



The Sindh Government Gazette

Published by Authority

KARACHI MONDAY SEPTEMBER 27, 2021

PART-I

**SINDH INSTITUTE OF OPHTHALMOLOGY
AND VISUAL SCIENCES**

Hyderabad dated the 20th September, 2021.

NOTIFICATION

No. 3394/SIOVS/(Rules)2021:- In exercise of the powers conferred by section 24 of the Sindh Institute of Ophthalmology and Visual Sciences Act, 2013 (**as amended from time to time**), the Board of Directors of the Institute with the approval of Government of Sindh, are pleased to make the following rules, namely:-

1. **Short title, commencement, extent and application.-** These rules shall be called the Sindh Institute of Ophthalmology and Visual Sciences Employees (Leave) Rules, 2021.

(2) These rules shall come into force at once.

(3) These rules shall apply to all employees of Institute, except the followings:-

- contractual employee or any person engaged on daily wages;
- any employee between whom and the Institute, a specific contract of agreement of service subsists;
- any employee or class of employees for whom the Board may, by general or special order, direct that these rules shall not apply in whole or in part.

2. **Definition.-** (1) These rules unless there is anything repugnant in the subject or context -

- "Act" means the Sindh Institute of Ophthalmology and Visual Sciences Act, 2013 (Sindh Act No.XXVI of 2013);
- "Board" means the Board of Directors of the Institute constituted under section 8 of the Act;
- "competent authority" means the appointing authority of an employee and includes any officer of the Institute empowered by the appointing authority to grant leave;
- "Department" means the various Departments/branches of the Institute;

- (e) "Executive Director" means the Executive Director of the Institute;
- (f) "earned leave" means leave earned by employee while rendering service;
- (g) "employee" means all the officers, the teachers and other employees of the Institute;
- (h) "Institute" means Sindh Institute of Ophthalmology and Visual Sciences, Hyderabad;
- (i) "leave on average (or half average) pay" means leave on salary equal to average (or half average) monthly salary worked out on the average of salary drawn during the preceding twelve months;
- (j) "leave salary" means the monthly amount paid by the Institute to its employees on leave;
- (k) "month" means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months irrespective of the number of days in each should first be calculated and the remaining number of days calculated subsequently;
- (l) "Pay" means the amount drawn monthly by an employee as -
 - (i) the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre;
 - (ii) overseas pay, technical pay, special pay and personal pay; and
 - (iii) any other emoluments, which may be specially classed as pay by the Board;
- (m) "Service" means the service in the Institute;
- (n) "Study Leave" means leave granted to a regular employee of the Institute for study or research purpose.

(2) All other expressions used but not defined in these rules shall have the same meanings as assigned to them in the Act and the Sindh Institute of Ophthalmology and Visual Sciences Employees (Terms and Conditions of Service) Rules, 2021.

3. **Leave Earned.** (1) All service rendered by an employee qualifies him to earn leave in accordance with these rules but shall not be earned during the period(s) of leave.

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

(3) While on Foreign Service, the leave account of an employee will remain closed. He shall earn and enjoy leave for such period as is admissible under the rules of foreign employment. Similarly, employees in other organizations while on deputation will earn and enjoy leave in accordance with these rules for the period of deputation.

4. **Earning and accumulation of leave.** (1) An employee shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of the period of duty rendered and credited to the leave account as "Leave on Full Pay", duty period of fifteen days or less in a calendar month being ignored and those of more than fifteen days being treated as a full calendar month of the purpose.

(2) If an employee proceeds on leave during a calendar month and return 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.

(3) There shall be no maximum limit on the accumulation of such leave.

5. Earning and accumulation of leave by employees of vacation department.- (1) An employee of a vacation department shall earn leave on full pay at the rate of one day for every calendar month of duty rendered while he avails full vacation in a calendar year.

(2) In case an employee of the vacation department is prevented from availing full vacation, he will earn leave at the rate of four days for the duty rendered in each calendar month.

6. Leave on full pay.- (1) The maximum period of leave on full pay that may be granted at one time may be 120 days.

(2) The maximum period of leave on medical grounds (with medical certificate) may be 180 days at one time. However, leave on medical grounds may be granted up to 365 days once in entire service.

7. Leave on Half Pay.- (1) An employee may opt for conversion of leave on full pay into leave on half pay, in the manner that one day of full pay will be counted as two days on half pay, fraction of one-half counting as one full day's leave on full pay.

