



# ٹریڈنگ کارپوریشن آف پاکستان (پرائیویٹ لمیٹڈ) Trading Corporation of Pakistan (Pvt) Limited

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## TCP's LEAVE RULES (CONSOLIDATED)

(A) The grant of leave to the directly recruited officers and members of the staff of TCP shall be governed by the following Rules:-

(I) WHEN LEAVE EARNED

All service rendered by an employee qualifies him to earn leave but no Leave shall be earned during the period of leave.

(II) EARNING AND ACCUMULATION OF LEAVE:

a) An employee shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of the period of duty rendered and credited to the leave account as "LEAVE ON FULL PAY". Duty period of fifteen days or less in a calendar month being ignored and those of more than fifteen days being treated as a full calendar month for the purpose.

b) If an employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete month shall be restricted to that admissible for one full calendar month only.

c) There shall be no maximum limit on the accumulation of such leave.

(III) LEAVE ON FULL PAY:

The maximum period of leave on full pay that may be granted at one time shall be as follows:-

- a) Without medical certificate ..... 120 days  
b) With medical certificate ..... 180 days

PLUS

c) On medical certificate from leave account in entire service .....12 months

NOTE:

- i) TCP modified its rules regarding Earned Leave / Sick Leave w.e.f. 01-03-1986 in the light of Federal Government Revised Rules, 1980.
- ii) Under the existing Leave Rules of TCP, sick leave on half pay could be commuted to 45 days sick leave on full pay on the strength of Medical Certificate up-to a

maximum of 90 days. The account of this kind of leave was separately maintained in the leave account of an employee under the said existing rules. Such sick leave availed of by an employee up-to 28-02-1986 shall be debited against the maximum limit of 365 days fixed under this rules.

IV) **LEAVE ON HALF PAY:**

- a) Leave on full pay may, at the option of the employee be converted into leave on half pay, the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one-half counting as one full day's leave on full pay.
- b) The request for conversion of leave referred to in sub-rule IV (a) shall be specified by the employee in his application for grant of leave.
- c) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

V) **LEAVE TO BE APPLIED ETC. IN TERMS OF DAYS:**

Leave shall be applied for, expressed and sanctioned, in terms of days.

VI) **CARRY FORWARD OF EXISTING LEAVE**

All leave at credit in the account of an employee on the first days of March, 1986, shall be carried forward and express in terms of leave on full pay and the leave account in such cases shall, with effect from the first day of March, 1986, or, in the case of an employee on leave on that date, with effect from the date of his return from leave be recast as under:-

a) **LEAVE ON AVERAGE PAY ON EARNED LEAVE**

- 1) 1 month ..... 30 days
- 2) 1 day ..... 1 day

b) **LEAVE ON HALF AVERAGE PAY ON SICK LEAVE ON HALF PAY**

- a. 1 month.....15 day
- b. 2 days.....1 day

Note: Fractions, if any, shall be ignored.

Authority: Office order No. TC-P(S)/6-8/CD-86-Estt. Dated 26-2-1986

VII) **LEAVE PAY:**

An employee proceeding on earned leave on full pay shall be entitled to the monthly salary for the leave period equivalent to the monthly salary last drawn by him.

(B) **CASUAL LEAVE:**

- i) An employee shall be entitled to 20 days Casual Leave with pay in each calendar year. Such leave shall not be carried forward to the following year

and shall lapse if not normally be granted for more than 10 days at a time except in the case of sickness.

- ii) Ordinarily, previous permission of the competent authority shall be necessary for such leave but in special circumstances when it is not possible to do so, competent authority shall, as soon as may be practicable, be informed in writing of the absence from the duty and of the probable duration of such absence.
- iii) Casual leave is intended to meet unforeseen circumstances.
- iv) Casual Leave & Leave on Full Pay shall not be combined.

**AMENDMENT**

- v) The facility of availing casual leave alongwith earned leave is allowed on case to case basis.

Authority: Clause-19 (a) of Management-CBA Agreement dated 26-6-2015 circulated vide Office Order No. TCP(HR)/6-8/CD/2014-15 dated 29-6-2015

- vi) **Recreation Leave:**

Recreation Leave may be granted for 15 days once in a calendar year; the debit to the leave account may, however, be for ten days leave on full pay

- vii) Gazette holidays falling on weekly holidays will be added in the Casual Leave account.

