



BALUCHISTAN TEXTBOOK BOARD

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NOTIFICATION,

DATED QUETTA THE 19th JANUARY 2015.

No. C-1/E.B/_____/BTBB. In exercise of the powers conferred by Section 19 (d) of the Balochistan Textbook Board Ordinance No. XI of 1977, the Board of Directors accorded approval the following rules namely:

BALUCHISTAN TEXTBOOK BOARD, QUETTA

LEAVE RULES 2015.

1. **Short title commencement and application-** (1) These rules may be called the Balochistan Textbook Board Leave Rules 2015.

(2) They shall come into force at once and shall be deemed to have taken effect on end from the first day of November 1977 and shall also cover those Board Employees who may be on leave preparatory to retirement on that date.

2. **Leave Granted Authority:** The competent authority for grant of various kinds of leave shall be as under:-

a. In case of Casual Leave & Earned Leave:-

- | | | |
|-----------------------------------|---|-----------|
| 1. Officer in BPS-16 & above | = | Chairman |
| 2. Other Employees in BPS-1 to 15 | = | Secretary |

b. Ex-Pakistan Leave:-

- | | | |
|-----------------------------------|---|--------------------|
| 1. Officer in BPS-16 & above | = | Board of Directors |
| 2. Other Employees in BPS-1 to 15 | = | Chairman |

c. All other kind of Leave granted by the Chairman. The Chairman also gives the power to any other officer in his behalf.

3. **Leave not to be claimed as of right-** The leave shall not be claimed as a matter of right. When the exigencies of service so require the Chairman or any other officer authorized in this behalf may refuse to grant leave or cancel leave already granted or change the nature of leave or recall an employee before the expire of his leave.

(Eight Pages)

4. **When leave earned-** (1) All service rendered by a Board employee qualifies him to earn leave in accordance with these rules but shall not be earned during the period of leave.

(2) Any period spent by a Board employee in Foreign Service qualifies him to earn leave provided that contribution towards leave salary is paid to the Board on account of such period.

5. **Earning and accumulation of leave-** (1) A board employee shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of duty rendered and credited to the leave account as "Leave on full pay".

(2) Duty period of fifteen days or less in a calendar month shall be ignored and that of more than fifteen days shall be treated as full calendar month for the purpose of calculation of earned leave.

(3) If a Board employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.

6. There shall be no maximum limit on the accumulation of such leave.

7. **Leave on full pay-** The maximum period of leave on full pay that may be granted at one time shall be as follows –

(a) Without medical certificate	120 days
(b) With medical certificate	180 days
PLUS	
(c) On medical certificate from leave account, in entire service.	365 days

8. **Leave on half pay-** (1) Leave on full pay may, at the option of the Board employee, be converted into leave on half pay, the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one half counting as one full day's leave on full pay.

(2) The request for conversion of leave referred to in sub-rule (1) shall be specified by the civil servant in his application for the grant of leave.

(3) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

9. **Leave to be applied etc., in terms of days-** Leave shall be applied for, expressed, and sanctioned, in terms of days.

10. **Carry forward of existing leave-** All leave at credit in the account of a Board employee on the first day of November 1977, shall be carried forward and expressed in terms of leave on full pay and the leave account in such cases shall, with effect from the first day of November 1977 or in the case of a Board employee who was on leave on that date, with effect from the date of his return from leave, be recast as under, ignoring the fractions, if any:-

- (i) **Leave on full pay--**
 - (a) 1 month = 30 days
 - (b) 1 day = 1 day

- (ii) **Leave on half pay--**
 - (a) 1 month = 15 days
 - (b) 2 days = 1 day

11. Extraordinary leave (leave without pay)- (1) Extraordinary leave without pay may be granted on any ground up to a maximum period of five years at a time, provided that the Board employee to whom such leave is granted, has been in continuous service for a period of not less than ten years, and, in case a Board employee has not completed ten years of continuous service extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the head of the office.

(2) Extraordinary leave up to a maximum period prescribed under sub-rule (1) may be granted, subject to the conditions stated therein, irrespective of the fact whether a Board employee is a permanent or a temporary employee.

(3) Employee is found absent and declared leave without pay such leave will also be considered as extraordinary leave till the leave is sanctioned as a casual or earned leave.

Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extraordinary leave. The seniority of the Board employee during/after availing Extra Ordinary Leave without pay shall not be affected and shall retain their inter-se seniority. However, the period of extra ordinary leave without pay shall not be counted towards the prescribed length of service for promotion or reckoned as service qualifying for pension.

12. Special leave- (1) A female employee of the Board, 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 (130) 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.

13. Maternity leave- (1) Maternity leave may be granted on full pay, outside the leave account, to a female employee of the Board to the extent of ninety days (90) 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 employee of the Board.

(3) For confinements beyond the third one, the female employee of the Board would have to take leave from her normal leave account and the cases of those female employees of the Board who have already availed of the concession more than three times shall not be re-opened.

(4) Maternity leave will not be debited against the leave account.

(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 employee of the Board..

(6) Leave salary to be paid during maternity leave shall be regulated as for other leave.

