



OFFICE OF THE
AUDITOR-GENERAL OF PAKISTAN,
AUDIT HOUSE, CONSTITUTION AVENUE,
ISLAMABAD

No. ⁴⁶⁸/PAAS-II/2-1792/2018

Date: 21.02.2025

The Member Finance, PAEC, Islamabad	The CAO, PPOD, Islamabad
The Accountant General Pakistan Revenues, Islamabad.	The CCMA, MAG Office, Rawalpindi
The Military Accountant General, Rawalpindi.	All Directors General Audit, Field Audit Offices
The Member Finance, Railways Board, Islamabad.	The Director General (MIS), Islamabad
The Member Finance, NESCOM, Islamabad	The Director (Admn), CGA, Islamabad.
The CAO, Ministry of Foreign Affairs, Islamabad	The Director (B&A), Pak PWD, Islamabad
All Deputy Auditors General	The AMAG (Admn), MAG Office, Rawalpindi

Subject: **GRANT OF LEAVE TO PA&AS OFFICERS.**

The undersigned is directed to refer to Office of the Auditor-General of Pakistan's letter No. 895/PAAS-II/2-1502/09 dated 15-01-2014 on the subject (copy enclosed) and to state that it has been observed by the Competent Authority that leave applications in respect of PAAS Officers are often received incomplete, without leave admissibility certificate, without approval from the head of office & a clearly indicated leave commencement date, the applications are also received very late, sometimes even after the leave has commenced.

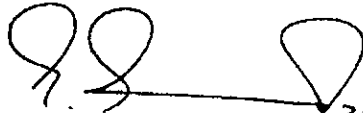
2. To streamline the leave approval process and prevent unnecessary delays, it is once again requested that:-

i. It must be ensured that all required documents and codal formalities are duly completed before forwarding the applications to the AGP Office.

ii. The leave applications of PA&AS officers must reach this office at least fifteen (15) days before the intended leave commencement date.

3. It may be noted that leave applications/recommendations received less than fifteen (15) days prior to commencement date shall not be entertained except in emergency cases.

Encl: As Above


(Rana Muhammad Usman Khan)
Director (Administration)
Phone No : 051-9224083

Copy to:

- SPS to Auditor-General of Pakistan.
- SPS to Additional AGP HQ/OPS.
- SPS to Controller General of Accounts, Islamabad
- AAO (IT), Local with the request to upload the Circular on official website.
- Master File.

Department of the
AUDITOR GENERAL OF PAKISTAN
Constitution Avenue
Islamabad

No. 895 PAAS-II/2-1502/09

Dated 15 : 01.2014

To

✓ Controller General of Accounts, Islamabad	Dir Gen Audit Inland Revenue (S), Karachi
M.A.G, Rawalpindi	Dir Gen Audit (LC), Sindh, Karachi
A.G.P.R, Islamabad	Dir Gen Audit (DS) South, Karachi
Dir Gen Audit Foreign & Intern, Islamabad	Dir Gen Audit K. Pakhtunkhwa, Peshawar
Dir Gen Audit (DS) North, Rawalpindi	DG District Audit K. Pakhtunkhwa, Peshawar
Dir Commercial Audit, Wah	Dir Gen Audit Balochistan, Quetta
Dir Gen Audit (FG), Islamabad	Dir Gen Audit (L C), Balochistan, Quetta
Dir Gen Audit ERRA, Islamabad	Dir Gen AATI, Lahore
Dir Gen Audit Works (Fed), Islamabad	Dir Gen PAW, Lahore
Dir Gen Audit PT&T, Lahore	Director PAAA, Quetta
Dir Gen Inland Revenue (N), Lahore	Dir Zakat Audit, Islamabad
Dir Gen Audit Works (Prov), Lahore	Accountant General, Punjab, Lahore
Dir Gen Audit WAPDA, Lahore	Accountant General, Sindh, Karachi
Dir Gen CA&E (N), Lahore	Accountant General, KP, Peshawar.
Dir Gen Audit Railways, Lahore	Accountant General, Balouchistan, Quetta.
Dir Gen Audit Custom & Petroleum, Lahore	AGPR, Sub Office, Lahore
Dir Gen Audit Punjab, Lahore	AGPR, Sub Office, Peshawar
Dir Gen District Audit Punjab (N), Lahore	AGPR, Sub Office, Karachi
Dir Gen District Audit Punjab (S), Multan	AGPR, Sub Office, Quetta.
Dir Gen CA&E (S), Karachi	The Assistant Auditor General (P), Local
Dir Gen Audit Sindh, Karachi	

Subject: GRANT OF LEAVE TO PAAS OFFICERS

The undersigned is directed to state that the following shortcomings are generally noticed in the leave cases of PAAS officers submitted by the field offices:

- I. Leave application on prescribed forms are not submitted.
- II. Applications are not supported with leave Admissibility Certificate or a certification from the officer that leave applied for is due and admissible to him.
- III. Leave cases are received too late to process its sanction before commencement of leave. At times cases are received after the officer proceeded on leave without sanction and in some cases when they returned from leave.
- IV. In the absence of leave admissibility certificate, leave is sanctioned subject to title. In some cases it transpired later on that leave was not due to the officer and in such cases adjustment of pay and allowances overdrew by the officers created problems.
- V. Sometimes leave applications are received directly from the officers without recommendations of their administrative heads which cause delay in sanction of leave as applications so received are redirected for the recommendations of Head of offices.

Handwritten initials/signature in the top right corner.

Cases regarding leave on medical grounds are received without medical certificate (In original).

- VII. Leave sanctioned from the date of availing is not availed by some officers for months due which this office remains unaware about the status of officers.
- VIII. Cases for grant of casual leave have also been referred to this office.

2. In pursuance of following rules/orders the following instructions are issued for guidance/compliance:

- a) Applications for leave must be submitted on form prescribed under Revised Leave Rules, 1980.
- b) Applications for leave should be furnished preferably along with leave admissibility certificate or at least with a certificate from the officer that leave applied for is due and admissible.
- c) All kind of leave under revised leave rules to IDC officers is sanctioned by the office of the Auditor General of Pakistan. Leave cases completed in all respect should reach to this office at least 10 days before the date of commencement of leave. In emergency cases the head of concerned office may allow the officer to proceed on leave and submit the case immediately to this office indicating therein the reasons for allowing officer to proceed on leave.
- d) Applications must be furnished with the recommendations of Administrative head so as to avoid any delay in sanctioning of leave.
- e) Medical/Fitness certificate (in original) should be furnished with the leave cases.
- f) Leave sanctioned from the date of availing will remain valid for 30 days from the date of issuance of sanction letter and will automatically will be treated as cancelled beyond 30 days.
- g) Charge reports while proceeding on leave and return should be furnished immediately.
- h) Casual Leave of PAAS officers is to be sanctioned by concerned controlling officer, no such cases should be sent to this office.

3. Incomplete leave cases would not be entertained and returned without any sanction.


(NAVEED AKRAM CH)
Director-Administration