



**GOVERNMENT OF KHYBER PAKHTUNKHWA
HIGHER EDUCATION, ARCHIVES & LIBRARIES DEPARTMENT**

Dated 08-06-2017

OFFICE ORDER

7164-67-

No. SOG/HE/Job Description/2016-17 In continuation of this department's Notification of even number dated 09-03-2017 and in pursuance of the power conferred upon him under Section-4, sub-section-3 of the Rules of Business 1985, the Secretary Higher Education, Archives & Libraries Department is pleased to approve the following procedure for the speedy and timely disposal of the cases given below with immediate effect.

1. LEAVE CASES:-

- Leave upto 15 days in respect of the staff in colleges will be sanctioned by the Principal concerned.
- Leave upto 30 days in respect of Principals/Staff will be sanctioned by DG Commerce/Director Higher Education.
- Leave upto 90 days in respect of Principals/staff including Leave for Hajj/Umrah will be sanctioned by Special Secretary.
- Maternity leave will be sanctioned by DG Commerce/DHE.

2. MISCELLANEOUS CASES:-

- NOC for applying for Higher Studies will be sanctioned by DG Commerce/DHE subject to observance of codal formalities.
- NOC for applying for the posts in other departments will be sanctioned by DG Commerce/Director Higher Education as per rules/policy.

**SECRETARY
HIGHER EDUCATION DEPARTMENT**

Endst: No & Date even.

Copy forwarded to the:-

- 1- Director General, Commerce Education and Management Sciences, Khyber Pakhtunkhwa, Peshawar
- 2- Director Higher Education, Khyber Pakhtunkhwa with the request to circulate the same to all JMCs/Principals of Govt. Colleges (Male & Female) of Khyber Pakhtunkhwa.
- 3- Director Archives & Libraries, Khyber Pakhtunkhwa.
- 4- Director, Higher Education Academy of Research and Training, Khyber Pakhtunkhwa.
- 5- Section Officer (CE&MS)/SO (C-I)/SO(C-II)/SO(C-III)/SO(C-IV), Higher Education Department
- 6- PS to Hon'able Advisor to Chief Minister for Higher Education.
- 7- PS to Secretary, Higher Education Department.
- 8- PS to Special Secretary, Higher Education Department.
- 9- PA to Additional Secretary, Higher Education Department.
- 10- PA to DS (Admn)/Colleges/Universities, Higher Education Department.

By hand

**(MUHAMMAD YASIN)
SECTION OFFICER (General)**

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**GOVERNMENT OF KHYBER PAKHTUNKHWA
HIGHER EDUCATION, ARCHIVES & LIBRARIES DEPARTMENT**

Dated 21-03-2017

OFFICE ORDER

1926 - 30.

No. SOG/HE/Job Description/2016-17 The Competent Authority in Higher Education Department is pleased to approve the following procedure for obtaining Ex-Pakistan Leave (Hajj, Umrah and Foreign visits):-

Ex-Pakistan Leave should be forwarded for approval of Competent Authority with a copy of visa obtained from the concerned country preferably in the holidays or when the colleges are not in session.

**SECRETARY
HIGHER EDUCATION DEPARTMENT**

Endst: No & Date even.

Copy forwarded to the:-

- 1- Director General, Commerce Education & Management Sciences, Peshawar.
- 2- Director Higher Education, Khyber Pakhtunkhwa.
- 3- Director, Archives & Libraries, Khyber Pakhtunkhwa,
- 4- Director, Higher Education Academy for Research and Training, Peshawar.
- 5- Project Director, Project Management Unit (PMU), Higher Edu: Deptt:
- 6- Deputy Director (IT), HEMIS Cell, Higher Education Department.
- 7- All Section Officers in Higher Education Department
- 8- PS to Secretary, Higher Education Department.
- 9- PS to Special Secretary, Higher Education Department.
- 10- PA to Additional Secretary, Higher Education Department.
- 11- PA to Chief Planning Officer, Higher Education Department.
- 12- PA to DS (Admn)/Universities/Colleges, Higher Education Department.

Handwritten notes and signatures on the left side of the list, including dates like 29/3/17 and initials like (AB), (CH), and (U-1).

So(U-1) #
29-3-17

**(MUHAMMAD YASIN)
SECTION OFFICER (General)**

Handwritten signatures and dates at the bottom, including '29/3/17' and '29/3/17' with various initials and the word 'section'.