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# **Financial Management at Missions Abroad**

**Volume - I**

# **Guidelines for Accounting**



Chief Accounts Officer  
Ministry of Foreign Affairs  
Islamabad  
2013

**Financial Management at Missions Abroad**  
**Volume-I**  
**Guidelines for Accounting**  
**7<sup>TH</sup> Edition**

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**OUR MISSION**  
**BETTER FINANCIAL MANAGEMENT**  
**AND**  
**EFFICIENT FINANCIAL SERVICES**

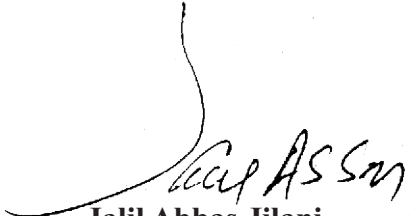


## Message of the Foreign Secretary

It gives me great pleasure to know that the latest edition of the booklet on Financial Management at Missions Abroad (FMMA) is now being published.

This is an important reference document on Financial matters for our Missions Abroad. There was an urgent need for updating this document as a lot of changes had taken place in the relevant rules and regulations since it was published eight years ago. For these reasons, soon after assuming charge as Foreign Secretary, I had asked the Chief Accounts Officer to update the booklet on a priority basis. The CAO and his team deserve our deep appreciation for completing this urgent task within a short span of time.

I hope our Missions Abroad will find the updated booklet useful in handling financial matters which would in turn enhance their overall efficiency and productivity.



**Jalil Abbas Jilani**  
Foreign Secretary



## FOREWORD

As paymaster / internal auditor of the Ministry of Foreign Affairs, the office of the Chief Accounts Officer has always tried to exercise proper Financial Management and Budgetary Control. In order to ensure financial discipline, CAO office has updated 7th Edition of Financial Management at Mission Abroad. Attempt has been made to incorporate all the changes / updates in financial rules and regulations in the current Edition of this book which have taken place from time to time.

The previous edition was published in year 2005, since then, a lot of changes had surfaced which needed to be documented. After putting relentless efforts, CAO office collected all the relevant amendments / changes / additions / deletions / updates in financial rules / regulations from the Ministry as well as the Finance Division and revised the 7<sup>th</sup> Edition of FMMA Volume – I & Volume – II. Needless to say, this book may not be quoted to resolve legal / administrative disputes however, it captures all the relevant rules to regulate the financial matters of the officers of the Ministry of Foreign Affairs.

Undoubtedly, this attempt would not have been successful without a dedicated team. Therefore, all the efforts put in by Ms. Samia Mustansar (Ex. Dy. Chief Accounts Officer), Mr. Tahir Naeem Akhtar (Dy. Chief Accounts Officer), Mr. Safwan Ullah Khan (Assistant Chief Accounts Officer) Ms. Sana Munir (Assistant Chief Accounts Officer), Mr. Muhammad Iqbal (Accounts Officer), Mr. Sadaqat Ali Gujjar (Accounts Officer) are highly appreciated. We are also grateful for cooperation of DG (HQ) and his team in this regard.

As every document is a living one which needs frequent updations therefore, from now onward effort shall be made to revise the document on periodical basis in order to incorporate all the changes / amendments in rules / regulations.

The volume in hand is not a mere reproduction of rules / regulations / circulars but a commentary / explanation of the rules has also been added in order to make it easy to absorb and understand. The system of internal control and financial discipline is now in place and properly documented in the form of present updated edition of FMMA, which may be referred from time to time.

Islamabad, November 21, 2013



**Ghazanfar Abbas Jilani**

Chief Accounts Officer





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# **CHAPTER-I**

# **INTRODUCTION**



## 1.1 Definitions

- i “Government” means the Federal Government.
- ii “Ministry” means the Ministry of Foreign Affairs.
- iii “Chief Accounts Officer” means the Chief Accounts Officer, Ministry of Foreign Affairs.
- iv “Bank” means the bank nominated by the Government of Pakistan in which the cash balance of Mission is maintained.
- v “Treasury” means the Mission authorized to handle Government money and deal with the claims against the Government.
- vi “Treasury Officer” means the Officer of the Mission authorized to handle Government money and deal with the claims against the Government.
- vii “Mission” includes the Embassy, High Commissioner, Consulates General, Vice Consulates, Permanent Mission to the United Nations, Trade Agents, Trade Commissioners of Pakistan and Hajj Office.
- viii “Competent Authority” means the Government or any other authority to whom relevant power is delegated by the Government.
- ix “Controlling Officer” means a Head of Department or other Departmental Officer who is entrusted with the responsibility to control receipts and payments.
- x “Head of Mission” means Ambassador, Minister Incharge of an Independent Mission Charge d’ Affaires, Consul General, Consuls and Heads of Trade Missions and Director General or Director of Hajj.
- xi “Head of Department” means the Ambassador.
- xii “Financial Year” means the year beginning on the 1<sup>st</sup> of July and ending on the 30<sup>th</sup> of June following.
- xiii “Appropriation” means the budgetary allocation to meet specified expenditure.
- xiv “Re-appropriation” means transfer of funds from one unit of appropriation to another such unit.
- xv “Public Accounts of the Federal Government” means Consolidated Fund into which all moneys received on account of revenue of the State are paid or credited and from which all disbursements on behalf of the Government are made.



## 1.2 Abbreviations

AGPR	Accountant General Pakistan Revenues
CAO	Chief Accounts Officer
DFA	Deputy Financial Adviser
FIGOB	Fund for Improvement of Government Owned Building
FA	Financial Adviser
FTR	Federal Treasury Rules
DDO	Drawing & Disbursing Officer
DPP&ISO	Defence Production Project & Inter-services Organization
MOFA	Ministry of Foreign Affairs
GFR	General Financial Rules
PCWEF	Pakistan Community Welfare and Education Fund
PLI	Postal Life Insurance

**CHAPTER-II**

**TREASURY BUSINESS  
OF THE MISSION**



## 2.1 Treasury Function

- 2.1.1 Heads of the Missions in addition to their normal duties, perform all duties of a Treasury Officer in respect of claims against the Government that may be presented to them for disbursement and in respect of money that may be tendered to them for credit to the Public Account of the Federal Government.
- 2.1.2 The Head of a Mission may appoint a subordinate as Drawing and Disbursing Officer (D.D.O) to conduct cash business of the Mission. [FTR 6(2)]
- 2.1.3 Immediate responsibility for proper financial management and working of a Mission rests entirely with its Head. The appointment of a subordinate to conduct the cash business of the Mission shall in no way relieve him of his responsibility. The responsibility extends not only to the security of cash balance, stamps, other Government property and the immediate detection of any irregular practice on the part of subordinates but also to the correctness of prescribed accounts and returns and the punctuality of their submission to the Chief Accounts Officer. [FTR 39]
- 2.1.4 The Head of a Mission must satisfy himself by periodical examination at least once in every six months for cash, and once a year for stamps and other valuables.

## 2.2 Transfer of Charge

- 2.2.1 The officer who is authorized to handle cash should be careful, when assuming or making over charge, to see that the cash balance and stock of stamps are thoroughly verified and that a certificate of taking over the charge is invariably dispatched to the Chief Accounts Officer by first available bag after the transfer of charge takes place. [FTR 44]
- 2.2.2 In cases in which the transfer of charge involves assumption of responsibility for cash, stores etc., the following instructions should be observed:
- i. The cash book should be closed on the date of transfer and a note recorded in it over the signatures of both the relieved and the relieving officer showing the cash and the imprest balances and the number of unused cheques, if any made over and received by them respectively.
  - ii. The relieving officer in reporting that the transfer has been completed should bring to notice any thing irregular or objectionable in the conduct of business that may have come officially to his notice. He should examine the accounts, count the cash and inspect the stores in order to test the accuracy of the returns. He should also describe the state of the account records.
  - iii. In case of any sudden casualty occurring or any emergent necessity arising for an officer to quit his charge, the next senior officer of the Mission will take charge. When the person who takes charge is not a Gazetted Officer, he

must at once report the circumstances to his nearest superior and obtain orders as to the cash in hand, if any. [GFR Vol-I, 115 (i), (ii), (iii)]

## **2.3 Cash Handling by Junior Staff**

- 2.3.1 The appointment of a very Junior Officer to handle cash should not ordinarily be made but if in a temporary emergency such an appointment is made, the departure from the rules shall be reported to the Chief Accounts Officer explaining the reasons thereof. [FTR 47]
- 2.3.2 Every Accountant and other subordinates who are entrusted with the custody of cash should furnish security in accordance with the instructions laid down in chapter 14 of GFR Vol-I, FTR-55]
- 2.3.3 A security deposit taken from a Government official should be retained for at least six months from the date he vacates his post but a security bond should be retained until it is certain that there is no further necessity for keeping it. [GFR Vol-1-279 and FTR 56]

## **2.4 Responsibilities of the officer handling Accounts**

- 2.4.1 The official entrusted with the accounts work is responsible for keeping complete records of cash and book transactions in the cash book of the Mission and for the compilation of prescribed accounts and returns strictly in accordance with the directions and orders of the Chief Accounts Officer. He is also required to see that the rules and orders in force are observed in respect of all the transactions of Missions. [FTR 57]

## **2.5 Custody of Government Money and Other Valuables**

- 2.5.1 Government money and other valuables shall be kept in strong treasure chest secured by two locks of different keys. The two keys shall be in the custody of two different persons i.e. the Drawing and Disbursing Officer and the Accountant. The chest will be opened in the presence of both the officials. [FTR 108(i)]
- 2.5.2 Heads of Missions may authorize deviation from this rule in any individual case in which either the amount of cash handled or the extent of fidelity guarantee policy taken out by the cashier, or any other special consideration may justify the adoption of a simpler and less costly arrangement without impairing the safety of Government money. [FTR 108(ii)]

**CHAPTER-III**

**GENERAL SYSTEM OF  
FINANCIAL MANAGEMENT  
AND CONTROL**



### 3.1 Imprest

- 3.1.1 Pakistan Missions abroad are financed by means of imprest accounts. The amount of imprest in case of each Mission is fixed by the Ministry of Foreign Affairs in consultation with Chief Accounts Officer and Financial Adviser and is placed at the disposal of the Head of the Mission who opens a current account with the bank specified by the Government. All the personal claims of Government servants and contingent charges of the Mission are met from the imprest.
- 3.1.2 The amount of expenditure so incurred from the imprest during a month is recouped by the Chief Accounts Officer on receipt of the monthly Cash Account from the Mission through normal banking channels in Pakistan.

### 3.2 Fixation and Revision of Imprest

- 3.2.1 The imprest amount of the Pakistan Missions abroad is fixed on the basis of average net expenditure for two months. The amount so fixed is recouped by Chief Accounts Officer on receipt of the monthly cash account. The imprest limit of the Missions is fixed on the basis of average net expenditure for two months or average net budget for two months. The Missions should ensure timely submission of the Cash Accounts to CAO to get recoupment in time.
- 3.2.2 Whenever it is found that the imprest is not sufficient to meet average net expenditure for two months, the Mission should bring this fact to the notice of the Ministry of Foreign Affairs with sufficient reasons in support of their request, giving month-wise figures of net expenditure excluding the following:
- i. Expenditure incurred on purchase of stationery which is shown as debitable to the Ministry of Foreign Affairs.
  - ii. Expenditure on transfer.
  - iii. Expenditure against special remittances for the past six Months.
  - iv. Any other abnormal expenditure.
- 3.2.3 The Ministry will examine the proposal made by the Mission and thereafter send the case to the Chief Accounts Officer with their recommendations. The Chief Accounts Officer will review the existing imprest with reference to the monthly Cash Accounts and make his recommendations to the Ministry for obtaining sanction of the Financial Adviser.

