duty, be required by the authority which granted him leave to produce a medical certificate in the following form:-

“ I, A.B._____ do hereby certify that I have examined C.D. _____ and that I consider him fit to resume his duties in Government service”.

Duly signed by a Medical Officer
Or Practitioner.

(2)

If the leave has been sanctioned on a certificate granted by a Medical Committee the certificate of fitness to return to duty must also be obtained from a Medical Board except (1) in cases in which the leave is not for more than three months, or (2) in cases in which the leave is for more than three months, or leave for three months or less is extended beyond three months but the Medical Board granting the original certificate or the certificate for extension states at the time of granting such certificate, that the Government servant need not appear before another Board to obtain the certificate of fitness to return to duty.

(3)

In the case of Enrolled Police Officers the authority which granted the leave has discretion to admit a certificate by any registered medical practitioner. Such an authority may also enquire, if he deems fit, to establish the bonafides of the medical certificate.

**Mode Of
Sanctioning
Leave.**

8.5

(1) All applications for leave, or for extensions of leave, shall be made through the proper channel to the authority competent to grant the leave. In the case of enrolled Police Officers, the application form shall be as prescribed in Appendix 8.4 (b). Nothing in this rule shall debar a Senior Superintendent of Police/Equivalent Authority from requiring the police officers subordinate to him, who are in a position to do so, to apply verbally for leave in office or

orderly room. When prescribed forms are not available, applications may be made by ordinary letter.

- (2) Senior Police Officers applying for leave, or extension of leave, on medical certificate, are required to appear before a Medical Board, in accordance with the provisions of the Punjab Civil Service Rules, Volume-I, Part-I. Subordinate police officers are required to support applications for leave on medical certificate by the certificate of the Civil Surgeon of the district in which they are serving. Applications for extension of such leave must ordinarily be similarly supported by the certificate of the Civil Surgeon of the district in which they are serving. Applications for extension of such leave must ordinarily be similarly supported by the certificate of the Civil Surgeon of the district where the applicant is residing while on leave. If the applicant for an extension of leave is incapacitated by illness from appearing before the Civil Surgeon, it is within the discretion of the authority empowered to grant the leave to accept the certificate of any registered medical practitioner. The grant of a medical certificate is not equivalent to the grant of leave and confers no right to leave; the certificate must be forwarded to the authority competent to grant leave, whose orders must be awaited. Except on strong grounds, leave recommended in the certificate of a competent medical authority should be granted.

**Officer
Proceeding On
Leave, Does Not
Enjoy Any Lien
Over His
Posting.**

- 8.6** (1) A police officer returning from leave is not entitled as a matter of right to resume the post which he held before going on leave unless the order granting him leave specifically preserved his lien on such post. He must report his return to the authority which granted his leave and, unless orders of posting have already been conveyed to him, await orders.
- (2) A police officer holding a temporary post may be granted leave, within the limits allowed by Rule 8.116 to 8.119 read with 8.133 of Punjab Civil Service Rules, Volume-II, Part-I provided he has held such temporary post for at least one

year or, if he has held such post for less than one year, provided no extra expense to Government is involved. Probationary police officers may be granted such leave as would be admissible to them under these rules if they had been confirmed in their appointments ; but leave to probationers while undergoing instructions will only be granted in cases of special urgency.

Casual Leave

8.7

- (1) Casual Leave is a privilege granted by Government in the nature of a brief holiday, and is not treated as absence from duty. Such leave, consequently, shall not be entered in leave accounts.
- (2) Casual leave may be granted by the authorities shown in Rule 8.9 below, subject to the condition that it does not exceed ten days at any one time or twenty days in a year, and that leave exceeding four days is not granted more than twice in a year.
- (3) Police officers on casual leave are prohibited from visiting places, whence their return within the period of their leave is likely to be prevented because of blocking of roads, breakdown in transport or similar accidental cause, or from which they cannot return to their headquarters within 36 hours notice. For special and adequate reasons the DGP may relax this rule in particular cases, but it should ordinarily be strictly observed.
- (4) The police officers while enjoying leave of any kind, may proceed on leave after 12:00 noon, on the day prior to the leave day and resume his duties before 12:00 noon, on the day, after the leave day.

