

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT (AVIATION DIVISION)
PAKISTAN METEOROLOGICAL DEPARTMENT
HEADQUARTERS OFFICE ISLAMABAD**

No. E-29(207)/2017/11876

Islamabad, the 8 February, 2018.

STANDING ORDER NO. 01/2018

SUBJECT:- STANDARD OPERATING PROCEDURE (S.O.P) FOR ACCEPTANCE OF RESIGNATION.

It has been observed that employees of PMD while submitting their resignations do not follow terms and conditions of their service. Such employees who intend to resign from service, usually they first submit leave applications and then overstay after the expiry of their leave periods leading to their absence from duty. Afterwards they send their resignations which cause issues of outstanding dues. Such an act by any employee is clear violation as per instructions contained in Sl. No. 17 of Esta Code, Chapter "Termination of Services, Reversion to Lower Scale / Post, Resignation and Desertion from Duty" (copy enclosed).

2. To curb this practice of desertion from duty it has been decided by the competent authority (i.e. D.G. Met. S) that any employee who intends to tender his resignation, should submit his resignation and wait for its acceptance by the competent authority. In case any employee absents himself from duty without waiting for decision of the competent authority, his pay and other Government payments like hiring, GPF etc. must be stopped forthwith. It will be responsibility of concerned head of offices to immediately stop the payments / salaries of absconders, over stayers after expiry of leave and resignees. In addition to that, disciplinary proceedings may be initiated against him under the rules and prompt intimation may be sent to this office containing following information of the case:-

- i. Name & post of deserter
- ii. Detail of leave
- iii. Date of absence from duty
- iv. Detail of disciplinary proceedings initiated
- v. Original resignation tendered by the deserter
- vi. Detail of outstanding dues / articles on clearance certificate as circulated vide this office Memo No. E-29(106)/4531 dated 30.10.2017

3. In case of outstanding dues / articles, case for recovery of such dues / articles may be processed separately and the employee / resignee must be served with the notice for payment of outstanding dues / submission of issued articles / books etc. In case of no response from the resignee, concerned Law Enforcement Agency / District Administration may be

approached for recovery. The process of recovery of dues / articles must be processed without prejudice to the outcome of decision on acceptance of resignation / disciplinary proceedings under intimation to this office.

Encl: (01 Page)



(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. Directors NWFC, NDMC, Seismic, NAMC, Planning & Lai Nullah Islamabad.
- v. Directors, RMC Lahore, Peshawar, Quetta, Gilgit & Karachi.
- vi. Directors, IMG, F & C, CDPC & Maintenance, Karachi.
- vii. DCAO (B), DCAO (GA), Accounts Officer & DDO, Met. Hqrs. Islamabad.
- viii. Web master, NDMC Islamabad to upload on PMD website.
- ix. Supdt (E), E-I, E-II & D.I, Establishment Section, Met. Hqrs. Islamabad.

Sl. No. 17

Absence from duty without leave .- Cases have come to notice where Government servants have applied for leave, but before the leave was sanctioned, have absented themselves from duty and left their station without permission, while Government dues were payable by them on various accounts. In some cases, Government servants have proceeded on short leave, and subsequently applied for extension of leave, which was not granted, whereupon they have resigned their appointments without clearing the Government dues outstanding against them. Such behaviour on the part of Government servants is not only undesirable but also contravenes the provisions of the Pakistan Essential Service (Maintenance) Act, 1952, which makes all employment under Government an essential service. If any Government servant, without reasonable excuse, abandons his employment or absents himself from work, he is liable to conviction to be punished with imprisonment and fine *vide* section 5 and 7 of the Act.

2. It is, therefore, requested that the attention of all Government servants may kindly be drawn to the provisions of the Act and they may be warned that any contravention of the Act renders them liable to prosecution. A number of prosecutions have already been instituted in the court and others are in contemplation.

[Authority.- Estt. Division O.M. No. 11/1/60 E.V., dated 22-10-1960].