### 3.3 Receipt of Money

- 3.3.1 It is required that any money received by a Mission on account of the revenues of the State shall not be kept out of the Public Account of the Federal Government. All transactions to which an officer of a Mission is a party in his official capacity must be brought to account without delay. [FTR-7 and GFR Vol-1(4)]



- 3.3.2 Money received by an officer of the Mission in his official or non-official capacity which does not relate to or form part of the revenues of the State shall not be taken in Government accounts. The officer concerned is not required to pay into the Public Account any such moneys. The Head of the Mission should not, without prior sanction of the Ministry of Finance, receive money or incur expenditure for or on behalf of an individual or party for ultimate disbursement or recovery in Pakistan to the individual concerned. In case, however, in which he has been authorized with the concurrence of the Ministry of Finance to enter into such transactions, he should keep proper accounts of such receipts and disbursements as per orders issued from time to time and render them to the Accounts Officer concerned. [FTR-8 and GFR Vol-1 (5)]

### **3.4 Taking of Loans**

- 3.4.1 The Missions should not take loans from the banks or nationals of the countries to which they are accredited or from Pakistan nationals residing in that country.
- 3.4.2 Payment of interest on inevitable overdraft due to late receipt of recoupment / remittance will be debited to the head A07-Interest Payment, A071- Interest Domestic, A07101- to Federal Govt. from within the sanctioned budget of the Mission. [MOFA. No. B-9/94/77, dated 29.10.77]

### **3.5 Control of Expenditure**

- 3.5.1 The Head of a Mission is responsible for enforcing financial orders and strict economy in expenditure. He should ensure observance of all relevant financial rules and regulations by officers subordinate to him. [GFR Vol-1 (11)]
- 3.5.2 As controlling officer, the Head of a Mission must see not only that the total expenditure is kept within the limits of the authorized appropriation, but also that the funds allotted are expended in public interest and upon objects for which money was provided. In order to maintain a proper control, he should arrange to be kept informed, not only for what has actually been spent from an appropriation but also what commitments and liabilities have been and will be incurred against it. He must be in a position to assume complete responsibility for all expenditure and to explain or justify any instance of excess or financial irregularity that may be brought to the notice as a result of audit scrutiny or otherwise. [GFR Vol-I (12)]

### **3.6 Utilisation of Idle Funds**

- 3.6.1 All funds lying with Pakistan Missions Abroad, which are not required to be disbursed within a period of one month, shall be promptly repatriated to Pakistan.
- 3.6.2 The funds retained for disbursement within a month shall be kept in short term deposits earning commercial rate of interest which should be competitive. In case it

is not feasible, the undisbursed amount shall be deposited in State Bank's account with Federal Reserve Bank New York or in a Pakistani bank abroad. If no Pakistani bank exists then the money shall be kept in a bank approved by the SBP where the mission is maintaining its imprest account.

- 3.6.3 The interest earned on such deposits shall be accounted for as receipt under the head "C01803 Interest realised on investment of cash balances" [MOFA. No. MA-10/10/82 dated 16.10.82]



**CHAPTER-IV**  
**CASH MANAGEMENT**



## 4.1 Cash Book

- 4.1.1 A Cash Book shall be maintained in all the Missions in the form duly approved by the Ministry (Appendix-J).
- 4.1.2 All monetary transactions shall be entered in the cash book as soon as they occur and attested by the Drawing and Disbursing Officer. [FTR 77(ii)]
- 4.1.3 The cash book should ordinarily be closed at the end of each month. If the transactions are numerous a weekly closing of cash book is recommended.
- 4.1.4 The cash book when closed should be completely checked. The Drawing and Disbursing Officer / Head of Chancery should verify the totals of the cash book and record a certificate to that effect. The certificate should also be recorded on the monthly cash account and signed by the Drawing and Disbursing Officer / Head of Chancery / Head of Mission. [FTR 77(iii)]
- 4.1.5 When Government money is deposited into bank, the Drawing and Disbursing Officer should compare the bank's receipt with the entry in the cash book before attesting it and satisfy himself that the amount have been actually credited into the bank. [FTR 77(v)]
- 4.1.6 An erasure or over-writing of an entry in the cash book is strictly prohibited. If a mistake is discovered, it should be corrected by drawing pen through the incorrect entry and inserting the correct one in red ink between the lines. The Drawing and Disbursing Officer / Head of Chancery should initial every such correction and invariably date his initials. [FTR 77(vi)]
- 4.1.7 A Government Officer who handles Government money should not, except with the special sanction of the Head of the Mission/Ministry be allowed to handle in his official capacity money which does not belong to the Government. Where, under any special sanction, a Government officer deals with both Government and non-Government money in his official capacity, the Government money should be kept separate from the non-Government money and the transactions relating to the latter should be accounted for in a separate set of books and kept entirely out of the Government account. FTR 77(vii)]
- 4.1.8 All deductions accounted for in a voucher and made at the time of payment which are creditable to the head of account other than that to which the payment itself is debit and adjustable in the books of Chief Accounts Officer should be shown on receipt side of the cash book and the gross amount of the payment on the payment side of the cash book. However, net amount of the payments which are adjustable in the books of other accounts officers should be shown on the payment side.
- 4.1.9 The cancellation of a cheque should be entered in the cash book by exhibiting the amount of the cheque as a minus figure on the payment side in the "Bank" column.

A counter reference of cancellation of cheque should also be given against the original entry of payment in the cash book.

- 4.1.10 If the currency of a cheque should expire owing to its not being presented at the bank for payment within the prescribed period, it may be received back by the drawing officer who should then destroy it and issue a new cheque in lieu of it. The fact of the destruction and the number and the date of the new cheque should be recorded on the counterfoil of the old cheque and the number and date of the old cheque that is destroyed should be entered on the counterfoil of the new one. The fact of the new cheque having been issued should be entered on the date of issue in red ink in the cash book but not in the column of payment. A note should be made at the same time against the original entry in the cash book. [FTR 162,164]
- 4.1.11 A Government officer receiving money on behalf of the Government must give the payer a receipt. The receipt shall be signed by a duly authorized officer who shall satisfy himself at the time of signing the receipt and initialing its counterfoil that the amount has been properly entered in the cash book. [FTR 82(i)]
- 4.1.12 When money is realized not in cash but by recovery from a payment made on a bill setting forth full particulars of the deductions, a receipt should be granted only if specially desired by the payer. The fact of the recovery having been made by deduction from the bill should be clearly recorded on the receipt. [FTR 82(ii)]
- 4.1.13 All receipts must be written in figures and in words. [FTR 83(iii)]
- \*4.1.14 In Future all Government accounts from initial to final stage will be maintained in terms of full "Rupee". For this purpose paisa upto 50 may be ignored and above rounded to the next rupee in preparation of Accounts. (Auditor General of Pakistan Letter No. 249-Comp.I/5-91/97 dated 10-08-1998).

## 4.2 Form and Custody of Receipt Books

- 4.2.1 Receipt books in numbered Form T.R. 5 should be obtained from the Stationery and Forms Office, Karachi. This standard form shall be used by all Missions receiving money on behalf of the Government unless any special form of receipt has been adopted by a Mission with the approval of the Ministry. [FTR 83]
- 4.2.2 The receipt books must be kept under lock and key in the personal custody of the officer authorized to sign the receipt. [FTR 84]
- 4.2.3 Before a receipt book is brought into use, the number of forms contained therein shall be counted and the result recorded in a conspicuous place in the book over the signatures of the officer-in-charge of the book. Counterfoils of used receipt books shall be kept in safe custody. [FTR 85]

\* inserted

### 4.3 Issue of Duplicates or Copies of Receipts

- 4.3.1 No Government officer should issue duplicates or copies of receipts granted for money received on the plea that the originals have been lost. If any necessity arises for such a document, a certificate should be given that on a specified date a certain sum on a certain account was received from a certain person. The prohibition extends only to the issue of duplicates where the originals have been lost and does not apply in cases authorized by rules or by special orders of the Government in which duplicates have to be prepared and tendered with the originals. [FTR 86]

### 4.4 Drawl of Cheques

- 4.4.1 The responsibility of drawing funds by means of cheques on the bank devolves primarily on the Head of the Mission. All withdrawals from official accounts will be made against cheques signed jointly by at least two officers of the Diplomatic Wing to be authorized by the Ambassador but the Ambassador need not be one of them. When one officer is away from Headquarters or in case of one officer in Mission the second signatory should be the accountant. Save as provided above, no other person is authorized to draw on the bank.
- 4.4.2 Cheque books for the use of the Drawing and Disbursing Officer (DDO) are supplied by the bank. Only one cheque book should, however, be obtained at a time. Requisition for the second cheque book should be sent when the cheque book in use is nearing exhaustion. [FTR 148 & 149]
- 4.4.3 Cheque books shall, on receipt, be carefully examined by the DDO who should count the number of forms contained in each and record a certificate of count on the fly-leaf. [FTR 152]
- 4.4.4 Each cheque book must be kept under lock and key in the personal custody of the DDO who, when relieved, shall take a receipt for the exact number of cheques made over to the relieving officer. [FTR 154]
- 4.4.5 The loss of cheque book shall be notified promptly to the bank with whom the DDO has a drawing account. [FTR 155]
- 4.4.6 All cheques should be written in indelible ink. [FTR 156 note 3]
- 4.4.7 The cheques drawn in favour of Government officers and departments in settlement of Government dues shall be crossed "A/c payee only-not negotiable." [FTR 157]
- 4.4.8 The cheques drawn in favour of firms or private persons for payment of Rs. 200/- and above or in favour of Government servants drawing emoluments of Rs. 700/- P.M. and above for payments in respect of their personal claims shall also be crossed. [FTR 157(2)]



- 4.4.9 Where payments are not made by means of crossed cheques on the specific request by the payee, order cheques only should be issued. Subject to any instructions received from the payee, a cheque shall be crossed “and Co.” with the addition of the words “Not Negotiable” between the crossing. Where the payee is believed to have a bank account further precaution shall be adopted where possible by crossing the cheque by the words “Account payee only”.
- 4.4.10 Every cheque in favour of a Government officer in payment of establishment and contingent bills must be made payable to order only. [FTR 158]
- 4.4.11 No cheque shall be issued with corrections or alterations. If corrections or alterations in a cheque become necessary then it should be cancelled and destroyed by burning in the presence of an authorized officer and a fresh cheque should be issued. [FTR 161]
- 4.4.12 When it is necessary to cancel a cheque, the cancellation must be recorded on the counterfoil, and the cheque, if in the drawer's possession, shall be destroyed. If the cheque is not in the drawer's possession, he must promptly address the bank to stop payment of the cheque, and on ascertaining that the payment has been stopped, shall make necessary entry in his accounts. [FTR 164]
- 4.4.13 If the DDO is informed that a Cheque drawn by him has been lost. he shall ask the bank to furnish the following certificate:
- “Certified that Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ for \_\_\_\_\_ drawn on this bank in favour of \_\_\_\_\_ has not been paid and will not be paid if presented hereafter.”
- The DDO, on receipt of the certificate shall enter in his account the original cheque as cancelled, and will issue another. [FTR 165]
- 4.4.14 Specimen signatures of the officers authorized to draw cheques should be sent to the bank for record. The date on which an officer ceases to function as a DDO due to his transfer or otherwise should at once be intimated to the bank. [FTR 173]
- 4.4.15 Some Missions issue payment advice to the bank for transferring money from the Mission account to a third party account. All such advices should be kept in a separate binder.

**CHAPTER-V**

**ACCOUNTS**

**OF A MISSION**



## 5.1 Classification of Transactions

- 5.1.1 Each item of Receipt and Payment occurring in a Mission should be classified in the Mission's Accounts with reference to:
- i. The Government to which the transaction pertains, namely, the Federal or the Provincial Government.
  - ii. The department of the Government (including the Defence Services).
  - iii. The heads of receipt or expenditure.

## 5.2 Transactions Adjustable on the Books of the Chief Accounts Officer

- 5.2.1 The Chief Accounts Officer is responsible for the maintenance of accounts in respect of the following categories:-
- i. Expenditure under all demands controlled by the Ministry of Foreign Affairs.
  - ii. Expenditure under the sub-head “ Trade and Commercial Offices in Foreign Countries”-the demand of Ministry of Commerce.
  - iii. Expenditure on medical Mission and Hajj Directorate at Jeddah.
  - iv. Expenditure on Labour, Information and Educational Offices in Foreign Countries and Culture Sections abroad.
  - v. Expenditure on the office of the Chief Accounts Officer, Ministry of Foreign Affairs, Senior Accounts Officer, London and Finance and Accounts Officer, Washington.

## 5.3 Statement of Sub-detailed Heads under G10102- Foreign Affairs Receipt & Collection Accounts”

- 5.3.1 The Missions have to record several transactions under the Major head “G-Liabilities, G10-Trust A/c Other, G103-other Deposits & Reserves. The detailed classification of most frequently occurring transactions under this Major head is as follows:

Head of Account:

G-Liabilities

G10-Trust Account-other

G101-Accounts of other Departments

G10102-Foreign Affairs-Receipt of Collection Account.