**Exceptional
Casual Leave**

8.8

- (1) Exceptions to the provisions of Rule 8.5 (2) are as follows:-
 - a) Casual leave up to 30 days may be granted to police officers required to undergo treatment for a chronic ailment.
 - b) A Police officer prohibited by the Civil Surgeon from attending his duties on account of infectious disease in his family, may count the period of absence as casual leave up to a limit of 30 days.

Casual leave granted in accordance with these exceptions will not count against the annual amount of such leave admissible.

- (2) Casual leave may not be combined with other leave except in exceptional cases, when a police officer is prevented from attending to his duties by causes beyond his control.

**Police Officers
Heads of
Districts to
Liaise With The
District
Magistrate.**

The Police officers in independent charge of districts shall inform the District Magistrate when applying for casual leave, and shall state in their applications to the Deputy Inspector-General that the details of leave proposed by them are intimated to the District Magistrate.

- 8.10** (1) The Police officers transferred from one post to another or returning from leave may be allowed or not allowed joining time.
- (2) Joining time will not ordinarily be allowed to subordinate police officers transferred within the district in which they are serving, or returning from leave to the same district as that from which they proceeded on leave. Police officers of all ranks may be required, by the authority empowered to transfer them or grant them leave, to take up their new posts without joining time, if the interests of the public service so demand. Police officers required to proceed on temporary duty within or beyond the district in which they are serving are not considered to be transferred for the purposes of this rule.

8.11 The authorities empowered to grant leave to Police Officers of the different ranks are as detailed below:-

S.No.	Authority which can grant leave		To whom	Extent
1.	Director General of Police	1.	All officers	Casual Leave
		2.	Officers of the Indian Police Service not holding independent charge of a district.	Leave up to 10 days
		3.	Police Officers not holding independent charge of a district.	Full powers

		4.	All subordinate police officers.	Full powers
2.	Deputy Inspectors General and Assistant Inspector-General, Punjab Railway Police.	1. 2. 3.	1. All officers under their control. 2. Inspectors 3. All Sub-Inspectors, Assistant Sub-Inspectors and lower subordinates under their control.	Casual leave Leave up to 10 months Full powers
3.	Senior Superintendents of Police		All Senior Police Officers serving under them.	Casual leave up to four days at any one time. (In submitting to higher authority any application by a Senior Police Officer for casual leave in excess of four days, the Senior Superintendent of Police shall add a note showing the total amount of casual leave taken by the officer during the calendar year including leave sanctioned under these powers.
4.	Superintendents of Police, and Assistant Superintendent of Police, Punjab Railway Police.	1. 2. 3.	1. All enrolled officers 2. Sub-Inspectors, and Assistant Sub-Inspectors. 3. Lower subordinates serving under their control.	Causal leave Leave up to 10 months Full powers
5.	Assistants and Deputy Superintendents.		Lower subordinates under their control.	Casual Leave
6.	Inspectors of Police		Lower subordinates under their control.	Casual Leave
7.	Officers in charge of police stations.		Constables attached to their stations.	Casual leave up to three days provided that, in a police station of normal strength not more than one constable is so absent at a time and that in city, cantonment and similar police stations the limit prescribed by the SSPs in each case is not exceeded.

8.12

Every police officer, before proceeding on leave, shall record in the office of the authority granting him leave the address, mobile phone number and land line number at which orders of recall or other communications will reach him with certainty and dispatch.