(2) The request for conversion of leave refer to in sub-rule (1) shall be specified by the employee 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.

8. Leave to be applied in terms of days.- (1) The leave of any kind shall be applied for, expressed, and sanctioned in terms of days

(2) All leave except extraordinary leave shall be treated as duty for the purpose of annual increments.

9. 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 an employee to whom such leave is granted has been in continuous service for a period of not less than ten years, and, in case an 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 leave sanctioning authority.

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.

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

(3) Extraordinary leave may be granted retrospectively in lieu of absence without leave.

10. Conversion of Extraordinary Leave without pay into another kind of Leave.- The conversion of extraordinary leave into another kind of leave is not allowed under any circumstances due to the following special features of Extraordinary Leave without pay:-

- (a) Pay and allowances are inadmissible during EOL. Annual increments also are inadmissible under relevant rules.
- (b) The period of EOL is not counted towards pension.
- (c) The period of EOL is not considered as period spent on duty.

Note: Due to the special characteristics of EOL stated above, no rule has been framed for its conversion into another kind of leave retrospectively because it not only involves payment of salary for the previous EOL period but would also involve change in the direction/orders of the authority. Leave sanctioning authority has no power to change the nature of leave. This option, once exercised by the employee, is considered as final. Sometimes, cases for retrospective conversion of EOL into another kind of leave are moved on the basis of CSR* 232 (3) in spite of the fact that CSR* 232 (3) does not specifically deal with EOL. Similarly, the decision of the Board under FR-87 cannot be used for conversion of EOL into another kind of leave because the said rule governs the leave salary. In the light of foregoing position, it has been decided that EOL cannot be converted into any other kind of leave respectively.

11. **Rest and Recreation Leave.-** Rest and Recreation leave may be granted for fifteen days once in a calendar year, the debit to the casual leave account may, however, be for ten days leave on full pay, and it may also be granted against earned leave account in case sufficient casual leave balance is not available:

Provided that such leave shall not be admissible to an employee in a vacation department.

12. **Leave not due.-** (1) The leave not due may be granted on full pay or half pay, to be offset against leave to be earned in future, as per option of an employee, in the entire period of service, as under:-

- (a) For a maximum period of 90 days during first five years of service;
- (b) For a maximum period of 365 days for having rendered more than five years' service:

Provided that such leave is sanctioned sparingly and to the satisfaction of the sanctioning authority that there are reasonable chances of the employee resuming duty on expiry of leave.

13. **Special Leave:** (1) A female employee may be granted special leave on full pay for a period of not exceeding 130 days on the event of death of her husband. Such leave shall not be debited to her leave account.

(2) A male employee may be granted special leave on full pay for a period of 40 days on the event of death of his wife. Such leave shall not be debited to his leave account.

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

14. **Maternity Leave.-** (1) Maternity leave may be granted on full pay for a maximum period of ninety (90) days from the date of commencement or forty five (45) days from the date of confinement, whichever is earlier. Such leave shall not be debited to her leave account.

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

(3) For confinements beyond the third one, the female employee would have to take a leave from her normal leave account.

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

(5) Maternity leave may be combined with any other kind of leave including extraordinary leave as may be due and admissible to a female employee.

(6) 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.

15. **Paternity Leave.-** A male employee in regular service shall be allowed paternity leave for a period of ten (10) days leave with full pay and allowances outside of his leave account from the date of his wife's confinement.

16. **Disability Leave.-** (1) Disability leave may be granted for a maximum period of 720 days on such medical advice as the leave sanctioning authority may consider necessary, to a regular confirmed employee subject to the condition that disability is caused by injury, ailment or disease, contracted in course or in consequence of duty or official position.

(2) Leave salary during such leave shall be equal to full pay for the first 180 days and on half pay for the remaining period.

(3) Disability leave will not be debited to the leave account.

17. **Leave Ex-Pakistan.-** (1) Leave ex-Pakistan may be granted on full pay to an employee who applies for such leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad, and makes a specific request to that effect.

(2) The employee shall draw their leave salary in rupees in Pakistan irrespective of the country where they spend their leave.

(3) Leave ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in rules 10, 11 and 14.

18. Leave Preparatory to Retirement.- (1) The maximum period up to which an employee may be granted leave preparatory to retirement shall be three hundred and sixty-five days.