**NOMENCLATURE-SUB DETAILED HEAD UNDER  
“RECEIPT AND COLLECTION ACCOUNT” FOR  
ACCOUNTING RECEIPTS IN CAO'S BOOKS**

<b>Foreign Affairs</b>	<b>OLD</b>		<b>NEW</b>	
RECEIPT & COLLECTION ACCOUNT	3901002		G-10102	
DEATH COMPENSATION. OTHER DUES ETC	3901002	-1	G-10102	-1
RECEIPTS ADJUSTABLE ON THE BOOKS OF AGPR	3901002	-2	G-10102	-2
RECEIPTS ADJUSTABLE ON THE BOOKS OF DEFENCE				
ACCOUNTS OFFICES	3901002	-3	G-10102	-3
RECEIPTS ADJUSTABLE ON THE BOOKS OF A.G				
PUNJAB, LAHORE	3901002	-4	G-10102	-4
RECEIPTS ADJUSTABLE ON THE BOOKS OF A.G				
NWFP, PESHAWAR	3901002	-5	G-10102	-5
RECEIPTS ADJUSTABLE ON THE BOOKS OF A.G.				
SINDH, KARACHI	3901002	-6	G-10102	-6
RECEIPTS ADJUSTABLE ON THE BOOKS OF A.G.				
BALUCHISTAN, QUETTA	3901002	-7	G-10102	-7
RECEIPTS OF AUTONOMOUS BODIES ETC.	3901002	-8	G-10102	-8
INCOMETAX FROM FED. GOVT				
EMPLOYEESINCOMETAXORDINERY				
COLLECTION	3901002	-9	G-10102	-9
TAX ON PROFESSION TRADE AND				
CALLING	3901002	-10	G-10102	-10
CUSTOM SURCHARGES	3901002	-11	G-10102	-11
IQRA SURCHARGE	3901002	-12	G-10102	-12
NON JUDICIAL SALE OF STAMPS	3901002	-13	G-10102	-13
JUDICIAL - SALE OF STAMPS	3901002	-14	G-10102	-14
JUDICIAL - COURT FEES	3901002	-15	G-10102	-15
INTEREST ON HOUSE BUILDING				
ADVANCE	3901002	-16	G-10102	-16
INTEREST ON MOTOR CAR ADVANCE	3901002	-17	G-10102	-17
INTERSET ON MOTOR CYCLE ADVANCE	3901002	-18	G-10102	-18
INTERESTON CYCLE ADVANCE	3901002	-19	G-10102	-19

<b>INTEREST RECEIVED FROM</b>				
<b>COMMERCIAL DEPARTMENTS</b>	<b>3901002</b>	<b>-20</b>	<b>G-10102</b>	<b>-20</b>
<b>INTREST REALISED ON INVESTMENT OF</b>				
<b>CASH BALANCES</b>	<b>3901002</b>	<b>-21</b>	<b>G-10102</b>	<b>-21</b>
<b>ORGANS OFSTATE EXAMINATION FEES</b>				
<b>REALISED BY PUBLIC SERVICE</b>				
<b>COMMISSION</b>	<b>3901002</b>	<b>-22</b>	<b>G-10102</b>	<b>-22</b>
<b>RECEIPT IN AID OF SUPERANNUATION</b>				
<b>CONTRIBUTION OF PENSION AND</b>				
<b>GRATUITIES</b>	<b>3901002</b>	<b>-23</b>	<b>G-10102</b>	<b>-23</b>
<b>ECONOMIC REGULATION RECEIPTS</b>				
<b>UNDERTHE COMPANIES ORDINANCE</b>	<b>3901002</b>	<b>-24</b>	<b>G-10102</b>	<b>-24</b>
<b>BUILDING RENT (WORKS RENT)</b>	<b>3901002</b>	<b>-25</b>	<b>G-10102</b>	<b>-25</b>
<b>INDUSTRIAL METAL RESEARCH AND</b>				
<b>DEVELOPMENT CENTRE</b>	<b>3901002</b>	<b>-26</b>	<b>G-10102</b>	<b>-26</b>
<b>EXTRA - ORDINARY RECEIPTS SALE OF</b>				
<b>OTHER GOVT ASSETS</b>	<b>3901002</b>	<b>-27</b>	<b>G-10102</b>	<b>-27</b>
<b>OTHER RECEIPTS - UN-CLAIMED</b>				
<b>DEPOSITS</b>	<b>3901002</b>	<b>-28</b>	<b>G-10102</b>	<b>-28</b>
<b>SALE OF STORES AND MATERIALS</b>	<b>3901002</b>	<b>-29</b>	<b>G-10102</b>	<b>-29</b>
<b>OTHER RECEIPTS RENTS RATES AND</b>				
<b>TAXES.</b>	<b>3901002</b>	<b>-30</b>	<b>G-10102</b>	<b>-30</b>
<b>OTHER RECEIPTS-CITIZENSHIP</b>				
<b>NATURALIZATION PASSPORT AND</b>				
<b>COPY RIGHTS FEES</b>	<b>3901002</b>	<b>-31</b>	<b>G-10102</b>	<b>-31</b>
<b>OTHER RECEIPTS-GAIN BY EXCHANGE</b>				
<b>ON REMITTANCE ABROAD</b>	<b>3901002</b>	<b>-32</b>	<b>G-10102</b>	<b>-32</b>
<b>OTHER RECEIPTS-FEES, FINES AND</b>				
<b>FOR FEITURES</b>	<b>3901002</b>	<b>-33</b>	<b>G-10102</b>	<b>-33</b>
<b>OTHER RECEIPTS-FEE SREALISED</b>				
<b>UNDER IMPORTS &amp; EXPORTS (FEDERAL</b>				
<b>CONTROL) ACT 1950</b>	<b>3901002</b>	<b>-34</b>	<b>G-10102</b>	<b>-34</b>
<b>OTHER RECEIPTS / OTHER</b>				
<b>SURCHARGES 10% COMMUNITY</b>				
<b>WELFARE SURCHARGE</b>	<b>3901002</b>	<b>-35</b>	<b>G-10102</b>	<b>-35</b>

<b>OTHER RECEIPTS - RECEIPTS OF</b>				
<b>TOURIST DEPTT</b>	<b>3901002</b>	<b>-36</b>	<b>G-10102</b>	<b>-36</b>
<b>RECOVERIES OF OVER PAYMENTS</b>	<b>3901002</b>	<b>-37</b>	<b>G-10102</b>	<b>-37</b>
<b>OTHER RECEIPTS - OTHERS</b>	<b>3901002</b>	<b>-38</b>	<b>G-10102</b>	<b>-38</b>
<b>OTHER RECEIPTS FEES FOR ISSUE OF</b>				
<b>DUPLICATE ID CARDS UNDER NATIONAL</b>				
<b>REGISTRATION ACT 1973</b>	<b>3901002</b>	<b>-39</b>	<b>G-10102</b>	<b>-39</b>
<b>HOUSE BUILDING ADVANCE GAZETTED</b>				
<b>OFFICERS</b>	<b>3901002</b>	<b>-40</b>	<b>G-10102</b>	<b>-40</b>
<b>HOUSE BUILDING ADVANCE NON GAZETTED</b>				
<b>OFFICERS</b>	<b>3901002</b>	<b>-41</b>	<b>G-10102</b>	<b>-41</b>
<b>MOTOR CAR ADVANCE</b>	<b>3901002</b>	<b>-42</b>	<b>G-10102</b>	<b>-42</b>
<b>MOTOR CYCLE ADVANCE GAZETTED</b>				
<b>OFFICERS</b>	<b>3901002</b>	<b>-43</b>	<b>G-10102</b>	<b>-43</b>
<b>MOTOR CYCLE ADVANCE NON GAZ.</b>				
<b>OFFICER'S</b>	<b>3901002</b>	<b>-44</b>	<b>G-10102</b>	<b>-44</b>
<b>CYCLE ADVANCE</b>	<b>3901002</b>	<b>-45</b>	<b>G-10102</b>	<b>-45</b>
<b>OTHER DEPARTMENT ALL RECEIPTS FOR</b>				
<b>FERTILIZER</b>	<b>3901002</b>	<b>-46</b>	<b>G-10102</b>	<b>-46</b>
<b>IMPORT DUTY ON GOLD</b>	<b>3901002</b>	<b>-47</b>	<b>G-10102</b>	<b>-47</b>
<b>OTHER DEPARTMENT ALRECEIPTS FOR</b>				
<b>NATIONAL MASS TRANSIT AUTHORITY</b>				
<b>FUNDS</b>	<b>3901002</b>	<b>-48</b>	<b>G-10102</b>	<b>-48</b>
<b>OTHER RECEIPTS OTHERS</b>				
<b>SURCHARGES 10% F.I.G.O.B.</b>	<b>3901002</b>	<b>-49</b>	<b>G-10102</b>	<b>-49</b>
<b>SPECIAL JUBILEE FUND CELEBRATION</b>				
<b>OF 50<sup>TH</sup> ANNIVERSARY INDEPENDENCE</b>				
<b>OF PAKISTAN</b>	<b>3901002</b>	<b>-50</b>	<b>G-10102</b>	<b>-50</b>
<b>DONATIONS OF PRIME MINISTER DEBT</b>				
<b>RETIREMENT FUND</b>	<b>3901002</b>	<b>-51</b>	<b>G-10102</b>	<b>-51</b>
<b>CHIEF EXECUTIVE DROUGHT RELIEF</b>				
<b>FUND</b>	<b>3901002</b>	<b>-52</b>	<b>G-10102</b>	<b>-52</b>
<b>SINDH GOVERNER'S RELIEF FUND</b>	<b>3901002</b>	<b>-53</b>	<b>G-10102</b>	<b>-53</b>
<b>SALES TAX ON SERVICES ON BEHALF OF PROVINCIAL</b>				
<b>GOVTS. FATA, PATA, ISLAMABAD</b>				
<b>CAPITAL TERRITORY AJ&amp;K AND NORTHERN AREAS</b>	<b>3901002</b>	<b>-54</b>	<b>G-10102</b>	<b>-54</b>

<b>SALES TAX SERVICES LEVIED AS</b>				
<b>CENTRAL EXCISE DUTY IN THE V.A.T</b>				
<b>MODE</b>	<b>3901002</b>	<b>-55</b>	<b>G-10102</b>	<b>-55</b>
<b>NATIONAL COMMISSION FUND 240-A</b>	<b>3901002</b>	<b>-56</b>	<b>G-10102</b>	<b>-56</b>
<b>FUND FOR STRENGTHENING JUDICIARY</b>	<b>3901002</b>	<b>-57</b>	<b>G-10102</b>	<b>-57</b>
<b>OTHER RECEIPTS FEES ON TRANSFER</b>				
<b>OF SPECIAL US DOLLAR BOND</b>	<b>3901002</b>	<b>-58</b>	<b>G-10102</b>	<b>-58</b>
<b>FEE FOR USE OF RIGHT OF WAY (ROW)FOR LAYING</b>				
<b>CABLES/PIPELINES ETC. ALONG THE ROW OF ALL</b>				
<b>PROVINCIAL ROADS</b>	<b>3901002</b>	<b>-59</b>	<b>G-10102</b>	<b>-59</b>
<b>FINE-PENALTY UNDER THE SURVEY FOR</b>				
<b>DOCUMENTATION OF NATIONAL</b>				
<b>ECONOMY 2000</b>	<b>3901002</b>	<b>-60</b>	<b>G-10102</b>	<b>-60</b>
<b>OTHER RECEIPTS-FEES FINES AND (FOR</b>				
<b>FEATURE ROYALTY POLLUTION AND</b>				
<b>TREKKING FEE</b>	<b>3901002</b>	<b>-61</b>	<b>G-10102</b>	<b>-61</b>
<b>GAINS ON PAKISTAN INVESTMENT BOND (PIBS)</b>	<b>3901002</b>	<b>-62</b>	<b>G-10102</b>	<b>-62</b>
<b>KASHMIR RELIEF FUND FOR</b>				
<b>REHABILITATION OF KASHMIR</b>				
<b>REFUGEES AND FREE DOMFIGHTERS</b>	<b>3901002</b>	<b>-63</b>	<b>G-10102</b>	<b>-63</b>
<b>FEDERAL GOVT EMPLOYEES</b>				
<b>BENEVOLVANT FUND (FOREIGN AFFAIRS)</b>	<b>3901002</b>	<b>-64</b>	<b>G-10102</b>	<b>-64</b>
<b>FEDERAL GOVT. EMPLOYEES GROUP</b>				
<b>INSURANCE FUND (FOREIGN AFFAIRS)</b>	<b>3901002</b>	<b>-65</b>	<b>G-10102</b>	<b>-65</b>
<b>FEDERAL CIVIL SERVANTS</b>				
<b>SUBSCRIPTION TO SERVICES BOOK</b>				
<b>CLUB</b>	<b>3901002</b>	<b>-66</b>	<b>G-10102</b>	<b>-66</b>
<b>REGISTRATION AND OTHER FEES FROM</b>				
<b>PAKISTANIS WORKING ABROAD</b>	<b>3901002</b>	<b>-67</b>	<b>G-10102</b>	<b>-67</b>
<b>PRESIDENT'S FUND FOR AFGHAN REFUGEES</b>	<b>3901002</b>	<b>-68</b>	<b>G-10102</b>	<b>-68</b>
<b>PRESIDENT'S RELIEF FUND FOR TSUNAMI</b>				
<b>VICTIMS</b>	-----	----	<b>G-10102</b>	<b>-69</b>
<b>PRIME MINISTER'S DISASTER RELIEF FUND</b>	-----	----	<b>G-10102</b>	<b>-70</b>
<b>PRESIDENT'S RELIEF FUND FOR EARTHQUAKE</b>				
<b>VICTIMS 2005</b>	-----	----	<b>G-10102</b>	<b>-71</b>
<b>PRESIDENT'S RELIEF FUND FOR FLOOD VICTIMS</b>	-----	----	<b>G-10102</b>	<b>-72</b>



