

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

No. 10/15/2000-R-II.

Islamabad, the 29th July, 2022

OFFICE MEMORANDUM

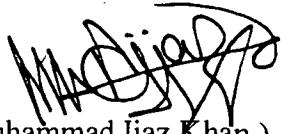
Subject:- **GRANT OF LEAVE TO SECRETARIES, HEADS OF DEPARTMENTS AND HEADS OF AUTONOMOUS BODIES.**

The undersigned is directed to refer to the subject mentioned above and to state that the existing instructions regarding grant of leave to the Secretaries, Heads of Departments and Heads of Autonomous Bodies issued vide Office Memoranda No.10/22/83-R-II dated 18.11.1985, No.10/6/90-R-II dated 30.01.1990, No. 10/15/2000-R-II dated 08.04.2000, 29.10.2001, 30.06.2006 and 17.06.2017 have been reviewed and the Prime Minister has been pleased to approve the following procedure for grant of leave to Secretaries to Federal Government, Heads of Departments and Autonomous Bodies:

- (i) All kinds of leave applications including leave ex-Pakistan and casual leave to Secretary of a Ministry/Division and where there is no Secretary, the Additional Secretary or Senior Joint Secretary/Joint Secretary Incharge of the Ministry/Division shall be submitted to the Minister Incharge of the respective Ministry/Division.
- (ii) ~~Casual leave shall be sanctioned by the Minister concerned/Minister Incharge whereas request for grant of LFP and leave ex-Pakistan to Secretary /Additional Secretary/Senior Joint Secretary Incharge of a Ministry/Division shall be submitted by the Minister directly to the Prime Minister without routing it through Establishment Division. Ex-Pakistan leave exceeding three (03) days shall invariably be accompanied with the proposal for additional/look after charge during the period of absence.~~
- (iii) Ministers Incharge of the Ministries/Divisions are authorized to sanction LFP including leave ex-Pakistan to Heads of Departments in BS-22 for a maximum period of three months. **Suitable arrangements to fill the position on stop-gap basis will be made with the approval of the respective appointing authorities.**
- (iv) **Subject to sub-para (iii),** Secretaries of the Ministries/Divisions are authorized to sanction leave to officers in BS-22 and equivalent, other than Secretaries and Heads of Departments in BS-22, posted under their respective charge.
- (v) Secretaries of the Ministries/Divisions are authorized to grant LFP including Leave Ex-Pakistan to Heads of Departments in BS-21 and below.

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- (vi) All requests for grant of casual leave up to five days to officers in MP-I and MP-II Scales, other than Heads of the Autonomous Bodies/Attached Departments, shall be decided by the Head of the Autonomous Body/Attached Department concerned.
- (vii) Ex-Pakistan leave (irrespective of the period of leave) and casual leave beyond five days, in case of officials working in MP-I and MP-II scales in Attached Department/Autonomous Organization may continue to be approved by the administrative Secretary.
- (viii) The instructions mentioned at S. No. (vi) and (vii) above pertaining to grant of leave to MP Scales will also apply mutatis mutandis to incumbents in SPPS-I and SPPS-II Scales.
2. All orders passed in exercise of the above delegated powers, should invariably be endorsed to Establishment Division.
3. All previous instructions on the subject issued vide Office Memoranda mentioned in para 1 above are hereby withdrawn.


(Muhammad Ijaz Khan)
Section Officer (R-II)

**All Secretaries/Additional Secretaries Incharge of the
Ministries/Divisions, Islamabad/Rawalpindi**