OFFICE OF THE
INSPECTOR GENERAL OF POLICE
NATIONAL HIGHWAYS AND MOTORWAYS POLICE
MAUVE AREA, G-11/1, ISLAMABAD

NHMP-3(7)/2012/ 704 Islamabad 01st October, 2020

1. All Additional IsGP, NHMP.
2. All DIsG/Zonal Commander, NHMP.
3. All AIsG, NHMP.
4. The DIG/Commandant, Training College, NHMP, Sheikhupura.
5. SSP (Headquarters), NHMP, Islamabad.

Subject: **STANDARD OPERATING PROCEDURES- STANDING ORDER NO 01/2020**

In order to streamline leave matters as well as to provide equal opportunities to all NHMP employees (Uniformed & Non-uniformed), the Inspector General, National Highways and Motorway Police (NHMP) has been pleased to approve guidelines/ Standard Operating Procedures (SOPs).

2. The relevant booklet containing Standing Order bearing No. 01/2020 duly approved by IGP, NHMP is being forwarded to your good office with the request that the same may be implemented henceforth in letter and spirit. The instructions may kindly be widely circulated for information of officers / officials posted under your command.

3. This is issued with the approval of Inspector General, NHMP.

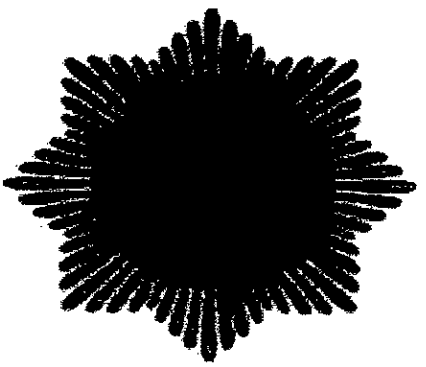
(Fazl-i-Hamid), PSP
Assistant Inspector General
Human Resource Management

Copies to:

- PSO to IGP, NHMP.
- Master file.

D: /Kafayat/Working-2020/DFA

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMUNICATIONS
NATIONAL HIGHWAYS & MOTORWAY POLICE



STANDARD OPERATING PROCEDURES

LEAVE POLICY

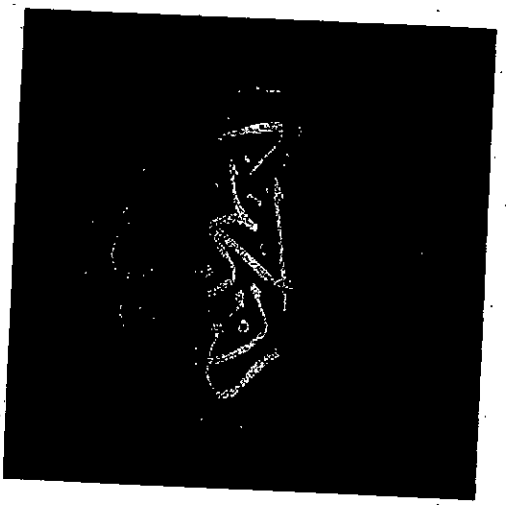
September 2020

Issued with the approval of

Dr. Syed Kaleem Imam
Inspector General
National Highways & Motorway Police

Prepared by:
Fazl-I-Hamid,
Assistant Inspector General (HRM),
NHMP, Islamabad

AL-QURAN



"Then when you have taken a decision,
Put your trust in Allah, certainly,
Allah loves those who put their trust (in HIM)."

(Surah Aal-e-Imran, verse 109)



Quaid's words of wisdom

"Think 100 times before you take a decision, but once that decision is taken, stand by it as one man"

(In 1937, following elections held under the new government of India Act)

1. Prelude:

i. National Highways and Motorway Police is an attached department of Ministry of Communications, as such, service matters of its employees are dealt with the laws, rules and policies framed by the Federal Government under the provision of Civil Servant Act-1973 and the rules framed thereunder known as Appointment , Promotion & Transfer (APT) Rues, 1973. In order to facilitate and streamlines the matters pertaining to leave of the employees, the Federal Government, has also issued a S.R.O 1313 (I)/80 dated 30 December,1980 generally known as "***The Revised Leave Rules,1980***". Being a Federal Department, the cases for grant of any kind of leave of NHMP employees are also considered under the revised leave rules-1980.

ii. However, on liberalization of leave policy, it is observed, that some officers /officials are trying to get undue advantage, resultantly, getting leave / earned leave on one and other pretext. In contrary, some deserving employees, are unable to get leave. Moreover, the jurisdiction of NHMP has considerably been increased and on the direction of the government, its force has even been deployed on those roads for which human resources have not yet been sanctioned. In such scenario, the department is facing shortage of staff, particularly in cadres of operational staff.