AUTHORITY: Clause-20 of Management-CBA Agreement dated 05-6-2014 circulated vide Office Order No. TCP(HR)/6-8/CD/2013-14 dated 06-6-2014

**(C) ACCIDENT AND DISABILITY LEAVE:**

- i. It is mutually agreed that accident and disability leave to the working employee shall also be allowed on account of serious ailment and diseases i.e. cancer, heart attack and other fatal diseases.
- ii. The accident and disability leave shall be allowed in case of accident of duly serving worker irrespective of the fact that whether he was on duty or not at the time of accident.

Authority: (Clause-15(i) & (ii) of CBA-Management Agreement dated 13-10-2006)

**AMENDMENT**

Disability leave shall be allowed to the employee who will not be able to attend the office due to any accident/incident/hospitalization on the recommendation of Medical Board.

Authority: Clause-19 (b) of Management-CBA Agreement dated 26-6-2015 circulated vide Office Order No. TCP(HR)/6-8/CD/2014-15 dated 29-6-2015

- (iii) The period of leave granted shall by such as is certified be the Medical Board constituted by the Competent Authority to be necessary. It shall not be extended except on the certificate of the above Board and shall in no case exceed 24 months.
- (iv) Such leave shall be counted as duty.
- (v) Such leave will not be in addition to the benefits granted under Social Security Ordinance as and when made applicable upon the Corporation.
- (vi) Corporation Authority in the case of Principal Office and Regional Offices would mean The Chairman of the TCP.

**AMENDMENT**

**The Revised Leave Rules, 1980 (Federal Government)**

**"Rule-14 Disability Leave**

- (1) Disability Leave may be granted, outside the leave account on each occasion, upto maximum of Seven Hundred and Twenty days on such medical advice as the head of office may consider necessary, to a civil servant, other than a seaman or a civil servant in part-time service, disabled by injury, ailment or disease contacted in course of in consequence of duty or official position.
- (2) The Leave salary during disability leave shall be equal to full pay for the first one Hundred and Eighty days and on half pay of the remaining period."

**Authority:** The Board of Directors of TCP in its 312<sup>th</sup> meeting held on 06-12-2017 has approved for adoption of Disability Leave Rules of the Federal Government at TCP with immediate effect Circulated vide Office Order No. TCP (HR)/10-40/2016 dated 10<sup>th</sup> January, 2018

**(D) LEAVE NOT DUE**

- i) A permanent employee at the discretion of the competent authority granting the leave be given leave on full pay, if such leave be not due to him. Such leave be adjusted against the leave to be earned by him in future.
- ii) Leave not due shall be admissible in the following cases only:-
  - (a) The absence from duty has been caused by prolonged illness.
  - (b) The circumstances in which the employee had to remain on leave were otherwise of a nature over which he has no control.

**(E) EXTRA-ORDINARY LEAVE (LEAVE WITHOUT PAY AND ALLOWANCES)**

- i) It may be granted up-to a maximum period of five years at a time provided the employee to whom such leave is being granted has been in the continuous service of the Corporation for a period not less than 10 Years. In case an employee has not completed 10 years of continuous service, extraordinary leave without pay for maximum period of two years may be granted at the discretion of the Chairman.
- ii) The authority empowered to grant leave may commute retrospectively the period of absence without leave into extraordinary leave.

**Authority:** Board's decision in 82<sup>nd</sup> meeting held on 10-05-1979, circulated vide O.O. No.TCP (S)/10-40/79-Estt. dated 29-05-1979

**(F) MATERNITY LEAVE**

- (i) Maternity leave on full pay outside the leave account of a female employee be granted to the extent of 90 days in all from the date of its commencement or 45 days from the date of confinement whichever be earlier, or in other words 45 days before and 45 days after 'the confinement.
- (ii) Maternity leave shall not be granted for more than three times in the entire service of a female employee.
- (iii) The spells of maternity leave shall availed of prior to the coming into force of these rules shall be deemed to have been taken under these rules.

Authority: Office Order No.TCP(S)/10-40/79-Estt (Vol-II) dated 15-08-1985

**(G) PILGRIMAGE LEAVE**

Pilgrimage leave will be granted upto two months with full pay and allowances to Muslim employees for performing Hajj subject to the following conditions:-

- a) Employees must have completed at least five years service in TCP.
- b) It will be admissible only once during the entire period of service of an employee in TCP.
- c) It will be granted with due regard to the exigencies of service.
- d) It will not be debited to the leave account of the employee. It will however, be entered in the employee's leave account in **red ink** showing that pilgrimage leave has been availed by the employee during the particular period.
- e) Absence beyond 60 days Pilgrimage leave will be dealt with as per title to leave of the employee.
- f) Power to grant Pilgrimage Leave in respect of all employees shall vest in the Chairman.

