

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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No.10/22/83-R.2

Rawalpindi, the 18th 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 incharge of a Ministry/Division or heads of department in BPS-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.

( HUKAM DAD KIANI )  
Deputy Secretary  
Phone: 63275

ALL MINISTRIES/DIVISIONS.

Copy forwarded for information to :-

1. Chief Secretary, Government of Punjab, Lahore.
2. Chief Secretary, Government of Sind, Karachi.
3. Chief Secretary, Government of N.W.F.P., Peshawar.
4. Chief Secretary, Government of Baluchistan, Quetta.

( HUKAM DAD KIANI )  
Deputy Secretary

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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No.10/15/2000- R-2

Islamabad, the 8<sup>th</sup> April, 2000.

OFFICE MEMORANDUM

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

The undersigned is directed to say that the instructions issued vide D.O letter No.10/6/90-R-2, dated 30<sup>th</sup> Jan, 1990 have been reviewed and the Chief Executive has been pleased to approve the following procedure for grant of leave to Secretaries to Federal Govt., Heads of Departments and Autonomous Bodies: -

- (i) All requests for grant of LFP including leave ex-Pakistan, to Secretaries of Ministries/Divisions, Heads of Departments in BS-22, and Heads of Autonomous Bodies in M-I shall be submitted to Minister Incharge of the respective Ministry/Division who will be competent to grant LFP subject to title.
- (ii) All requests for leave from officers mentioned at (i) above should also suggest specific arrangements for entrusting the work of the Secretary or Head of Department or Autonomous Body, as the case may be, during the period of leave. The Minister may approve for a maximum period of three months following temporary arrangements for entrusting the work of the officer proceeding on leave to another officer:
  - (a) current charge of the duties of the post may be given to the senior most officer available within the organization, and
  - (b) where an officer of an appropriate seniority and background is not available within the organization the work may be entrusted to another officer of the same status working under the charge of the Minister.

(iii) All requests for grant of LFP to Heads of Departments in BS-21 and below and Heads of Autonomous Bodies in M-II and M-III, shall be decided by the Secretary of the respective Ministry/Division.

(iv) All orders passed in exercise of the powers delegated at (i), (ii) and (iii) above should invariably be endorsed to Establishment Division.

Issued  
All ministries/Divisions  
Total 10/15  
10/15

Secretaries/Additional Secretaries Incharge  
of all Ministries/Divisions.

Copy forwarded to:-

Chief Secretaries, Govts. of Punjab, Sindh, NWFP, Baluchistan and A.I.K.

*Amir-ul-Haq*  
(Amir-ul-Haq)  
Deputy Secretary

*Amir-ul-Haq*  
(Amir-ul-Haq)  
Deputy Secretary  
o/c

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

No. 10/15/2000-R.2.

Islamabad, the 30<sup>th</sup> March, 2006.

OFFICE MEMORANDUM

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

The undersigned is directed to invite a reference to Establishment Division's instructions regarding grant of LFP including leave ex-Pakistan to Secretaries of Ministries/Divisions, Heads of Departments in BS-22 and Heads of Autonomous Bodies in M-I issued vide its O.M. No. 10/15/2000-R.2, dated 8.4.2000 (copy enclosed). Sub para (i) of the aforesaid instructions reads as under:-

“(i) All requests for grant of LFP including leave ex-Pakistan, to Secretaries of Ministries/Divisions, Heads of Departments in BS-22, and Heads of Autonomous Bodies in M-I shall be submitted to Minister Incharge of the respective Ministry/Division who will be competent to grant LFP subject to title”.

2. Secretaries of the Ministries/Divisions concerned are competent to grant LFP to Heads of Departments in BS-21 and below and Heads of Autonomous Bodies in M-II and M-III. Secretaries of the Ministries/Divisions have also been authorized to grant leave to Officers in BS-22 and equivalent other than Heads of Departments in BS-22 posted under their respective charge vide this Division's O.M. No.10/15/2000-R-2, dated 29.10.2001.

3. Procedure for visits abroad by government officials has been prescribed separately vide Cabinet Division's d.o. letter No. F.9-148/2002-Min, dated 19<sup>th</sup> February, 2003. According to para 2 of the said instructions visits abroad by the Secretaries/Additional Secretaries Incharge of the Ministries/Divisions and Heads of Autonomous/Semi-Autonomous Bodies and Corporations in MP-I Scale shall require prior approval of the Prime Minister.

Contd.P/2...

4. A question has arisen as to whether LFP including leave ex-Pakistan to Secretaries/Additional Secretaries Incharge of the Ministries and Heads of Departments in BS-22 and Heads of Autonomous Bodies in MP-I Scale shall be granted by the Minister Incharge or such leave would require approval of the Prime Minister.

5. The matter has been considered. It is accordingly clarified that grant of LFP including leave ex-Pakistan to Secretaries/Additional Secretaries Incharge of the Ministries/Divisions, Heads of Departments in BS-22 and Heads of Autonomous in MP-I Scale shall be granted by the Minister Incharge. Whereas, for official visits abroad only i.e. participation in international conferences, meetings, seminars, workshops etc. by the Secretaries/Additional Secretaries Incharge of the Ministries/Divisions, Heads of Departments in BPS-22 and Heads of Autonomous Bodies in MP-I Scale, the prior approval of the Prime Minister shall be required.

  
(Zarmast Khan Khattak)  
Joint Secretary

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

**Copies to:-**

1. COS to the President, President's Secretariat(Public), Islamabad.
2. Principle Secretary to the Prime Minister, Prime Minister's Secretariat (Public), Islamabad.
3. Chairman, F.P.S.C., Islamabad.
4. Chairman, National Accountability Bureau, Islamabad.
5. Chairman, National Reconstruction Bureau, Islamabad.
6. Auditor General of Pakistan, Islamabad.
7. Controller General of Accounts, Islamabad.
8. Director General IB, Islamabad.

  
(Zarmast Khan Khattak)  
Joint Secretary

Government of Pakistan  
Cabinet Secretariat  
Establishment Division

No. 10/15/2000-R-II

Islamabad, the 16<sup>th</sup> June, 2017

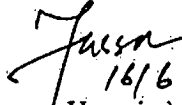
**OFFICE MEMORANDUM**

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 were originally issued vide O.M. No.10/22/83-R-II dated 18.11.1985 and clarified vide D.O. No.10/6/90-R-II dated 30.01.1990. The instructions dated 30.01.1990 were reviewed with the approval of Chief Executive vide O.M. No. 10/15/2000-R-II dated 08.04.2000 and dated 29.10.2001. The said instructions were also clarified vide O.M. No.10/15/2000-R-II dated 30.03.2006.

2. The matter regarding grant of leave to the Secretaries, Additional Secretaries or Senior Joint Secretaries Incharge of a Ministry/Division have been reviewed and the Prime Minister has now been pleased to desire that while grant of casual leave shall continue to be sanctioned by the Minister concerned/Minister Incharge, sanction of leave ex-Pakistan for Secretaries, Additional Secretaries or Senior Joint Secretaries Incharge of a Ministry or Division shall be submitted by the concerned Ministry directly to the Prime Minister without routing it through Establishment Division. Any such proposal for ex-Pakistan leave for a period of exceeding three (03) days shall invariably be accompanied with the proposal for additional/look after charge during the period of absence.

3. The instructions contained in the Office Memoranda referred to in para 1 are amended to the extent indicated above.

  
(Masroor Hussain)  
Section Officer(R-II)  
Ph: 9103587

**All Secretaries/Additional Secretaries Incharge of the  
Ministries/Division Islamabad/Rawalpindi**