



**EMPLOYEES' OLD-AGE BENEFITS INSTITUTION**  
**EOBI HEAD OFFICE, KARACHI**  
**HUMAN RESOURCE DEPARTMENT**

Ref. No. HO/HR/OO/2022/ 1074

Karachi the 15<sup>th</sup> July, 2022

**OFFICE ORDER NO. 258 /2022**

It is observed with great concern that several officers / officials are on un-authorized leave after the end of Eid-ul-Udha holidays, in violation of standing instructions and disregard to official discipline and decorum. All Departmental / Regional Heads / Adjudicating Authorities are hereby directed to issue a 'Letter of Explanation' to all those officers / officials who are on un-authorized leave from 13<sup>th</sup> to 15<sup>th</sup> July, 2022 and furnish a report to Director (Employees) HR Department by 20<sup>th</sup> July, 2022, before closing of office hours, positively.

2. All employees are once again directed to finish this trend of self-granted leave to themselves. Any urgency in this regard may be communicated to the immediate higher up, well in advance, otherwise due course of action will be initiated.
3. This issues with the approval of Director General (HR&GA) by exercising powers of Chairman duly authorized by the Secretary, Ministry of OP&HRD, in terms of Letter No. 4(3)/2020-EOBI dated 07.05.2022.



*(Signature)*  
15<sup>th</sup> July, 2022  
**(Abraiz Muzaffar)**  
Deputy Director (HR)

**Distributions:**

1. All Divisional / Departmental / Regional Heads / Adjudicating Authorities
2. DDG (IT) for placing on internet
3. Director (Coordination), Chairman Secretariat
4. Director (Employees), HR Department
5. Deputy Director (DAL), HR Department
6. Section Officer (EOBI), M/O. OP&HRD
7. Master File / Office Copy