



**GOVERNMENT OF THE PUNJAB  
HIGHER EDUCATION DEPARTMENT**  
Dated Lahore the 17<sup>th</sup> April, 2024

**NOTIFICATION**

NO. SO(Admn-I)5-40/2008. In supersession of all previous orders and in pursuance of Rule 4 (2) and 10 of the Punjab Government Rules of Business 2011, the officers of this department mentioned in column 4 are authorized to dispose of the following cases / official business in the manner and to the extent specified below:-

Sr. No.	Nature of Power	Extent of Power	Delegation as per Notification dated 2010
1	2	3	4
1.	Issuance of appointment order to selectees.	<u>Teaching Cadre</u> Posting Orders / Notification	Will be issued in the name of Secretary, HED with the approval of Special Secretary, HED
2.	Nominations of officers as representative of Department to assist the "Punjab Public Service Commission" in recruitment cases.	Full Power	AS (E&G)
3.	Posting & Transfer.	<u>Non-Secretariat / Non-Teaching Staff</u> BS-01 to BS-16 i. Within Division. ii. Inter Division. <u>Teaching Staff</u> i. BS-17 & 18 ii. BS-19 & above and Admin Posts	i. Director Education (C), concerned. ii. DPI (Colleges), Punjab  i. Special Secretary, HED (Except Admin Posts) ii. Secretary HED
4.	Posting and transfer of Officers/ Ministerial staff within the Higher Education Secretariat.	<u>Secretariat Staff</u> i. BS-1 to BS-16 ii. BS-17 & 18 iii. BS-19	i. DS (G). ii. Special Secretary HED iii. Secretary HED

5.	Extension in the joining time subject to Rules ibid: a) Transfer Cases.  b) Fresh appointment.	<u>Non-Secretariat</u> i. BS-01 to BS-16  ii. BS-17 & above  i. BS-1 to BS-16. ii. BS-17 & BS-18  iii. BS-19 & above	i. Transferring authority concerned  ii. AS (E&G)  i. Appointing authority concerned. ii. AS (E&G)  iii. Special Secretary HED
6.	Relieving of the officials / Officers of the Department including relieving in absentia.	<u>Secretariat Staff</u> i. BS-1 to BS-16  ii. BS-17 & above.  <u>Non Secretariat Staff</u>  Full Power	i. AS (E&G)  ii. Special Secretary HED  Transferring authority concerned.
7.	Adjustment for the purpose of drawl of salary.	i. BS-01 to BS-15  ii. BS-16& above	i. Appointing authority concerned  ii. DS concerned.
8.	Cases of seniority disputes and publication of seniority list pertaining to BS-17 and above.	Full Power	DPI (Colleges), Punjab, Lahore
9.	Up-gradation/down-gradation of posts on reciprocal basis.	Full Power	Special Secretary HED after issuance of orders by Establishment Wing.
10.	Shifting of posts.	Full Powers for abolishment and for sending reference to FD for creation of post	AS(P&B)
11.	Conversion of posts.	Full Power	Special Secretary HED
12.	Sanction and encashment of LPR on completion of service qualifying for pension.	For BS-17 to BS-19  For BS-20	DPI (Colleges)  AS(P&B)
13.	Conferment of DDO's powers.	<u>Secretariat Staff</u> Full Power <u>Non Secretariat Staff</u> i. Upto six months. ii. Upto next six months (one year) iii. Beyond one year.	Secretary, HED  i. Director of Education (C) concerned. ii. DPI (C), Punjab. iii. Spl. Secretary.

14.	Final payment of G.P. Fund to the retired/retiring employees.	<u>Secretariat Staff</u> i. BS-1 to 15 ii. BS-16 & above  <u>Non Secretariat Staff</u> Full Power	i. DS (G) ii. AS(E&G)  Cases of final payment of GPF be forwarded to the AG Punjab / accounts officers concerned by the DPI (colleges) without reference to HED.
15.	Withdrawal of G.P Fund with condition of age 50 years and above.	i) BS-1 to BS-15 ii) BS-16 to BS-17 iii) BS-18 & above	i. Appointing authority Concerned. ii. Director concerned. iii. DPI (C), Punjab
16.	Loan, Advances, house building advances house purchase advance and house repair advance etc. on earmarking of funds by AG Punjab & on advice of FD.	<u>Secretariat Staff</u> i) All kinds of advances upto BS-17 ii) For BS-18 & above <u>Non Secretariat Staff</u> i) All kinds of advances BS-17 to BS-20	i) DS (G) ii) AS (E&G) i) DPI (Colleges), Punjab
17.	Sanction of TA/DA.	<u>Secretariat Staff</u> Full Power i) Upto BS-17 ii) BS-18 & above  <u>Non Secretariat Staff</u> According to T.A / D.A Rules	i. AS (E&G) ii. Special Secretary HED  Officer concerned
18.	Permission to perform journey beyond jurisdiction.	i. BS-16 to BS-18 ii. BS-19 iii. BS-20 and above	i. DPI (C), Punjab ii. AS(E&G) iii. Special Secretary HED
19.	Confirmation of HED employees of BS-17 to 20.	In accordance with Rules and Regulations and with the permission of Competent Authority	Special Secretary HED
20.	Nominations to attend Seminars/ Workshop Boards etc.	i. Out of Country ii. Within the country.	i. Secretary HED. ii. DPI (C).
21.	Re-Imbursement of medical charges.	<u>Secretariat Staff</u> i) Up to Rs. 50,000/- ii) Upto Rs. 100,000/- In each case	i). DDO/SO(G) ii). DS(G)