Authority: Office Order No.TC-P (S)/10-40/79-Estt. Vol-II dated 15-08-1985

**AMENDMENT:**

The restriction of five years service for eligibility of Hajj facility is withdrawn.

Authority: Management-CBA Agreement dated 8-11-2010 circulated vide Office Order No. TCP(HR)/6-8/CD/2010 dated 08-11-2010

**(H) PROCEDURE FOR APPLYING AND AVAILING OF LEAVE**

- (i) Leave, other than casual leave, shall in the case of all officers of the level of General Manager and above and Manager employed in the Principle Office be sanctioned by the Chairman after title to leave has been verified. Such leave in the case of other employees serving in the Principle Office shall be sanctioned by the Secretary on the recommendation of the Heads of division and in the case of those serving in the Regional and Sub Regional offices by the Resident Director after title to leave has been verified.
- (ii) An employee who desires to obtain leave of absence, shall apply to the Competent Authority through proper channel before proceeding on leave.
- (iii) If the leave is refused or postponed, the reasons therefore, shall be recorded.

- (iv) Applications for leave for more than three days should be submitted at least one week previous to the time from which the leave is required except in the cases of sickness or emergency.
- (v) An employee availing of leave shall inform the Competent Authority in writing of his address while on leave.
- (vi) Application for extension of leave shall be submitted by the employee to the competent authority before the expiry of the leave already granted and well in time for the orders to be communicated to him before the expiry of the leave already sanctioned.
- (vii) The application for leave on medical grounds shall be supported by a certificate from the Medical Officer of the Corporation designated for this purpose. Medical certificate from any registered medical practitioner may also be accepted provided that competent authority may require such certificate to be countersigned by the Medical Officer of the Corporation.
- (viii) An employee who remains absent from more than ten days in excess of the period of leave sanctioned shall be liable to disciplinary action unless he is able to explain his overstay in the manner satisfactory to the Competent Authority, breach of this rule shall be treated as misconduct and the employees shall be liable to disciplinary action.

(I) **GENERAL CONDITION REGARDING ALL KINDS OF LEAVE**

- i) Except with the period permission of Competent Authority weekly holiday or public holidays shall not be prefixed or suffixed to any type of leave. They shall not be counted as part of the leave when so permitted. A weekly holiday or holidays falling between the first and the last days of any leave period shall count as part of the leave.
- ii) An employee shall cease to earn any leave from the date of notice of termination of service being served on either side.
- iii) Leave at the credit of an employee shall lapse on the date of retirement.
- iv) Proper record of all leaves shall be maintained in the service book of the employee concerned.
- v) Leave shall not be granted to an employee who is under suspension.

(J) **LEAVE NOT BE CLAIMED AS A RIGHT.**

Leave shall not be claimed as a matter of right, except in the case of employee's up-to the level of Assistant. Executive it shall be in accordance with the provision of Labour Laws. When the exigencies of service so require, the Chairman, or any other officer authorized in this behalf may refuse to grant leave or cancel leave already granted or change the nature of leave or recall an employee before the expiry of his leave.

(K) **ENCASHMENT OF LEAVE FOR STAFF:**

Employees who have accumulated leave upto 150 days will be entitled to encash the same upto 90 days at a time in any one calendar year leaving minimum balance of 60 days to his credit at the time of encashment.

Authority: Agreement dated 16-9-1982

(L) **ENCASHMENT OF LEAVE FOR OFFICERS:**

The Officers of TCP will be entitled to encash once in every calendar year, upto a maximum of 50 days earned leave in excess of 60 days earned leave accumulated by them at the rate of gross salary minus conveyance allowance.

Authority: Office order No. TCP(S)/6-15/84-Estt.(Vol. IV) dated 20-2-1986 read with Office Order No. TCP(S)/6-15/89-Estt. dated 16-10-1990

**AMENDMENT**

The officers of TCP shall be entitled for 90 days leave encashment in a calendar year.

Authority: Office Order NO. TCP(A)/23/Acctts dated 11-7-2008

- ii) The Deputationist officers shall be allowed to encash their leave earned during their posting in the Corporation.

Authority: Office Order No. TCP(A)/23/Acctts dated 11-7-2008

(M) **ENCASHMENT OF LEAVE ON DEATH**

Leave encashment on death for 180 days will be allowed to the employees of the Corporation as admissible under the Federal Government Rules.

Authority: Office Order No. TCP(S)/10-22/86-Estt. Dated 20-11-1990

(N) **ENCASHMENT OF LEAVE ON RETIREMENT:**

An employee of Grade-I to VI will be eligible to encash LFP to his credit upto a maximum period of 180 days after the date of retirement, if he opts not to avail the LFP to his credit or any part thereof.

