

General Headquarters
IGT&E Branch
Federal Govt Educational Institutions
(Cantt/Garrison) Directorate
Sir Syed Road, Rawalpindi Cantt
Telephone No.581-34352
E-Mail: fgeidte@gmail.com
No.04/28/2021-FGEI (FA)

3 Feb 2022

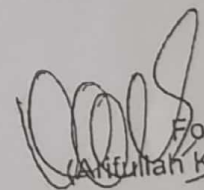
To: All FGEIs (C/G) Regional Offices

ID: SA/ QA/ NTS/ Coord

Subj: Policy/ Guidelines – Grant of NOC to Apply for Visa & Visit Abroad/ Ex-Pakistan Leave

1. It has been observed with great concern that most of the employees apply for NOC to visit abroad and Ex-Pakistan leave on very short notice/ reaction time before departure from the country. Most often the employees visit this Dte, with incomplete case, in person and insist on handing them leave sanction letter on the spot.
2. Competent Authority has taken a serious view of this practice. In order to streamline the process, following policy/ guidelines have been approved by the CA: -
 - a. No indl will apply for **Foreign Visa** without getting NOC from Dte.
 - b. ROs will fwd the subj case through registered post/ UMS. No indl is allowed to bring his/ her leave case by hand to this Dte.
 - c. Indl will fwd his/ her request 30 Days prior to his departure.
 - d. Indl must be in possession of Govt passport. In case of private passport, he/ she will be proceeded under section 6 of the Passport Act 1974.
 - e. Indls be directed to plan their visits abroad during summer (Warm Regions) and winter vacations (Cold Regions) only (except for medical treatment abroad duly referred by Med Auth).
 - f. No extension in Ex-Pakistan will be granted to the indl.
 - g. Checklist of documents to get **NOC to apply for Visa** is att as **Anx-A**.
 - h. Checklist of documents to apply for **Ex-Pakistan leave** is att as **Anx-B**.
3. Fwd for strict compliance, please.




Maj
For DG
(Arifullah Khan)

GRANT OF NOC TO APPLY FOR VISA CASE

Anx-A

1. Full Name: _____ 2. Designation _____ 3. BPS: _____

4. Name of Institution: _____ 5. File No: _____

6. Certified that following documents are attached: -

S. No.	List of Documents Required	Attached Documents
a.	Application of Indl showing justification for applying Foreign visa	<input type="checkbox"/>
b.	Prescribed Proforma for NOC declaring clear category of Visa	<input type="checkbox"/>
c.	Copy of First 04 x pages of Passport	<input type="checkbox"/>

7. Signature of the Individual with Date _____

8. Signature of the Head of Institution with Date _____

9. Signature of RD with Date _____

EX-PAKISTAN LEAVE CASE

1. Full Name: _____ 2. Designation _____ 3. BPS: _____

4. Name of Institution: _____ 5. File No: _____

6. Certified that following documents are attached: -

S. No.	List of Documents Required	Attached Documents
a.	Application of Indt alongwith justification of visit abroad	<input type="checkbox"/>
b.	Prescribed Leave Proformas alongwith Recom of RD	<input type="checkbox"/>
c.	Copy of Complete Passport	<input type="checkbox"/>
d.	Copy of Visa	<input type="checkbox"/>
e.	Copy of NOC for Visa issued by Dte	<input type="checkbox"/>
f.	Original Leave Account duly verified by CMA	<input type="checkbox"/>
g.	Address & contact no in Country of Stay & email address	<input type="checkbox"/>
h.	Undertaking on Rs. 100/- stamp paper that he / she will not apply for extension in Ex-Pakistan Leave and in case of failure to come back within stipulated time, he / she will be liable to disciplinary proceedings under E & D Rules 2020	<input type="checkbox"/>

7. Signature of the Individual with Date _____

8. Signature of the Head of Institution with Date _____

9. Signature of RD with Date _____