

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE**

C. No.1(29)/2008/M-II/(Cus-II) / 57559-R

Islamabad, the 2nd May, 2013

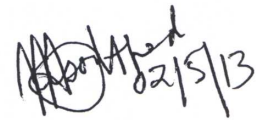
To

All Chief Collectors/ Chief Commissioners/ Director Generals
All Collectors of Customs
All Collectors (Adjudication)/Collectors (Appeals)
All Commissioners (Appeals)

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

I am directed to say that in continuation of earlier instructions on the subject, the following instructions may please be circulated for strict compliance in order to streamline the filing/processing of ex-Pakistan leave requests:

- i. No ex-Pakistan leave request shall be processed in Board unless it is forwarded through concerned Chief Collector, Chief Commissioner or Director General, as the case may be, with his conclusive/express recommendations. No advance copy of such application shall be sent to Board directly.
 - ii. The ex-Pakistan leave applicant shall fill up the prescribed ex-Pakistan leave proforma meticulously and completely leaving no relevant field blank or casually filled.
 - iii. Irrespective of length of ex-Pakistan Leave applied, the AGPR leave admissibility certificate shall be submitted with the application.
 - iv. The applicant who intends to obtain ex-Pakistan leave contiguous to his official engagement abroad shall not avail the requested leave on presumption of approval unless it is sanctioned prior to his departure abroad; otherwise his request shall be deemed to have been turned down.
 - v. The ex-Pakistan leave application must reach the Board, through proper channel as explained above, at least 15 days before the commencement date of intended leave.
 - vi. Collectors (Adjudication), Collectors (Appeals) and Commissioners (Appeals) shall forward their applications through Member (Legal), FBR.
 - vii. The ex-Pakistan leave request not fulfilling the above criteria shall be deemed to be incomplete and will not be processed. Board will make no intimation to the concerned in this regard.
2. This issues with the approval of Chairman, FBR.


02/5/13

(Masood Ahmed)
Secretary (Mgt. Customs-II)

Copy to:

1. The S.A to Chairman, FBR.
2. All Members, FBR.
3. All Secretaries/Second Secretaries, Administration Wing, FBR