NATIONAL DISASTER MANAGEMENT	-----	----	G-10102	-73
PRIME MINISTER'S SPECIAL FUND FOR VICTIMS OF TERRORISM	-----	----	G-10102	-74
PRIME MINISTER'S RELIEF FUND 2010	-----	----	G-10102	-75
PRIME MINISTER'S RELIEF FUND 2011	-----	----	G-10102	-76

- i. CAO-Coord No. DA/PLA/RCCM/88-89 Dated 28-02-89
- ii. CAO-Coord/4-92/Vol-VII/225 Dated 11-03-89
- iii. CAO-Coord/4-92/Vol-IX/1011 Dated 31-03-97
- iv. CAO-Coord/4-92/Vol-IX/208 Dated 13-04-2001
- v. CAO-Coord/4-92/Vol-IX/294 Dated 06-06-2001
- vi. CAO-Coord/4-92/Vol-IX/559 Dated 04-01-2002
- vii. CAO-Coord/1-75/Vol-V/884 Dated 26-01-2005
- viii. CAO-Coord/1-75/Vol-V/995 Dated 05-05-2005
- ix. CAO-Coord/1-75/Vol-V/1200 Dated 12-10-2005
- x. CAO-No. Co-ord/1-75/Vol-VI/931 Dated 19.07.2007
- xi. CAO-No. Co-ord/1-75/Vol-VI/143 Dated 01.06.2009
- xii. CAO-No. Co-ord/1-75/Vol-VI/118 Dated 06.09.2010
- xiii. CAO-No. Co-ord/1-75/Vol-VI/341 Dated 21.09.2011

## 5.4 Transactions on Behalf of Other Departments

- 5.4.1 Transactions originating in a Mission on behalf of other departments of the Government if authorized by the Chief Accounts Officer should be classified in the Mission accounts with reference to the receipt and expenditure heads of the particular department concerned. The particular head of account is always indicated in the letter of authority issued by the Chief Accounts Officer/Other Accounts Officer. In case the head of account is not mentioned in a particular letter of authority, the same should be enquired by making a reference to the Chief Accounts Officer or the Accounts Officer concerned. [CAO-Coord/4-92 Vol -VIII / 466 dated 18-01-93]
- 5.4.2 No payments should be made on behalf of other departments/agencies whose funds are not provided in CAO's circle of account without authorization from the CAO. Any payment made without proper authority will be held irregular and the Mission will be responsible for this irregular payment and no remittance against such payment will be released. [Circular No. CAO-Coord/4-92 Vol -V/ 1230, dated 18-06-87]

## 5.5 Transactions on Behalf of Provincial Governments

5.5.1 Transactions on behalf of a provincial Government when authorized by the Chief Accounts Officer should be classified in the Mission's Account under the head "3501035- Deposit Account with A.G.P.R." [Circular No. CAO Coord/ 4-92/VolV/1230 dated 18-06-87]

## 5.6 Transactions on Behalf of Defence Services

5.6.1 Transactions on behalf of Defence Services of Pakistan originating in another Mission should be credited to the Mission's account under the head "G11224 Deposit Account with Defence." Debit should be raised to the final head of expenditure of the Mission concerned.

## 5.7 Transaction on Behalf of another Pakistan Missions

5.7.1 Transactions on behalf of another Pakistan Mission originating in a Mission should be classified under the head \*"9000000-Miscellaneous Accounts F01515 Civil Departmental Balances (others)".

## 5.8 Classification of Expenditure on TA/ DA

5.8.1 The traveling allowance of a Government servant on whatever duty he may be employed shall be debited to the same functional head as his pay with the exception of the following:

- i. In cases where a Government servant is required to travel on duty connected with an outside body or fund.
- ii. When Government considers it necessary to show separately the cost of a special service.
- iii. In cases covered by general or special orders of Government authorizing a deviation from the general rule. [Account Code Vol-1 (32)]

## 5.9 Cash Accounts

5.9.1 At the end of each month an abstract of cash account (i.e. cash book) should be prepared in the form prescribed by the Ministry and sent to the Chief Accounts Officer (with a copy of forwarding letter and main statement endorsed to the Ministry of Foreign Affairs) duly supported by all the relevant receipt schedules and payment vouchers in original so as to reach his office on or before 8<sup>th</sup> of the month following the month to which the account relates. In all cases complete accounts should be rendered in rupees. The details of closing balance should be

\* revised

given in the form shown in Appendix A to this book.

- 5.9.2 Bank buying rate of exchange between US. Dollar and local currency and cross rate of exchange arrived at between Pakistan rupee and local currency on 1<sup>st</sup> of each month should be mentioned at the top right hand corner of the Main Statement of the cash account.
- 5.9.3 Break-up of foreign exchange expenditure on the prescribed proforma (Appendix “B” debit to various Ministries/Divisions should invariably be sent to the CAO along with the cash account. This rate will be applicable for the whole month.
- 5.9.4 Every officer whose duty is to prepare and render any accounts or return in respect of public money is responsible for the completeness and strict accuracy and their dispatch within the prescribed date.
- 5.9.5 The Cash Account should be supported by the schedules as detailed below:
- i. In regard to receipts creditable to the Federal Government, there should be separate schedules for each major head of receipts. Full details of the receipts should be given in the receipt schedules.
  - ii. Receipts adjustable on the books of other Accounts Office should be included in the receipt schedule of the concerned Accounts Office.
  - iii. There should be separate schedules in respect of the expenditure debit to the Mission itself and other Divisions. These schedules should be prepared according to the budget heads, in the form suggested at Appendix “C”.
  - iv. Payments made on behalf of other departments and Government should be included in the schedule pertaining to the department or Government concerned. The number and date of sanction issued by the department should invariably be recorded on each schedule and voucher so as to avoid rejection of debit by the other Accounts Office.
  - v. The payment schedule must be supported by paid vouchers in original. The number of each voucher should be arranged in the same order as these have been shown in the schedule.
  - vi. Only the totals of these schedules should be shown in the main statement of cash accounts. Thus the total of all receipt schedules plus the remittances received during the month and opening balance will tally with the grand total of the cash account on receipt side. Similarly, the total of all payment schedules plus the amount of closing balance will agree with the grand total of the cash account on the payment side.
  - vii. It should be seen that the closing balance as shown in the cash account of the previous month tallies with the opening balance of the cash account of the month immediately following.

- viii. The vouchers furnished with the account should be complete, duly supported by sub-vouchers etc. and in the prescribed forms.
  - ix. The cash accounts should not be sent to the Chief Accounts Officer in loose form. These should be properly tagged and bound so as to avoid any chance of detachment of vouchers.
- 5.9.6 Each item of receipt, payment and balance should be shown duly converted into Pak Rupees in the statement of account as well as in the schedules and vouchers including sub-vouchers.
- 5.9.7 A copy of the sanction of the competent authority in support of the contingent expenditure should invariably be enclosed with the relevant vouchers.
- 5.9.8 There should be an indication of the number and date of the Chief Accounts Officer's letter of authority on each voucher relating to inter departmental and inter- Governmental transactions.

## **5.10 Returns and Certificates to be Furnished**

- 5.10.1 Following returns and certificates should accompany monthly accounts:
- i. Bank certificate showing the closing balance of the last day of each month should be submitted to the Chief Accounts Officer duly translated into English and countersigned by the Head of the office.
  - ii. Bank reconciliation statement on the prescribed proforma (Appendix “D”) drawn up in order to agree the bank balance as per bank's certificate with the bank balance as shown in the accounts duly signed by the head of the office.
  - iii. A certificate/bank advice indicating the amount of remittance actually received by the authorized banker during the month should be obtained from the bank and furnished with the account.
  - iv. A certificate indicating the bank buying rate of exchange between U.S. Dollar and local currency prevailing on 1<sup>st</sup> of the month should be obtained from the bank and attached with Cash Account.
- 5.10.2 The certificates as reproduced below should be recorded on the cash account of the Mission under the signature of the Head of the Mission /Head of Chancery.
- i. I certify that the expenditure included in this account could not, with due regard to the interest of Public Service, be avoided. I further certify that to the best of my knowledge and belief the payments have been duly made to the parties entitled to receive them.
  - ii. I certify that I have checked receipts and payments with the cash book and have counted the cash in hand as shown in the cash balance report and that

the balances tally and all receipts and expenditure have been entered in the account.

- iii. Certified that the purchases have been received in good order, that their quantities are correct, their quality is good, that the rates paid are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the indent and invoices concerned to prevent double payment.
- iv. Certified that I have satisfied myself that all emoluments included in the bills sent with this account have been disbursed to the proper persons and that their acquaintances have been taken and filed in my office.
- v. Certified that no person have been absent either on other duty or suspension or with or without leave (except casual leave) during the month.

5.10.3 An officer who signs or countersigns a certificate is personally responsible for the facts certified to, so far as it is his duty to know or to the extent to which he may reasonably be expected to be aware of them. The fact that a certificate is printed is no justification for signing it unless it represents the facts of the case. [Handbook of Important Orders/Instructions on Financial Matters. 1947-76, Islamabad: Ministry of Foreign Affairs, 1978, Vol-I, Page 298 and Account Code Vol-II, (95)]

## 5.11 Refunds

5.11.1 Refund of revenue shall, as a general rule, be taken in reduction of the revenue receipt under the major head concerned.

## 5.12 Recoveries on account of overpayments which are to be taken as reduction of Expenditure

5.12.1 The cash receipts relating to Missions abroad on account of recoveries (of the same year in which over payment is made) are to be taken as reduction of expenditure. Such receipts will be collected by DDO of the Mission and will be retained by him in his imprest account. The cash receipt so incurred by the DDO will be adjusted in the next bill at the time of recoupment of imprest by short drawing from the CAO's Office. [Circular No. CAO- Coord/4-92/Vol VII/725 dated 11-03-1989]

## 5.13 Payment on account of TA on transfer

5.13.1 Government servants on their transfer from/to Pakistan/from Missions abroad and on inter-Mission transfers will, at their option, be paid transportation grant equal to 70% of the packing, crating and transportation charges of their unaccompanied personal effects according to their entitlement. [Ministry of Foreign Affairs O.M. No. Rules-4/1/91 dated 30-07-1992]

## 5.14 Loss/Gain of exchange on Remittance

- 5.14.1 The recoupment of imprest made by the Chief Accounts Officer on receipt of the monthly Cash Account will be classified by the Mission under the head “9106000-Civil Departmental Balances Abroad (Name of the concerned Mission).” In case there is a difference between the amount authorized by the Chief Accounts Officer and the amount actually received by the Mission, the same should be shown in the Cash Book as distinct item under the head i.e.,
- i. A03911-Loss in Exchange, if there is a loss in exchange.
  - ii. G10102-32-Gain by Exchange on Remittance, in case of gain.
- 5.14.2 Sometimes, a situation different to that stated above may occur. For example, the bank or CAO may remit amount in excess or short due to an oversight. In such circumstances, the Mission should also check it and if the difference is other than due to fluctuation in exchange rate then the difference should be booked to the Head of Account 910600 CDB (Pak Mission), on payment or receipt-side distinctly, as the case may be. The total amount authorized by the Chief Accounts Officer will be taken as receipt under the above head.
- 5.14.3 Interest on overdraft charged by the bank should be debited to the detailed object head A03970-Others.

