



No. SO(Estt)3-191/2021(1418)
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block New Garden Town, Lahore
Dated Lahore, the March 22, 2024

To

1. **The Director General,**
Special Education, Punjab
2. **All the District Education Officers,**
Special Education, Punjab

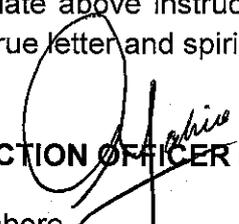
Subject : **GUIDELINES FOR SANCTION OF EX-PAKISTAN LEAVE FOR PERFORMANCE OF UMRAH OR OTHER NATURE**

It is in supersession of this Department's letter dated 18.04.2019 on the subject captioned above (**copy enclosed**)

2. Competent Authority has been pleased to approve the following conditions for sanction of Ex-Pakistan leave to visit abroad or for performance of Umrah to be followed strictly:-

- (i) Requests for sanction of Ex-Pakistan leave will be routed through Directorate General of Special Education Punjab, Lahore. No direct request will be entertained by the Administrative Department.
- (ii) Request for Ex-Pakistan leave should be received in the Department at least 10-days prior to the commencement of leave.
- (iii) The Ex-Pakistan leave cases of officers / officials working in Special Education Department will be entertained in accordance with Revised Leave Rules, 1981 and Contract Appointment Policy, 2004 for regular and contractual employees respectively.
- (iv) An Affidavit, Surety Bond, Copy of Passport, Visa, No Inquiry Certificate, No Demand Certificate and Original Leave Title should be attached with the application of the Officer/Official.
- (v) Applicants are advised to wait for approval of the Competent Authority for grant of Ex-Pakistan leave before booking their flight tickets to proceed abroad.
- (vi) No officer/Official will leave the country without prior sanction of leave / NOC of the Competent Authority.
- (vii) Ex-Pakistan leave of all kinds will only be granted upon provision of Passport Containing the Profession as "Government officer / Official / Employee". The passport obtained in private capacity will not be entertained in any case.

3. In view of above, it is requested to disseminate above instructions to all concerned with the direction to implement the same in true letter and spirit.


SECTION OFFICER (ESTT.)

C.C

1. PS to Secretary, Special Education, Lahore.
2. P.A to Deputy Secretary, Special Education Department.