(2) Such leave may be taken, subject to availability, either on full pay, or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the employee.

(3) An employee who opts to retire voluntarily after he has completed twenty five years of service qualifying for pension may be granted leave preparatory to retirement equal to entire leave at his credit in his leave account on full pay or till the date on which he completes the sixtieth years of his age, whichever is earlier:

Provided that such employee shall not be entitled to conversion of leave preparatory to retirement on full pay under rule 6 into leave on half pay.

19. Encashment of refused leave preparatory to retirement.-

(1) If in case of retirement on superannuation or voluntary retirement on completion of twenty five years qualifying service an employee cannot for reasons of public service, be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof be granted lump-sum leave pay for the leave refused to him subject to a maximum of three hundred and sixty five days leave on full pay.

(2) Such leave can be refused partly and sanctioned partly but the cash compensation shall be admissible for the actual period of such leave so refused not exceeding three hundred and sixty five days.

(3) The payment of leave pay in lieu of such refused leave may be made to the employee either in lump-sum at the time of retirement or may, at his option, be drawn by him month-wise for the period of leave so refused.

(4) For the purpose of lump-sum payment in lieu of such leave, only the "Senior Post Allowance" will be included in "Leave Pay" so admissible.

(5) In case an employee on leave preparatory to retirement dies before completing three hundred and sixty five days of such leave his family shall be entitled to lump-sum payment equal to the period falling short of three hundred and sixty five days.

20. Power to refuse leave preparatory to retirement, etc.- (1) Ordinarily, leave preparatory to retirement shall not be refused.

(2) All orders refusing leave preparatory to retirement to an employee and recalling employee from leave preparatory to retirement shall be passed only by the authorities specified below:-

(a) For employee in BPS-17 and above, the Board;

(b) For employee in BPS-16 and below, the Executive Director.

(3) All proposals regarding refusal of Leave Preparatory to Retirement to the Officers in BPS-17 and above shall be submitted to the respective appointing authority with detailed justification at least three months before the officer is due to proceed on such leave.

21. Encashment of leave preparatory to retirement.- (1) An employee fifteen months before the date of superannuation or at completion of twenty five years of qualifying service at his option is allowed to encash his leave preparatory to retirement if he undertakes in writing to perform duty in lieu of the whole period of three hundred and sixty-five days or lesser period which is due and admissible.

Provided that an employee who does not exercise the option within the specified period, shall be deemed to have opted for encashment of L.P.R.

(2) In lieu of such leave, leave pay may be claimed for the actual period of such leave subject to a maximum of three hundred and sixty five days.

(3) If at any time during such period leave is granted on account of ill health supported by medical certificate or for performance of Hajj, the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for the period of leave so granted.

(4) Leave pay for the purpose of encashment of LPR shall be computed on the basis of pay and allowances reckonable towards pension as shown in the last pay certificate of an employee.

(5) The employee shall submit the option to the competent authority to sanction leave preparatory to retirement, which shall accept the option and issue formal sanction for the payment of cash compensation.

(6) For the purpose of payment in lieu of such leave -

- (a) the rate of leave pay shall be the rate admissible at the time the leave pay is drawn;
- (b) the leave pay may be drawn at any time for the period for which duty has already been rendered; and
- (c) only the "Senior Post-Allowance" will be included in the leave pay as admissible.

22. Study Leave. - (1) Study leave shall be granted to an employee to enable him to pursue special line of study or higher research work in a subject related to his work in the Institute.

(2) No Objection Certificate shall be required prior to applying for admission in Masters/M.Phil./Ph.D./Post Doctorate/Fellowship or any other course/training/research program in the recognized Institutes/Universities etc. through concerned Head of Hospital/Department/Section along with complete details of the course, time duration of the course, commencement of classes and profile of the Institute.

(3) Application for grant of Study Leave along-with the following supporting documents shall be submitted to the office of the Executive Director at least two months prior to the commencement of the classes/course for which Study Leave is applied for:-

- (a) No Objection Certificate issued by the Executive Director;
- (b) Duration of the course;
- (c) Exact date of commencement of the Study Leave.

(4) The Board may grant study leave to an employee in permanent employment who holds a teaching, research or administrative confirmed post and who has employment not less than three years.

(5) In case of any changes in the course of studies or cancellation of admission during the period of Study Leave, prior approval of the competent authority shall be required.

