

GOVERNMENT OF PAKISTAN
(REVENUE DIVISION)
FEDERAL BOARD OF REVENUE

C. No. 103(58)/95-MIR-I/972/Edox#166260-R

Islamabad, the 18th October, 2021

All Chief Commissioners/Chief Collectors/Director Generals of FBR.

Subject: **INSTRUCTIONS REGARDING SANCTIONING AND FORWARDING OF LEAVE.**

It has been observed with concern at Board that leaves of the officers are processed/forwarded without assigning look after charge to officers in the field formation to ensure continuity and leaves are recommended without proposing name of officer for assignment of additional charge, which causes hindrance/halt smooth operation of daily office work.

2. It is, therefore, advised that Chief Commissioners/Chief Collectors/Director Generals of FBR while allowing leaves or forwarding leaves of officers for approval to the Board must specify names of the officers to whom additional charge of the post is to be assigned as a stop-gap arrangement for smooth disposal of official work.

3. These instructions are being issued with the approval of Member (Admn/HR), FBR and must be followed in letter and spirit.

(Ejaz Ahmed Bajwa)
Chief (HRM-IR)

Copy for information to:-

1. SA to Chairman, FBR / Secretary, Revenue Division, Islamabad..
2. All Members, FBR, FBR(HQ), Islamabad.
3. Webmaster for placement on Website of FBR.
- ✓ 4. Master File.

(Ejaz Ahmed Bajwa)
Chief (HRM-IR)