

CAPITAL DEVELOPMENT AUTHORITY
(Human Resource Development Directorate)

No. CDA-8(1) HRD/Sec-IV/2022/ 855

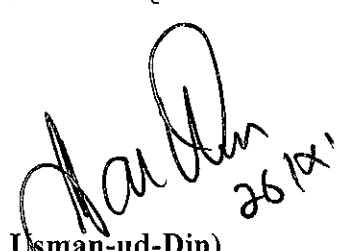
Islamabad, OCT: 26 2022

CIRCULAR

Subject: **INSTRUCTION ABOUT EX-POST FACTO APPROVAL REGARDING ALL KIND OF LEAVES.**

It has been observed by the authority that employees proceed on all kind of leave including Ex-Pakistan without prior approval of leave and later on seek ex-post facto approval which is not permissible under law. In case of any such incident in future. disciplinary proceedings shall be initiated against the defaulters, on charge of misconduct.

2. This issues with the approval of competent authority.


(Mian Usman-ud-Din)
Dy. Director-II (HRD)

Distribution:-

1 Executive Director, C. Hospital.	39 Director Enforcement (Urban).	77 Director Works.
2 Director General (Health)	40 Director Enforcement (Rural).	78 Director Water Supply.
3 DG (Law), CDA.	41 Director Security.	79 Director BWM.
4 D.G (HC & C.Hospital), CDA.	42 Director Architect.	80 Director Maintenance.
5 D.G (Estate), CDA.	43 Director BCS-I.	81 Director Roads (N).
6 D.G (Civic Management), CDA.	44 Director BCS-II.	82 Director Roads (S)
7 D.G (Admin), CDA.	45 Director BC (South), CDA.	83 Director Special Project
8 D.G (Services), CDA.	46 Director Housing Societies.	84 Director Sector Dev. I & II
9 D.G (Works), CDA.	47 Director Master Plan, Planning.	85 Director W&S (Dev).
10 D.G (E&M), CDA.	48 Director Urban Planning.	86 Director Q.S.
11 D.G (Water Management), CDA.	49 Director Regional Planning.	87 Director Procurement.
12 D.G (Design), CDA.,	50 Director Traffic Engg, CDA.	88 Director Contracts.
13 D.G (Environment), CDA.	51 Director P&D, Capital Hospital.	89 Director Bari Inam Complex.
14 D.G (Audit & Accounts), CDA.	52 Director Admin, CDA.	90 Director Coord. P. House.
15 DG (HRD), CDA.	53 Director M&RM, CDA.	91 Director Project I-15.
16 D.G Planning.	54 Director Envnt (R)	92 Director-I (HRD), CDA.
17 DDG Training Academy, CDA.	55 Director Envnt (E)	93 Director Project E-12.
18 DDG (HR & Admin), MCI.	56 Director Envnt (W)	94 Director P&E, CDA.
19 DDG (Works), CDA.	57 Director Zoo & Wildlife.	95 Director Accounts, CDA.
20 Secretary CDA Board.	58 Director Envnt (Tech),	96 Director Audit, CDA.
21 Director Coordination, CDA.	59 Director Parks, CDA.	97 Director BRT, CDA.
22 DFA-I, CDA.	60 Director-II (HRD), CDA.	98 Director Metro Bus Operation, CDA.
23 DFA-II, CDA.	61 Director CARES.	99 Director Project Model Village Fresh
24 Director Public Relations, CDA.	62 Director (EPC), CDA..	100 Deputy Commissioner, CDA
25 Director Law-I, CDA.	63 Director Labour Relations.	101 Senior Spl. Magistrate, CDA
26 Director Law-II, CDA.	64 Director Structure Building.	102 Principal CDA Model School.
27 Director Law-III, CDA.	65 Director Structure Service.	103 Dy. Director LI, also upload on website.
28 Director Municipal Admin, CDA.	66 Director Structure.	104 Dy. Director Tourism Division.
29 Director E&DM, CDA.	67 Director E&M (Maint)	105 Chief Complaint Officer, CDA.
30 Director EM-I (East / West).	68 Director E&M (Dev)	106 Dy. Director-III (HRD), CDA.
31 Director EM-II, CDA.	69 Director STP	107 P.S to Chairman, CDA.
32 Director Lands, CDA.	70 Director MPO	108 P.S to Member (Finance), CDA.
33 Director OWO, CDA.	71 Director Traffic Eng.	109 P.S to Member (Admin), CDA.
34 Director Sport & Culture, CDA.	72 Director C.E Lab.	110 P.S to Member (P&D), CDA.
35 Director Sanitation, CDA.	73 Director G&H Lab.	111 P.S to Member (Estate), CDA.
36 Director Staff to Chairman, CDA.	74 Director (Admin), Capital Hospital.	112 P.S to Member (Engg), CDA.
37 Director Revenue, CDA.	75 Director Aiwan-e-Sdr, CDA.	113 General Secretary CBA, CDA Mazdoor Union.
38 Director Health Service.	76 Director PL&H, CDA	114 Mater File

Web Admin


28-10-22