## 5.15 Funds and Postal Life Insurance deductions

- 5.15.1 The G.P. Fund subscription of a Government servant whose pay and allowances are adjustable by the Chief Accounts Officer will be shown in the Mission's account as a distinct item. If the G.P. Fund account of such a Government servant is maintained by other accounts offices, the name of the accounts office in whose book the G.P. Fund subscriptions are adjustable and the correct account number must be recorded on the schedule so as to avoid missing credits.
- 5.15.2 Officers / Officials of other departments whose G.P.Fund account number is maintained by other accounts offices, before their posting abroad should immediately get their G.P. Fund account number allotted from CAO's office and the said should be recorded on the G.P. Fund schedules regularly to avoid missing credits.
- 5.15.3 Deductions on account of Provident Fund from Government servants in BPS 1-4 will be credited to the Head “C02242-Receipts in Aid of Superannuation Receipt under Central Government (Class-IV) Servants Provident Fund Rules.” [Circular No. CAO-Coord/4-92 Vol-VI / 98, dated 20-04-1986 and Coord I-38, Voll-III/42 dated 24-07-1995]
- 5.15.4 The D.S.O.P. Fund subscriptions and other deductions made from pay bills of defence personnel are not adjustable on the book of Chief Accounts Officer. Hence

debit of net payment made in these cases on account of pay and allowances will be raised against the Controller of Accounts, Defence Production Project and Inter-Services Organization (DPP & ISO) Rawalpindi. Thereafter, it will be the responsibility of the accounts officer concerned to adjust properly the recoveries made from the pay bills in his account. [Circular No. CAO-Coord 4-92/7213 dated 25-03-82 & 29-06-82]

- 5.15.5 The Postal Life Insurance Fund (PLI) is maintained by the Director of Accounts, Pakistan Postal Corporation Lahore and such deductions should be classified under the head “G03109-Postal life Insurance Fund.” [Circular No. CAO-Coord/4-92/ Vol-V / 1230, dated 18-06-87]

## 5.16 Security Deposits

- 5.16.1 Security deposits on account of repatriation of Pakistani nationals abroad is creditable to the Head G-Liabilities G10-Trust Account-others G112-other Receipt Account G 11228 Repatriation Deposits of Pakistani Nationals Abroad.”

## 5.17 Pension Contribution

- 5.17.1 The amount of pension contribution deposited by the foreign employer or by the Government servants on foreign service with Pakistan Missions abroad should be classified under the head “G10102-23-Receipt in Aid of Superannuation-Contribution for Pension and Gratuity in Respect of Officials/Officers Lent on Foreign Service-Item adjustable by the Chief Accounts Officer, Ministry of Foreign Affairs.”
- 5.17.2 The foreign employer (and where foreign employer is not agreeable to pay the pension contribution) the Government servant concerned, as the case may be, shall during the period of foreign service, pay to the Government of Pakistan pension contribution in foreign currency in accordance with the applicable rules and rates. The payment shall be made by the foreign employer or the Government servant through normal banking channels to the parent office of the Government servant in Pakistan with a covering letter showing relevant head of account. The parent office will send copies of challans and schedules to the accounts officer concerned for information and necessary action. On delayed payment of these contributions the provisions of S.R. 307 shall apply. Till such time as the rates of pension contribution are ascertained and intimated by the audit office concerned the foreign employer or the Government servant shall provisionally pay pension contribution in foreign currency at a uniform rate of 33.5% of the mean of minimum and maximum of the pay scale held by him at the time of proceeding on foreign service, plus other emoluments (reckonable for pension) which would have been admissible to him had he not been deputed to foreign service.

- 5.17.3 During the period of Foreign Service the Government servant will continue to subscribe to the G.P. Fund, the remittance of which should invariably be made to the parent office of the Government servant. The parent office will send the copies of the challans and schedules to the accounts officer concerned for information and necessary action. As regards Benevolent Fund and Group Insurance contributions, they should be remitted directly by the Government servants through normal banking channels to the Board of Trustees, Federal Employees Benevolent Fund Islamabad with a prescribed schedule duly completed.
- 5.17.4 The lending department should work out rate of pension contribution and incorporate it in the terms and condition of the persons deputed on Foreign Service within Pakistan or outside Pakistan. To illustrate, the rates of pension contribution will be as under in respect of pay scale which is Rs. 1600/- Rs. 3040.

$$\text{i. Mean} = \frac{\text{Rs. 1600} + \text{Rs. 3040}}{2} = \text{Rs. 2320}$$

$$\text{ii. Rate of pension contribution @ 33.33 \% will be:}$$

$$2320 \times .3333 = 773.33 \text{ or Rs. 773/= per month}$$

- 5.17.5 Under the instructions contained in the Finance Division's O.M. No. F5(5)/R.7/79-1407 dated 15-12-1981 no leave salary contribution is recoverable from foreign employer, but leave salary is to be sanctioned/paid during the period of foreign service by the foreign employers. That period is not counted for earning leave from the Government of Pakistan. In view of this position, Pension Contribution will be payable by the foreign employer during the entire period of foreign service including the period of leave availed of by the person concerned with the foreign employer.
- 5.17.6 This has been issued after consultation with the Establishment Division, the Auditor General of Pakistan and the Chief Accounts Officer. Ministry of Foreign Affairs, Islamabad. [No. Coord/4-92/1150 dated 01-07-79] [Finance Division Reg. Wing. 11 No.5(5)-8.7/79 dated 29-01-84]

## **5.18 Accounting Procedure for Special Remittances received by the Mission Direct from other Ministries/Departments/Accounts Offices**

- 5.18.1 A separate bank account should be opened for such remittances and separate accounts register showing receipts and payments with full details should be maintained. The receipts and expenditure of these remittances should not be mixed up with the imprest account of the Mission. The account of expenditure out of such



remittances should be rendered by the Missions to the Ministry/Department/ accounts officer concerned direct from whom the remittance was received. A statement in the form (Appendix “E”) showing the details of receipts and expenditure of these remittances should however, be attached with the monthly cash account for information of the Chief Accounts Officer.

- 5.18.2 In case the amount of special remittances received for specific purpose falls short, the party concerned should be approached by the Mission to provide more funds and in no case the shortage be met from the regular imprest account of the Mission.

### **5.19 Accounting Procedure for Special Remittances made by CAO out of the Budget Grants placed in his circle of Account**

- 5.19.1 Special remittances for payment of rent, purchase of Car/Furniture, Transportation charges and cost of passage of official on transfer, Expenditure on President, Prime Minister's visits etc. will be accounted for in the same manner in which the recoupment of imprest is accounted for and would be classified it under the head “F01506- Civil Departmental Balances (Pakistan Missions Abroad)”. The expenditure as and when incurred out of the said remittance will be debited to the final head of account shown in the sanction letter. The unspent balance out of the special remittance after closing of financial year will not be available for utilization in the next financial year and would lapse to Government. Therefore, such unutilized balance of special remittance will be merged in the regular imprest of the Mission under intimation to CAO.

### **5.20 Accounting Procedure for Special Remittances for the Payment of Contributions to Various International Organizations, Grant-in-Aid to Pakistani Schools etc.**

- 5.20.1 The CAO will book the expenditure under the final head of account mentioned in the sanction letter at the time of arranging special remittance. The Mission on receipt of the remittance will credit the amount of special remittance under the head “G11230- Special Remittance Deposit.” The payments, as and when, made by the Mission out of the said special remittance will be debited to the head “G11230- Special Remittance Deposit”. The payment will not be classified by the Mission against the final head of account as mentioned in the sanction letter. A separate statement showing the details of all such remittances received by the Missions and expenditure incurred against those remittances from month to month will be attached with the monthly cash account in the form at Annexure- “E”.

## **5.21 Accounting Procedure for Special Remittances for Medical Treatment, Scholarships, Training Courses, etc. on behalf of other Ministries / Agencies whether made through CAO or Direct**

- 5.21.1 A separate Bank account will be opened for such remittances and separate account registers showing receipts and payments with full details will be maintained by the Missions. The receipts and payments out of such special remittances will not be mixed up with the imprest account of the Mission. The account of such special remittances duly supported with original vouchers will be rendered by the Mission to the Ministries / Department Accounts Office concerned direct separately and shall not be shown in the monthly Cash Account rendered to CAO. The account of above special remittance should be prepared in the form given at (Annexure - "E"). A copy of the said statement of special remittance account (without vouchers) should, however, be attached with the monthly Cash Account for information of the CAO. The Mission accountant should classify these transactions under the same head as mentioned in the sanction letter.
- 5.21.2 In case the amount of special remittance in question falls short, the agency concerned should be approached by the Missions to provide more funds and in no case the shortage be met from the imprest account of the Mission.
- 5.21.3 The unspent balance if any, out of the special remittances, when no longer required should be remitted to the concerned quarter under intimation to this office. (Circular No. CAO-Coord 4-92/ Vol-VII/1481, dated 24-09-87)
- 5.21.4 It has been observed that the instructions regulating the accounting procedure of special remittances, particularly the position relating to the disposal of unspent balance at the close of Financial Year are not being strictly observed by some of the Missions. This is clearly depicted in their cash accounts for July where balances of special remittances as on 30<sup>th</sup> June have been carried forward to the next Financial Year. Sanction(s) of special remittances are issued against specific budget provision made for specific expenditure to be incurred during a particular Financial Year. The expenditure against such provision can be incurred before the close of the Financial Year and amounts lying unspent lapse to the Government unless specifically, allowed by the Government.
- 5.21.5 Unspent balance of the special remittances should either be merged with imprest account or remitted back to the authorities concerned when no longer required according to the nature of the special remittance. [CAO Circular Coord/ 4-92, Vol-V/ 42, dated 24-9-87 and 31-5-88].



**CHAPTER-VI**

**PROCEDURE FOR  
RECONCILIATION**



## 6.1 Procedures for Reconciliation

- 6.1.1 The work of timely and regular reconciliation between the departmental figures of expenditure and those brought to account in the books of Chief Accounts Officer is of paramount importance.
- 6.1.2 Heads of Missions abroad at whose disposal grants under the heads “042-Diplomatic and Consular Services” are placed, are the authorities administering appropriations in accordance with prescribed regulations and shall therefore be fully responsible for watching the process of expenditure - and keeping it within the grants.
- 6.1.3 The Missions shall maintain a register of budget grant and monthly expenditure in respect of the grants admissible by them in the form shown at appendix “C”. In that register a column shall be set aside for each detailed head appearing in the printed budget under the sub-heads Pay of Officers / Pay of Establishment Allowances, Honoraria etc. and Other Charges. Under each detailed head, the sanctioned allotment shall be entered in red ink. Immediately after the close of the accounts for each month the expenditure figures under each detailed head shall be entered in the respective column. The totals in the last column shall, however, be entered in pencil.
- 6.1.4 The Missions shall ensure that the monthly Cash Accounts are compiled and dispatched to the Chief Accounts Officer in such a manner that those reach his office positively, at the latest by the 5th of the month following the month to which the Cash Accounts relate. It shall be the personal responsibility of the Heads of Mission to ensure rigid compliance with the above time schedule. To obviate delays in transit, the Missions shall mark the cover containing the Cash Account as “Immediate” and as a further safeguard, those covers shall also be superscribed in bold letters with the words “MONTHLY CASH ACCOUNT”. The Bag Section of the Ministry will handle such covers on priority basis and arrange their delivery to the Chief Account Officer immediately on their receipt.
- 6.1.5 On receipt of the monthly Cash Account from a Mission, the Chief Accounts Officer will send to each Mission in triplicate the monthly statement of expenditure as booked in his office under various sub-detailed heads, in the form shown in Appendix “K”. On receipt of the said statement the Missions will compare the figures recorded therein with those entered by them in their register of budget grant and monthly expenditure. In case of the book debits, communicated by the Chief Accounts Officer, the Missions will enter them in the said register in red ink below the figures already recorded by them under proper detailed heads with necessary footnotes quoting particulars and authorities and take them into account in the totals already entered in pencil.
- 6.1.6 Sometimes expenditure is incurred in Pakistan by the Ministry of Foreign Affairs Islamabad on behalf of Missions Abroad. Similarly, certain Mission incur

expenditure on behalf of other Missions. In these cases the Ministry or the Mission which has made the payment will transmit directly to the Missions on whose behalf the payment was made, copies of their relevant payment schedules and connected vouchers immediately. Such payment schedules and vouchers shall invariably show the number and date of authorities for the expenditure incurred and the debits raised thereof. Transmission of the requisite information and particulars shall on the one hand enable the Chief Account Officer to account for the debits in his books in time and on the other hand facilitate verification and acceptance without waste of time of the debits by the Missions to whom those may have to be passed on by the Chief Accounts Officer.

