



NO.E&A(Health)1-15/94(78)  
GOVERNMENT OF THE PUNJAB  
HEALTH DEPARTMENT

Dated Lahore, the 16<sup>th</sup> February, 2013

**NOTIFICATION/ORDER**

Sr. No	Delegation of powers	Existing Authority to approve	Authority to approve
1.	Sanction of leave to Officers in (BS-17 to BS-20). i) Earned leave up to 89 days. ii) Maternity /Paternity leave.	Deputy Secretary concerned. EDO(Health)/Medical Superintendent/Head of AMI	Principal/Medical Superintendent/EDO(H) concerned. Principal/Medical Superintendent/EDO(H) concerned.

**Standing operating procedures:**

- i) No extension in leave shall be allowed. However, in case of extension in leave, case may be referred to Health Department for consideration, only on joining after leave.
- ii) All leave sanctioning orders may be displayed on Health Department's website and in case of non-display, orders shall be deemed to be null and void.
- iii) All codal formalities as required for the different categories of leave respectively i.e. leave account, non inquiry/ no recovery certificate etc shall be completed.
- iv) Adherence to Revised Leave Rules, 1981 must be ensured.
- v) Officers on administrative position are not covered under this delegation; their cases are to be referred to the Health Department.
- vi) In case of grant of leave up to 89 days by Head of Institution/MS/EDO (H), any subsequent leave, including extension shall be referred to Health Department.

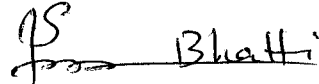
**SECRETARY HEALTH**

**No. & Date Even**

A copy is forwarded for information necessary action to the:-

1. All the Additional Secretaries, Health Department.
2. All the Deputy Secretaries, Health Department.
3. The Director General Health Services, Punjab, Lahore.

4. All the Heads /Principals of Teaching /Autonomous/ Special Medical Institutions in the Punjab.
5. All the Executive District Officer (Health) in the Punjab.
6. All the Medical Superintendents of the Teaching Hospital in the Punjab.
7. All the Section Officers, Health Department.



**SECTION OFFICER (GENERAL)**

CC:

1. PSO to Secretary Health.
2. PS to Special Secretary Health.
3. PAs to all Addl Secretaries, Health Department.
4. PAs to all Deputy Secretaries, Health Department.