

Government of Pakistan

FEDERALLY ADMINISTERED TRIBAL AREAS
DEVELOPMENT AUTHORITY



NOTIFICATION

Peshawar, the 24th September, 2010

No. Secy/FDA/5-90/2010. In exercise of powers conferred by section 40 of the FATA Development Authority Regulation, 2006, the Board of Directors of the FATA Development Authority with the approval of the Governor Khyber Pakhtunkhwa, is pleased to make the following Standing Order, namely: -

“The FATA Development Authority Employees (Leave) Standing Order, 2010”

1. Short title, commencement and application: (1) This Standing Order shall be called the Federally Administered Tribal Areas Development Authority Employees (Leave) Standing Order, 2010.

(2) They shall come into force at once.

(3) They shall apply to all employees of the Authority except those who are paid out of contingencies or employed on daily wage basis.

2. Definitions: -

(i) “Authority” means the Federally Administered Tribal Areas Development Authority established under the Federally Administered Tribal Areas Development Authority Regulation, 2006.

- (ii) “Authorized Medical Attendant” means a registered medical practitioner appointed by the Authority as such under the provisions of the “FATA-DA Employees (Medical Attendance) Rules, 2009.”
- (iii) “Board” means the Board of Directors of the Authority constituted under section 5 of the Regulation.
- (iv) “Chief Executive” means the Chief Executive of the Authority appointed under sub-section (1) of section 5 of the Regulation.
- (v) “Competent Authority” means an authority competent to sanction leave as prescribed in this Standing Order.
- (vi) “Employee” means a person who is holding a post in the Authority or is appointed on regular or contract basis in the Authority.
- (vii) “Leave salary” means the monthly amount paid to an employee on leave.
- (viii) “Regulation” means the Federally Administered Tribal Areas Development Authority Regulation, 2006.
- (ix) “Secretary” means the officer as defined in the “FATA-DA Rules of Business, 2007.”

Part – I

(General Provisions)

3. **Gazetted holidays:** All gazetted holidays and such other holidays as notified by the Govt. shall be admissible to the Authority employees with

full salary.

4. **Leave on Pro-rata basis:** (1) The total admissible leave on a/c of Annual Leave, Sick Leave, Maternity Leave & Special Leave shall be for service of ten months during a financial year and the employees having service less than the prescribed period, shall be entitled to leave on pro-rata basis.

(2) No leave shall be earned during the period of leave.
5. **Combination of Leave:** An employee shall not be allowed to combine two kinds of leave at a time except in very rare cases at the discretion of the Chief Executive.
6. **Unauthorized absence:** For absence without leave for a total period of 20 days or 10 consecutive days at a time in a year, the employee may be considered for termination of service of the Authority.

Part – II

(Annual Leave, Sick Leave & Maternity/Special Leave)

7. **Admissibility of Annual Leave:** (1) Subject to sub-para (4) of Para 10 of this Standing Order, Leave shall be earned by an employee only on full pay. It shall be thirty days per annum for the period of duty rendered and shall be credited to leave account as “Leave on full pay”.

(2) The basis for earning of leave shall be a financial year beginning from 1st July and ending on 30th June.
8. **Lapse of Leave:** (1) Any kind of leave admissible under this Standing Order shall be availed upto 30th June of the successive year, but may be extended upto 30th September with the approval of the Chief Executive.

The Annual leave or any other kind of leave not applied for or sanctioned on or before 30th June, * shall be accumulated upto 365 days except for those employed on project post.

(2) Every employee shall submit in July, a plan for annual leave for consideration and approval of the competent authority.

(3) The competent authority may allow leave in deviation of the leave plan with mutual consent of the employee.

(4) An employee may avail 50% of the annual leave during first half of the fiscal year with the approval of the competent authority.

* (5) The Authority shall provide the encashment of leave upto the Maximum of 365 days in lieu of LPR on retirement provided such leave is available at his credit.

9. Leave to be applied for in terms of days: (1) Leave shall be applied for, expressed and sanctioned in terms of days.

(2) The Annual Leave may be applied for and sanctioned for any reason.

(3) There shall be no need to indicate the reason for such leave, except for sick leave, maternity leave & special leave.

10. Sick Leave: (1) Sick leave with full pay shall be admissible to an employee during a calendar year upto a maximum of ten days, outside his Annual Leave Account, on the basis of medical certificate from an authorized medical attendant as defined in the FATA-DA Employees Medical Attendance Rules, 2009;

Provided that no medical certificate shall be required for a medical

* Amendment No. 1: Approved in 24th Meeting of BoD held on 19/03/2012.

leave upto two days. However, the employee shall ask the competent authority for such sick leave immediately.

(2) Sick leave may be allowed on pro-rata basis for a portion of the service in the year in terms of Para 4 of this Standing Order.

(3) Subject to sub-para (4), any sick leave over & above ten days, shall be debited to the Annual Leave Account of the employee.