(6) Study Leave may be granted on average pay with allowances excluding those allowance which are related to performance of duty i.e conveyance allowance, entertainment allowance, computer allowance, teaching allowance and telephone allowances etc. as admissible, for a period not exceeding four years; provided that salary will be paid only on receipt of a satisfactory progress report in study or research. It shall be the duty of incumbent to furnish such report quarterly to the Institute from the Head of the Institution or Research Guide/Supervisor.

(7) Beyond the period of four years, it shall be leave of the kind due. For extension beyond four years, the applicant shall apply at least two months in advance along with progress report and other relevant supporting documents duly endorsed by the concerned Head of Hospital/Department/Section and concerned supervisor of the Institute where the applicant is enrolled stating that the further extension in the leave period is indispensable for the completion of course/program.

(8) Study Leave will count as service for increment, promotion gratuity and pension but not for leave and it shall not be debited against an employee's leave account.

(9) Such Study Leave shall not be granted to an employee who is due to retire from service within five years of the date on which such leave and the leave, if any, with which it is combined, would expire.

(10) Application for study leave must clearly specify the course or courses of study contemplated and any examination which the applicant proposes to undergo. No course of study will be considered as qualifying for study leave or leave salary unless it has been approved by the Board.

(11) An applicant for study leave shall execute a legal bond that he shall, on his return from study leave, remain in the service of the Institute for the following period, as the case may be:-

- (a) For at least three years, if the period of study leave is one year; or
- (b) For at least five years, if the period of study leave is two years or more;

(c) He shall further undertake to serve on the same post on which he was working at the time of proceeding on leave, or on his substantive post. The Board may, however, vary either of the above two conditions to the extent it decides.

(12) An employee who avails study leave shall undertake by agreement, on a non-judicial paper to the denomination of Rs.500/- (duly registered with the Revenue Authorities), with the Institute to refund the whole of the amount or such part thereof as he may draw during the period of study leave, as the Board may determine, of such sums as may have been paid, spent or advanced by the Institute, if he fails to satisfactorily complete his course of studies or fails to resume his service in the Institute on the expiry of the study leave, or if he gives up the service of the Institute within the period of three or five years, after his return to duty, as the case may be.

(13) An application for study leave shall be submitted to the Board through the Head of the Executive Director. Such application shall ordinarily be submitted two months in advance of the commencement of the session from which it is sought to be availed. The course or courses of study or research contemplated to be taken or the examination proposed to be passed must also be specified in the application.

(14) No study leave, with or without pay, shall be granted unless the applicant is qualified for the course of study or to conduct the higher research work for which the leave is sought and will be in a position to join the institution before the commencement of the session for which the leave is being availed of.

(15) Such facility will also be extended to other than teaching faculty member to enable them to carry out higher study related to their field of work.

(16) The duration for the grant of Study Leave with full pay admissible as per rules, for different levels of education/qualification shall be as follows:-

- | | |
|--|---------------------|
| (a) Ph.D. | = Four years |
| (b) M.S/Fellowship from CPSP or equivalent Institution | = Four years |
| (c) M.Phil. / Diploma | = two - three years |
| (d) Post Doctorate / Post Fellowship | = One year |
| (e) Certificate course | = upto One year |

(15) The grant of Study Leave under these rules is further subject to the following conditions:-

- (a) If an employee who is granted Study Leave does not show satisfactory progress in his studies or fails to obtain the relevant degree within the specified period, the Board may direct that his Study Leave shall be cancelled and Study Leave availed by him shall be converted into other leave as admissible under the Institute Leave Rules. If there is no leave available on the credit of the applicant for the required duration, the entire amount of the salary paid during the Study Leave shall be recovered from the employee in lump sum or in monthly installments at the discretion of the Board.
- (b) However, the above clause (a) shall not apply in case if the employee fails to show satisfactory progress in his studies or to obtain the relevant degree due to illness or other circumstances beyond his control.
- (c) No bond will be required in case of training or study program for less than six months.
- (d) The employee who proceeds for higher studies under Human Resource Department program financed by the Institute /Higher Education Commission or Federal Government/Government of Sindh shall sign a surety bond to pay the whole amount incurred on acquiring his higher studies, pay and allowances in addition to the liquidated damages as per clause (a) above.

(16) The progress of the scholar on Study Leave shall be monitored by the Board on regular basis.

(17) Study Leave shall be granted initially for a period of one year and may be extended for the remaining period on satisfactory progress report received from the supervisor of the concerned department and subsequent approval of the competent authority.

