

## **PROCEDURE TO APPLY FOR EX-PAKISTAN LEAVE**

The application, in duplicate, for Ex-Pakistan Leave for official visit personal affairs, study leave or for academic reasons should be addressed to the Registrar, LUMHS Jamshoro and forwarded/recommended by the Incharge/ Chairman/Dean of applicant's department/faculty. The application must reach the Office of Registrar at least 20-25 days prior to the tentative date of departure of the applicant.

The applicant must clearly mention the name of the country/countries to be visited. The purpose and period of required Ex-Pakistan Leave with date of departure & return should also be indicated clearly. The attested photocopy of passport/visa and documentary evidence regarding approval of research paper to be presented in Conference etc. or Invitation letter/Registration in an academic occasion should also be enclosed with the application (if applicable).

Once the permission to process the application for Ex-Pakistan leave is granted by the competent authority of LUMHS Jamshoro, the following duly completed documents (in duplicate), along with the application will be sent to the Principal Secretary to the Governor/Chancellor of Sindh Universities, to obtain a No Objection Certificate.

- a) Attested Colour copy of computerized N.I.C.
- b) Copy of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> page of Passport
- c) Two colored passport size photographs.
- d) Prescribed Performa (Specimen enclosed).
- e) Undertaking (Specimen enclosed).
- f) Copy of approval of Research Paper/Nomination/Invitation/Selection letter.
- g) Bio data form (Specimen enclosed)
- h) Copy of visa

Upon receipt of a "No Objection Certificate" from the Worthy Governor / Chancellor of Sindh Universities, the leave sanction order will be processed by the competent authority of the LUMHS Jamshoro.

The Vice-Chancellor is authorized vide Governor Sindh/Chancellor Secretariat letter No.GS/10-32/01/(SO-I), dated 05-05-2004 to sanction Ex-Pakistan Leave for Umrah/Hajj.

The Chancellor/Governor of Sindh, vide letter NO.GS/7-3/1991/(SO-I)/-741, Karachi, dated 17-05-2016 has also authorized the Vice-Chancellor to grant NOC/Ex-Pakistan leave to Teaching/Non-Teaching staff of the University after observing all codal formalities. However the policy for issuance of NOC of Vice-Chancellor/Pro-Vice Chancellors and Deans will remain as usual.

Before proceeding on sanctioned Ex-Pakistan Leave and on return, the employee must intimate the office of the Registrar, through proper channel and complete the Charge Relinquish and Charge Assume Reports, respectively.

**In case of a visit to India, in addition to the above formalities, No Objection Certificate from the Government (through Home Department) is also required. Application to visit India must be processed 45 -50 days prior to the date of departure, so that all the codal formalities could be finalized in time**

**27 August 2010**

**NOTIFICATION**

It is hereby notified for the information of all the faculty/members/'teachers, of' the University that the (Chancellor/Governor Sindh has shown his concern and does not like the visits abroad of the faculty members/teachers during study session.

The instructions/directives of the\Worthy Chancellor/Governor Sindh, received through Secretariat of Governor of Sindh letter No.GS/7-3/1991(SO-I)/978 dated 7-08-2010 are reproduced below:

*It has been observed that the University authorities are recommending cases of private visit abroad of their teaching staff to this Secretariat during study session for grant of NOC. In this connection your attention is invited to this Secretariats letter NO.GS/7-3/1991(SO-i)/1996 dated 28-08-1997 whereby the decision taken in the Vice-Chancellors meeting held under the Chairmanship of the then (Governor/Chancellor on 3rd September, 1995 was Communicated, as under “*

*Governor also asked the Vice Chancellors not to recommend/allow the University Teachers to proceed abroad during .study session on account of illness of their relatives. Umrah and other purposes except for study leave or doing PhD. They should be discouraged for necessary tours/visits outside country. They may be informed that Chancellor does not like their visits abroad country. They Should be allowed to visit abroad to vacation. During study session students suffer much in absence of teachers.*

*It is, therefore requested that the above policy decision may be adhered to and complied strictly and only hardship cases for grant of leave when the academic session is on, may be sent to this Secretariat with full Justification, otherwise such cases will not be entertained in future"*

It has been decided that the above directives/policy decision shall be complied strictly and only hardship cases on case to case basis for grant of leave with full justification will be entertained.

This issue with the approval of the Vice-Chancellor.

*REGISTRAR  
LUMHS Jamshoro*

To,

Registrar,  
Liaquat University of Medical &  
Health Sciences, Jamshoro.