		iii) Upto Rs. 200,000/- in each case iv) Up to Rs. 1.5 million in each case.  <u>Non Secretariat Staff</u> I) Up to Rs. 50,000/- ii) Upto Rs. 100,000/- in accordance with the instructions made by Health Department. iii) Upto Rs. 200,000 in each case. iv) Upto Rs. 1. million in each case. v) Upto Rs. 1.5 million	iii). AS(E&G) iv). Special Secretary, H.E.D.  I. DDO Concerned. ii. DS(B&F) iii. AS(P&B) iv. Special Secretary HED v. Secretary HED
22.	Re-appropriation of College funds.	i) Upto Rs 0.5 million ii) Upto Rs. 1 million iii) Above Rs. 1 million	i. Director (C) Concerned. ii. DPI (C) iii. Special Secretary HED
23.	Countersignature of No Demand Certificate / No enquiry certificate in connection with Pension Cases etc.	<u>Non-Secretariat</u> i. Upto Officers / officials of BS-17. ii. Upto BS-18. iii. BS-19 & above.	i. DPI(Colleges) ii. DS Concerned iii. AS (E&G)
24.	GP Fund Advance.	<u>Secretariat Staff</u> Full Powers  <u>Non-Secretariat Staff</u>  For employees of BS-1 to 15 (In accordance with the provisions of GP Fund rules and Instructions Issued there under from time to time).	DS (General).  Appointing Authority

25.	Sanction of leave ex-Pakistan and other kinds of leave.	<b>Secretariat Staff</b>	
		i. Upto 30 days to the officials of BS-1 to BS-4.	i. Section Officer (G).
		ii. Up to 90 days to the officials of BS-1 to BS-15.	ii. Deputy Secretary (G).
		iii. Upto 90 days to the officers of BS-16 to BS-17.	iii. AS (E&G)
		<b>Non-Secretariat</b>	
		All kinds of leave except ex-Pakistan leave, EOL and study leave:	
		i. Up to 89 days in 01 calendar year.	i. Director Concerned where substitute is not required otherwise DS Estt. Concerned.
		ii. Up to 120 days in one calendar year	ii. DPI (Colleges) Punjab where substitute is not required otherwise AS (E&G).
		iii. 120 days & up to 180 days	iii. AS (E&G)
		iv. 180 days and above	iv. Special Secretary HED
		<b>Ex-Pakistan Leave:</b>	
		i. Up to one year	i. Special Secretary HED
		ii. Above one year	ii. Secretary HED
		<b>Study Leave/EOL:</b>	
		i. Up to one year	i. Special Secretary HED
		ii. Above one year	ii. Secretary HED
26.	Referring Medical Board for Invalidation and disability leave etc.	i. BS-01 to BS-15	Appointing Authority
		ii. BS-16 and above	DPI (C)
27.	NOC for International Passport.	<b>Secretariat Staff</b>	
		Full Power	
		DS (General)	
28.	NOC for taking admission in M. Phil and Ph. D. Classes.	<b>Non-Secretariat</b>	
		i. Up to BS-15	
		ii. BS-16 & above.	
		<b>Secretariat Staff</b>	
		Full Power	
		DS (General).	

