

# NATIONAL ASSEMBLY SECRETARIAT

[Data Source Unit]

No. F. 1(1)/2026-DSU


Islamabad, the 3<sup>rd</sup> March, 2026

## CIRCULAR

**SUBJECT: SUBMISSION OF CASUAL AND SHORT LEAVE APPLICATIONS THROUGH E-OFFICE**

In continuation of the Secretariat's Office Order Nos. 1(1)/2026-DSU, dated 22<sup>nd</sup> January, 2026 regarding the e-office regime and 21(1)/2026-HRM-I(18), dated 30<sup>th</sup> January, 2026 regarding adherence to the prescribed chain of command as laid down in the approved Organizational Chart, all officers in BPS-16 and above are required to submit their applications for casual leave and short leave exclusively through e-Office.

2. Henceforth, casual and short leave applications (**in the prescribed proforma attached**) shall be submitted only through e-Office. Manual or paper-based applications will not be accepted.
3. This issues with the approval of the Secretary.

  
(Muhammad Waqar)  
Section Officer

All Officers in BPS-16 & above  
**National Assembly Secretariat**