

ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਸਕੂਲ ਐਜੂਕੇਸ਼ਨ (ਸੈਕੰਡਰੀ), ਪੰਜਾਬ
ਚੌਥੀ ਮੰਜ਼ਿਲ, ਵਿਦਿਆ ਭਵਨ, ਪੰ.ਸ.ਸਿੱ.ਬੋਰਡ ਕੰਪਲੈਕਸ, ਫੇਜ਼-VIII, ਐਸ.ਏ.ਐਸ. ਨਗਰ।
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)

dpise.coordination@punjabeducation.gov.in

ਵੱਲ

1. ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈਸਿ/ਐਸਿ), ਪੰਜਾਬ।
2. ਸਮੂਹ ਡੀ.ਡੀ.ਓ., ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ, ਪੰਜਾਬ।
(ਵੈਬਸਾਈਟ ਰਾਹੀਂ)

ਮੀਮੇ ਨੰ. 591832/DPISE/64/2020-Cord/2026 | 8 ੪੨੪।

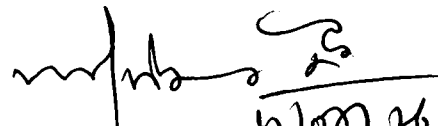
ਮਿਤੀ 13/07/2026

ਵਿਸ਼ਾ: State Government employees retired during the period from January 2020 to June, 2021- calculation of Gratuity and Cash payment in lieu of Leave- regarding.

ਹਵਾਲਾ: ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ (ਵਿੱਤ ਪੈਨਸ਼ਨ ਪਾਲਿਸੀ ਅਤੇ ਤਾਲਮੇਲ ਸ਼ਾਖਾ)
ਦਾ ਪੱਤਰ ਨੰ. FD-FPPCOMISC/230/2022-3FPPC-Part
(1)/1/1439014/2026 ਮਿਤੀ 06.07.2026

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਯੋਗ ਕਾਰਵਾਈ
ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਨੱਥੀ; ਉਕਤ ਅਨੁਸਾਰ

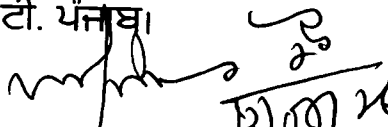

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ) 13/07/26

ਪਿ.ਅੰ.ਨੰ. ਉਕਤ/2026 | 8 ੪੨੪੨

ਮਿਤੀ 13/07/2026

ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:

1. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਦ. ਡੀ.ਜੀ.ਐਸ.ਈ. ਪੰਜਾਬ।
2. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਡੀ.ਐਸ.ਈ. (ਸੈ/ਐ), ਪੰਜਾਬ।
3. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਦ. ਐਸ.ਸੀ.ਈ.ਆਰ.ਟੀ. ਪੰਜਾਬ।


ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ) 13/07/26

FD-PPCOMISC/230/2022-31 PPC-Part (1) 1/1439014/2026

Government of Punjab
Department of Finance
(Finance Pension Policy and Coordination branch)

To

- i) All Special Chief Secretary/Additional Chief Secretaries/Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab;
- ii) All Heads of Departments of the State;
- iii) All Commissioners of Divisions;
- iv) The Registrar, Punjab and Haryana High Court, Chandigarh;
- v) All Deputy Commissioners and District & Sessions Judges;
- vi) Secretary, Punjab Vidhan Sabha;
- vii) All Pension Disbursing Banks.

Chandigarh: Dated 06th July, 2026

Sub: State Government employees retired during the period from January, 2020 to June, 2021-calculation of Gratuity and Cash payment in lieu of Leave - regarding.

Sir/Madam,

Kindly refer to the subject cited above.

2. In view of the above, I am directed to refer to this Department's letter no.03/01/2021-1FPI/1105-1135 dated 07.09.2021 and No. 03/01/2021-1FPI/1398-1403 dated 02.11.2021 in regard to payment of Dearness Allowance (DA).

3. In view of the provisions of the aforesaid letters, calculation of **Gratuity and cash payment in lieu of leave** in respect of State Government employees who retired on or after 01.01.2020 and up to 30.06.2021 are required to be made based on the rate of DA at 17% of basic pay.

4. Keeping in view that gratuity and cash payment in lieu of leave are one-time retirement benefits admissible to employees on retirement and employees who retired during the period from 01.01.2020 to 30.06.2021 have been allowed lesser amount than what would have been calculable but for the aforesaid notification, the matter has been considered sympathetically with a view to allowing the same to such employees.

5. Accordingly, It is conveyed that in respect of State Government employees who retired on or after 01.01.2020 and up to 30.06.2021, the amount of DA to be

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taken into account for calculation of Gratuity and cash payment in lieu of leave will be deemed to be as under:-

Employees retiring during the period	Notional Percentage of Dearness Allowance (DA) for calculation purpose
From 01.01.2020 to 30.06.2020	21% of basic pay
From 01.07.2020 to 31.12.2020	24% of basic pay
From 01.01.2021 to 30.06.2021	28% of basic pay

6. All other conditions as stipulated in Punjab Civil Services Rule and instruction issued from time to time in respect of State Government employees shall continue to be applicable while calculating gratuity and cash payment in lieu of leave respectively.

7. All the Pension Sanctioning Authorities be directed to clear the benefits within a period of 3 months from the issuance of the instructions as per rules.

Yours faithfully,

(Saroj)

Under Secretary, Finance

Endrs.No.FD-FPPCOMISC/230/2022-3FPPC-Part(1)/1439014/2026 Dated 06th July, 2026

A copy of the above is forwarded to the following for information and necessary action:-

1. Accountant General (Audit) Punjab.
2. Accountant General (A & E) Punjab, Chandigarh.
3. Accountant General (A & E), Uttarakhand, Obrai Motor Building, Saharanpur Road Majra, Dehradun.
4. Accountant General (A & E), Allahabad, U.P.
5. Accountant General (A & E), Allahabad, J&K.

Under Secretary, Finance

Endrs.No.FD-FPPCOMISC/230/2022-3FPPC-Part(1)/1439014/2026 Dated 06th July, 2026

A copy of the above is forwarded to the following for information and necessary action:-

1. Secretary to Government of Himachal Pradesh, Department of Finance, Shimla.
2. Director, Directorate of Public Enterprises and Disinvestment, Punjab, Chandigarh.
3. All the District Treasury Officer/Treasury Officers.
4. Superintendent Finance Budget-1 Branch.
5. Superintendent Finance Budget-2 Branch.

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