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Department of the
AUDITOR GENERAL OF PAKISTAN
Constitution Avenue, Islamabad

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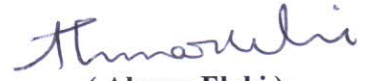
CIRCULAR

Subject: **FORWARDING OF APPLICATIONS FOR GRANT OF NOCs**

It is observed that applications of officers in respect of grant of NOCs for study programs/trainings and job opportunities in international organizations are received in this office with serious deficiencies. In this regard, instructions/guidelines have been issued from time to time; however, the needful is not done. It is therefore instructed that while forwarding applications to this office for grant of any type of NOC, following must be ensured:

- The applications of those officers must not be forwarded to this office against whom disciplinary proceedings are in process/decision against any appeal is pending or in case of imposition of penalty, the penalty period has not expired. This aspect must be taken care of especially in case of departmental cadre officers.
- The Heads of Departments must ensure that applications are complete in all respects in line with prevailing eligibility criteria.
- The applications for NOCs must reach this office 15 working days before the deadline (or as per time limit mentioned separately in a particular case) for any study program/job opportunity.
- It must be ensured that all requisite documents, either needed by this office or by sponsoring agency are attached with the application.

2. It is hoped that above instructions/guidelines will be followed in letter and spirit. However, it is clarified that incomplete applications and/or applications received late/near the deadline will not be entertained from now onwards.


(Ahmar Elahi)
Director General (HRM)

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