

Government of Pakistan
Revenue Division
Federal Board of Revenue

C. No.3(6)SSM/2007/212138-R

Islamabad, the 28th December, 2021

CIRCULAR


Subject: Maintenance of Record of Casual Leave

Under the existing orders of the Federal Government, Casual Leave upto maximum period of 20 days is permissible in a calendar year. Although Casual Leave cannot be claimed as a matter of right, it should be granted invariably unless the presence of an officer is absolutely necessary, there is an official emergency or very extraordinary official circumstances exist.

2. The record of Casual Leave is required to be maintained by all offices, so as to ensure no officer/official avails Casual Leave exceeding the maximum limit of 20 days in a calendar year.

3. The Chairman, FBR/Revenue Secretary has directed that every Supervisory Officer in FBR(HQ) and its field formations should ensure that the record of Casual Leave of all officers/officials working in the office is properly maintained.

4. All officers while sanctioning Casual Leave to the officers/officials will issue proper order and endorse copies to respective HR Manager in field formations and for FBR(Hqrs) to respective Chief (HRM-IR)/Chief (HRM-Customs) for maintenance of record.


(Ejaz Ahmad Bajwa)
Chief (HRM-IR)

Distribution

1. All Members, FBR(HQ)
2. All DGs/Chief Commissioners-IR/Chief Collectors/Collectors, Customs

CC:

- SA to Chairman, FBR/Revenue Secretary, Islamabad
- Member (Admn/HR), FBR(HQ)