

"SAVE TREES & PROTECTION ENVIRONMENT"



2205 - 2350  
No.SO.FD(LAW)10-1/2023  
GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

Dated Lahore, the 23<sup>rd</sup> January, 2023

To

Mr. Muhammad Atif,  
Chak No.38/12-L, Chichawatni

Subject:

**REQUEST FOR INFORMATION / GUIDANCE / CLARIFICATION UNDER  
PUNJAB TRANSPARENCY AND RIGHT TO INFORMATION ACT, 2013.**

I am directed to refer to your application dated 10.12.2022 on the subject noted above and to intimate that Conveyance Allowance is not admissible during maternity leave in light of Rule 13(6) of revised Punjab Leave Rules, 1981 read with Rule 1.15(2) of Punjab Travelling Allowance Rules (copy enclosed).

(NAEEM AKHTAR)  
SECTION OFFICER (GOODS/LAW)

C.C. to:

The Chief Information, Commissioner, Punjab Information, Commission, 64 Nurser Lane Near China Chowk, Lahore.



# **Revised Punjab Leave Rules 1981 *(updated)***

GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

*Punjab Estacode 2007*

12. Special leave-- (1) A female civil servant, on the death of her husband, may be granted special leave on full pay, when applied for, for a period not exceeding one hundred and thirty days.

(2) Such leave shall not be debited to her leave account.

(3) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority either along with her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

13. Maternity leave-- (1) Maternity leave may be granted on full pay, outside the leave account, to a female civil servant to the extent of ninety days in all from the date of its commencement (as specified in the application for leave) or forty-five days from the date of her confinement, whichever be earlier.

(2) Such leave may not be granted for more than three times in the entire service of a female civil servant except in the case of a female civil servant employed in a vocation department who may be granted maternity leave without this restriction.

(3) For confinements beyond the third one, the female civil servant (in a non-Vocation Department) would have to take leave from her normal leave account.

(4) The spells of maternity leave availed of prior to the coming into force of these rules shall be deemed to have been taken under these rules.

(5) Maternity leave may be granted in continuation of, or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female civil servant.

(6) Leave salary to be paid during maternity leave shall be regulated as for other leave, in accordance with the existing instructions of the Government.

(7) The leave salary to be paid during maternity leave will, therefore, remain unaffected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave, in the event of resumption of duty by such female civil servant.

14. Disability leave-- (1) Disability leave may be granted, outside the leave account on each occasion, up to a maximum of seven hundred and twenty days on such medical advice as the head of office may consider necessary, to a civil servant, other than a civil servant in part-time service, etc., disabled by injury, ailment or disease contracted in course or in consequence of duty or official position.

(2) The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.

15. Leave ex-Pakistan-- (1) Leave ex-Pakistan may be granted on full pay to a civil servant who applies for such leave or who proceeds abroad during leave, or



# **Punjab Traveling Allowance Rules**

GOVERNMENT OF THE PUNJAB  
FINANCE DEPARTMENT

1.13 Journey within (\*ten miles) 16-Kilometers -- The pay of a civil servant is supposed to include the cost of maintaining a conveyance proper to his status, and, therefore, ordinarily he is not to be paid any traveling allowance for journeys within (\*ten miles)16-Kilometers of his headquarters, nor is he to be paid for journeys from his residence to his office. A competent authority may, however, sanction a monthly conveyance allowance to a civil servant under the following circumstances:

- i) when he does intensive touring within (\*ten miles)16-Kilometers of his headquarters; or
- ii) when on account of shortage of residential accommodation in a particular locality, \*\* (he) has to reside at a considerable distance from his office.

1.14 Conveyance allowance -- Conveyance allowance is of two kinds:

- i) that sanctioned on the condition that a particular type of conveyance will be maintained by the civil servants;
- ii) that sanctioned without any such condition being imposed.

1.15 Conveyance allowance during leave or joining time -- (1) Conveyance allowance falling under rule 1.14(i) may be drawn only for the period the required conveyance is actually maintained on a certificate being furnished by the officer concerned that this requirement has, in fact, been met.

Such a conveyance allowance may be drawn during leave or joining time at full rates, if the conveyance in question is an animal or an animal driven vehicle and at half rates, in case of any other conveyance:

\* The words 'ten miles' were deleted vide FD's notification No.FD/SRI-8-3/88(P), dated 25.3.1989

\*\* The words 'a Government servant' were substituted with the word 'he' vide FD's Notification No.FD/SRI-8-3/88(P), dated 25.3.1989

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Provided that the post held by the civil servant immediately prior to the leave or joining time carried the allowance:

Provided further that the conveyance is actually maintained by the civil servant during the leave or joining time, as the case may be.

(2) Conveyance allowance falling under Rule 1.14(ii) will be admissible only for the period during which the civil servant held the post to which the conveyance allowance is attached and will not be admissible during leave or joining time.