Authority: Agreement dated 21-3-1984

**AMENDMENT:**

Encashment of leave on retirement shall be allowed @ gross pay without deduction of conveyance/maintenance allowance.

Authority: Clause-26 of Management-CBA Agreement dated 20-4-2012 circulated vide Office Order No. TCP(HR)/6-8/CD/2010-11 dated 20-4-2012

In cases where an employee of Grade VII to IX has upto 365 days earned leave available to his credit, he will be allowed to encash the earned leave to his credit subject to a maximum of 180 days preparatory to retirement. In addition, if the employee has more than 365 days earned leave to his credit, he will be allowed to encash half the leave exceeding 365 days subject to a maximum of 30 days, under the normal rules for encashment of annual leave.

Authority: Office Order No. TCP(S)/10-22/84-Estt.(Vol-IV) dated 15-4-1984.

**AMENDMENT:**

The limit of 180 days is increased to 360 days for leave encashment in case of retirement and death as per Government policy.

Authority: Clause-23 of Management-CBA Agreement dated 09-5-2013 circulated vide Office Order No. TCP(HR)/6-8/CD/2012-13 dated 10-5-2013

(O) **ENCASHMENT OF L.P.R.**

At present TCP Officers can avail accumulated earned leave preceding retirement. Encashment of accumulated earned leave, subject to a maximum of 180 days, is also permissible preceding retirement, if leave is applied for and refused by the Management. Henceforth, the option for encashment of accumulated earned leave preceding retirement subject to a maximum of 180 days shall rest with the officer concerned. If, however, any officer opts to encash any part of his accumulated earned leave preceding his retirement, he shall not be entitled to avail the rest of the accumulated earned leave at his credit.

Authority: Office Order No. TCP(S)/6-15/84-Estt. (Vol-IV) dated 5-6-1984

**AMENDMENT:**

Leave Encashment on retirement to the Officers is allowed 365 days instead of 180 days subject to availability of leave at his/her credit w.e.f. 01-07-2012.

Authority: Board of Directors decision dated 29-11-2013 circulated vide Office Order No. TCP(HR)/10-40/2013 dated 20-01-2014

(P) **MEDICAL FACILITY DURING LEAVE:**

It is agreed to allow the medical facility to those employees proceeding on Extraordinary Leave (without pay and allowances) within Pakistan.

Authority: Agreement dated 10-12-1996

(Q) **SPECIAL UMRAH LEAVE:**

It is mutually agreed to allow 15 days Umrah Leave to the employees once in their service. The leave will not be debited from their account.

Authority: Agreement dated 10-12-1996

**AMENDMENT:**

20 days Umrah leave twice in entire service has been allowed to the Officers and Staff of TCP.

Authority: Office Order No. TCP(HR)/6-8/CD/2010-11 dated 20-4-2012 & Office Order dated 29-12-2010

(R) **SPECIAL LEAVE:**

- i) A female servant, on the death of her husband, may be granted special leave on full pay, when applied for a period not exceeding one hundred and thirty days.
- ii) Such leave shall not be debited to her leave account.
- iii) Such leave shall commence from the date of death of her husband and for the purpose she will have to produce death certificate issued by the Competent Authority either alongwith her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

Authority: Office Order No. TC-P(S)/10-40/79-Estt. dated 10-2-1999



(S) **ZIARAT FACILITY:**

- i) The present facility of 20 days Special Leave for Umrah twice in the entire service of an employee shall also be applicable in case of Ziarat. Restriction of twice in service in case of Umrah or Ziarat shall remain the same.
- ii) Non Muslim employees shall be allowed 20 days Special Leave for YATRA/PILGRIMAGE.

Authority: Management-CBA Agreement dated 20-4-2012 circulated vide Office Order No. TCP(HR)/6-8(CD)/2010-11 dated 20-4-2012

- (T) One Non-Muslim employee will be allowed to visit his holy place in Pakistan after every three years in case of Christian employee and five years in case of Hindu employee.

Authority: Management-CBA Agreement dated 09-5-2013 circulated vide Office Order No. TCP (HR)/6-8(CD)/2012-13 dated 10-5-2013

**AMENDMENT**

20 days Ziarat Leave will be allowed once in entire service in addition to existing facility of Umrah Leave.

Authority: Clause-19 (c) of Management-CBA Agreement dated 26-6-2015 circulated vide Office Order No. TCP(HR)/6-8/CD/2014-15 dated 29-6-2015

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