



NO. SO(G-III)E&L/GEN/2016
GOVERNMENT OF SINDH
EDUCATION & LITERACY DEPARTMENT

Karachi, dated: 12th April, 2016

To,

The Headmasters/Headmistress (All),
Education & Literacy Department,
Government of Sindh.



SINDH EDUCATION &
LITERACY DEPARTMENT



Subject: **INTIMATION OF CASUAL LEAVE TO ILMI.**

I am directed to refer to the subject noted above and to state that Secretary Education & Literacy Department, Government of Sindh has been pleased to direct all the Headmasters/Headmistress of Government Schools to inform ILMI between 8:30 a.m to 9:30 a.m on each working day about the requests of casual leaves made by the employee(s) of their respective schools as per given detail:

S.No	Information to ILMI
1	Name of Employee/applicant
2	CNIC No. of Employee/applicant
3	Personnel No. of Employee/applicant
4	Duration of leave date wise
5	Reason of Leave

It may be noted that concerned Headmaster/Headmistress is the only designated authority to inform ILMI about the leave. No employee should approach directly for the leave request.


(Syed Qasim Akbar Nimai)
Section Officer (G-III)

A copy is forwarded for information & necessary action to:

1. The Special Secretary-I, Education & Literacy Department, Govt. of Sindh.
2. The Director School Education (Primary/Secondary), Karachi.
3. The Director School Education (Primary/Secondary), Hyderabad.
4. The Director School Education (Primary/Secondary), Larkano
5. The Director School Education (Primary/Secondary), Mirpurkhas
6. The Director School Education (Primary/Secondary), Shaheed Benazirabad.
7. The Official Website.
8. Office Copy