

m 5/2022/8292/16

DIRECTOR OF PUBLIC INSTRUCTION (SECONDARY EDUCATION),
PUNJAB,

(Block-E, 4th Floor, Complex Punjab School Education Board, Phase-8,
SAS Nagar, Mohali - 160062.)
(Secondary Education Branch)

To

All District Education Officers
(SE/EE), Punjab.

Memo No. DPISDUOHDAY/1/2020-SECONDARY EDUCATION-DPISDUOHDAY/1/2020-80912
Dated: 04-06-2021

Subject : Grant of vacation to the non-teaching staff working in government
rungschools.

Kindly refer to the subject cited above.

References are being received with regard to regular attendance of
non-teaching staff like Clerks, SLAs, Peons etc in summer vacation of
governmentschools.

2.0 In this regard, it is clarified that the non-teaching staff like Clerks,
SLAs, Peons etc. are entitled to the benefit of full earned leave as per their
entitlement, hence such personnel cannot be treated to have worked in the
vacation Department. Whereas, as per provisions contained in Rule 8.1.17 of the
Punjab CSR Volume-I, Part-I, the teaching staff working in government schools
in entitled to only eight days earned leave for each completed year of service.
Therefore, all Non-teaching staff working in schools is supposed to attend duty in
routine as well in vacation.

3.0 However, in case any member of non-teaching staff insists upon not
attending his/her duties in summer vacation, he/she may avail such vacation but
subject to the condition that in the next one year such staff members shall not be
entitled to any earned leave and entry to this effect shall be made in his service
book.


Director of Public Instructions
(S.E) Punjab

ਦਫਤਰ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈ.ਸਿ.) ਲੁਧਿਆਣਾ

ਪਿ.ਅੰ.ਨੰ.: - ਅ-5/2022/ਫਟਕਲ/16 (੧੫੦) 2022-140751
ਮਿਤੀ, ਲੁਧਿਆਣਾ: - 13-06-2022

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਐ.ਸਿ.) ਲੁਧਿਆਣਾ

2. ਸਮੂਹ ਪ੍ਰਿੰਸੀਪਲਜ਼/ਮੁੱਖ ਅਧਿਆਪਕ/ਇੰਚਾਰਜ ਸਸਸਸ/ਸਹਸ/ਸਮਸ ਜਿਲ੍ਹਾ ਲੁਧਿਆਣਾ

ਚਕਰੀ ਮੁਖੀ
ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈ.ਸਿ.) ਲੁਧਿਆਣਾ 13/06/22
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