**SUBJECT: APPLICATION FOR EX-PAKISTAN LEAVE.**

NAME: (IN BLOCK LETTERS): \_\_\_\_\_

DESIGNATION: \_\_\_\_\_ BPS \_\_\_\_\_

PLACE OF POSTING: \_\_\_\_\_

REQUIRED EX-PAKISTAN LEAVE; From \_\_\_\_\_ To \_\_\_\_\_ (\_\_\_\_\_ Days)

PURPOSE OF LEAVE: \_\_\_\_\_

PASSPORT NO: \_\_\_\_\_ ISSUED ON \_\_\_\_\_ VALID UP TO \_\_\_\_\_

COUNTRY OF ISSUE \_\_\_\_\_

COUNTRY/COUNTRIES TO BE VISITED: \_\_\_\_\_

**Details of Ex-Pakistan Leave(s) already availed during last 12 months.**

S.No.	Country Visited	Date of Proceeding			Purpose	Office Order # / Date
		From	To	Days		

(Attach separate sheet if necessary)

DATED \_\_\_\_\_

\_\_\_\_\_  
Name / Signature of Applicant  
Designation / Department

REMARKS OF THE INCHARGE/HEAD OF THE DEPARTMENT

Recommended / Not Recommended \_\_\_\_\_



Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

Date: \_\_\_\_\_

REMARKS OF THE CHAIRPERSON/CHAIRMAN OF THE DEPARTMENT

Recommended / Not Recommended \_\_\_\_\_



Signature \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

REMARKS OF THE DEAN, FACULTY OF \_\_\_\_\_

NOMINATION TO LOOK-AFTER THE DUTIES DURING LEAVE: \_\_\_\_\_

Recommended / Not Recommended \_\_\_\_\_



Signature \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

**LIAQUAT UNIVERSITY OF MEDICAL & HEALTH SCIENCES JAMSHORO.**

**LEAVE PROFORMA**

INFORMATION CONCERNING PROPOSAL OF PARTICIPATION IN INTERNATIONAL CONFERENCE/ SYMPOSIUM/ DEPUTATION TRAINING/MEETING ETC.

1. NAME: \_\_\_\_\_
2. Qualification \_\_\_\_\_ 3. Post Held \_\_\_\_\_
- 4 Nature of appointment: (Regular/ Temporary/ Adhoc) \_\_\_\_\_
- 5 Date of Regular appointment in present post \_\_\_\_\_
6. Date of Birth \_\_\_\_\_ 7. Date of superannuation i.e.60 yrs \_\_\_\_\_
- 8 Position of categorization of the proposal \_\_\_\_\_
- 9 What benefits (Political, Economical, Technical education etc) are to be achieved \_\_\_\_\_
- 10 Number of participations, if any, made by the nominee in the last five years \_\_\_\_\_
- 11 Whether previous similar Conferences/ Symposium/ Studies/ Training/ Meeting etc attended and if so when, by whom? \_\_\_\_\_
- 12 Whether by providing a suitable brief, the meeting can be attended by personal in our Diplomatic Missions abroad? \_\_\_\_\_
- 13 Whether expenditure is involved in foreign exchange and in local currency and if so how it is proposed to be met? \_\_\_\_\_
- 14 If part of the travel expenses and/ or local hospitality are being provided by the foreign sponsors, the expenditure if any, to be borne by the Government/University towards payment of difference of Daily Allowance, etc. \_\_\_\_\_
- 15 Please indicate where the individual had gone abroad last and for what purpose? \_\_\_\_\_
- 16 Arrangements of teaching during absence \_\_\_\_\_
- 17 Nature of leave applied/absence and how it is be treated \_\_\_\_\_
- 18 In case of Ex-Pakistan leave, who will bear the expenditure, indicate the source of income. \_\_\_\_\_

*SIGNATURE*  
*DESIGNATION*  
*DEPARTMENT*

Certified that the above information is correct.

**REGISTRAR**  
*LIAQUAT UNIVERSITY OF MEDICAL & HEALTH SCIENCES, JAMSHORO.*

**LIAQUAT UNIVERSITY OF MEDICAL & HEALTH SCIENCES**

**UNDERTAKING**

I \_\_\_\_\_ (Name)

S/O,W/O \_\_\_\_\_

\_\_\_\_\_ (Designation & Department) do

hereby give under taking that I will not make request for extension in Ex-Pakistan Leave and will not claim salary in Foreign Currency.

