

**MOST IMMEDIATE**

GOVERNMENT OF PAKISTAN  
(REVENUE DIVISION)  
**FEDERAL BOARD OF REVENUE**  
\*\*\*

C. No. 3(14)/HRMIR-I/2022/115889-R

Islamabad, the 10<sup>th</sup> May, 2022

**CIRCULAR**

Subject: **BAN ON LEAVES DURING LAST QUARTER OF FISCAL YEAR.**

The last quarter of the fiscal year is of paramount importance for tax collection. All field formations of FBR are expected to perform at their optimum capacity which entails presence on duty of all available human resource. However, it has been observed that some field formations are still forwarding leave requests of officers and officials which is prejudicial to the achievement of target assigned to FBR during the current fiscal year.

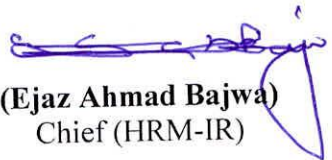
2. Foregoing in view, it is decided that competent authorities shall not grant leaves to FBR officers/officials till 30<sup>th</sup> June, 2022 except in the following cases:-

- Hajj
- Extreme hardship cases
- Study leaves for officers and officials who are already selected and have obtained NOCs.

3. Leaves forwarded to competent authorities at FBR (Hqrs) shall only be considered and granted in the above mentioned cases till 30<sup>th</sup> June, 2022 on case to case basis.

4. All field formations are required to strictly adhere to the above instructions and play their part in optimization of revenue collection and achievement of revenue target.

5. This issues with the approval of Secretary, Revenue Division/Chairman, FBR.

  
(Ejaz Ahmad Bajwa)  
Chief (HRM-IR)

**All Heads of Field Formations of Inland Revenue Service**

**Distribution:-**

1. SA to Chairman FBR / Secretary Revenue Division, Islamabad.
2. All Members, FBR