- 6.1.7 If the figures communicated by the Chief Accounts Officer (commonly known as audit figures) tally with the figures of the Missions (commonly called the departmental figures), they shall be deemed to have been reconciled. The totals in their registers shall then be linked by the Mission. The reconciliation have thus been carried out and completed by the Missions. They shall retain one out of the three copies of the statement of expenditure, referred to in Para 6.5 above for their record. The remaining two copies shall be returned duly accepted as under:
- i. To the Chief Accounts Officer (1 copy)
  - ii. To the (Budget Section), Ministry of Foreign Affairs Islamabad (1 copy)
- 6.1.8 If the audit figures do not tally with the departmental figures, the Missions shall immediately address the Chief Accounts Officer through express letters explaining as to how the Missions figures under the concerned detailed heads have been computed. Copies of such communications need not be endorsed to the Ministry of Foreign Affairs. After the discrepancies have been settled, the Chief Accounts Officer shall issue to the concerned Missions fresh revised statements of expenditure, again in triplicate for acceptance and return by them as per instructions laid down in sub-para 6.5 above. From the copies of the accepted statements of expenditure, the Ministry of Foreign Affairs, will watch the monthly progress of expenditure in respect of all Missions by maintaining a register with suitable columns.
- 6.1.9 In order to avoid delays in reconciliation, the following additional steps will be taken:
- i Chief Accounts Officer will ensure that the monthly statement of expenditure referred to in sub-para 6.3 above are prepared and dispatched to the Missions at the latest within 10 days from the receipt of their Cash Account.
  - ii The Missions will likewise deal with the said statements on top priority basis and ensure their return within 10 days from the date of their receipt.
  - iii As in the case of other account statements and returns both the Chief

Accounts Officer and the Missions will mark the cover containing the monthly statement of expenditure as “Immediate”. This will ensure their prompt handling and speedy transmission.

6.1.10 The Missions are required to follow the above detailed procedure and ensure action on the monthly statements of expenditure and reconciliation work. Cases of default or delay, if any, on their part shall be brought by the Chief Accounts Officer to the notice of the Foreign Secretary.

6.1.11 Under financial rules, the heads of the Missions in their capacity as controlling officers are responsible for the proper management of their financial affairs and for all irregularities. However, as an additional restrictive measure the Government has vide Rule 91 of General Financial Rules (Vol-I) prescribed as follows:

*“The Audit Department will warn the department concerned, immediately, of the first appearance of any excessive proportionate outlay under any grant or under any primary unit of appropriation”.*

6.1.12 Thus the CAO, who represents the Auditor General, is required to render assistance to the Foreign Secretary by bringing the excess and disproportionate expenditure to the notice of controlling officer as soon as they are detected from the monthly Cash Accounts of the Missions. The Chief Accounts Officer shall issue the prescribed “Warning” to the heads of Missions and endorse a copy of such communications to the Ministry of Foreign Affairs to enable it to watch the progress.

6.1.13 The exhaustive procedure detailed in the preceding paragraph has been prescribed with a view to enforcing better financial discipline, effective control over expenditure and removing bottle-necks and lacunas faced in carrying out the reconciliation work pertaining to the grants under the head “042-Diplomatic and Counselor Services”. The above revised procedure will fulfill the audit requirements and also satisfy the directive of the Public Accounts Committee. In so far as the actual reconciliation of audit and departmental figures of expenditure in respect of the above mentioned minor heads is concerned, it will be conducted by the Chief Accounts Officer directly with the Missions and the Ministry of Foreign Affairs. The Administrative Ministry will no doubt be responsible for the overall supervision and control over the financial affairs of the Missions and in the discharge of that responsibility will always render every possible assistance for arranging and ensuring Mission's prompt compliance with the audit requirements.

6.1.14 As regards the figures of expenditure incurred and booked against the demands relating to “Lump Provision” as also those pertaining to “042 Diplomatic and Consular Services” their reconciliation will continue to be done as before between the Chief Accounts Officer and the Ministry of Foreign Affairs directly. In order, however, to achieve and ensure regularity, promptness and smoothness in the work, the Chief Accounts Officer will send to the Ministry of Foreign Affairs in



triplicate monthly statements of expenditure booked by him against the above heads. These statements will show complete sub-head-wise and item-wise details of the booked expenditure to enable the Ministry to verify the figures. After verification and acceptance, two copies of the said statement will be returned to the Chief Accounts Officer for his record.

**CHAPTER-VII**  
**ASSIGNMENT**  
**ACCOUNT**



## 7.1 Assignment Account

- 7.1.1 In pursuance of Government decision vide Finance Division letter No.2 (13)-Exp. II/71, dated 29<sup>th</sup> August, 1977, the accounts of the Ministry of Foreign Affairs and Pakistan Missions abroad have been departmentalized with effect from 1<sup>st</sup> October, 1977. A novel feature of this change is the opening of Assignment Account of the Ministry of Foreign Affairs with effect from 1<sup>st</sup> July, 1979 with the National Bank of Pakistan, Islamabad. Under this arrangement the entire amount of the annual budget of the Department / Offices accounted for in the accounts circle of the Chief Accounts Officer and finally adjustable on his books is released in the Assignment Account with the National Bank of Pakistan annually. All remittances due to the Missions for Expenditure Abroad and that incurred in Pakistan is met out of the above Assignment Account by the Chief Accounts Officer through Cheques drawn on that Account.
- 7.1.2 Expenditure in excess of annual budget provision cannot, therefore, be incurred by the Ministry and the Missions abroad because there would be no funds in the Assignment Account to meet the excesses, if any, Utmost vigilance has, therefore, to be exercised by the heads of the Missions to control expenditure out of their respective annual budget grant and ensure that it is not exceeded in any case.
- 7.1.3 No payment should be made by the Missions on behalf of other Ministries/ Departments not provided for in the accounts circle of the Chief Accounts Officer unless payment authority is received by them or special remittance is received by the Missions from the Ministry / Department concerned to meet such expenditure. In the latter case the procedure indicated in para 5.39 of this book should be followed. An account statement of such receipts / expenditure should, be prepared separately and attached with the monthly cash account in the form at Appendix "E".
- 7.1.4 Inevitable payments on behalf of other Governments / Departments can be made only in exceptional circumstances and that too under orders of the heads of the Missions. Such payments should be shown in the main statement of expenditure, under the relevant head of account and schedules/vouchers etc. in respect thereof should be sent to the CAO with the monthly account for adjustment and recovery of the amount from the concerned Ministry Department.
- 7.1.5 No expenditure should be incurred by Mission which causes excess over their annual budget grant. Where the expenditure is found exceeding the annual budget grant, timely action should be taken to get supplementary grant through the Ministry and have it released in the Assignment Account before the expenditure in excess of the budget is incurred.
- 7.1.6 Instructions issued vide CAO No. Co-ord/4-92/1755, dated 10th July, 1979 regarding the Assignment Account are at Appendix "F".



**CHAPTER-VIII**  
**PAYMENT OF**  
**PENSIONS**



## 8.1 Payment of Pensions

- 8.1.1 Payment to pensioners on behalf of other Governments/Departments for which payment authorities already exist with the Missions will continue to be made as usual and shown in the monthly Cash Account as debitable to the concerned Accounts Offices in Pakistan.
- 8.1.2 For payment of pension to the pensioners who desire to draw pension through the Pakistan Missions abroad after the opening of Assignment Accounts, instructions issued under Circular No. CAO-Coord/4-12/FE/ Vol-VI / 1093, dated 27<sup>th</sup> April, 1981 (Appendix “G”) should be followed strictly.





**CHAPTER-IX**

**ENTERTAINMENT**

**ALLOWANCE**



## 9.1 Entertainment Fund Accounting

- 9.1.1 Detailed instructions regarding the drawl/utilization and accounting of entertainment allowance are laid down in the Ministry of Foreign Affairs Savingram No. 3874, dated 10<sup>th</sup> June, 1975, No. 0-4473, dated 3<sup>rd</sup> July, 1975. No. 0-4746, dated 15<sup>th</sup> July, 1975 and No. 0-5521, dated 16<sup>th</sup> August, 1975. No. Rules-4/12/2002, dated 1<sup>st</sup> July 2002 and No. Rules 4/12/2002, dated 12<sup>th</sup> August 2002.
- 9.1.2 Full amount of Entertainment Allowance will be drawn by the officer through his pay bill but at the time of actual payment, 85% of the amount will have to be credited to the Entertainment Fund Account (which will be opened by each Mission) and 15% paid to the officer for casual entertainment alongwith his other emoluments. Thus two separate cheques will be issued by the Mission, one for 85% of the Entertainment Allowance in favour of the Entertainment Fund Account and the other for the emoluments of the individual which will include 15% of his Entertainment Allowance.
- 9.1.3 The account of Entertainment Fund will not be mixed up with the imprest account and will be maintained separately by the Mission. The form of register for maintenance of the Entertainment Fund Account is given at Appendix “H”.
- 9.1.4 The amount in the Entertainment Fund remaining unspent at the end of the financial year should be closed to the Government account by reduction of the expenditure on entertainment allowance of that year. [Handbook of Important Orders Instructions on Financial Matters 1947-76, Islamabad, Ministry of Foreign Affairs, 1978 (Vol-I), SL. No. 54, 55, 56, 57]

## 9.2 Special Entertainment Fund

- 9.2.1 The Ministry of Foreign Affairs has sanctioned a special Entertainment Allowance to be utilized by the officers of the Mission separate from regular Entertainment Allowance. It is not to be regarded as a substitute for the regular Entertainment Allowance, but is meant to supplement it in the pursuit of the aim and objectives laid down below.
- 9.2.2 The fund will be accounted for under the Head “0113-Ministry of Foreign Affairs, A 011302 Diplomatic and Consular Service-Regular Allowances, A01224 Special Entertainment Allowance of the Embassy”
- 9.2.3 The account will be jointly operated by the Ambassador and the Head of Chancery.
- 9.2.4 The allowance is not to be drawn by an officer on basis of expenditure calculated at guest rates for hospitality at home.
- 9.2.5 Each request for the use of this fund will be clearly marked “Special Entertainment” and will be put up to the Ambassador in writing, for prior sanction, giving the name along with designation of the person (or persons) to be invited.
- i. The name along with designation of the person (or persons) to be invited.

- ii. The place and type of Entertainment.
  - iii. The reason for “Special” as opposed to “Normal” entertainment.
- 9.2.6 Gifts on special occasions such as New Year, Christmas etc. with prior approval of the Ambassador may also be charged to this fund.

**CHAPTER-X**

**PAKISTAN COMMUNITY  
WELFARE AND  
EDUCATION FUND**



## 10.1 Introduction

10.1.1 Pakistan Community Welfare and Education Fund (PCW & EF) was introduced vide MOFA's O.M. No. 4/11/81 Con-I, dated 08-10-1981. The fund is raised by levying 10% surcharge on the consular fees collected in Missions abroad. The surcharge thus collected is accounted for separately. Its account has to be kept in a separate Bank Account. Expenditure from out of this fund can be made under the rules framed by the Ministry of Foreign Affairs.

## 10.2 Accounting

10.2.1 The surcharge realized as PCW & EF should be taken into account under the following head:

G10102-35 Other Receipts-Other Surcharge-10% Community Welfare Surcharge.

10.2.2 The amount should be shown distinctly in a separate column on receipt side of the cash book as well as in the main statement of the monthly Cash Account.

10.2.3 The total amount collected during a month should be transferred in the following month to a separate bank account opened in the name of "Pakistan Community Welfare and Education Fund." A saving bank account should be opened by the Mission for this purpose.

10.2.4 The transfer of fund in the bank account during the next month should be shown on payment side of the cash book as also in the monthly Cash Account as "By transfer of surcharge collected during the month of to PCW & EF account in the bank."

10.2.5 A separate petty cash book should be maintained to record the receipts and payments out of the PCW & EF and each entry in this cash book should be attested by the Head of the Mission or by an officer authorized to operate this account.

10.2.6 All vouchers relating to expenditure out of the fund should be kept separately in a file cover. The orders of the Head of the Mission for disbursement out of this fund should be recorded on the back of each voucher over his signature.

## 10.3 Duty and Responsibility of Accountant

10.3.1 The accountant in the Mission shall be personally responsible to the Head of the Mission for correct maintenance of the Accounts of the PCW & EF.

10.3.2 He will ensure compliance of all financial rules and directives issued in this connection by the Ministry / Chief Accounts Officer and the Ministry of Finance.

