



# ELECTION COMMISSION OF PAKISTAN

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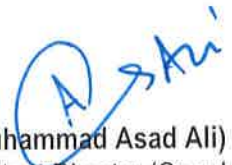
## NOTIFICATION

Islamabad, the 22<sup>nd</sup> December, 2023

**No.F.2(1)/2023-Coord-Vol-X.-** In continuation of this office Notification No.F.2(1)/2023-Cord-Vol-IX dated 15<sup>th</sup> December, 2023, in order to streamline the processing of leave applications of Ministries/ Divisions/ Departments/ Autonomous/ Semi-Autonomous Bodies/ Corporations the following course shall be followed:

1. The Casual Leaves of officers / officials shall be dealt by the Department/ Authority concerned at their own level.
2. Leave applications other than casual leaves:
  - i. Of officers/ officials at District level of various departments shall be processed after taking concurrence from the concerned District Returning Officer. While allowing leave, if so required, it shall be ensured that the officer/ official is not engaged in any election assignment directly or indirectly or expected to be engaged in any kind of election duty.
  - ii. Of officers/ officials at Provincial Headquarters of Provincial Secretariat, Provincial Directorates and other Autonomous and Semi-Autonomous offices shall be processed after taking concurrence from the concerned Chief Secretary. However, leave applications relating to offices/ departments of the District present at Provincial Headquarter shall be processed after taking concurrence from the District Returning Officer. While allowing leave, if so required, it shall be ensured that the officer/ official is not engaged in any election assignment directly or indirectly or expected to be engaged in any kind of election duty.
  - iii. Of officers/ officials of BPS-19 & below at Federal level shall be processed after taking concurrence from the concerned District Returning Officer. However, concurrence for leave application of officers of BPS-20 & above shall be obtained from Election Commission of Pakistan. While allowing leave, if so required, it shall be ensured that the officer/ official is not engaged in any election assignment directly or indirectly or expected to be engaged in any kind of election duty.

By Order of the Election Commission of Pakistan.

  
(Muhammad Asad Ali)  
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Islamabad.

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