14. Leave Ex. Pakistan- Leave on full pay may also be granted as leave Ex-Pakistan to a civil servant who applies for such leave or who proceeds abroad during leave, or while posted abroad or is otherwise on duty abroad and makes a specific request to that effect. The leave pay to be drawn abroad in foreign exchange and shall be restricted to a maximum of Rs. 3,000/- per month, such leave pay shall be payable for the actual period of leave spent abroad subject to a maximum of 120 days at a time.

15. Study Leave- (1) Study leave may be granted on full pay in case of M.S/M.Phil and M.S/M.Phil leading to Ph.D; and those courses be encouraged which may help in increasing the capacity of the officers/officials in the performance of their duty/ functions on the post to which they are appointed/promoted or require to perform a specific function of technical nature.

(2) Study leave for M.S/M.Phil for a period, not exceeding 24 months and Ph.D for a period, not exceeding 48 months or course period, whichever is less, duly verified by the concerned university, may be granted to the civil servant who has at least two years regular service in the substantive grade to his/her credit.

(3) In case Board employee, to whom study leave was granted on full pay for higher studies, fails to complete the studies well in time, then the remaining period (not exceeding a period of 12 months in any case) will be treated as earned leave as per the availability of leave on his/her leave account with full pay. If less leave is available on leave account of Board employee concerned then the remaining period shall be treated as Extra Ordinary Leave(without pay and allowances).

(4) The period of study leave shall be treated as on duty and a post of OSD, for entire period of studies, shall be created thereof for the salary of the officer concerned at his/her place of posting. Study leave shall be claimable, not exceeding 48 months, by every Board employee in entire service.

(5) Study Leave shall be granted with due regard to the exigency of the public service.

16. Encashment Leave- Earned Leave to the credit of Board Employees and deputationists can be encashment (on full pay & allowances except conveyance allowance) subject to the following conditions:-

(1) Employees of BTBB must have at least one year i.e 365days Earned Leave at his credit.

(2) Encashment will be admissible only once in a calendar year.

(3) Normally, the leave shall be encashed in the first quarter of the calendar year on the request of an employee / deputationist. The Chairman BTBB may allow the encashment of leave at any time.

(4) The rate for encashment will be the same as admissible during the leave on the basis of emoluments drawn by an employee except conveyance allowance on 31st December of the preceding year.

(5) Not more than 48 days earned leave will be allowed to be encashment and if leave are less than 365 days not more than 30 days will be allowed to be encashment on the request of an employee as a special case. The calculation date will be 31st December of each year and in case of death, retirement, resignation or end service period of deputationist. The calculation date will be preceding day.

(6) Any kind of leave earned by an employee in his parent department before joining, appointment or absorption or deputation in the BTBB will not be encashed or brought forward in the leave account of board's service under any circumstances.

(7) One year i.e 365 days Earned Leave if remain at the credit of an employee will be availed at the time of retirement /superannuation.

(8) Encashment of leave shall not affect the payment of honorarium to the employees.

(9) In case of death, retirement, resignation, removal, dismissal of service or being declared surplus the earned leave due to an employee will be encashed.

17. **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 Board employee, other than a Board 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 180 days and on half pay for the remaining period.

18. **Leave on medical certificate-** Leave applied for on medical certificate shall not be refused. The authority competent to sanction leave may, however, at its discretion secure a second medical opinion by requesting the Civil Surgeon or the Medical Board to have the applicant medically examined. The existing provisions contained in supplementary Rules 212-213 and Rules 220 to 231 of Govt of Balochistan for the grant of leave on medical grounds will continue to apply.

19. **Leave salary-** (1) Leave salary during leave on full pay shall be calculated at a rate equal to the pay last draw by him before commencement of the leave. Leave on half pay shall be at a rate equal to half of that pay.

(2) A Board employee shall be entitled to the leave pay at the revised rate of pay if a general revision in pay of Board employee takes place or an annual increment occurs during the period of leave of the Board employee. The leave period also includes the period of leave preparatory to retirement (LPR).

20. **Leave not due-** (1) Leave not due may be granted on full pay to be offset against leave to be earned in future for a maximum period of 365 days in the entire period of service, subject to the condition that during the first five years of service, it shall not exceed 90 days in all. Such leave may be converted into leave on half pay. It shall be granted only when there are reasonable chances of the Board employee resuming duty.

(2) When a Board employee returns from leave not due no leave on full pay shall become due to him until the leave not due availed of is balanced by the earned leave.

21. Pilgrimage Leave- Pilgrimage leave will be granted to those Board employees proceeding for performing Hajj and Umrah. This leave will not be debited from the leave account of the employee and shall not exceed 45 days for hajj and 20 days for Umrah, with the condition that documentary proof must be provided.

22. Hospital leave- (1) Hospital leave shall in no case exceed six months in any one term of three years, whether such leave is taken at one time or by installments, full average pay being allowed for the first three months and half average pay thereafter.

(2) Hospital leave is not debited against the leave account and may be combined with any other leave which may be admissible: provided that the total period of leave, after such combination, shall not exceed 28 months, with the condition that documentary proof must be provided.