(18) Study Leave may only be granted for improvement in qualification/acquiring higher education by the employee in the field relevant to the post currently held.

(19) Study Leave should not be granted as a matter of right but it will be granted, keeping in view the spare-ability of the employee as ascertained from the concerned Head of the Hospital/Department/Section. Spare-ability in this context shall mean that the employee can be spared for a specified period without seriously disrupting the working of the Institute.

(20) The Study Leave shall not be granted within the period of probation.

(21) The Study Leave shall not be granted with retrospective effect.

(22) Study Leave can be availed once during the entire length of service. However, it may be permissible in the case of higher studies (i.e. Post Doctorate/Post Fellowships) in view of the exceptional circumstances and exigency of services subject to the approval of the Board.

23. **Grant of Scholarship to Employees.-** (1) The Institute Faculty and Administrative Employees sent abroad under Institute Development Programs/Higher Education Commission/Government of Sindh/Federal Government Scholarship shall be entitled to the following terms:-

- (i) During the period of training/study abroad, the employee shall be treated on duty and will be entitled to draw pay in Pakistani rupees.
- (ii) House Rent Allowance, Conveyance Allowance etc. and Medical Allowance shall be inadmissible during the period of study/training abroad.
- (iii) International travel cost between Pakistan and the country of study/training shall be borne by the sponsoring agency.
- (iv) The teachers shall be paid the expenses abroad at rates as approved by Government of Sindh and Federal Government, subject to modification by the Government of Sindh/Federal Government from time to time.
- (v) In the first instance the scholarship shall be tenable only for one academic year.
- (vi) The payment of the scholarship for a further period shall be allowed by the Institute on receiving a report from the supervisor of the scholar in regard to his satisfactory conduct and progress in studies.
- (vii) A maximum period of two years shall be allowed for the approved course of studies leading to M.S degree and four year for the approved course leading to Ph.D. degree.
- (viii) No extension beyond the maximum period allowed for completion of an approved course of study shall be granted except when the scholar is unable to complete the approved course within this period due to circumstances beyond his control. The application for extension will be considered only if it is recommended by the Tutor/Supervisor of the scholar. The application should be accompanied with an annual progress report of the scholar. However the extension so granted, under no circumstances, shall exceed six months in case of M.S course and one year in case of Ph.D. course.

- (ix) It shall be the responsibility of the scholar himself to ensure that the application for extension of scholarship and the annual progress report for his work are sent at least two months before the expiry of the period for which the scholarship is payable.
 - (x) The Scholar shall stay in the country of his study during the tenure of his scholarship. However, during vacation and for study hours approved by their Supervisor/Tutors, the scholar may visit other countries.
 - (xi) He shall devote himself full time to the study/training program for which the scholarship has been awarded.
 - (xii) Neither he shall request to change the specified course of studies nor register himself for any other course or program without prior approval of the Board.
 - (xiii) He shall not hold any other scholarship/stipend or any financial assistance during the period of his stay abroad without prior permission of the Institute.
 - (xiv) He shall not undertake employment whether paid or otherwise in the county during the tenure of the scholar's stay abroad.
 - (xv) He should refrain from engaging himself in any political, commercial or other activity incompatible with his program of studies.
 - (xvi) He shall serve the Institute, for a period of three (3) years in case of M.S degree and five (5) years in case of PhD Degree on return to Pakistan immediately after successful or unsuccessful completion of the approved course for which he was sent abroad, failing which he shall refund full expenditure including the total amount paid to him abroad during the period of training abroad.
 - (xvii) He shall immediately report for duty in the Institute on his return to Pakistan.
 - (xviii) He shall not seek permanent residence in any foreign country or any such authorization in the form of Green Card/Permanent Work permit.
 - (xix) He shall submit to the Executive Director a copy of the thesis submitted by him for degree. Where submission of a thesis is not required for obtaining the postgraduate degree/diploma he shall submit description of the course of study/training in which he was specialized.
 - (xx) He shall abide by such other terms and conditions including service conditions as may be prescribed by the Institute from time to time.
 - (xxi) The Institute shall have the right to withdraw scholarship at any time without assigning any reason.
 - (xxii) The Scholar shall execute an unconditional bank guarantee for the amount of expenditure to be incurred on him to the extent of money which shall be rupees Eight Million in case of M.S. degree and rupees Ten Million in case of Ph.D. Degree.
- (2) The Institute teachers nominated against other scholarship for which nominations are invited from the Institute by different Ministries under various technical programs and the teachers who obtained scholarship through their own effort will be entitled to the following terms:-
- (a) During the period of training/study abroad, the Institute teachers will be treated on duty and will be entitled to draw pay in Pakistani rupees.