2. Aim and Objective:

In order to stream-line leave matters for the employees (Uniformed & Non Uniformed) , as well as to provide equal opportunity to all NHMP employees, following guidelines are being issued which will be strictly observed while granting/ recommending/forwarding the cases of any kind of long leave and particularly, Leave Preparatory to Retirement (LPR).

3. **Methodology for Implementation of Policy:**

i. Leave cannot be claimed as a matter of right, hence, the request for grant of any kind of leave will be considered in view of the requirement of applicant (s).

ii. The authority empowered to grant leave may refuse or revoke it in the interest of public service, or in accordance with any duly authorized disciplinary rules.

iii. At a time only 5 % officers/officials (***Uniform & Non- uniform***) shall be granted earned leave in a beat/ office under normal circumstances. In case the number of applicants are more than 5%, then, the Sector office shall maintain a waiting list of the officers/ officials requesting for leave.

iv. The request for grant of earned leave more than 120 days shall be referred to a committee, constituted at zonal level comprising of the following officers:-

- The Zonal Commander
- The Sector Commander
- The Chief Patrol Officer

v. The committee after thorough examination of the request of the officer requesting for leave beyond 120 days, in view of the genuineness of the need of applicant, shall make its recommendation, thereafter, the controlling officer shall forward the case to the authority empowered for its decision.

vi. The committee shall hold its meeting on monthly basis at Zonal level, regularly.

vii. Each application for earned leave shall be put up to the competent authority even if it is not recommended by the forwarding officer.

viii. Leave shall be granted with specific date of availing the same, failing which it shall have to be applied for again and shall be given only once in a calendar year.

ix. Request for extension in any kind of already granted leave shall not be considered in normal circumstances. Such, request shall also be considered by the respective committee, thereafter, it shall be routed with the specific recommendation of the committee to the respective empowered authority for its decision.

x. **60 days Earned leave** for appearance in the competitive exam shall be granted for examination and if written portion is qualified, then **30 days earned leave** will be granted for medical, psychological assessment and interview/ viva voce subject to the provision of documentary proof of qualifying the exam and schedule of medical, psychological assessment and interview/viva voce. Such leave will be granted only once in the officer's service in NHMP.

xi. Leave applied for on medical certificate shall not be refused and it shall be decided under the provision of Revised Leave Rules, 1980. The authority competent to sanction leave may, however, at its discretion, secure a second medical opinion by requesting the Civil Surgeon or the Medical Board to have the applicant medically examined.

xii. The request for grant of study leave shall be examined by the committee as mentioned, whether the request for grant of study leave is genuine and relevant or otherwise. Thereafter, in any case, the leave shall be forwarded to the empowered authority for its decision as per Revised Leave Rules-1980.

xiii. Upon return from the medical leave, the officer/official will submit a medical fitness certificate to the authority concerned.

xiv. If any officer applies for competitive exam leave and does not appear, he/she will stand permanently disqualified from such leave in future.

xv. The competency for grant of Ex-Pakistan leave for Hajj, Umrah/ZIARAAT, and upto 30 days Ex-Pakistan Leave for the officers / officials from BS-01 to 17 have been delegated to the Additional IsGP / Regional/ Zonal Commanders. Power to grant Ex-Pakistan leave for a period more than 30 days for BS-01-17 employees and all cases of Ex-Pakistan leave to officers in BS-18 and above rests with the IGP, NHMP which is decided on case to case basis.

xvi. **Only 21 days Ex-Pakistan leave** for performing UMRAH/ ZIARAAT and **45 days** for HAJJ, shall be granted out of earned leave record.

xvii. The request for grant of Ex-Pakistan leave shall be forwarded to the empowered authority alongwith CNIC & Passport Nos.

