



**"Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab"**

Punjab School Education Board, E-Block, 5th Floor, Phase-8, SAS Nagar (Mohali)  
Phone No. 0172-5212367, Fax No. 0172-5212369

**ORDERS**

Meritorious Society employees (Teaching/Non-teaching) will be entitled to leave as under with immediate effect:-

Sr. No	Type of Leave	Duration	Remarks	Sanctioning Authority
a	Casual Leave	<b>Female Employees:</b> 20 days per year <b>Male Employees:</b> a) 10 days per year upto service of 10 years. b) 15 days per year upto service of 10-20 years. c) 20 days per year after completion of service of 20 years.	Not more than 3 days in a month	Principal
b	Maternity Leave	180 days with pay	Sanction to hire temporary teachers during period of Maternity leave as per pay of post sanctioned	Principal
c	Earned Leave	<b>For Teaching Staff</b> 8 Days/year, the leave will lapse at the end of every year and not entitled for encashment. <b>For Non-Teaching Staff</b> Leave is earned at the rate of 1/24 <sup>th</sup> of the period spent on duty, during the first 10 years of service, 1/18 <sup>th</sup> of the period spent on duty during the next 10 years of service; and 1/12 <sup>th</sup> of the period spent on duty, thereafter. The leave will lapse at the end of every year and not entitled for encashment.	-	Project Director
d	Leave without pay for any other reasons including Medical	15 days	Maximum in a year	Project Director

3. This order supersedes all other orders/instructions on the subject issued from time to time.

Date:09.01.2018

Secretary to Government of Punjab  
Department of School Education

Endst No. MS/346/Leave Policy/2018/161-66

Date:15.01.2018

A copy of the above is forwarded to the following for information please:-

1. Hon'ble Minister of State for Higher Education & School Education, Punjab, Civil Secretariat, Chandigarh.
2. Principal Secretary to Hon'ble Chief Minister, Punjab. Civil Secretariat, Chandigarh.
3. Senior Advisor to Hon'ble Chief Minister, Civil Secretariat, Chandigarh.
4. Secretary, School Education, Punjab.
5. Director General School Education, Punjab.
6. All Principals, Meritorious Schools

Project Director  
Meritorious Society

Internal: Accounts Section