(4) In case of prolonged sickness or hospitalization or an accident, the employee shall be entitled to absence from his duty on account of sick leave subject to production of medical certificate from the authorized medical officer, upto three months (90 days), outside the Annual Leave Account, and exclusive of sick leave admissible under sub-para (1) and sub-para (3), as under: -

- (i) First 30 days leave with full pay (gross salary).
- (ii) For next 20 days leave on half pay (gross salary); and
- (iii) Beyond the 50 days and upto 90 days, without pay;

Provided further that that if the total period of hospitalization or treatment for accident extends beyond three months, the employee may be considered for termination of his service by the appointing authority. In such a case terminal benefits (gratuity etc) shall, however, be admissible to him.

11. Leave Salary: (1) Leave salary admissible during leave on full pay shall be equal to the rate of pay drawn on the day immediately before the beginning of the leave.

(2) An employee shall be entitled to the leave pay at the revised rates of pay if a general revision in pay of the Authority employees takes place

or an annual increment occurs during the period of leave of the employee.

- 12. Maternity Leave & Special Leave to Female Employees:** (1) Maternity Leave may be granted on full pay, outside the Annual Leave Account, to a female employee, upto maximum of ninety days in all, from the date of its commencement or forty two days from the date of confinement whichever is earlier.
- (2) Such leave shall be admissible to an employee on the submission of a medical certificate from the authorized medical attendant.
- (3) Such leave may not be granted for more than twice in the entire service of a female employee. The employee shall submit application 105 days prior to the expected delivery date.
- (4) For confinement beyond the 2nd one, the female employee will have to take leave from her normal annual leave account; or without pay.
- (5) A special leave upto 42 days shall also be admissible on full pay to a female employee, in case of miscarriage, delivery of twins & difficult delivery, outside the Annual Leave Account, as certified by an authorized medical officer.
- 13. Leave when starts and ends:** - Leave may commence from the day following that on which an employee hands over the charge of his post and may end on the day preceding that on which he assumes duty.
- 14. Recall from leave:** - (1) If an employee is recalled to duty compulsorily from leave of any kind that he is spending away from his headquarters, with the prior approval of the competent authority, he may be granted a single return fare plus daily allowance as admissible on tour from the station where he is spending his leave, to the place where he is required to report for duty.

(2) In case the employee is recalled to duty at his headquarters and his remaining leave is cancelled, the fare then admissible, shall be for one journey.

15. **Employee on leave not to join duty without permission before its expiry:** - Unless permitted to do so by the leave sanctioning authority, an employee on leave may not return to duty before the expiry of the period of leave granted to him.
16. **Leave due may be granted on abolition of post etc:** - When a post is abolished leave due to the employee whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.
17. **Manner of handing over charge when proceeding on leave etc:** - An employee proceeding on annual or maternity leave shall hand-over the charge of his post and if he is in pay scale 16 or above, he shall, while handing over charge of the post, sign the charge relinquishment report.
18. **Assumption of charge on return from leave etc:** - (1) An employee, on return from annual or maternity leave, shall submit arrival report for duty to the authority that sanctioned the leave, and assume the charge of the post to which he is directed by that authority unless such direction has been given to him in advance.

(2) In case he is directed to take charge of a post at a station other than the station from where he proceeded on leave, travel expenses as on transfer shall be payable to him.
19. **Leave to lapse when employee quits service:** - All leave at the credit of an employee shall lapse when he quits service.
20. **Application and sanction for leave:** - (1) An application for annual

leave or for extension of leave must be made in writing to the authority competent to sanction leave on the prescribed [Form No. 1](#) (attached with this Standing Order), and should be submitted through the immediate officer in-charge.

(2) Before the leave is sanctioned, a report on the admissibility of leave shall be obtained from the A.M (Admn) on the leave application of an employee in BPS-1 to BPS 15; while such a report will be obtained from the A.M (Pre-audit) in r/o employees in BPS-16 and above.

(3) An employee shall not proceed on leave until it has formally been sanctioned and communicated to him;

Provided that if, in circumstances beyond his control, it was not possible to obtain previous sanction, the leave may be sanctioned if the authority competent to sanction leave is satisfied that it was not possible for the employee to obtain sanction before date of availing leave.

(4) When an employee submits a medical certificate for grant of leave, the certificate shall be by an authorized medical attendant as per [Form No. 2](#) attached to this Standing Order.

(5) No employee who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness as per [Form No. 3](#) attached to this Standing Order.

21. Leave accounts to be maintained: - (1) The Assistant Manager (Admn) shall maintain Leave Accounts of employees in BPS-1 to BPS-15, as a part of his service book, in the prescribed forms, while the Assistant Manager (Pre-audit) shall maintain the leave account in respect of the employees in BPS-16 and above.

(2) Leave accounts in respect of Annual Leave, Sick Leave, Maternity

Leave and Special Leave may be separately maintained in [Forms 4, 5, 6,](#) and [7](#) respectively, attached with this Standing Order.

