



No.SI.2-39/2016
GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT
SECTION (SERVICES-I)

Dated: Lahore the, 20th August, 2026.

To

1. All the Administrative Secretaries to Govt. of the Punjab.
2. All the Heads of Attached Departments / Autonomous Bodies.
3. All the Divisional Commissioners in the Punjab.
4. All the Deputy Commissioners in the Punjab.

Subject:- **INSTRUCTIONS REGARDING SANCTION OF LEAVE.**

I am directed to refer to the subject noted above and to state that the Competent Authority / Chief Minister, Punjab has desired to discourage leave request beyond 15 days, at a stretch, in any case, unless for genuinely justified grounds. It has further observed that such longer period of leaves of absence in one go, reflect negatively on the seriousness of purpose / duty by a public official.

2. The instructions may kindly be followed in letter & spirit.

(MUHAMMAD FAYYAZ)
SECTION OFFICER (SERVICES-I)

C.C.:

1. PSO to Principal Secretary to Governor, Punjab.
2. PSO to Principal Secretary to Chief Minister, Punjab.
3. PSO to Secretary (Implementation), Chief Minister's Office, Punjab.
4. PSO to Chief Secretary, Punjab.
5. PSO to Additional Chief Secretary, Punjab.
6. PS to Secretary (Services), S&GAD.