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GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT (AVIATION DIVISION)  
PAKISTAN METEOROLOGICAL DEPARTMENT  
MET. HEADQUARTERS, ISLAMABAD

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the website

No.E-29(207)/2017/ ۱۱۸۰

Islamabad, the 24 April, 2018.

*[Signature]*  
25/4/18

**STANDING ORDER 02/ 2018**

Subject: **S.O.P FOR REGULATION OF LEAVES IN PAKISTAN METEOROLOGICAL DEPARTMENT AND DELEGATION OF POWERS.**

Keeping in view wide scope of the services provided by Pakistan Meteorological Department which has direct and indirect impact on socio-economic situation, aviation, agriculture, disaster management and precious lives of general public, it has been found necessary to regulate system of leave in the interest of public service.

2. Attention of all officers / officials of PMD is invited to **F.R. 67 wherein it is clearly stated that leave cannot be claimed as of right. As per Sl. No. 5 (Chapter VII "Leave") of Esta Code an application for leave should not be anticipated as grant of leave.** Therefore, no officer / official is allowed to leave the station of duty prior to sanctioning of leave. To streamline the matter, following timeline is required to be followed in submission of leave applications (**except in the cases of extreme emergency**):-

Sr. #	Kind of application	Minimum time for submission of applications before authority
i.	All kinds of leaves including extension in already granted leaves (except Casual leaves)	Must reach before the authority, 15 days prior to start of leave period
ii.	Casual Leave	01 working day

3. The leave sanctioning authority may ask to submit any kind of relevant documents for disposal of leave application and the Authority may refuse the leave in view of exigency of service. Further leave recommending / granting officers must ensure equity in grant of leave and discourage leave hunting practices. It is the responsibility of the supervisory officers concerned to send the charge relinquish / departure report of the officer / official availing leave and his charge assumption / joining report on his return from leave to the concerned authority.

4. In the light of instant S.O.P the Director General, Met. Services has been pleased to delegate the powers for grant of leave to the following authorities, in respect of the staff working under their administrative control, if consistent with instant Standing Order, Revised Leave Rules – 1980 and instructions issued by the authorities from time to time:-

Sr. #	Authority	Officers / Officials applying for Leave	Kind of Leave	
			Other than Ex-Pakistan Leave	Ex-Pakistan Leave for Hajj / Umrah / Ziarat purpose only
i.	Chief Meteorologist, Camp Office, Karachi	<b>BS-01 to 16</b> Posted at all Directorates / Divisions at Met. Complex, Karachi	All kinds of leaves	Umrah / Ziarat upto 30 days
ii.	Chief Meteorologist, FFD, Lahore	<b>BS-01 to 16</b> Posted under the administrative control of FFD, Lahore		Hajj upto 60 days (One time during a calendar year)
iii.	Directors, RMC concerned	<b>BS-01 to 16</b> Posted under the administrative control of RMCs concerned		No extension permissible beyond the above limit for the purpose.
iv.	Chief Meteorologists / Directors, Met. Hqrs. Islamabad	<b>BS-01 to 16</b> Posted at Met. Hqrs. Islamabad under their supervision.		
v.	Chief Admin Officer			
<b>Extension in leave may usually be discouraged. However, in the cases of extreme emergency, request may be forwarded to the next higher authority with proper recommendation / justification for decision.</b>				

5. The leave applications for officers in BS-17 and above will be processed as per previous practice in the light of instructions / time limits contained in the instant Standing Order.

6. **In case any officer / official leaves the station of duty or overstays without following the leave procedure as prescribed in the instant S.O.P, he / she may be considered as absent from duty and his/her salary may be stopped forthwith and necessary proceedings under Government Servants (E&D) Rules, 1973 may be initiated. In addition under Rule 23 of Revised Leave Rules, 1980 "double the period of such absence shall be debited against his/her leave account".**

7. All supervisory officers are requested to process the leave cases accordingly under intimation to this office.



**(TARIQ NADEEM)**  
Dy: Chief Administrative Officer (Estb.)  
for Director General  
Meteorological Services

**Distribution:**

- i. Chief Meteorologists, NDMC and R&D Division, Islamabad.
- ii. Chief Meteorologist, FFD, Lahore.
- iii. Chief Meteorologist, Met, Complex, Karachi.
- iv. Director NWFC, NDMC, Seismic, NAMC, Planning & Nullah Lai Islamabad.
- v. Director, RMC Lahore, Peshawar, Quetta, Gilgit & Karachi.
- vi. Director, IMG, F & C, CDPC and Maintenance Karachi.
- vii. SPS to the D.G. Met. Services, Met. Hqrs. Islamabad

- viii. Officer Incharge, NMCC, Met. Workshop, WC & MAC and CMS Karachi.
  - ix. DCAO (B) / DCAO (GA) / Accounts Officer / DDO, Met. Hqrs. Islamabad.
  - x. Met. (Co.), Coordination Section, Met. Hqrs. Islamabad.
  - xi. ✓ Mr. Zeeshan Haider, Programmer (Web master)
  - xii. SRC & E-I, Establishment Section, Met. Hqrs. Islamabad.
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