

Government of Pakistan
Ministry of Inter Provincial Coordination
(IPC Division)

No.F.2-40/2013-Admn-II

Islamabad, the 8th July,2021

CIRCULAR

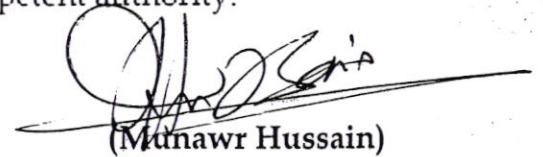
SUBJECT: GRANT OF LEAVE/LONG LEAVE

It has been observed that most of the employees of this Ministry proceed on leave without waiting for approval/sanction of leave. In most of the cases they send requests for extension in leave before expiry of leave granted to them. This trend of extension in leave is unfair/undesirable practice and against the office discipline and decorum and has been seriously viewed by the competent authority.

2. In view of above, it is circulated for information of all employees that if any officer/official applies for leave, he/she should submit the application through his/her officer incharge with recommendations and cogent reasons otherwise, the leave application will not be accepted. They are also advised not to proceed on leave until allowed/sanctioned by the competent authority.

3. All officers/officials are advised to comply with office rules and procedures and desist from submission of applications for extension in leave from home. In case of violation of these instructions, strict disciplinary action would be initiated against the concerned officer/ official under the Govt. Servants (E&D) Rules, 2020.

4. This issues with the approval of competent authority.



(Munawr Hussain)
Section Officer (Admn-II)
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All Officers/Officials of Ministry of IPC

Copy for information to:-

1. APS to Sr. JS(Admn)
2. PA to DS(Admn)