- 8.13** The time spent by police officers during leave, for giving evidence in courts and travelling to the court both ways from place of stay shall be counted as part of the leave, but the traveling allowance shall be admissible under the same conditions as if the police officer had been on duty when summoned. To avoid administrative and individual inconvenience, the authorities shall exercise all due precautions, while granting the leave.
- Study Leave Or Long Leave** **8.14** (1) Any Police Officer may avail either study leave or long leave upto maximum five years, for acquiring higher education, or doing any other profession, before finally resigning from the service.
- (2) In such scenario, the leave period shall be treated as no Performance Assessment Period and the notional bench marking shall be awarded, *provided* the purpose for which the long leave has been availed is duly accomplished.
- Station Leave** **8.15** The occurrence of a gazetted holiday gives no right to a police officer to leave the station or area to which his movements on duty are expected. Permission to leave such limits must be obtained from the authority empowered to grant casual leave.
- General Guidelines** **8.16** (1) Every police officer before proceeding on leave shall deposit all Government property in his possession or custody with the officer responsible under these rules for the custody of such property when in store, provided he may carry service revolver and necessary ammunition required for his security, as deemed advisable.
- (2) The leave accounts prescribed in these rules shall be attached with the character rolls and maintained in accordance with the instructions from time to time. The maintenance of the accounts with an utmost care and accuracy, these are not only the basis for determination of all claims related to leave including leave encashment claim, and ascertaining the movement and location of the Police personnel for his accountability. The supervisory officers shall periodically inspect such maintenance, and

particularly at the time of formal inspections of police offices and police stations and record their opinion in categorical terms.

- (3) The Assistant Sub-Inspector or Sub-Inspector shall maintain an English register of application for leave in Appendix 8.16 (3)(a) and a leave register in Appendix 8.16 (3)(b). In the latter all leave, other than casual leave, granted to enrolled police officers shall be entered. The leave register shall be made over to the head clerk once a week, who shall make necessary entries in the leave accounts of officers who have returned from leave, and fill in column 6 of the register. An index shall be provided at the end of the leave register in Appendix 8.16 (3)(c) for (I) Junior Enrolled Officers serially in accordance with their constabulary numbers and (II) Senior Enrolled Officers as their names may occur.
- (4) Every enrolled police officer shall, on rejoining from leave, personally present his leave certificate (Appendix 8.16 (4)) to the officer in charge of his police station or the Lines Officer, according to the place at which he rejoins. Such officer shall endorse on the certificate the hour and date of rejoining, and forward it to be filed in the office of the Senior Superintendent of Police/Equivalent Authority.
- (5) Gazetted holidays may be prefixed or affixed to leave with the permission of the authority competent to grant the leave, provided that such authority shall exercise discretion as per these rules and keeping the administrative interest in mind.
- (6) In order to ensure good psychological and physical health of the police personnel, for general, moral and esprit-de-corps, the supervisory officers shall oversee, that the personnel enjoy leave reasonably to get refreshed and recharged for best possible performance as well as to restrict unreasonable and undue enjoyment of the leave.
- (7) In view of the sensitivity of the responsibility and accountability of Police Officers, during the period of leave

they shall not associate themselves, directly or indirectly, with any movement, agitation and demonstration, motivated with particular religion or political interest, or anybody having intents and designs against the interest of the security, law and order.

Provided that if anybody violates, this condition, upon coming such violation into notice, his leave shall be cancelled immediately, and proper disciplinary action shall be taken against him.

- (8) No police personnel shall be permitted to wear uniform during the period of leave except on occasions of going, coming back or presenting himself before any officer senior to him, and/or appearing in any court of law in official capacity.
- (9) A police officer, during leave, irrespective of the kind of leave, having been hurt, harmed or killed, by anybody, due to the wrath or enmity, he has incurred, of the ultras, while performing official functions and responsibilities, he shall be deemed to be so affected on duty for the purposes of grant of all types of facilities and financial benefits to him and his family.
- (10) In view of the performance of hazardous duties by a particular group of police officers, the authority competent to sanction leave, may also give special leave upto 07 days, to such police officers.

APPENDIX 8.3 (1)

Form of Leave Account

Name of Government servant _____; Date of birth _____; Date of compulsory retirement _____

Date of Commencement of continuous service _____

___ EARNED LEAVE

HALF-PAY LEAVE ON PRIVATE AFFAIRS AND ON MEDICAL CERTIFICATE

Duty					Leave taken				Length of service			Credit of Leave		Leave on private affairs or on Medical certificate			Commutated leave on affairs or on Medical on Full Pay (Limited to 240 days in entire service)			Commut ed Leave converted into half pay leave (twice of col. 20)	Leave not due on Medical Certificate (limited to in entire service)			Total half pay leave taken (cols. 17+21 +24)	Balance on return from leave (cols. 4-15)	REMARKS	
From	To	No. of days	Leave earned (in days)	Leave at credit (in days)	From	To	No of days	Balance on return from leave	From	To	No. of completed year of service	Leave earned (in days)	Leave at credit (cols. 26-03)	From	To	No. of days	From	To	No. of days		From	To	No of days				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	