10.2.3 He will not draw any amount from the fund for expenditure which does not have the prior approval of the Head of the Mission [Ministry of Foreign Affairs letter No. G-1/4/84 op Vol-I, dated 26-05-85]



## 10.4 Utilization of the Fund

10.4.1 The Head of Mission is competent to authorize expenditure from the fund in accordance with the following guidelines. The PCWEF will be available for:

- i. Welfare schemes for Pakistani community abroad
- ii. Improvement of Pakistani schools
- iii. Any legitimate expenditure on the maintenance of destitute Pakistanis other than that to be met out of Government funds under the existing rules
- iv. Repatriation of such destitute Pakistanis, who in the considered opinion of the Head of the Mission, would be unable to bear expenditure on their return passage to Pakistan and whose case falls in the overall definition of “Welfare of Pakistanis”
- v. Provision of legal aid through local lawyers to protect Pakistani workers abroad from exploitation by Foreign Employers.
- vi. In countries where there is a need for promotion of a sense of national and cultural identity rather than welfare projects, Financial Assistance could be provided from the fund for the projection of Pakistani culture over radio, T.V and Press Media. Religious education for expatriate children could also be supported from these funds.
- vii. Expenditure on consular visits to different parts of the country of their accreditation, subject to the conditions that the frequency of visits and the strength of visiting team would require prior approval of the Foreign Secretary (MOFA O.M. No.2/1/94-PCWEF, dated 12-10-1995)
- \*viii. Legal assistance to Pakistan detained abroad including payment of lawyers fee, fines and cost of repatriation of destitute Pakistan detainees / prisoners on completion of sentences of release from detention. In all such cases expenditure will only be incurred after obtaining approval of the Foreign Secretary (MOFA Circular No.3/1/SCOP/2010, dated 21.06.2010 enclosed as Annexure “P”)

10.4.2 Welfare schemes referred to at para 10.11(i) above could include provision of special facilities for the benefit of overseas Pakistanis like the enlargement and renovation of waiting rooms, construction of toilets, installation of water coolers and shamianas for those waiting in the sun.

10.4.3 In case, funds have been provided in the budget for provision of facilities mentioned above, such funds will have to be utilized first without their being diverted or reallocated for other purposes. Resort to the Community Welfare and Education Fund should only be made if the funds provided in the budget do not

\* inserted

expressly cater for the project.

10.4.4 In case the Pakistan Community Welfare and Education Fund available with one Mission was urgently required in another Mission, the Ministry of Foreign Affairs can transfer it to that Mission either as loan or grant, in consultation with the CAO. Also if it was felt that the fund was accumulating in a certain Mission where the scope for its profitable utilization was limited, the Ministry can transfer it to a Central Fund to be opened in Islamabad, in consultation with the CAO for future utilization elsewhere. Such fund may be operated by the Additional Secretary, Joint Secretary or Director in the Ministry depending on the amount involved and the CAO.

10.4.5 The fund shall not be used for:

- i. The benefit of employees of the Mission or their families
- ii. Purchase of items of Furniture and Furnishings, Air Conditioners, Stationery, Bicycles etc. for use in the Chancery or Residence of any employee of the Missions
- iii. Farewell or welcome parties for anyone
- iv. Entertainment of any nature
- v. Donations except to Pakistani Associations or Pakistani Schools [Ministry of Foreign Affairs letter No. G-1/4/84 op / Vol- I, dated 26-05-85]

## 10.5 Financial Powers and Accountability

10.5.1 Financial powers to incur expenditure from PCW & EF are as follows:

- I The Head of Mission is authorized to incur expenditure upto US\$ 1500/- only in each case. For expenditure beyond that limit, the Head of Mission should seek permission of the Foreign Secretary. (MOFA O.M. No. 2/1/94-PCWEF, dated 12-10-1995).

\*(a)

- i. The financial powers of the Heads of Pakistan Missions Abroad to approve expenditure from the PCW & EF are increased from US\$ 1,500/- to US\$ 3,000/- per single utilization.
- ii. In countries with a Pakistani community of at least 50,000 people (list at Appendix M-2), these financial powers of Heads of Mission may be further increased to US\$ 5,000/- in cases of emergent nature

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\* revised

only (a list defining such emergencies at Appendix M-3)

- iii. In countries, where the Heads of Mission find it feasible, the local Pakistani Community representatives may be appropriately associated to elicit proposals for schemes to be financed from PCW & EF.

This supersedes para-1 (a) of the Ministry's earlier letter No. 2/1/94-PCW & EF dated October 12, 1995.

[No - Cash - I/1/2005, dated 22/10/2005 (Appendix M-1)]

- \*(b) The limit for Head of Mission to authorize expenditure from PCW & EF has been enhanced from US\$ 3,000/- to US\$ 4,000/- per single utilization except 21 countries where limit is US\$ 5,000 vide letter No. Cash -1/2/1/2012/Policy, dated 30.05.2012 (Appendix-M-4).

- ii. Audit of the accounts shall be undertaken in the same way by the same team which visits our Missions abroad for auditing.
- iii. During the visits of the Inspection Team, the accounts of the PCW & EF shall also be inspected. [Ministry of Foreign Affairs O.M. No. Gen 1/11/86 op/ dated 09-12-86.]
- iv. Audit of the accounts shall be undertaken in the same way by the same team which visits our Missions Abroad for auditing.

## \*10.6 Delegation of Powers related to PCW & EF

10.6.1 The Foreign Secretary has been pleased to delegate his powers in respect of Pakistan Community Welfare and Education Fund (PCW&EF) to the Additional Secretary (Admin) and Heads of Mission vide MOFA letter No. Cash -1/2/1/2012 / Policy, dated 30.05.2012 (Annexure "M")

S.No	SUBJECT	DELEGATION OF POWERS
1.	Extension in the contract and increase in the salary of already hired local based staff.	Additional Secretary (Admn)
2.	Purchase of Durable Goods, Furniture/Fixture and Machinery & Equipment up to US\$3,000/-	Additional Secretary (Admn)
3.	Legal assistance to Pakistanis detained abroad including payment of Lawyer(s) fee, fines and cost of repatriation of destitute Pakistani detained / imprisoned on completion of sentence or released from detention.	Additional Secretary (Admn)

\* revised

4.	Transportation / Repatriation of dead bodies of Pakistanis to Pakistan on actual expenditure basis	Head of Mission
5.	Enhancement of ceiling to incur expenditure from US\$3,000/- to US\$4,000/- per single utilization except 21 countries where limit is US\$5,000/-	Head of Mission
6.	Projection of Pakistani culture abroad up to US \$5,000/-	Additional Secretary (Admn)
7.	Printing of relevant material, books and documents upto US\$3,000/-	Additional Secretary (Admn)

## 10.7 Death Compensation Fund

- 10.7.1 The death compensation cases in the Mission are handled by opening a separate bank account entitled “Death Compensation Fund Account” operated like the imprest account.
- 10.7.2 A death compensation account register maintained by the Mission records date-wise the detailed particulars of receipts statement at the end of each month and a certificate of correctness provided signed by the DDO and Head of Chancery.
- 10.7.3 If the amount is not to be used for a period of more than one month, it is kept in a fixed deposit to earn commission on the dormant money which is used for attestation/translation charges or any other minor charges for the documents of the deceased. If the commission earned is not sufficient then the minor charges are met from the commission earned by PCW & EF, in case this commission is also not sufficient to meet the expenditure then principal amount of PCW & EF can be used.
- 10.7.4 The Ministry of Foreign Affairs attests the attorney only in the name of the concerned Embassy, the legal heirs have, however, the option to give attorney to any person/lawyer at their own risk.
- 10.7.5 The lawyer fee to be paid by legal heirs is clearly specified in a written agreement and the Embassy is not responsible for any such fee, the Mission books the transaction under the head “G10102-01 Death Compensation & Other dues” and sends them through the Cash Account to CAO. The Accounts Sections of the CAO book the receipt in their compilation books and reflect it in their monthly Consolidated Abstracts and send to the Compilation Section.



**CHAPTER-XI**

**FUND FOR**

**IMPROVEMENT OF**

**GOVERNMENT**

**OWNED BUILDINGS**



## 11.1 Introduction

- \*\*11.1.1 The fund for Improvement of Government Owned Buildings (FIGOB) was introduced vide Ministry's O.M. No. 1978-AS(A) / 93 dated 18-04-1993. It is collected as 10% surcharge on the Counselor Fees charged by our Missions for various services. The fund has to be kept in a separate bank account and has to be accounted for separately. The purpose of this fund is to generate resources for the maintenance and up keep of buildings owned by the Government of Pakistan in foreign countries.

## 11.2 Authorization

- \* 11.2.1 Authority to sanction expenditure from the fund rests with the Foreign Secretary. However in continuation of Ministry's Circular of even number dated 23.10.1999 regarding Funds for the Improvement of Government Owner Building (FIGOB) Foreign Secretary has been pleased to delegate Fund authorization powers to Head of Missions with some specifications (MOFA No. MB-5/42/99, dated 28.01.2003). Details in Annexure "Q".
- \*11.2.2 A committee is also constituted to process the requests received from Mission Abroad regarding under the Chairmanship of Additional Secretary (Admn) vide MOFA Circular No. Dir (MS)-1/2006, dated 23.11.2006 (detail in Annexure "N").

## 11.3 Accounting

- 11.3.1 A separate saving bank account of "Fund for Improvement of Government Owned Buildings" should be opened.
- 11.3.2 The amount should be shown as distinct from Pakistan Community Welfare and Education Fund in the Cash Book as well as the main statement of monthly Cash Account, but under the Head of Accounts as mentioned at 10.2(i).
- 11.3.3 A separate cash book for "Fund for Improvement of Government Owned Buildings" should be operated on the pattern of Cash Book for Pakistan Community Welfare and Education Fund.
- 11.3.4 Monthly statement of Income and Expenditure should be prepared on the same format as that of Pakistan Community Welfare and Education Fund. [P.M's Secretariat U.O No. 252/40(FA), dated 14-4-1993. [Ministry of Foreign Affairs letter No. Gen 1/4/93, dated 26-06-1993]
- 11.3.5 The surplus fund should be invested in the light of instructions given in MOFA O.M. No.Rules-4/6/95 dated 30-8-1995 (Appendix "L")



## **\*11.4 PROCEDURE FOR EXPENDITURE TO BE CHARGED FORM MINISTRY'S RESOURCES**

11.4.1 The following instructions of the Competent Authority regarding the utilization of funds under FIGOB / PCW & EF are issued for implementation in the Missions accordingly:

- i. There will be no change with regard to he delegated financial powers of the HOM on the issue of expenditure from FIGOB i.e. US\$ 1500 for repair and maintenance of the Government owned building abroad
- ii. The authority competent to approve any expenditure beyond the competency of the HOM from FIGOB / PCW & EF will continue to be the Foreign Secretary
- iii. Ministry will have to sole discretion to issue instruction regarding the transfer of funds from both or any of the heads of accounts, form the Mission to another
- iv. In case the amount form FIGOB / PCW & EF is taken for the purpose of purchase of a building for any of our Mission Abroad, Chancery Building or residence for property the amount will be repaid by the borrowing Mission form their annual rental provisions allocated by the Finance Division
- v. The borrowing Mission will repay the actual amount, received on transfer from the lending Mission, without any mark up until and unless any such clear directions are given from the Ministry in this regard.
- vi. No repayment will take place in case the funds are transferred form one mission to another to under take repair and maintenance of the Government Owned Building

11.4.2 Any further query in this regard may kindly be got clarified from Finance Division or MB & SP Directorate please [MOFA No. MB-5/2/99, dated 18.03.2008]

# **Appendices**

## **A to Q**



## Appendix- A

[See Para 5.10]

### Details of Cash Balance

Office of the \_\_\_\_\_ Month of \_\_\_\_\_ 20 \_\_\_\_\_

Imprest	Special Remittance	Total	Remarks
---------	--------------------	-------	---------

#### Receipts:-

(a) Opening Balance.

(b) During the Month.

Total Receipts (a+ b)

Total Payments

Balance

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bank

Cash Chest

\_\_\_\_\_

Temporary Advances

Date of Advance, Name of Advance Amount Holder

Signature of Head of the Office

## Appendix- B

[See Para 5.12]

### Break up of Foreign Exchange Expenditure Embassy of Pakistan \_\_\_\_\_

Monthly Expenditure in Foreign Exchange for the Month of \_\_\_\_\_ 20\_\_ Rs. \_\_\_\_\_  
 Total Gross Expenditure in Foreign Exchange  
 Excluding Expenditure met from Special Remittance \_\_\_\_\_ Rs. \_\_\_\_\_  
 Less all other Receipts excluding ( ..... ) Remittances \_\_\_\_\_ Rs. \_\_\_\_\_  
 Net Expenditure \_\_\_\_\_ Rs. \_\_\_\_\_

Allocation of the above net expenditure:

1. Ministry of Foreign Affairs
2. Ministry of Commerce
3. Ministry of Information and Broadcasting
4. Ministry of Finance
5. Ministry of Education
- 6.
- 7.
- 8.