Signature \_\_\_\_\_

Countersigned by the Chairman/ Dean

Name \_\_\_\_\_

Dated \_\_\_\_\_

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**LIAQUAT UNIVERSITY OF MEDICAL & HEALTH SCIENCES**

**UNDERTAKING**

In compliance to the decision of Syndicate of LUMHS, Jamshoro, vide it Resolution No.Syn-27.6(b) dated 14-05-2011, I \_\_\_\_\_ (Name)

S/O,D/O,W/O \_\_\_\_\_ (Father's/Husband's Name)

\_\_\_\_\_ (Designation & Department)

do hereby Under Take that in case, on my own request, if I am allowed leave for eleven (11) months or more, I will not request to cancel the remaining period of sanctioned leave and University may announce the post on leave vacancy/locum and fill the post during my leave period on contract basis.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Countersigned by the Chairman/ Dean/Head

Name \_\_\_\_\_

Dated \_\_\_\_\_

# PROFORMA

## QUERIES FOR SECURITY CLEARANCE

1. Name/ Caste \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Husband Name \_\_\_\_\_ 4. Religion \_\_\_\_\_
5. Place of Birth \_\_\_\_\_ 6. Date of Birth \_\_\_\_\_
7. Education acquired with institutions \_\_\_\_\_
8. Date of Joining Government Service \_\_\_\_\_
9. Date of holding present position \_\_\_\_\_
10. Whether tried/ convicted in any court? \_\_\_\_\_
11. Whether facing any case/ disciplinary enquiry? \_\_\_\_\_
12. Details of past visits abroad

Countries visited	Purpose	Duration	Financed by
		From:  To:  _____ Days	

13. Details of proposed visits abroad

Countries to be visited	Date of proceeding	Purpose	Duration	Finance by
	From:  To:  _____ Days			

**DEPONENT**

14. Remarks/ Recommendation of Head of Department.

\_\_\_\_\_

Signature Head of Department \_\_\_\_\_

Name \_\_\_\_\_

Dated \_\_\_\_\_

# PERSONAL INFORMATION

(To be filled in own handwriting in capital letters)

REGULAR  CONTRACT  ON DEPUTATION BPS: \_\_\_\_\_

Photograph

Please Paste copy of Front Side of CNIC

Please Paste copy of Back Side of CNIC

01. NAME: \_\_\_\_\_
02. S/O, D/O, W/O: \_\_\_\_\_ SURNAME: \_\_\_\_\_
03. DESIGNATION: \_\_\_\_\_ PLACE OF POSTING: \_\_\_\_\_
04. DATE OF BIRTH AS PER MATRIC CERTIFICATE: \_\_\_\_\_ BLOOD GROUP: \_\_\_\_\_
05. CNIC NO. \_\_\_\_\_ DOMICILE: \_\_\_\_\_
06. QUALIFICATIONS: \_\_\_\_\_
07. DATE OF 1<sup>ST</sup> ENTRY IN SERVICE (Contract/Regular): \_\_\_\_\_
08. DATE OF APPOINTMENT AT LUMHS \_\_\_\_\_ DATE OF PRESENT POST \_\_\_\_\_
09. PMDC REGISTRATION NO: \_\_\_\_\_ Valid up to \_\_\_\_\_
10. PASSPORT NO: \_\_\_\_\_ Country of issue \_\_\_\_\_ Valid upto \_\_\_\_\_
11. QUALIFICATION REGISTERED WITH PMDC: \_\_\_\_\_
12. PRESENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_
13. IDENTIFICATION MARKS: i) \_\_\_\_\_ ii) \_\_\_\_\_
14. E-MAIL: (i) \_\_\_\_\_ (ii) \_\_\_\_\_
15. PHONE # With Area Code. (i) \_\_\_\_\_ (ii) \_\_\_\_\_  
Mobile # \_\_\_\_\_ (ii) \_\_\_\_\_
16. IN CASE OF EMERGENCY;  
CONTACT PERSON: (Name) \_\_\_\_\_  
(a) Address \_\_\_\_\_  
(b) Phone # \_\_\_\_\_ Mobile # \_\_\_\_\_

DATED \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

Kindly attach one attested color copy of CNIC, copy of 1<sup>st</sup> & 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> pages (mentioning Government Officer) of Passport, and two passport size photographs and invitation (if attend conference, workshop, seminar etc)