INSTRUCTIONS

- Periods of extraordinary leave taken should be noted in red ink in Column 27 of remarks.
- The entries in columns 10 and 11 should indicate only the beginning and end of completed years of service at the time half pay leave commences. In case where a Government servant completes another year of service while on half pay leave, the extra credit should be shown in columns 10 and 14 by making suitable additional entries and this should be taken into account when completing column 26.
- Wherever transition from one fraction to another takes place, the credit at the stage should be rounded off to the nearest day i.e. fraction below half should be ignored and those of half or more should be reckoned as day.
- For different rates of earning leave during different spans of service, rule 8.116 (1) of Punjab C.S.R. Volume I, Part I, may be referred to.
- In order to apply the maximum limits of commuted leave and leave not due as prescribed in the relevant rules, sum total of such entries appearing in columns 20 and 24 respectively, will also have to be taken into account.

LEAVE
APPENDIX NO. 8.4 (b)
POLICE DEPARTMENT, _____ DISTRICT

Application for Leave

Enrolled Officers

APPLICATION FOR LEAVE ON BEHALF OF THE ENROLLED POLICE OFFICERS

1.	2.	3.	4.	5.	6.	7.	8.
Name	Rank & ID Number	Length of Leave Required		Previous Leave	Kind of Leave Required	Remarks by Police Officer forwarding application	Address and telephone numbers of officer, during leave.

Dated.....
The20

Authority Granting Leave
Designation _____
Name _____
Signature _____

APPENDIX NO. 8.16 (3) (a)

REGISTRATION OF APPLICATIONS FOR CASUAL LEAVE FOR THE YEAR _____

1.	2.	8.	4.	5.	6.		7.	8.	9.	10.
S.No.	Date on which application is submitted	Name	Rank & I.D. No.	Where stationed or place of posting	LEAVE LAST OBTAINED		Kind and period of leave now applied for	Order of Competent Authority	Number and date of entry in Order Book	REMARKS
					From	To				

NB: Entry number on this register about final order shall be mentioned on the application and order of leave.

APPENDIX NO. 8.16 (3) (b)

**LEAVE REGISTER OF ALL ENROLLED POLICE OFFICERS
FOR LEAVE OTHER THAN CASUAL LEAVE
FOR THE YEAR _____**

1. S.No. of Entry	2. Name	8. Rank	4. I.D. No.	5. LEAVE GRANTED					6. Date up to which the leave was actually enjoyed (to be filled in on return)	7. Date of entering leave in the leave account and initials of the Head Clerk.	8. REMARKS	
				Period				Date				
				Nature of Leave	Years	Months	Days	From				To

Note: If an officer returns from leave before noon, his leave shall be counted up to the preceding day only.

APPENDIX NO. 8.16 (3) (c)

INDEX TO LEAVE REGISTER

Part I for Junior Enrolled Officers, arranged according to Constabulary Nos.

Constabulary No.	Annual Serial No. of the Leave Register over the year
1	<u>5</u>
2	1911
3	
4	
5	<u>6</u>
6	1911

Part II for Senior Enrolled Officers –

1910, S.I. Nabi Bakhsh.e.No.II/35, I. Nural Hasan, P. No. 5/210

1911, S.I. Ahmad Khan, E.No. 50/3, I x Y.P. No. 20/138

APPENDIX NO. 8.16 (4)

POLICE DEPARTMENT

_____ DISTRICT

LEAVE CERTIFICATE

1.	2.	8.	4.	5.	6.	7.	8.	9.
I.D. NO.	RANK	NAME	LEAVE GRANTED			KIND OF LEAVE GRANTED	UPTO WHAT DATE PAID	REMARKS
			Extent	From	To			

Dated.....
The20

Authority Granting Leave
Designation _____
Name _____
Signature _____