



GOVERNMENT OF THE PUNJAB
REVENUE DEPARTMENT
(Establishment Ministerial Branch)

Lahore dated the February, 2020

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ORDER

No.1036-2020/ 297 Admn-I, In pursuance of Rule 10 (1) (g) of the Punjab Government Rules of Business, 2011 and as approved by the Full Board in meeting dated 07.02.2020, for expeditious disposal of official work in public interest, the following powers of Senior Member/Administrative Secretary to Government of the Punjab to the extent of Revenue Department are hereby delegated to the officers mentioned against each:

Sr. No.	Nature of Powers	To whom delegated
1.	Intra Divisional transfer of Tehsildars (BS-16)	Divisional Commissioners concerned
2.	Sanction of Financial Assistance and creation of post of OSD in favour of widows/ Legal heirs of deceased employees:	i. Appointing Authority concerned ii. Secretary (Revenue), BOR.
	i. Grant of Financial Assistance according to FD instructions	
	ii. Reference for creation of OSD posts to FD.	
3.	Sanction of financial assistance and creation of post of OSD for Ministerial posts of Board of Revenue, (Headquarter), Punjab, BS-01 to BS-16.	Secretary (Rev) Board of Revenue, Punjab
4.	Grant of Ex-Pakistan leave for religious purposes:	i. Divisional Commissioners ii. Secretary (Revenue), BOR
	i. Tehsildars (BS-16) for performance of Hajj not beyond 50 days and for performance of Umrah up to 21 days	
	ii. Ministerial posts of Board of Revenue, Punjab (Headquarter), Punjab BS-01 to BS-16 for performance of Hajj not beyond 50 days and for performance of Umrah up to 21 days	
5.	Grant of permission for issuance of NOC/renewal of passport	i. Divisional Commissioners ii. Secretary (Revenue), BOR
	i. Tehsildars except gratis/official passport.	
	ii. Ministerial posts of Board of Revenue, Punjab (Headquarter), Punjab BS-01 to BS-16 except gratis/official passport.	
6.	Grant of permission for maternity/paternity leave	i. Divisional Commissioners ii. Secretary (Revenue)
	i. Tehsildars under revised leave rules 1981	
	ii. Ministerial posts of Board of Revenue (Headquarter), Punjab BS-01 to BS-16 under revised leave rules 1981	
7.	Grant of permission for earned leaves	i. Divisional Commissioners ii. Secretary (Revenue), BOR.
	i. Tehsildars upto a maximum period of 30 days	
	ii. Ministerial posts of Board of Revenue (Headquarter), Punjab BS-01 to BS-16	

8.	Grant/sanction for payment of leave encashment cases	i. Divisional Commissioners
	i. Tehsildars/ Naib Tehsildars	
	ii. Ministerial staff of Revenue Field offices	ii. Appointing Authority concerned
	iii. Ministerial posts of Board of Revenue (Headquarter), Punjab BS-01 to BS-16	iii. Secretary (Revenue), BOR.
9.	Salary approval of cases of Tehsildars (Reserve) in Board of Revenue, Punjab	Secretary (Revenue), BOR.
10.	Issuance of Seniority list of Ministerial staff of Board of Revenue BS-1 to BS-16	Secretary (Revenue), BOR.

2. The afore-mentioned officers will exercise the delegated powers after observing all requisite codal formalities.

BABAR HAYAT TARAR
SENIOR MEMBER/MEMBER REVENUE
BOARD OF REVENUE, PUNJAB

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. Accountant General Punjab, Lahore.
2. All the Divisional Commissioners in the Punjab.
3. Additional Secretary (Staff) to Chief Secretary, Government of the Punjab.
4. All the Secretaries, Board of Revenue, Punjab
5. Director Land Records, Directorate of Land Records, Farid Kot House, Lahore
- ✓ 6. All the Deputy Commissioners in the Punjab.
7. Director (R&G), Board of Revenue Punjab.
8. All the Deputy Secretaries, Board of Revenue, Punjab.
9. All the District Accounts Officers in the Punjab.
10. All the Assistant Commissioners in the Punjab.
11. The Assistant Secretary (General), Board of Revenue, Punjab.
12. The Assistant Secretary (Budget), Board of Revenue, Punjab.
13. The Registrar, Board of Revenue, Punjab.
14. PSO to Senior Member, Board of Revenue Punjab.
15. All the In charges/Superintendents, Board of Revenue, Punjab

SECRETARY (REVENUE)/ESTABLISHMENT
BOARD OF REVENUE, PUNJAB