22. Competent authority for sanction of leave: - All Leave except Casual Leave, as admissible to an employee under this Standing Order, may be sanctioned by the following authorities, and shall be notified accordingly:-

- (i) For employees in BPS-17 and above : Chief Executive
- (ii) Employees in BPS-16 and below : Secretary

23. Leave not admissible during suspension: - Leave shall not be granted to an employee under suspension.

***23A. Leave Ex-Pakistan** (1) An employee desirous to leave Pakistan shall apply two weeks before date of availing the leave, and Ex-Pakistan Leave shall be debited to the Annual Leave Account of the employee. The Chief Executive is the competent authority to sanction leave Ex-Pakistan to all employees of the Authority.

(2) The Chief Executive may sanction Ex-Pakistan Leave to deputationist for 40 days for Umra, Hajj and other visit.

Part – III

(Casual Leave)

24. Maximum amount of Casual Leave in a year: - (1) Casual Leave to an employee shall be admissible for the maximum period of twenty days in a calendar year; Provided that at a time only two days leave shall be admissible to him.

(2) Such leave shall not be debited to the Annual Leave Account of the

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employee, specified in Para 7.

(3) A proper account of casual leave shall be maintained by the controlling officer of the employee, showing leave availed and balance at the end of the calendar year.

25. Authorities competent to sanction casual leave: - The casual leave to employees of the Authority shall be granted by the following authorities: -

- * (a) General Managers and : Chief Executive officers in BS-19 reporting to Chief Executive.
- * (b) Managers : Concerned G.M.
- * (c) Assistant Managers/Agency : Concerned Managers Coordination Officers
- * (d) Employees in BS-1 to 16 : Concerned Assistant Managers or immediate officers in BS-17 and above.

26. Relaxation: - The Board may in a case of hardship, relax any of the provisions of this Standing Order;

Provided that such relaxation shall not reduce any benefit available to an employee under this Standing Order.

Sd/xxx
Attaullah Khan
Chief Executive, FATA-DA

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Application for Leave

Notes: Item 1 to 9 must be filled in by all applicants.

1. Name of applicant.
2. Post held (with BPS).
3. Office/Department.
4. Monthly pay & Pay scale of the applicant.
5. Leave Paras applicable.
6. Nature of leave applied for.
7. Period of leave in days.
8. Particular Para/Paras under which leave is admissible.
9. (i) Date of return from last leave.
(ii) Nature of leave.
(iii) Period of leave availed (in days).

Dated: -

Signature of applicant.

10. Remarks and recommendation of the Controlling officer
11. Certified that leave applied for is admissible under Para of the FATA-DA Employees (Leave) Standing Order, 2010, and necessary conditions are fulfilled.

Dated: -

Signature
Designation

12. Report of A.M (Admn)/A.M (Pre-audit) regarding availability of leave.

Dated: -

Signature
Designation

13. Orders of the sanctioning authority certifying that on the expiry of leave the applicant is likely to return to the same post or another post carrying the same pay scale.

Dated: -

Signature
Designation of the sanctioning Authority

Form of Medical Certificate

Signature of applicant.....

Medical Certificate for FATA-DA Employees Recommending for Leave or Extension in leave.

I,.....after careful personal examination of the case, hereby certify that Mr./Mrs.whose signature is given above, is suffering from.....; and I consider that a period of absence from his duty for..... days with effect from..... is absolutely necessary for the restoration of his health.

Authorized Medical Attendant

or

Other Registered Medical Practitioner

Form of Medical Certificate of Fitness to Return to Duty

I,do hereby certify that I have carefully examined Mr. /Mrs. of the FATA Development Authority, and find that he has recovered from his illness and is now fit to resume duties in the Authority. I also certify that before arriving at this decision I have examined the original medical certificate(s) and statement(s) of the case (or certified copies thereof) on which leave was granted or extended, and have taken these into consideration in arriving at my decision.

Dated, the.....

Authorized Medical Attendant

or

Other Registered Medical Practitioner

Annual Leave Account

Name.....

Designation.....

Office/Department.....

Period of duty during the year			Total Annual Leave Earned/ admissible	Annual Leave availed during the year			Leave debited to Annual Leave Account on a/c of sick leave
(1)	(2)	(3)		(4)	(5)	(6)	
From	To	Months	Days	From	To	Days	Days

Note: The balance leave available in column 10 shall lapse at the end of the year.

Sick Leave Account

Name.....

Designation.....

Office/Department.....

Period of duty during the year			Total Sick Leave admissible during the year	Sick Leave availed during the year, against column (4)			Sick Leave debited to Annual Leave Account
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
From	To	Months	Days	From	To	Days	Days

Note: The balance leave available in column 10 shall lapse at the end of the year.

Maternity Leave Account

Name.....

Designation.....

Office/Department.....

Period of duty during the year			Total Maternity Leave admissible during the year	Maternity leave availed during the year, against column (4).			Maternity Leave debited to Annual Leave Account	T
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
From	To	Months	Days	From	To	Days	Days	

Note: The balance leave available in column 10 shall lapse at the end of the year.

Special Leave Account

Name.....

Designation.....

Office/Department.....

Period of duty during the year			Total Special Leave admissible during the year	Special Leave availed during the year			Special Leave debited to Annual Leave Account
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
From	To	Months	Days	From	To	Days	Days

Note: The balance leave available in column 10 shall lapse at the end of the year.