



Government of Pakistan
Ministry of Poverty Alleviation & Social Safety
PAKISTAN BAIT-UL-MAL

(An ISO 9001:2015 Certified Public Sector Organization)
Sector H-8/4 Islamabad (Tel No. 051-4863212) establishment.ho@pbm.gov.pk

PBM/Estb/Gen-05/ 1268

Islamabad the 14th September 2023

All Directors
Pakistan Bait ul Mal
Provincial/Regional Office

Subject: **INSTRUCTIONS REGARDING EX-PAKISTAN LEAVE APPLICATIONS**

It has been observed with grave concern by the Competent Authority that number of request for grant of leave ex-Pakistan reached this office without following the directions/instructions already circulated and requests are forwarded to Head Office without supporting documents/on the date employees leave started.

2. In view thereof, following instructions are hereby circulated with the request to adhere the instructions in letter and spirit.

- i. Leave ex-Pakistan may be forwarded to Head Office with the recommendations of Director concerned. No advance copy of such application shall be sent to Head Office directly.
- ii. The leave ex-Pakistan application shall be filled up on the enclosed prescribed leave proforma meticulously and completely leaving no relevant field blank or casually filled.
- iii. The applicant who intends to obtain leave ex-Pakistan shall not leave the station unless it is sanctioned prior to his departure abroad; otherwise his request shall be deemed to have been turned down.
- iv. The NOC/ leave ex-Pakistan will be forwarded to Head Office on enclosing the copy of passport, flight schedule etc. Other than requests of Umrah/Hajj/Ziarat sponsorship, bank statement may be enclosed with the request.
- v. Upon return of leave the officer/official may furnish copy of passport indicating checkin/checkout/immigration stamp.
- vi. The leave ex-Pakistan request must reach Head Office, through proper channel, at least 15 days before the commencement date of intended leave.
- vii. Leave ex-Pakistan shall be submitted for approval alongwith copy of Declaration of Assets of the concerned official/officer for the last Financial Year.
- viii. The leave ex-Pakistan request not fulfilling the above criteria shall be deemed to be incomplete and will not be processed. Establishment Branch will make no intimation to the concerned officer/official in this regard.

3. This issues with approval of the Managing Director.

Sy.
(SIDRA MAQSOOD)
Assistant Director (Estb)

Encl: A.A

C.C.

- i. Director to MD
- ii. All Directors, Head Office
- iii. Director (IT) Head Office (with the request to upload on PBM website)
- iv. File

pl upload
AD
18/9/23
AD (web)

**PAKISTAN BAI-UL-MAL
APPLICATION FOR LEAVE EX-PAKISTAN**

Name & Designation: _____ BPS: _____
 Branch _____ Duration: No. of day(s) _____ From _____ To _____
 Leave ex-Pakistan to visit _____ Date of entry into service in
 PBM _____ Passport No. alongwith date and place of issue

Countries visited since joining PBM service, the date and period of each visit:

Country Name	Date of visit from	Date of visit to

Leave ex-Pakistan accompanied by (wife/dependents) _____

Disciplinary proceeding (if any) _____

Nature of leave applied for (if on medical ground, attach medical certificate).

Nature of Leave	Leave Period		Country Name
	From	To	

Date of Outward journey from Pakistan: _____

Leave address abroad (if any) _____

I undertake to join back my duty on the expiry of leave and will not seek extension in leave after expiry of leave period. In case of failure to timely report back, I will be liable to departmental action which I undertake to accept without any reservation.

Duties will be performed by _____ Signature of the Applicant
 Sign: _____

Certified that applicant is eligible for leave applied for as per following Leave Record:

Detail	LFP
Leave Due (no of days)	
Leave availed	
Leave Balance	

Leave recommended/not recommended due to:

 (Deputy Director /Director)