

NO.FD/R/1-(68)/89 PART-III/97  
**AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR**  
**FINANCE DEPARTMENT.**

‘MUZAFFARABAD’  
DECEMBER 26, 1997

To

- |    |                                       |   |                               |
|----|---------------------------------------|---|-------------------------------|
| 1) | The Additional Chief Secretary        | ) | Azad Government of            |
| 2) | All Secretaries to the Government     | ) | the State of Jammu & Kashmir, |
| 3) | All Heads of the Attached Departments | ) | Muzaffarabad.                 |

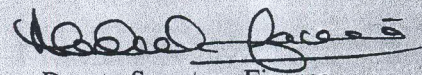
**SUBJECT : COUNTING OF EXTRA ORDINARY LEAVE TOWARDS INCREMENT.**

Sir,

I am directed to refer to this department letter No.FD/R/68/82 dated 12-04-1983 (leave rules 1983) and to say that President of Azad Jammu & Kashmir has been pleased to sanction the following addition after the para 9 sub rule 2 in the above mentioned Notification.

The Competent Authority, Finance Department, in consultation with the Administrative Department, may in case in which it is satisfied that extra ordinary leave was taken for on account of illness / higher studies and that the course of study will be useful for the department, or any cause beyond the Government servant's control, direct that Extra Ordinary leave shall be counted for increments and also decided that where a female Government Servants accompanies or joins her husband on official duty abroad by availing on extra ordinary leave shall be counted towards annual increments.

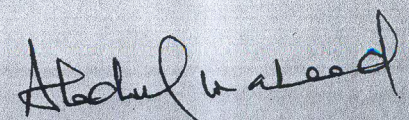
Your Obedient Servant



Deputy Secretary Finance  
(Regulations)

No. & Date even:  
Copy to:

1. The Secretary to the President, Azad Jammu & Kashmir.
2. The Secretary to the Prime Minister, Azad Govt. of the State of J&K.
3. The Private Secretaries to the Speaker / Deputy Speaker.
4. The Private Secretaries to the Ministers/ Advisor.
5. The Private Secretary to the Mohtasib.
6. The Senior Member Board of Revenue.
7. The Secretary Islamic Ideology Council.
8. The Secretary Public Service Commission.
9. The Registrar Supreme Court/High Court/Shairat Court/Service Tribunal.
10. The Registrar AJ&K University.
11. The Chairman AKLASC / AKMIDC/ Development Authority Rawalakot/Kotli, MDA Mirpur/DAM Muzaffarabad/Secretary Board of Education Mirpur.
12. The Secretary Election Commission.
13. The Director Staff Training Institute M'abad.
14. All Deputy Commissioners of AJ&K.
15. The District and Session Judge M'abad/Poonch/Kotli/Bagh/ Mirpur/Bhimber/Sudhnoti. (Pallandri)
16. The Accountant General Azad Jammu & Kashmir M'abad.
17. The Assistant Inspector General Traffic/Reserve Police.
18. The Senior Superintendent of Police M'abad/ Superintendent Police Poonch/Mirpur/Kotli/Bagh/Bhimber/Sudhnoti (Pallandri).
19. The Collector Excise & Taxation Muzaffarabad.
20. The Controller Govt. Printing Press Muzaffarabad, for publication.
21. The Deputy Collector Excise & Taxation Mirpur.
22. All District Accounts Officers of AJ&K.
23. All Officers of the Finance Department.
24. All Officers of the Services & General Administration.



(Qazi Abdul Waheed)  
Section Officer Finance

AZAD GOVERNMENT OF THE STATE OF JAMMU AND KASHMIR,  
FINANCE DEPARTMENT.

'MUZAFFARABAD'

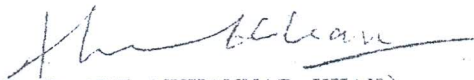
Dated: 1-12- 1994.

NOTIFICATION.

No. FD/R/I(68)/9 /94. In exercise of the Powers conferred by sub-section 23 of Civil Servant Act 1976, the President Azad Jammu & Kashmir is pleased to direct that the following further amendments shall be made in the Revised Leave Rules 1983 namely:-

In the aforesaid Rules, after sub-rule (2) of rule 32 the following new sub-rule shall be added, namely:-

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

  
(SARDAR ALI MUHAMMAD KHAN)  
Deputy Secretary Finance  
(Regulations)

No. & Date even:

Copy to:-

- 1- Secretary to the President Azad Jammu & Kashmir.
- 2- Secretary to the Prime Minister Azad Govt. of the State of Jammu & Kashmir.
- 3- Private Secretary to the Speaker Legislative Assembly.
- 4- Private Secretary to the Ministers.
- 5- Private Secretary to the Mohtasib.
- 6- Private Secretary to the Chief Secretary.
- 7- Additional Chief Secretaries.
- 8- All Secretaries to the Government.
- 9- All Heads of Attached Departments, Azad Govt. of the State of Jammu and Kashmir, Muzaffarabad.
- 10- Senior Member Board of Revenue.
- 11- Additional Chief Secretaries.
- 12- Chairman P.M. Inspection Team/ALJASC/AKMIDG/MDA Mirpur/DAM M'abad/Secretary Board of Education Mirpur.
- 13- Registrar Supreme Court/High Court/Shariat Court/Service Tribunal.