- (b) House Rent Allowance, Conveyance Allowance etc; and Medical Allowance shall be inadmissible during the period of study/training abroad.
- (c) The recipient of the scholarship shall execute the bond as provided in sub-rule (23) above.

24. **Sabbatical Leave.-** (1) The Board may grant Sabbatical Leave to an employee who has served in the Institute for at least five years and is a confirmed employee.

- (a) When the Board is satisfied that the short training course for which a SIOVS employee applies concerns his specialized field; and
- (b) When the applicant has submitted a research scheme for which he wants to avail the post doctoral fellowship for which the applicant must give sufficient proof of his previous involvement in this or in a closely related research project.

(2) The sabbatical leave shall be granted for a minimum period of three months and maximum period of nine months during the whole service.

(3) Not more than five percent of teachers in one department shall be sent on sabbatical leave fraction being counted as one.

(4) The teacher shall have to sign an agreement of service for one year if the sabbatical leave does not exceed three months and for two years if sabbatical leave is for a period exceeding four months.

(4) The teacher who availed sabbatical leave shall have to pay back to the Institute full pay, commercial rent of the Institute house and twenty percent more of the total amount if he does not serve the Institute for the period specified in above.

25. **Foreign Employment Leave.-** (1) The employee should be a confirmed employee of the Institute and normally should have put in at least five years continuous service in the Institute.

(2) Foreign employment leave of five years may be granted in one or at the most two instalments. In case an employee avails some part of foreign employment leave and then returns back, he will have to serve the Institute for at least one calendar year before he may be considered for service abroad for the remaining period.

(3) Total number of teachers granted foreign employment leave should not exceed five percent of the total strength of the Institute teachers and that of non-teachers should not exceed two percent of the total strength of non-teachers at a time.

(4) During foreign employment, the lien of the employee will be retained on the substantive post on which he was serving immediately before his transfer to foreign employment. Lien can be terminated or suspended on the express desire of the employee and with the approval of the Board.

(5) Foreign employment leave shall not be claimed as a matter of right and shall always be at the discretion of the Board.

(6) An employee, while in foreign employment shall not be entitled to any other leave from the Institute.

(7) An employee shall not be entitled to receive any annual increments for the period he is in foreign employment.

(8) In case any employee fails to return within the stipulated time, necessary disciplinary action will be taken under the Efficiency and Discipline Rules of the Institute.

26. **Short Leave.-** There is no provision of short leave, in leave rules but however, it will be granted on emergent basis and any employee availed this leave three times in a month, those will be converted in to a casual leave and in case casual leave already exhausted, it shall be treated earned leave or leave without pay.

27. **Optional Leave.-** Muslims and non-Muslim employee are entitled to avail optional leave on the occasion of religious events where no public holiday is allowed. Such a leave shall not be deducted from the leave account.

28. **Hajj/ Umrah Leave.-** An employee, who is confirmed and who has at least put in three years of service in the Institute be granted Hajj and Umrah leave for a period of not exceeding forty five (45) days once in the entire tenure of the service and that this leave shall not be deducted from the Earned Leave.

29. **Grant of Special leave to Khuddam-ul-Hajjaj:** Khuddam-ul-Hajj, who remains away from their respective duties to work as Khuddam, may be granted special leave on full pay and allowances for that period outside their leave account.

30. **In-service death.-** In case an employee dies while in service or is declared permanently incapacitated by a medical board, lump sum payment equal to leave salary up to Three Sixty Five (365) days out of the leave account shall be made to his family, as defined for the purpose of family pension, irrespective of length of service.

31. **Reasons not to be specified.-** (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 an employee.

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

Provided that the competent authority to sanction leave may, at its discretion, secure a second medical opinion by requesting the Civil Surgeon or Medical Board, as the case may be, to have the applicant medically examined.

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

33. **Recall from leave, etc.-** (1) If an employee is recalled to duty compulsorily with the approval of the competent authority from leave of any kind that he is spending away from his headquarter, he may be granted a single 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.

