



No. E&A(Health)1-478/2019
GOVERNMENT OF THE PUNJAB
SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION DEPARTMENT

Dated: Lahore, the 18th February, 2026

To

1. All the Vice Chancellors of Medical Universities in the Punjab.
2. All the Heads / Principals / Executive Directors / Deans of Teaching / Autonomous/Special Medical Institutions in the Punjab.
3. All the Medical Superintendents of Teaching Hospitals / Specialized Institutions, in the Punjab.

Subject: **DELEGATION OF LEAVE SANCTIONING POWERS UPTO BS-17 AND FORWARDING OF LEAVE CASES OF BS-18 & ABOVE OFFICERS TO SHC&MED**

I am directed to refer to the above cited subject and to state that it has been noticed that the leave upto 89 days to the employees working in different medical teaching institutions irrespective to their scale & cadre are generally granted beyond the scope of your mandate.

2. Your attention is invited towards the Delegation of Powers notified by Specialized Healthcare & Medical Education Department dated 27.07.2023. In continuation to above referred Delegation of Powers, the Competent Authority has authorized Controlling Authority of Medical Teaching Institutions i.e. Vice Chancellor/Principal/Dean/Executive Director/Medical Superintendent/Medical Director/Chief Executive Officer/ Chief Operating Officer etc. of concerned institution/hospital to sanction Earned Leave upto 89 days in respect of officers/officials in BS-17 and below only and special leave (Maternity & Iddat leave) to all female employees. However, cases of earned/ex-Pakistan/Extraordinary leave etc. of officers in BS-18 & above irrespective to their cadres shall be forwarded to this department for its sanction.
3. Strict observance of these directions will not only ensure compliance with the delegation of powers notified by this department but also prevent administrative complications.

SECTION OFFICER (GENERAL)

CC:

1. Director (B&A), SHC&ME Department.
2. All Section Officers of Admin/General/Establishment/B&A Wings, SHC&ME Department.
3. PSO / PS to Secretary / Special Secretary (Operations) / (Development), SHC&MED.
4. PAs to Additional Secretary (Admin) / (Establishment) and Deputy Secretary (General) / (B&A), SHC&ME Department.