23. Leave preparatory to retirement- The maximum period up-to which a Board employee may be granted leave preparatory to retirement shall be 365 days only. It may be taken subject to availability in the leave account, either on full pay or partly on full pay and partly on half pay, or entirely on half pay at the discretion of the Board employee. In other words leave preparatory to retirement shall in no case exceed 365 days and it will not extend beyond the age of superannuation/retirement after 25 year service.

24. In Service death etc- (1) In case a Board employee dies, or is declared permanently incapacitated for further service by a Standing Medical Board equal to leave pay up to three hundred and sixty five days (365) out of the leave at his credit, shall be made to his family as defined for purpose of family pension or, as the case may be, to the Board employee.

(2) In case a Board employee on leave preparatory to retirement dies before completing one hundred and eighty days of such leave, his family shall be entitled to lump-sum payment equal to the period falling short of one hundred and eighty days

(3) For the purpose of lump sum payment under sub-rule (1) only the 'Senior post allowance' will be included in the "leave Pay" as admissible.

25. Recall from leave- If a Board employee is recalled to duty compulsorily with the approval of the leave sanctioning authority, from leave of any kind, which he is spending away from his headquarters, he may be granted return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty. In case he is recalled to duty at headquarters and his remaining leave is cancelled the fare then admissible shall be for one way journey only. If the order of recall to the Board servant is optional then the concession above mentioned will not be admissible.

26. Reasons need not be specified, etc- (1) It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to a Board employee.

(2) Leave applied for on medical certificate shall not be refused.

27. **Leave when starts and ends-** Instead of indicating whether leave starts or ends in the forenoon or afternoon, leave may commence from the day following that on which a Board employee hands over the charge of his post and may end on the day preceding that on which he resumes duty.

28. **Application for extension of leave-** if any, shall be submitted by the employee concerned to the competent authority before expire of the leave already granted.

29. **Absence after the expiry of leave-** Unless his leave is extended by the leave sanctioning authority, a Board employee who remains absent (except for circumstances beyond his control), after the end of his leave shall not be entitled to any remuneration for the period of such absence, and double the period of such absence shall be debited against his leave account such debit shall if there is insufficient credit in the leave account, be adjusted against future accumulations.

30. **Any type of leave may be applied for-** A Board employee may apply for any type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances, for example, a Board servant may apply for extraordinary leave or leave on half-pay even if leave on full pay is otherwise due and admissible to him, or he may proceed on extraordinary leave followed by leave on half-pay and full-pay rather than that on full pay, half pay and without pay.

31. **Combination of different types of leave, etc-** One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the Board employee.

Provided that leave preparatory to retirement shall not be combined with any other kind of leave.

32. **Leave to lapse when Board employee quits service-** All leave at the credit of a Board employee shall lapse when he quits Board's service.

33. **Accounts Offices to maintain leave account-** (1) Leave account in respect of a Board employee servant shall be maintained as part of his Service Book.

(2) The Accounts Offices shall maintain the leave accounts of Board employee of whom they were maintaining the accounts immediately before the coming into force of these rules.

CASUAL LEAVE RULES

Casual leave may be granted to Balochistan Textbook Board employee or short periods subject to the following conditions:

- i) Casual leave should not ordinarily exceed 10 days at a time and 25 days during any one calendar year.
- ii) The sanctioning authority may, however, grant casual leave up to 15 days at a time in special circumstances.
- iii) It may be granted in conjunction with Fridays or public holidays, but not with any other kind of leave or joining time. In case casual leave is

combined with holidays the total period should not exceed 15 days at a time. The public holidays which are sandwiched between the casual leave shall be debited to the Casual Leave Account.

iv) No Board employee may leave his headquarters during casual leave or holidays except with the prior permission of the sanctioning authority.

v) Board servants are not entitled to casual leave as of right. The casual leave is granted to them by way of grace to enable Board servants to attend to their private affairs of casual nature.

vi) Casual leave account of officer and officials of the Board should be maintained in the Establishment branch. Their applications should be marked to the Establishment Branch which will add the casual leave account of the applicants and submit the papers to the concerned officers immediately for orders.

vii) In case of unforeseen and urgent circumstances when the casual leave is required for one or two days and it is not possible to obtain prior permission, he may avail of the leave and send leave application to the authority concerned immediately, and may also if possible inform the authority on by any mean.

viii) In case of absence of office of officers and staff due to imposition of curfew / strike etc such absence should be treated as casual leave but not debited to the casual leave account.

34. **Saving.-** The competent authority, may in exceptional cases, for reasons to be recorded in writing, relax any of these rules.

**CHAIRMAN
BALOCHISTAN TEXTBOOK BOARD,
QUETTA.**

Copy to the:

1. Learned Secretary
Government of Balochistan,
Secondary Education Department, Quetta.
2. Director of Education (S) and Director Bureau of Curriculum
& Extension Centre / Member of Board of Directors BTBB.
(Approved in the 162nd meeting of Board of Directors held on 07/01/2015).