

# ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਜਰਨਲ ਸਕੂਲ ਸਿੱਖਿਆ, ਪੰਜਾਬ-ਕਮ-ਮੈਬਰ ਸਕੱਤਰ

## ਪੰਜਾਬ ਆਈ.ਸੀ.ਟੀ. ਐਜੂਕੇਸ਼ਨ ਸੋਸਾਇਟੀ (ਪਿਕਟਸ)

ਪੰ.ਸ.ਸਿ. ਬੇ. ਕੰਪਲੈਕਸ, ਈ-ਬਲਾਕ, 5ਵੀਂ ਮੰਜਿਲ, ਫੇਜ਼ 8, ਮੁਹਾਲੀ (ਫੋਨ. 0172-5212313)

ਵੱਲ

ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈ.ਸਿ.)

ਪੰਜਾਬ।

ਪੱਤਰ ਨੰ. 5/6-ICT-2025/E-922475/234917

ਮਿਤੀ: 13-08-2025

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਆਈ.ਸੀ.ਟੀ. ਐਜੂਕੇਸ਼ਨ ਸੋਸਾਇਟੀ (ਪਿਕਟਸ) ਅਧੀਨ ਕੰਮ ਕਰਦੇ ਸਟਾਫ਼ ਦੀਆਂ ਛੁੱਟੀਆਂ ਸਬੰਧੀ।

ਹਵਾਲਾ: ਇਸ ਦਫਤਰ ਵੱਲੋਂ ਮਿਤੀ 15.09.2017 ਅਤੇ ਇਸ ਉਪਰੰਤ ਛੁੱਟੀਆਂ ਨਾਲ ਸਬੰਧਤ ਸਮੇ-ਸਮੇ ਤੇ ਜਾਰੀ ਪੱਤਰਾਂ ਦੀ ਲਗਾਤਾਰਤਾ ਵਿੱਚ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਮਿਤੀ 15.09.25017 ਨੂੰ ਜਾਰੀ ਪੱਤਰ ਅਨੁਸਾਰ ਪਿਕਟਸ ਸੋਸਾਇਟੀ ਅਧੀਨ ਕੰਮ ਕਰਦੇ ਸਟਾਫ਼ (ਟੀਚਿੰਗ ਅਤੇ ਨਾਨ-ਟੀਚਿੰਗ) ਨੂੰ ਮਿਲਣਯੋਗ ਛੁੱਟੀਆਂ ਵਿੱਚ ਸੇਧ ਕਰਦੇ ਹੋਏ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਇਹ ਛੁੱਟੀਆਂ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਸੋਸਾਇਟੀ ਅਧੀਨ ਰੈਗੂਲਰ ਹੋਣ ਦੀ ਮਿਤੀ ਤੋਂ ਮਿਲਣਯੋਗ ਹੋਣਗੀਆਂ, ਛੁੱਟੀਆਂ ਦਾ ਵੇਰਵਾ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹੈ:-

Sr. No.	Kind of Leave	Days
1	Casual Leave	Female employees: 20 days per year Male employees: (a) 10 days per year upto service of 10 yrs (b) 15 days per year upto service of 10-20 yrs (c) 20 days per year after completion of service of 20 yrs
2	Maternity Leave	180 days with pay
3	Earned Leave	For Teaching Staff 8 Days/Year  For Non Teaching Staff Leave is earned at the rate of 1/24th of the period spent on duty, during the first 10 years of service, 1/18th of the period spent on duty during the next 10 years of service; and 1/12th of the period spent on duty, thereafter.  The leave will accumulate and not entitled for encashment.
4	Half Pay Leave	Half Pay Leave is extended from 15 Days to 20 Days/ Year.  The leave may be commuted on medical ground maximum 240 days during entire service and in such cases double the number of HPL will be debited to the HPL accounts.  The leave will accumulate and not entitled for encashment.
5	Abortion Leave	Six weeks, As per Section 9 of MATERNITY BENEFIT ACT 1961.
6	Adoption leave	Twelve Weeks, As per Section 3 (B) (4) of THE MATERNITY BENEFIT (AMENDMENT) ACT 2017.

ਇਸ ਤੋਂ ਇਲਾਵਾ ਹੇਠ ਲਿਖੀਆਂ ਛੁੱਟੀਆਂ ਮੌਜੂਦਾ ਸਮੇਂ ਤੇ ਮਿਲਣਯੋਗ ਹੋਣਗੀਆਂ:-

1	Paternity Leave	(1) A male employee having less than two surviving children, may be granted Paternity Leave upto a maximum of 15 days (after commuting half pay leave of 30 days).  (2) Such leave shall be admissible during the confinement of his wife for childbirth, i.e. upto 15 days before or upto 15 days after the date of delivery of the child.  (3) During the period of such leave, the employee shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave.
---	-----------------	---