		<u>Non-Secretariat</u> i. Up to BS-16  ii. BS-17 & above.	i. DPI (Colleges).  ii. AS (E&G).
29.	Forwarding of applications for employment within or out of country.	<u>Secretariat Staff</u> BS-1 to BS-17.  <u>Non-Secretariat</u> i. BS-1 to BS-15.  ii. BS-16 and above	DS (General).  i) Appointing Authority concerned.  ii) DPI (Colleges)
30.	Court cases of all matters.	To submit replies, para wise comments, petitions, suits as approved by Competent Authority & to represent the department in all courts of law/tribunals/commissions.	Special Secretary HED in conjunction with DS concerned or Senior Law Officer
31.	Sanction to defend the cases at public expense/ parwise comments.	Full Power	Secretary, HED/ Special Secretary, HED as per provisions of Manual of Secretariat Instructions.
32.	Grant of Qualification allowance on attaining higher educational qualification.	<u>Non-Secretariat</u> i. Upto BS-15  ii. BS-16 & above	i. Director of Education concerned.  ii. DPI (Colleges)
33.	Admission on reciprocal basis.	Full Power	Special Secretary, HED
34.	Approval of books and magazines for purchase for libraries and educational institutions through appropriate committee.	<u>Secretariat.</u> Purchase of newspapers, periodicals and books etc. for officers.  <u>Non-Secretariat.</u> Approval of books and magazines for colleges & school libraries.	DS(G)  DPI (Colleges)
35.	Power to sanction earned leave without substitute to the officials of S&GAD working in the Higher Education Department Secretariat upto BS-15.	i) Upto 15 days.  ii) Upto 3 months	i. SO(G)  ii. DS(G)
36.	Acceptance of resignations.	i. BS-17 and BS-18  ii. BS-19 and above	i. Special Secretary HED  ii. Secretary HED
37.	Financial Assistance to the family of Civil Servants who died while in service.	Full Power	AS (B&F)

38. of obituary / retirement notification.	dispose of the cases / retirement	Full Power	Special Secretary, HED
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*Murkh  
Naveed*  
SECRETARY  
HIGHER EDUCATION DEPARTMENT  
17.04.24

**NO. & DATE EVEN:**

A copy is forwarded for information and necessary action to:-

1. The Director Public Instructions (Colleges), Punjab, Lahore.
2. All Directors of Education (Colleges) in Punjab.
3. All Deputy Secretaries / Section Officers in Higher Education Department.
4. PS to Secretary, Higher Education Department
5. PS to Special Secretary, Higher Education Department.
6. PAs to all Additional Secretaries, Higher Education Department.
7. Office order file.

*B. K. Gondal*  
17/04/24  
(BABAR KHAN GONDAL)  
SECTION OFFICER (GENERAL)



**GOVERNMENT OF THE PUNJAB  
HIGHER EDUCATION DEPARTMENT**

Dated Lahore, 17<sup>th</sup> March, 2025

**CORRIGENDUM**

**NO.SO(ADMIN-I)5-40/2008.** Pursuant to the amendments in the Revised Leave Rules, 1981 issued by the Govt. of the Punjab, Finance Department vide notification No.FD.SR.II/2-97/2019 dated 01.06.2023 and in partial modification of this department's earlier notification bearing same number dated 17.04.2024, the entry appearing at **Sr. No.12** is further clarified/elaborated as under:

Sr. No.	Nature of Power	Extent of Power	Authorized Officer to approve the cases
1.	Approval/grant/refusal of Leave Preparatory to Retirement (LPR) [Cases will be processed by Establishment Wing (Female/Male)]	BS-1 to BS-16	<b>Appointing Authority:</b> Deputy Director (Colleges) / Director of Education (Colleges) concerned / DPI (Colleges), Punjab, Lahore OR DPI (Colleges), Multan
		BS-17 to BS-18	<b>Appointing Authority:</b> Secretary, HED Whereas, approval will be granted by Special Secretary, HED
		BS-19 to BS-20	<b>Appointing Authority:</b> Chief Minister, Punjab
2.	Sanction of Leave Encashment	BS-01 to BS-16	Director of Education (Colleges) concerned
		BS-17 to BS-19	DPI (Colleges), Punjab, Lahore / DPI (Colleges), South Punjab, Multan
		BS-20	Additional Secretary (Planning & Budget), HED

**Note:** Remaining text of the above referred notification will remain same.

**SECRETARY  
HIGHER EDUCATION DEPARTMENT**

**No. & Date Even:**

A copy is forwarded for information and necessary action to:

- 1) Accountant General, Punjab, Lahore
- 2) Director Public Instruction (Colleges) Punjab, Lahore / Multan
- 3) All the Section Officers, Higher Education Department
- 4) All the Directors of Education (Colleges), in Punjab
- 5) All the Deputy Directors (Colleges), in Punjab
- 6) All the District Accounts Officers, in Punjab
- 7) Incharge MIS to upload the same on official website
- 8) PS to Secretary / Special Secretary, Higher Education Department
- 9) PS to Special Secretary, Higher Education Department, South Punjab, Multan
- 10) All PAs to Additional Secretaries, Higher Education Department
- 11) All PAs to Deputy Secretaries, Higher Education Department
- 12) Office order file

 17<sup>th</sup> March 2025  
for SECTION OFFICER (GENERAL)