(2) In case the employee is recalled to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

34. **Overstay after sanctioned leave, etc.-** (1) Unless the leave of an employee is extended by the competent authority, an employee who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence and without prejudice to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account.

(2) Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earnings.

35. **Any type of leave may be applied.-** An employee may apply for the 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 circumstance, for example, an employees 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.

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

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

37. **Employee on leave not to join duty without permission before its expiry.-** Unless he is permitted to do so by the authority which sanctioned his leave, an employee on leave may not return to duty before the expiry of the period of leave granted to him.

38. **Bar against leaving place of duty without waiting for sanction of Leave.-** (1) The employee applying for grant of leave should not leave their offices/places of duty without waiting for actual sanction of the leave applied for, in accordance with F.R. 67 wherein it is clearly stated that leave cannot be claimed as a matter of right. Thus an application for leave should not be anticipated as grant of leave.

(2) In case an employee applies for grant of leave, he must wait for sanction of leave and should not leave the place of the duty before the leave applied for is actually granted by the competent authority. Non-compliance of these instructions might warrant action on account of misconduct under the relevant rules of Efficiency and Discipline Rules of the Institute.

39. Leave Head Quarter during holidays or casual leave.- An employee should not leave their headquarters during public holidays or while on casual leave without prior permission of the competent authority.

40. Leave due may be granted on abolition of post, etc.- (1) When a post is abolished, leave due to the employee, whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.

(2) The grant of leave in such cases shall, so long as he does not attain the age of superannuation, be deemed automatically to have also extended the duration of the post and the tenure of its incumbent.

41. Manner of handing over charge when proceeding on leave, etc.- (1) An employee proceeding on leave shall hand over the charge of his post, and if he is in BPS-17 and above, he shall, while handing over charge of the post sign the charge relinquishment report on prescribed proforma.

(2) If leave Ex-Pakistan has been sanctioned on medical grounds, the employee shall take abroad with him a copy of medical statement of his case.

42. Assumption of charge on return from leave etc.: (1) An employee, on return from leave, shall report for duty to the authority that sanctioned his leave and assume charge of the post to which he is directed by that authority unless such direction has been given to him in advance.

(2) In case he is directed to take charge of a post at a station other than that from where he proceeded on leave, travel expenses as on transfer shall be payable to him.

43. Leave to lapse when employee quits service.- All leave at the credit of an employee shall lapse when he quits services.

44. Pay during leave.- (1) Leave pay admissible during leave on full pay shall be the greater of -

- (a) the average monthly pay earned during the twelve complete months immediately preceding the month in which the leave begins; and
- (b) the rate equal to the rate of pay drawn on the day immediately before the beginning of the leave.

(2) When leave on half pay is taken, the amounts calculated under clauses (a) and (b) of sub-rule (1) shall be halved to determine the greater of the two rates.

(3) An employee shall be entitled to the leave pay at the revised rate of pay if a general revision in pay of employees takes place or an annual increment occurs during the period of leave of the employee.

45. Duty Leave.- If a SIOVS employee is selected on deputation by the Board to do some work connected with the Institute or in the interest of the Institute, or if at the request of public academic body, the Board deposes him to do some work for the academic body, the time so spent shall be considered as Duty Leave and shall not be deducted to the leave account of the employee. Duty Leave shall not be given for remunerative work.

46. Quarantine Leave.- (1) Quarantine leave is in the nature of extra casual leave. It may be granted outside the casual leave account of an employee to the extent that Authorized Medical Attendant recommends:

Provided that where the exigencies of service are compelling the competent authority may employ substitute for reason to be recorded in writing.

(2) Period of quarantine leave shall be treated on duty with full pay and allowances, of the post held by him at the time of proceeding on leave.

47. Medical Leave.- (1) Medical Leave may be granted to an employee on submission of medical certificate issued by an authorized Medical Attendant or Registered Medical Practitioner shall be debited to the leave account of the employee (Earned with full pay or Casual leave).

(2) No employee who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in the form attached to these rules.

48. Hospital Leave.- Subject to these rules, the provision of regarding hospital leave contained in the fundamental rules and supplementary rules shall apply mutatis mutandis to the employees.