xviii. Since some officers submit application for grant of Leave Preparatory to Retirement upon completion of 25/30 year service rather than upon attaining the age of superannuation, just to avail long leave and after availing some portion of leave, they prefer applications for its withdrawal. Therefore, in order to curb this tendency, the cases of only those officers shall be recommended for grant of LPR who are going to retire upon attaining the age of superannuation. In case the officer intends to get volunteer retirement on completion of 25/30 years qualifying service, the committee shall examine the case and may recommend for grant of retirement alongwith leave encashment rather than grant of LPR.

xix. The matter for withdrawal of un-availed portion of earned leave, including
Ex-Pakistan, is covered under the Revised Leave Rules-1980, once, it has been withdrawn on the request of the officer /official, it cannot be restored. In case he/ she wants to avail the remaining portion of leave, a new application shall be submitted.

xx. It shall be ensured that the earned leave record is being updated and entry for grant of earned leave, is being made in Service Book and Personal File of the officers/officials.

xxi. In order to prepare an annual plan for grant of earned leave under the revised leave 1980, in the beginning of year, the employees who intend to get earned leave, may inform in writing to his senior about his planned leave. However, subsequently, he shall apply for in sufficient time for its approval.

xxii. Upon completion of the leave, the officer/official shall immediately report to his place of posting, otherwise, the concerned authority, shall initiate necessary disciplinary action, on account of unlawful absence.

OFFICE OF THE
INSPECTOR GENERAL OF POLICE
NATIONAL HIGHWAYS AND MOTORWAY POLICE
NHMP BUILDING G-11/1, MAUVE AREA ISLAMABAD

No. NHMP-3(7)/2012/830 Islamabad the 30th August, 2021

STANDING ORDER NO. 01/2021

In continuation to this office Standing Order bearing No. 01/2020 dated 30-09-2020 in addition to instructions/ guidelines already issued through NHMP, Leave Policy-2020, the following instructions/ guidelines shall also be observed while dealing the leave matters:-

i. On the death of husband of a female Civil Servant, **130 days Special Leave** (Iddat) with full pay from the date of death, may be granted to a female Civil Servant (uniformed/ non-uniform staff), outside of her earned leave account upon submission of Death Certificate or Application. The said leave shall be sanctioned by the respective Zonal Commanders, under intimation to Regional / CPO (HQ), Offices as well as an entry to this effect shall be made in personal record of the concerned female officer / official.

ii. In case an officer / official (uniformed / non-uniformed) on his request, is granted 365 days leave encashment, he will not made request for grant of any kind of earned leave including leave ex-Pakistan except for Umrah/ Hajj during leave encashment period. However, upon conversion of encashment leave into leave ex-Pakistan for Hajj / Umrah, the payment which he has drawn in lieu of encashment for that particulars days, will be deposited in the national exchequer.

iii. **Twenty (20) days earned leave** is admissible to a male / female Civil Servant, respectively, at the occasion of his/ her wedding ceremony. Such leave shall be debited against her/ his earned leave record. The leave will be sanctioned by the respective sanctioning authority, under intimation to all concerned and an entry to this effect shall be made in the personal record.

iv. **Fifteen (15) days earned leave** out of earned leave record, shall be granted to a Civil Servant for preparation of Section Officer Promotional Exam (SOPE) and **05 days** for interview if qualified written exam.

v. The earned leave account in respect of the officials BS-16 & below shall be maintained by the respective Human Resource Management branch of respective Region / Zone / Sector/ Office. Whereas, in respect of the officers of BS-17 & above, the account will be maintained by the accounts branch of concerned Region/ Zone/ Sector / office in consultation with the concerned AGPR office.

vi. The request for any kind of earned leave including leave encashment/ leave preparatory to retirement (LPR) shall be forwarded to the sanctioning authority alongwith earned leave account for its disposal.

vii. The leave shall be granted in days with specific dated of commencement and completion.

5. These instructions shall be followed strictly with immediate effect.

(ASGHAR ALI YOUSAFZAI) PSP
Deputy Inspector General (Headquarters)
NHMP, Islamabad.

Copies to:-

i. All Additional, Inspector General (s), NHMP.
ii. All DIsG/ Zonal Commanders, NHMP.
iii. The Commandant, NHMP Training College, Sheikhupura.
iv. All AIsG, National Highways & Motorway Police.
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