



Federal Board of Revenue
Chief Commissioner Inland Revenue
Regional Tax Office-II, Karachi

C.No.Admn/AO/CCIR/RTO-II/Khi/2024-25/1507

Dated: 30.08.2024

Order
(Maternity Leave)

Ms. Hina Asghar, Data Entry Operator presently posted at Chief Commissioner Office, RTO-II, Karachi bearing CNIC# 42201-2152873-0 is hereby granted 180 days Maternity leave under the Maternity and Paternity Leave Act, 2023 with effect from 01.09.2024 to 28.02.2025. On expiry of aforesaid leave, the official concerned is likely to resume her duties at the same place from where she is proceeding on leave.

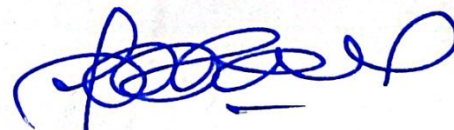
2. This order is being issued in the light of Board's Notification No. 1(29)/2011-MIR-II/10965-R, dated 21.01.2021 and is being issued with the approval of the Chief Commissioner.

/

(M. Ansir Ali Khan)
Deputy Commissioner (HQs)

Copy for information to:

1. The DDO, RTO-II, Karachi.
2. The DGPR, Sub-office, Karachi.
3. Ms. Hina Asghar, DEO.
4. The Personal File.


(M. Ansir Ali Khan)
Deputy Commissioner (HQs)

849

To,
The Deputy Commissioner (HQs),
Regional Tax Office-II,
Karachi.

Subject: Application for Grant of 180 Days Maternity Leave-Request
Regarding.

Respected Sir,

With due respect it is stated that as per doctor examination report my expected date falls in October, Therefore the undersigned needs to proceed on 180 days maternity leave.

It is therefore requested that 180 days maternity leave w.e.f 01-09-2024 to 28-02-2025 may kindly be allowed.

Encl :

- Copy of pay slip
- Copy of leave performa (G.F.R.13)

Hina

(Hina Asghar)
DEO
RTO-II, Karachi.

CCIR
AC (Hqs)
SO-I
SO-II
SO-III
SO-IV
SO-V
SO-VI
AO
DDO
DBA



G.F.R.13

APPLICATION FOR LEAVE

- NAME OF APPLICANT : HINA ASGHAR
- LEAVES RULES APPLICABLE : The Maternity and Paternity leave Act 2023.
- 3- POST HELD : DEO
- 4- DEPARTMENT OR OFFICE : FBR
- 15- PAY : 26010
- 16- HOUSE RENT ALLOWANCE, CONVEYANCE-ALLOWANCE OR OTHER COMPANSATORY-ALLOWANCES DRAWN IN THE PRESENT POST. As per rule.

- DATED:
- 07- (a) NATURE OF LEAVE APPLIED FOR: MATERNITY LEAVE
(b) PERIOD OF LEAVE IN DAYS. 180 DAYS
(c) DATE OF COMMENCEMENT. 01-09-2024.

- 08- PARTICULAR RULES/RULES UNDER WHICH LEAVE IS ADMISSIBLE.

- 09- (a) DATE OF RETURN FROM LAST LEAVE
(b) NATURE OF LEAVE.
(c) PERIOD OF LEAVE IN DAYS.

DATED:

28.08.2024.

Hina
SIGNATURE OF APPLICANT

- 10- REMARKS AND RECOMMENDATION OF THE CONTROLLING OFFICER :

11- CERTIFIED THAT LEAVE APPLIED FOR IS ADMISSIBLE UNDER RULE 5 (a)
OF THE REVISED LEAVE RULE 1980
AND NECESSARY CONDITIONS ARE FULFILLED.

DATED:

SIGNATURE :

M. J. .

DESIGNATION :

Drawing & Disbursing Officer
Regional Tax Office
Karachi

12- REPORT OF AUDIT OFFICER:

5 (a)

DATED:

SIGNATURE :

DESIGNATION :

13- ORDERS OF THE SANCTIONING AUTHORITY
CERTIFYING THAT ON THE EXPIRY OF LEAVE
THE APPLICANT IS LIKELY TO RETURN TO
THE SAME POST OR ANOTHER POST CARRYING
THE COMPENSATORY ALLOWANCES BEING
DRAWN BY HIM.

DATED:

SIGNATURE :