



GOVERNMENT OF SINDH
Population Welfare Department
11th Floor NICL Building, Near FTC, Building
Karachi

PHONE # 021-99225641

NO: PWDS/ADMN/Circular/2025-1008

Dated: 24.10.2025

To,

The Directors,
Regional Directorate Office, _____ (all)

The DPWOs,
District _____ (all)

The Medical Officers,
RHS-A-Centre, _____ (all)

The Principals,
PWTI /RTIs _____ (all)

SUB: SUBMISSION OF LEAVE REQUEST WITHOUT PROPER DOCUMENTS

I am directed to refer to the subject noted above and to state that, it has been observed that, the DPWOs/Medical Officers/Principals, of Population Welfare Department, Sindh, furnish the Ex-Pakistan Leave cases without supporting documents and leave record.

The Competent Authority has taken serious note of this trend and desired that all the officers shall henceforth must to submit the request leave and enclose following documents at least 15 days before:

- i) Ex-Pakistan leave proforma
- ii) Three undertaking regarding Ex-Pakistan leave.
- iii) Copy of Passport/Visa
- iv) No Dues/No Enquiry Certificate
- v) LAC/Leave record

All concerned are directed for strict compliance.


(ESSO KHAN JAMALI)
Section Officer (General)

Copy to:

1. The P.S. to Secretary, PWDS, Karachi
2. The P.A to Director General, PWDS, Karachi
3. The P.A to Addl: Secretary (A&F) PWDS, Karachi.
4. The Director _____ PWDS, Karachi.
5. Office order


Section Officer (General)

