



3689
17-10-16

NO.SOV(SGA&CD)8-60/2016

GOVERNMENT OF SINDH
SERVICES, GENERAL ADMINISTRATION
& COORDINATION DEPARTMENT

Karachi dated the 19th September, 2016

SUBJECT: GRANT OF LEAVE EX-PAKISTAN.

It has been noticed that government employees, who are involved in the Court cases, proceed on leave ex-Pakistan, which is not only against the interest of good governance but also creates complication for the Government.

02. All the Administrative Departments and Head of the Offices are, therefore, directed that in future, all the requests for grant of leave ex-Pakistan in respect of Government employees should be sent to the Competent Authority certifying that the Officer making request for leave ex-Pakistan is neither involved in any case of Court of Law nor required for appearance before any Court during the leave applied for.

03. Revised prescribed proforma for leave ex-Pakistan is sent herewith, with the directions to send the requests of leave ex-Pakistan on the same, duly filed-in in all aspects.

PS TO SECRETARY LGD
DIARY No... 19.9.16
DATED... 19-9-16

Under Secy: LG Directive
For perusal and
n/a pl.

MUHAMMAD SIDDIQUE MEMON
PAS
CHIEF SECRETARY, SINDH

Karachi dated the 19th September, 2016

NO.SOV(SGA&CD)8-60/2016,

A copy is forwarded for information and necessary action to:

1. The Additional Chief Secretaries (all), Government of Sindh.
2. The Senior Member, Board of Revenue, Sindh, Hyderabad.
3. The Principal Secretary to Governor Sindh, Karachi.
4. The Principal Secretary to Chief Minister, Sindh, Karachi.
5. The Chairman, Enquiries & Anti-Corruption Establishment, Sindh, Karachi.
6. The Chairman, Chief Minister's Inspection, Enquiries & Impl: Team, Karachi.
7. The Chairman, Sindh Revenue Board, Karachi.
8. The Administrative Secretaries (all), Government of Sindh. *Local Govt, HTP.*
9. The Inspector General of Police, Sindh, Karachi.
10. The Secretary, Provincial Ombudsman Secretariat, Sindh, Karachi. *Dept*
11. The Secretary, Provincial Assembly Secretariat, Sindh, Karachi.
12. The Commissioners (all) in Sindh.
13. The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi
14. The Deputy Commissioner (all) in Sindh.
15. The Secretary, Sindh Public Service Commission, Hyderabad.
16. The Section Officers (all) in SGA&CD.
17. Private Secretary to Chief Secretary, Sindh.
18. Private Secretary to Secretary (Services), SGA&CD.



(M. AKRAM JAVED)
SECTION OFFICER-V

Handwritten notes:
DSCA
Khan
26/9
Please
20/9
21/9

Handwritten notes:
R. Engr...
9/9/16
S/CA
P. Aiz...
S/X

PROFORMA
APPLICATION FOR LEAVE EX-PAKISTAN

1. NAME OF APPLICANT _____
2. POST HELD WITH BPS _____
3. DEPARTMENT OR OFFICE _____
4. APPOINTEE IS REGULAR / ADHOC _____
5. DATE OF BIRTH _____
6. DATE OF APPOINTMENT _____
7. TOTAL LENGTH OF SERVICE _____
8. DURATION OF LEAVE
WITH INTENDED DATE OF COMMCEMENT _____
9. NUMBER OF TIMES EX-PAKISTAN LEAVE
AVAILED WITH DURATIOIN
(INDICATEA DATE & COUNTRY VISITED) _____
10. GROUNDS ON WHICH LEAVE IS APPLIED FOR _____
11. ENTITLEMENT OF THE
PROPOSED LEAVE _____
12. NAME OF THE COUNTRY (IES)
TO BE VISITED _____
13. THE SOURCE OF FINANCE OF
EXPENDITURE ON THE PROPOSED EX-PAKISTAN LEAVE _____
14. ADDRESS OF THE APPLICANT IN
THE COUNTRY PROPOSED TO BE VISITED _____

SIGNATURE OF APPLICANT

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15. In case of Doctor / Teacher following
Additional information may be provided
by the Department
 - a) Title of specialty for which the
Doctor / Teacher is proceedings abroad.
 - b) Are the facilities for said specialty
available in Pakistan.
 16. Certified that he / she is neither required by any
Court of law nor his / her appearance is due during the leave applied for
and no Anti-Corruption / Disciplinary
proceedings is pending against him / her.
 17. Remarks and specific recommendation
Of the Department.

To,

The Secretary (Services)
Services, General Administration &
Coordination Department,
Government of Sindh,
Karachi.



ADMINISTRATIVE SECRETARY /
HEAD OF THE OFFICE