176  
= 65-

No. FD/R/1-(68)/82(P-III)  
AZAD GOVERNMENT OF THE STATE OF JAMMU AND KASHMIR,  
FINANCE DEPARTMENT,

'MUZAFFARABAD'

DATED 29.4.1986.

From: Mr. Khurshheed Ahmed Khan,  
Secretary Finance,  
Azad Govt. of the State of J&K,  
Muzaffarabad.

To,

1. Additional Chief Secretary (Dev),
2. All Secretaries to Government,
3. All Heads of Attached Department's,  
Azad Govt. of the State of J&K,  
Muzaffarabad.

Subject: ENCASHMENT OF LEAVE PREPARATORY TO  
RETIREMENT.

Sir,

*P. 26 (or)*

I am directed to refer to letter No. FD/8748-8808/ dated 29.8.1983 and subsequent modifications of the instructions contained in this department letter Nos. FD/7070-7169/85 dated 20.5.1985 and FD/7170-7269/85 dated 20.5.1985 and to state that the competent authority may, where it is satisfied that the leave applied for by a civil servant (during period of leave surrendered for encashment) is unavoidable or is fully justified, e.g. in cases of illness, supported by medical certificate or for performance of Haj, etc., grant leave to an employee during this period. In such a case, however, the amount of cash compensation shall be reduced by an amount equal to the leave pay for half of the period of leave taken. For example if an employee who has opted for encashment of IPR, takes 60 days of such leave, his cash compensation equal to 30 days leave pay will be fore-feited. *P. 19*

Contd.....P/2

7

AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR,  
( FINANCE DEPARTMENT )

.....

' MUZAFFARABAD '

DATED: 14-9-1988.

NOTIFICATION

No.FD/R/15225-15325 /88. In exercise of the powers conferred by Section 23 of the Azad Jammu & Kashmir Civil Servants Act, 1976 the President, Azad Jammu & Kashmir, is pleased to direct that the following amendment shall be made in the Revised Leave Rules, 1983, namely:-

AMENDMENT


In the aforesaid Rules, for Rule 19 the following shall be substituted namely:-

" 19. In service death(1) In case a civil servant dies, or is declared permanently incapacitated for further service while in service by a Medical Board, a lumpsum payment equal to leave pay upto one hundred and eighty days out of the leave to his credit shall be made to his family as defined for the purposes of family pension or, as the case may be, to the civil servant.

(2) For the purpose of lumpsum payment under sub rule (1), only the " Senior Post Allowance" will be included in the "leave Pay" so admissible.

2. These orders shall take effect from 16th September, 1985.

Your obedient servant,

  
( Mir Abdul Hamid )  
Deputy Secretary Finance,  
(Regulations).

( Contd.... on P/2)

177-26

No. FD/R/1-(68)/90 Pt. II  
AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR,  
FINANCE DEPARTMENT

'MUZAFFARABAD'

DATED 18-9-90.

To

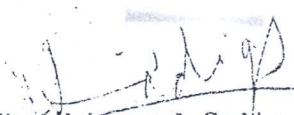
1. The Additional Chief Secretaries,
2. All Secretaries to the Government,
3. All Heads of the Attached Department,  
AzadGovt: of the State of J&K .

Subject:- ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT.

Sir,

I am directed to refer to para 1 of this Department's circular letter No. FD/R/1-(68)/82(P-III) dated 29-4-1986 on the above noted subject and to say that President of the Azad Jammu and Kashmir has been pleased to approve that in cases where leave of any kind including extraordinary leave without pay is taken during the last year by a retiring Government servant, who opts for encashment of LPR except on grounds mentioned in the above reference, the period of such leave will be reduced from 180 days or lesser period for which the encashment is allowed.

Your obedient servant,

  
(Kh. Mohammad Sadig Dar )  
Deputy Secretary Finance  
(Regulations) A. W. Ahmad

Contd...P/2.

**Azad Govt. of the State of Jammu & Kashmir**  
**(Finance Department)**


"Muzaffarabad"  
31<sup>st</sup> October, 2013

**Notification:**

No. FD/R/17898-17970/2013. In exercise of the powers conferred by Section 23 of the Civil Servants Act, 1976, the President Azad Jammu and Kashmir has been pleased to adopt Notification No. FD-SR-II/2-141/2012 dated 09-09-2013 of Finance Department, Government of the Punjab with the following amendments in Rule 17 of the Revised Leave Rules, 1983.

