

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. 10/15/2000-R-II

Islamabad, the ^{23rd} May, 2023

OFFICE MEMORANDUM

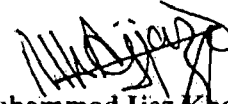
Subject:- **GRANT OF LEAVE**

The undersigned is directed to refer to this Division's O.M. No. 10/22/85-R-2 dated 18.11.1985 (copy enclosed) on the subject and to say that Para 3 of the said O.M. is amended with the approval of the Prime Minister as under:

“3. It has also been decided that Provincial Governments will continue to exercise the powers to grant leave, including Leave ex-Pakistan, upto 120 days to the officers of services/cadres controlled by the Establishment Division working under them. Applications for leave in excess of 120 days shall be referred to the Establishment Division. **In case of grant of Leave ex-Pakistan to Chief Secretary and Inspector General of Police, Establishment Division and office of the Prime Minister may be informed of the same, at least seven days in advance of the date when the said officer proceeds on leave**”.

2. Further, grant of leave to a Secretary or Acting Secretary to the Federal Government, or to Additional Secretary/Joint Secretary Incharge of a Ministry/Division or Heads of Departments in BPS-22 and Heads of the Autonomous and Semi-Autonomous Bodies/Corporations etc. under the administrative control of the Federal Government will continue to be governed in terms of this Division's O.M. No. 10/15/2000-R-II dated 29.07.2022.

3. The above instructions may be brought to the notice of all concerned for compliance.


(Muhammad Ijaz Khan)
Section Officer (R-II)
Ph: 051-9103587

ALL MINISTRIES/DIVISION.

Copy forwarded for information and compliance to:

1. Chief Secretary, Government of the Punjab, Lahore.
2. Chief Secretary, Government of Sindh, Karachi.
3. Chief Secretary, Government of Khyber Pakhtunkhawa, Peshawar.
4. Chief Secretary, Government of Balochistan, Quetta.
5. Chief Secretary, Government of Gilgit-Baltistan, Gilgit.
6. Chief Secretary, Government of Azad Jammu & Kashmir, Muzaffarabad.

204

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION
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No.10/22/83-R.2

Rawalpindi, the 13th Nov., 1985.

OFFICE MEMORANDUM

SUBJECT:- GRANT OF LEAVE.

The undersigned is directed to refer to Rule 38 of the Revised Leave Rules, 1980 according to which the leave is to be sanctioned by the head of the Ministry, Division, Department, office or any other officer authorised by him to do so and in the case of the head of office by the next above administrative authority and to state that while the officers belonging to the services/cadres controlled by the Establishment Division shall apply and be granted leave as provided for in rule 38 of the above rules, copies of notifications granting leave to such officers shall invariably be endorsed to this Division. Where a Ministry/Division requires a substitute in place of the officer belonging to the services/cadres controlled by the Establishment Division who is desirous of proceeding on leave of duration of three months or more, the leave may be granted after consulting the Establishment Division.

2. In the case of grant of leave to a Secretary General, Secretary or Acting Secretary to the Federal Government, or to Additional Secretary/Joint Secretary in charge of a Ministry/Division or heads of department in EPS-22 and civil servants of equivalent status serving as heads of the autonomous and semi-autonomous bodies/corporations under the administrative control of the Federal Government, the following procedure will be followed :-

P.T.O.

- i) Leave application for leave on full pay upto a period of 30 days will be submitted through the Minister to the Prime Minister for orders and a copy of the notification granting leave shall be endorsed to the Secretary, Establishment Division.
- ii) Leave applications for a period of more than 30 days would be submitted by the Minister to the Prime Minister through the Secretary, Establishment Division for obtaining the orders of the Prime Minister.

3. It has also been decided that the Provincial Governments will continue to exercise the powers to grant leave, including leave ex-Pakistan, upto 120 days to the officers of All Pakistan Unified Cadre working under them. Applications for leave in excess of 120 days shall be referred to the Establishment Division.

4. This supersedes Establishment Division's O.M. No. 7/9/79-C.I, dated 4.4.1979 and No. 7/27/79-C.I, dated 15.4.1980.

5. The above instructions may be brought to the notice of all concerned for compliance.

(Signature)
 (HUKAM DAD KHANI)
 Deputy Secretary
 Phocoel. G3275

ALL MINISTRIES/DIVISIONS.

Copy forwarded for information to:-

- 1. Chief Secretary, Government of Punjab, Lahore.
- 2. Chief Secretary, Government of Sindh, Karachi.
- 3. Chief Secretary, Government of W.P.P., Peshawar.
- 4. Chief Secretary, Government of Baluchistan, Quetta.

(Signature)
 (HUKAM DAD KHANI)
 Deputy Secretary