49. Leave Sanctioning Authority.- (1) Subject to the recommendation of the respective head of department under whom they serve, leave shall be admissible to employees and granted to them, by the authorities as given below:

- (a) The Chairperson on the recommendation of the Executive Director in the case of all employees in BPS-17 and above, approval of Board shall be necessary if the period exceeds one year.
- (b) The Executive Director in the case of all employees in BPS-1 to BPS-16.
- (c) Except where otherwise stated, an application for leave or for an extension of leave must be made to the competent authority, through proper channel and extent of leave due and admissible shall be stated in the application.

(2) An audit report shall not be necessary before leave is sanctioned.

(3) In cases where all the applications for leave cannot, in the interest of public service, be sanctioned to run simultaneously, the competent authority to sanction leave shall, in deciding the priority of the application, consider -

- (i) whether, and how many applicants can, for the time being, best be spared;
- (ii) whether any applicants are last re-called compulsorily from leave; and
- (iii) whether any applicants were required to make adjustment in the timings of their leave on the last occasion.

50. Maintenance of Leave Account.- Leave Account of each employee shall be maintained by the Accounts Office as part of the personal file/service books.

51. Casual Leave.- In addition to the earned leave an employee shall also be entitled to casual leave up to the extent of twenty days in a calendar year. It would be granted by the Executive Director in prescribed manner.

Note: Casual leave cannot be claimed as a matter of right, but it should be granted invariably unless the presence of a subordinate or an officer is absolutely necessary in an emergency or in very extra ordinary circumstances.

52. Casual leave may be granted to an employee for short period.- (1) Casual leave may not exceed ten days at a time except special circumstances under which it may be sanctioned at a time up to fifteen days. An employee may not leave the headquarters during casual leave or on public holidays without prior permission of the leave sanctioning authority.

(2) Casual leave may not be combined with any other kind of leave or joining time and training period.

(3) Casual leave account of each employee shall be properly maintained.

(4) Period spent on casual leave shall be treated as duty, when it is combined with earned leave or any other kind of leave, the entire spell would be treated as earned leave. In other words, casual leave shall not be granted in combination with or in continuation of any other leave or joining time.

53. Spreading of casual leave over two years.- The Executive Director may grant casual leave in one spell within the prescribed limit so as to debit a part of it against the account of one calendar year and part of it against the account of the following calendar year; provided that leave is due. For instance, if a person take fifteen days casual leave on the 22nd December and has to his credit ten days casual leave in that year, there will be no objection if ten days leave is debited against that credit and the remaining five days are debited to the account of the following year. In other words, he would be deemed to have taken ten days casual leave at the end of that year and 5 days leave in the beginning of the next year.

Note:1: It would be permissible to prefix or suffix Sunday and holidays to casual leave but the maximum limit of fifteen days shall not be exceeded. However, if a closed or an optional holiday falls between two days of casual leave it should also be counted as casual leave.

Note:2: Casual leave does not accumulate but lapses at the end of a calendar year.

No employees may leave his Headquarters during casual leave or holidays without the permission of the sanctioning authority.

54. **Absence from office/duty due to curfew to be treated as casual leave.-** Absence from office due to imposition of curfew should be treated as casual leave but not debited to the casual leave account.

55. **Leave/Holidays admissible to contingent and work charges establishment**

(a)	Leave on all Sundays and Institute Holidays	
(b)	Work charged establishment with more than five years continuous service	20 days casual leave per year.
(c)	Work charged establishment with service between 2-5 years continuous service	10 days per year
(d)	Work charged establishment with service 1-2 years continuous service	5 days per year
(e)	Work charged establishment with service less than 1 year.	Nil

56. **Applicability of Government leave rules:** (1) All matters with regard to leave not provided for in these rules, the provisions regulating the leave for civil servants in Government shall mutatis mutandis apply.

(2) Whenever, any subsequent change(s) or revision(s) in respect of "Terms and Conditions of Service" including pay scales and other fringe benefits of Government of Sindh/Government of Pakistan/ Higher Education Commission, the same shall be applicable, mutatis-mutandis to the Institute employees also; provided and to the extent approved by the competent authority.

57. **Relaxation of Rules:** The Board may in a case of hardship relax all or any of the provision of these rules.

Provided that such relaxation shall not be less favorable to any benefit available to an employee under these rules.

58. **Repeal and savings.-** Any legal instrument(s) regulating the employee leave, existing immediately before the commencement of these rules shall, on commencement of these rules, stand repealed but the repeal thereof shall not affect any action taken or anything done thereunder.

EXECUTIVE DIRECTOR