**AMENDMENTS**

- (i) In Rule 17, for the words "*One hundred and eighty*" wherever occurring, the words "*three hundred and sixty five*" shall be substituted; and.
- (ii) In sub-rules (2) & (5) for the words "*One hundred and eighty*" the words "*three hundred and sixty five*" shall be substituted.
- (iii) After sub-rule (5), amended as aforesaid, the following new sub-rules shall be inserted, namely:-
  - (6) Encashment of leave preparatory to retirement (LPR) not exceeding three hundred and sixty five days shall be effective from the first day of September, 2013 and shall, for the entire period of leave refused or opted for encashment, be applicable to a civil servant retired or, as the cases may be, retiring on or after the first day of September, 2013, provided such leave is available at his credit subject to a maximum of three hundred and sixty five days.
  - (6-A) The encashment of LPR shall also be applicable to employees of the autonomous and semi-autonomous bodies under Administrative control of the AJ&K Govt. which have adopted basic pay scales schemes and these rules in toto.
  - (6-B) 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.
  - (6-C) 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 a civil servant.

  
(Inayat Ali Qazi)  
Deputy Secretary (Regs.)

**Azad Govt. of the State of Jammu & Kashmir**  
**(Finance Department)**

"Muzaffarabad"  
10<sup>th</sup> November, 2014

**NOTIFICATION:**

No. FD/R/21865/2014/2014. In exercise of the powers conferred by Section 23 of the AJ&K Civil Servants Act, 1976 and in continuation of Finance Department's notification No. FD/R/17898-17970/2013 dated 31-10-2013, the President Azad Jammu and Kashmir has been pleased to insert following amendment in Rule 19 of the Revised Leave Rules, 1983 w.e.f. 01-09-2013:-

*"In Rule 19, for the words "one hundred and eighty" wherever occurring, the words "three hundred and sixty five" shall be substituted."*




(Inayat Ali Qazi)

**Deputy Secretary (Regs.)**

**Copy to the:-**

1. Secretary to the President, Azad Jammu & Kashmir.
2. Secretary to the Prime Minister, Azad Govt. of the State of Jammu & Kashmir.
3. Private Secretaries to all the Ministers/Advisors/Special Assistant to the Prime Minister, Azad Govt. of the State of Jammu & Kashmir.
4. Private Secretary to the Chairman Prime Minister Inspection & Implementation Commission, Azad Govt. of the State of Jammu & Kashmir.
5. Private Secretary to the Chief Secretary, Azad Govt. of the State of Jammu & Kashmir.
6. Private Secretary to the Additional Chief Secretary (Gen.), Azad Govt. of the State of Jammu & Kashmir.
7. Private Secretary to the Senior Member Board of Revenue, Azad Govt. of the State of Jammu & Kashmir.
8. Private Secretary to the Additional Chief Secretary (Dev.), Azad Govt. of the State of Jammu & Kashmir.
9. Private Secretary to the Secretary Finance, Azad Govt. of the State of Jammu & Kashmir.
10. All Secretaries, Azad Govt. of the State of Jammu & Kashmir.
11. Registrar Supreme Court/High Court/Shariat Court/Service Tribunal.
12. Registrar AJ&K University Muzaffarabad / Mirpur University of Science & Technology (MUST)/ Poonch University Rawalakot/ Women University Bagh/ University of Management Sciences & Information Technology Kotli.
13. Accountant General, Azad Jammu & Kashmir.
14. Director General Audit, Azad Jammu & Kashmir.
15. Director Local Funds Audit.
16. All Heads of Attached Departments.
17. Controller Govt. Printing Press.
18. Master File.

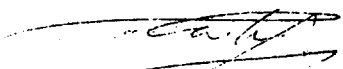
  
10/11/2014  
**(Khawaja Khurshid Ahmed)**  
**Section Officer (Regs.)**

2. A civil servant who wishes to forego his LPR, in favour of cash compensation shall exercise his option to this effect in writing and submit it to the authority competent to sanction LPR, who will accept the option and issue formal sanction for the payment of cash compensation.

3. Unless a civil servant opts to proceed on leave preparatory to retirement and submits an application for LPR, he may be deemed to have opted for encashment of LPR, according to the rules, and on receipt of a request from a civil servant deemed to have opted for encashment of LPR, the authority competent to sanction LPR, will issue formal sanction for the payment of cash compensation.

4. All pending or previously decided cases where a civil servant has failed to exercise option for encashment for LPR, may be decided in the light of these instructions.

Your obedient servant,

  
(Gh. Mohammad Latif)  
Joint Secretary Finance,  
(Regulations),

Copy of the above is forwarded to:-

1. The Secretary to the President, J&K, Muzaffarabad.
2. The Principal Secretary to the Prime Minister, Azad Govt. of the State of J&K, Muzaffarabad.
3. Private Secretaries to the Ministers.
4. Private Secretary to the Chief Secretary.
5. All Officers of the Finance Department.
6. All Officers of the Services and General Administration Department.

Contd..P/3