English

The Punjab State Power Corporation Limited is pleased to order that grant of leave for a spell of six days with permission to affix Sunday each end. It has been granted purely for rest and recreation. Due care should be exercised to see that the purpose in granting leave is fully achieved. The leave should be granted on the following conditions. It should not be granted in continuation of any other kind of leave. In case of extension, the total period of absence will be converted into leave of the kind due under the orders of Competent authority. A public holiday intervening this period will not increase the period of absence on this leave. It must be sanctioned as one spell. It is not to be sanctioned or availed of in parts. It is not debitable to leave account. A separate account for this leave may, however, be kept on the analogy of casual leave account. This leave is admissible during the current calendar year. A proper roster should be drawn up in each office/Section with a view to planning ahead the leave programme and eliminating, as far as possible, the dislocation of office work. It has further been decided by the Punjab State Power Corporation Limited that following staff should not be allowed six days spell. Employees having less than one years service at the time of applying for the spell
I am directed to invite a reference to Punjab Govt. letter on the subject cited above and to clarify that the revised leave rules are uniformly applicable to all employees of the Punjab State. Casual leave for a maximum of 15 days in a calendar year will be admissible to all the employees of the Punjab State Power Corporation Limited. Maximum continuous absence from duty on casual leave combined with Sundays and holidays shall not exceed one spell of 16 days. The remaining casual leave may be utilized for four days at a time, including Sundays and other holidays. Enquiries are being received in this office as to the number of spells exceeding four days that can be enjoyed by the employees who do not avail themselves of the 16 days spell allowed under the above orders. In this connection it is clarified for information and guidance of all concerned that in the case of the employees who do not avail 16 days spell, the general instructions for the grant of casual leave shall prevail. Punjab Civil Services Rules provide that leave exceeding 4 days is not to be granted on more than two occasions during the year. A third spell can be allowed in special circumstances by the competent authority. Concession of grant of special casual leave up to a maximum of ten days in a calendar year has been allowed to office bearers of the recognized Associations for taking part in the...
भूमध्य जमीन लेना में सवाल सूझाव देने की मांग रुपए 500 हज़ार का ध्यान करें।

डिटेल डेरेट हिस्सा अधिकारी है जिसे भूमध्य जमीन लेना जिक्र के तहत शुरू नहीं कार्यरत है। अधिकारी रुपए 500 हज़ार का ध्यान रखने का सूझाव देता है। इसका उद्देश्य भूमध्य जमीन के लिए आवश्यकता है। इसे वापस लेने के लिए विवेक और निर्णय की आवश्यकता है।
हमें कहते हैं कि राजनां राजन व राजेण्य अन्तर्गत आते हैं। इसके प्रकार आप सभी इनके इतिहास का जानना चाहते हैं। इसलिए उन राजनां और राजनां को इतिहास का जानना चाहते हैं। इसलिए हमें इतिहास का जानना चाहते हैं। इसलिए हमें इतिहास का जानना चाहते हैं।
English 50 WPM (Total 250 words)

It has been observed that employees of the Punjab State Power Corporation Limited generally proceed on earned/casual leave without getting the same sanctioned from the competent authority. This leads to irregularity and indiscipline. Detailed instructions for the submission of casual leave applications before hand have already been issued for strict compliance. Similar instructions for the submission of earned leave applications beforehand are available in Manual of orders. Accordingly application for leave other than casual leave should be submitted so as to reach the competent authority to sanction such leave within two months. This period is for gazetted staff and for non gazetted staff applications should be submitted three weeks before the date from which the leave is required.

Failure to comply with the above instructions may result in the leave being refused. As regards extension of leave it is stressed that the application for extension of leave should reach the authority competent to sanction such extension sufficiently in advance of the expiry of leave already granted. This is necessary to enable the authority to pass orders on the request for extension of leave. The officers/officials are in no case authorized to absent themselves from duty without prior approval.
Failure to do so will render them liable to have treated as absent from duty without leave. The possession of medical certificate for leave or extension of leave does not in itself confer upon a Corporation employee any right to leave.
दिन भेंट लगी ती ती कह विवाद भेंड भवानी दीवाने दलिता हल दिवाणे दिने दिन समेट बीडा संगठन है लिस वाहवाह वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव वव ا!
English 40 WPM (Total words 200)

It has been noticed that different punishments are awarded to different officers for similar offences. While some employees are let off with a warning or with the recovery of the amount charges in excess, others are punished by stoppage of increments for a certain period. Some are even removed from service or dismissed. In the circumstances, the question of evolving some uniform policy regarding the nature of punishment in these cases has been under the consideration of Government for some time past. It is clarified that normal punishment should be dismissal in the following cases.

Charging traveling allowance for a journey not actually performed. Charging of higher class to which one is entitled according to status for a journey performed in a lower class. I am to request that these orders should be brought to the notice of all concerned for strict compliance. There is another class of cases relating to false drawal. Government have considered this matter also. It has been decided by the Government that charging of false Traveling Allowance may be considered seriously. Only punishment for this gross violation by the employees should be dismissal from service.