		<p>(1) A woman Employee having minor children below the age of eighteen years, may be granted Child Care Leave for a maximum period of one year (i.e. 365 days) during her entire service for taking care of two eldest surviving children, whether for rearing or to look after any of their needs such as examination, sickness and the like, on production of a documentary proof.</p> <p>(2) Such leave may be granted in more than one spells, but it shall not be granted in more than three spells in a calendar year. However, it shall not be granted for a period of less than fifteen days.</p> <p>(3) If the exigencies of public service so require, the authority empowered to grant leave, may refuse to sanction leave to employee or may cancel the leave already sanctioned in any case.</p>
2	Child Care Leave	<p>(4) Child Care Leave shall be sanctioned as in the case of earned leave and no employee shall proceed on such leave without obtaining prior approval of the competent authority.</p> <p>(5) Child Care Leave shall not be granted under any circumstances to the employee, who remains on an unauthorized absence from duty and applies for it.</p> <p>(6) During the period of such leave, the employee shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave.</p> <p>(7) This Leave shall not be debited against the regular leave account of the employee. However, a separate Leave Account for this Leave shall be maintained in a performa, as may be specified and the entries relating to this Leave shall be made in the Service Book of the concerned employee.</p> <p>(8) Child Care Leave shall not be sanctioned in the case of a woman employee,—  (a) against whom a disciplinary proceeding has been instituted or who is under suspension; or  (b) who is under probation period:  Provided that an authority empowered to grant leave may grant leave to such employee after considering a medical certificate, countersigned by a medical authority not below the rank of Civil Surgeon, to the effect that the minor child is suffering from some serious ailment which warrants mother's immediate personal care; or</p>
		<p>(9) Leave already availed or being availed of by a employee shall, under no circumstances, be converted into Child Care Leave.</p> <p>Clarification.—  (i) Child Care Leave in connection with the examination or illness of a minor child living abroad, shall be sanctioned on the basis of a certificate issued in this regard by the concerned educational institution or by an authorized doctor, as the case may be. The woman employee, who avails Child Care Leave in respect of a minor child living abroad, shall have to comply with all the rules/instructions for proceeding on ex-India leave and eighty per cent period of such leave shall have to be spent in the country where the child is living;  (ii) before Child Care Leave is sanctioned relating to the examination of a minor child, who lives in a hostel in India or abroad, the employee shall have to clarify how the needs of such a minor child will be looked after by her;  (iii) a spell, which begins during a calendar year and ends in the next calendar year, shall be deemed as a spell pertaining to the calendar year in which the spell begins.</p>

ਨੋਟ:- ਪਿਕਟਸ ਸੇਸਾਇਟੀ ਅਧੀਨ ਠੇਕੇ ਦੇ ਅਧਾਰ ਤੇ ਕੰਮ ਕਰ ਰਹੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਛੁੱਟੀਆਂ ਪਹਿਲਾਂ ਜਾਰੀ ਹੋਣੇ ਪੱਤਰਾਂ ਅਨੁਸਾਰ ਮਿਲਣਯੋਗ ਹੋਣਗੀਆਂ।

ਅਰਵਿੰਦ ਕੁਮਾਰ ਐਮ.ਕੇ., ਆਈ.ਏ.ਐਸ.  
ਡਾਇਰੈਕਟਰ ਜਰਨਲ ਸਕੂਲ ਸਿੱਖਿਆ, ਪੰਜਾਬ  
-ਕਮ-ਮੈਂਬਰ ਸਕੱਤਰ, ਪਿਕਟਸ

ਮਿਤੀ: 13-08-2025

ਪਿੱਠ ਅੰਕਣ ਨੰ.: ਉਕਤ

ਉਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਸਮੂਹ ਸਕੂਲ ਮੁਖੀ, ਪੰਜਾਬ।
2. ਸਮੂਹ ਪ੍ਰੋਜੈਕਟ ਕੁਆਰਟਰਮੈਂਟਰ, ਪਿਕਟਸ।
3. ਵਿੱਤ ਸ਼ਾਖਾ, ਮੁੱਖ ਦਫਤਰ, ਪਿਕਟਸ।

13.08.25  
ਡਿਪਟੀ ਸਟੇਟ ਪ੍ਰੋਜੈਕਟ ਡਾਇਰੈਕਟਰ,  
ਪੰਜਾਬ ਆਈ.ਸੀ.ਟੀ. ਐਜੂਕੇਸ਼ਨ ਸੁਸਾਇਟੀ

ਦਫਤਰੀ ਨਿਯਮਾਂ ਅਨੁਸਾਰ (ਸੰਖਿ) ਪਹਿਲਾਦ  
ਮਿਤੀ 13-8-25

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਸਮੂਹ ਸਕੂਲ ਮੁਖੀ/ਪ੍ਰੋਜੈਕਟ ਕੁਆਰਟਰਮੈਂਟਰ ਤੋਂ ਮਾਰਦੇ ਹੋਏ  
ਕਾਰਵਾਈ ਲਿਖੇ ਭੇਜਿਆ ਜਾਵੇਗਾ।

13/8/25  
ਜ਼ਿਲਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸ)  
ਪਟਿਆਲਾ