Signature of Head of the Office

# Appendix- C

[See Para 5.14(iii)]

## Schedule of Mission Expenditure

Vouche No.	Salary of Officer	Salary of staff	Regular Allowance	Other Allowance	Establishment Charges	Purchase of durable goods	Repairs & Maintenance of durable goods & works	Commodities and Services	(and so) on	Total amount of each voucher
<b>Total</b>										

Signature of Head of the Office

## Appendix- D

[See Para 5.18(ii)]

### Bank Reconciliation Statement Embassy of Pakistan \_\_\_\_\_

Bank balance as per Bank certificate \_\_\_\_\_

Add cheques etc. paid in, not yet credited \_\_\_\_\_

(Sources of receipts should be given in serial order)

**Total:** \_\_\_\_\_

Deduct Cheques drawn but not yet cashed \_\_\_\_\_

Mr. \_\_\_\_\_ No. and date of the Voucher against

Mr. \_\_\_\_\_ which the cheque has been drawn should

Mr. \_\_\_\_\_ be quoted

Bank Balance as per abstract of receipt and payment

Signature of Head of the Office

## Appendix- E

[See Para 5.39]

## Monthly Accounts of Special Remittances

Office of the \_\_\_\_\_ Month of 20 \_\_\_\_\_.

Serial No.	Reference of Authority No and date of Special Remittance	Month in which Special Remittance received	Amount of Special Remittance received	Expenditure during the month	Reference to Schedule No	Up to date Expenditure	Balance Available	Remarks
<b>Total:</b>								

Certificate:

Signature of Head of the Office



## Appendix- F(1)

[See Para 7.6]

**Office of the  
Chief Accounts Officer  
Ministry of Foreign Affairs  
Islamabad**

### OFFICE MEMORANDUM

No. Coord/4-92/1755

Dated 10<sup>th</sup> July, 1979.

Subject: **Opening of Assignment Account of the Ministry of Foreign Affairs, Islamabad**

In pursuance of the Finance Division letter No. 2(13)-Exp. II/71, dated 29<sup>th</sup> August, 1977, the accounts of the Ministry of Foreign Affairs and the Pakistan Missions abroad have been departmentalized w.e.f, 1<sup>st</sup> October, 1977. In consequence of that change the Assignment Account of the Ministry of Foreign Affairs has since been opened w.e.f, 1<sup>st</sup> July, 1979 with the National Bank of Pakistan, Main Branch, Islamabad as required in the Finance Division's Office Memorandum No. 3(4)-BR-IV/75, dated 29<sup>th</sup> May, 1978 read with their Notification No. F3(13) IF-1X/77, dated 24<sup>th</sup> May, 1978.

2. The departmentalization of the accounts of the Ministry and the opening of its Assignment Account will make following changes in the existing accounting procedure relating to settlement of transactions with other Governments/Ministries/ Divisions/Departments etc by this office.

(a) **Abolition of Exchange/Settlement Accounts**

The existing procedure of settlement of transaction with other Governments/ Ministries/Departments etc through media of Exchange/Settlement Accounts will cease to exist w.e.f. 1<sup>st</sup> July, 1979. The Government/Ministries/ Department whose budget provision has not been provided in the accounts circle of the Chief Accounts Officer. Ministry of Foreign Affairs will, therefore, adopt the following procedure for payments abroad:

## Appendix- F(2)

- i. They will arrange to remit the amount to the beneficiary abroad direct through the State Bank of Pakistan without involving the CAO's office and the Mission Abroad.
- ii. In case payment to the beneficiary through our Mission abroad is considered necessary, they will arrange special remittance to the Mission concerned through the State Bank of Pakistan direct with a copy to the Mission concerned containing detailed instructions for payment to the beneficiary. The Mission on receipt of the special remittance will make payment to the party concerned and submit the account of that remittance with vouchers etc direct to the Accounts Officer/Department concerned who has remitted the amount to them.
- iii. All accounts offices may kindly note that the procedure of settlement operative from July 79 onward. They may, therefore, not incur any liability on behalf of the Ministry of Foreign Affairs and the Pakistan Missions abroad without the prior authority from this office.

**(b) Regular Expenditure on behalf of Defence and Civil Accounts Offices appearing in the Missions Accounts**

The procedure laid down by the Auditor General vide his office letter No. 164-M&M/MFA/ACs/59-77, dated 10<sup>th</sup> March, 1979 addressed to this office and endorsed to the MAG, Rawalpindi and the AGPR, Islamabad will be followed.

**(c) Receipts appearing in the Missions Accounts on Account of Pension Contribution, G.P Fund, Benevolent and Insurance Funds etc.**

The receipts when received in the Mission's account will be paid by CAO to the Accounts Office / Organization concerned in Pakistan through cheques drawn on Assignment Account of the Ministry. All such remittances shall be supported by schedules setting down the details of deductions.

**(d) Items outstanding in Exchange Accounts**

Procedure in this regard will be communicated later on.

## Appendix- F(3)

### Office Memorandum

**Subject: Opening of Assignment Accounts by Government Departments (Whose Accounts have been Departmentalized) in the National Bank of Pakistan**

The undersigned is directed to invite a reference to Finance Division Notification No. F.3(13)IF-IX /77, dated 24-5-1978, on the above subject (copy enclosed) and to state that it has been decided to discontinue with effect from 1<sup>st</sup> July, 1979 the practice of releasing funds in cash to the personal deposit accounts of the Government departments whose account have been departmentalized. In lieu thereof Assignment Accounts with National Bank in favour of these departments will be opened on the following conditions:

- i 1/4th of the total provision under sanctioned grants and appropriations included in the grants controlled by the Ministry/Division concerned will be assigned quarterly in advance in the Assignment Accounts by Accountant General Pakistan Revenues without involving Ministry/Division concerned. A copy of the assignment letter issued by A.G.P.R. in each case will be endorsed among others to FA. concerned.
  - ii In addition to the budget, additional assignments will be made against supplementary grants etc. whenever authorized.
  - iii The unspent balances in the Assignment Account at the close of the financial year would lapse to constitute surrenders under the relevant grants and appropriations.
  - iv The departments concerned will be required to pay all their bills of expenditure directly by drawl of cheques on the Assignment Accounts.
2. These instructions may kindly be brought to the notice of the departments concerned for necessary action.

(Qazi M.Alimullah)

Joint Secretary (Budget)

Phone: 21829.

[No. 314-IIILIV/72, dated: 29 May, 1978]

## Appendix- F(4)

Islamabad, the 24<sup>th</sup> May, 1978

### Notification

S.R.O. 613 (I)/78- In pursuance of the proclamation of the fifth day of July, 1977, read with the Laws (Continuance in Force) Order. 1977 (C.M.L.A Order No. 1 of 1977), the President is pleased to direct that the following further amendments shall be made in the Treasury Rules of the Federal Government, namely:

In the aforesaid Rules:

- (1) After Rules 170, the following new rule shall be inserted, namely: “170A.  
(1) When funds are released through an assignment account at a branch of the National Bank of Pakistan, the Accountant General shall issue a letter of assignment in Form TR 11 (A) to the Treasury Officer endorsing a copy thereof to the Manager, State Bank of Pakistan in whose area the account is opened.
- (2) The letter of assignment issued to the Treasury shall, interalia, specify, the maximum amount upto which the authorized officer shall have the authority to draw on the account, the head of the account to which the amounts are debatable and the section of accounts, whether Federal or Provincial, within the Assignment Account shall be opened.
- (3) The Treasury Officer on receipt of letter of assignment, shall in consultation with the Bank, open the Assignment Account in favour of the authorized officer of the Government Department or a local body or an autonomous body at the branch of the National Bank of Pakistan, as may be specified therein to cash without the intervention of the Treasury, the cheques presented by the authorized officer within limits specified in the letter of assignment. No funds shall be released in advance to the National Bank of Pakistan by the Treasury. The Assignment Accounts at the National Bank of Pakistan branches will be within the Federal Government or a Provincial Government account and the drawings therefrom shall be adjusted against the Federal or as the case may be the Provincial balance.

## Appendix- F(5)

Note 1. *Re- imbursement for such payments will be made by the State Bank of Pakistan on receipt of claims from the Head Office of the National Bank of Pakistan. The branch of the National Bank of Pakistan, making payment of the assignment cheques, will send the paid instruments with an advice showing particulars of payments to the Treasury Officer on the next working day alongwith other instruments. The paying branch of the National Bank of Pakistan will advise these payment to their Finance Division (Government Accounts Section ) at their Head Office, Karachi, in the same manner as they advise to it the figures of other Government receipts and payments effected at this branch on a particular day. The Finance Division will advise these figures of payments to the Central Accounts Section (Accounts Department). State Bank of Pakistan, Central Directorate, Karachi through its daily statement of Government receipts and payments when the amount of such payments will be debited to the account of the Federal Government or a provincial Government concerned per contra credit to the National Bank of Pakistan account.*

Note 2. *The term “authorized officer” means an officer in whose favour the letter of assignment is issued.*

(4) On receipt of a letter of assignment, the Treasury Officer shall open an assignment ledger in Form TA 22 and debit the head of account advised by the Accountant General by transfer credit to a new minor head, 'Assignment Accounts, opened in Section 5000000-Current Assets **Mgus\*\*** 5200000-Advances Repayable.

(5) Separate ledger pages will be set apart for each of the authorized officer of i  
xus\*\* of ,

## Appendix- F(6)

Note. 3 *If at a Treasury, there are more than one Assignment Accounts, these shall be consecutively numbered, indicated on the cheques drawn and intimated to the authorized officer and the concerned branch of the National Bank of Pakistan.*

- (7) No receipts shall be tendered for credit to the Assignment Account.
- (8) No money shall be drawn from the Assignment Account unless it is required, for immediate disbursement or the amount has already been expended out of permanent advance or imprest. It will not be permissible to draw the whole amount authorized or a part thereof and to place it in a separate account at the Treasury or in a Commercial Bank.
- (9) The credits in an Assignment Account the drawls and the balance shall be reconciled every month by the authorized officer with the Treasury.
- (10) Any amount remaining undrawn at the close of a financial year shall lapse by transfer credit to the head of account initially debited in Treasury accounts. The amount remaining undrawn will be determined by the Treasury in consultation with the authorized officer so that sufficient balance is left in the account to provide for the cheques already issued by them before the close of that year.
- (11) The instruction as contained in Article 110 of Accounts Code Volume-II for preparation of plus and minus memoranda and the submission thereof to the Accountant General shall apply mutatis mutandis to the Assignment Accounts.
- (12) The provisions of sub-rule (2) of rule 170 shall also apply with respect to issue of letters of assignment on branches of the National Bank of Pakistan by the Accountant General.

Note 4. *The term "Treasury Officer" in this rule includes a "District Accounts Officer" and in Federal Treasury Rules, Volume II. Appendices and Forms after TR-11 the following new form shall be inserted namely:*

**Appendix- F(7)**

FORM T.R. 11

( See Rule 170 A )

Office of the Accountant General.

Dated the \_\_\_\_\_

(Federal/Provincial)

No. \_\_\_\_\_

Letter of Assignment

To

The Treasury Officer/District Accounts Officer.

Subject: **Release of Funds in Assignment Accounts of** \_\_\_\_\_

Sir,

I have the honour to request you to release a sum of Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_)

to \_\_\_\_\_ on or after the \_\_\_\_\_ through

the Assignment Account at \_\_\_\_\_ branch of the National Bank of

Pakistan.

2. The amount when released may be debited in the account of the Federal/ Provincial Government under the head by transfer credit to \*F-Assets, F01- Cash & Bank Balances, F011-Balance with State Bank of Pakistan, F015-Civial Departmental Balances, F01511-Foreign Affairs.

\*9000000-Misc. Accounts, 9100000 - Departmental & Similar Accounts, 9112000-Civil Departmental Balances (Foreign Affairs)

3. Assignment Accounts at the National Bank of Pakistan and drawings thereon will be within the Federal/Provincial Government Accounts and drawing thereon will be adjusted against the Federal/Provincial Government balances.

4. Reimbursement for such payments will be made by the State Bank of Pakistan on receipt of claims from the Head Office of the National Bank of Pakistan.

\* revised

## Appendix- F(8)

5. The National Bank of Pakistan branch while making payment of the Assignment Cheques, will send the paid instruments with an advice showing particulars of payments to the Treasury Officer on the next working day along with other instruments. The paying branch of the National Bank of Pakistan will advise these payment to their Finance Division (Government Accounts Section) at their Head Office, Karachi in the same manner as they advise to it the figures of other Government receipts and payments effected at this branch on a particular day. The Finance Division will advise these figures of payments to Central Accounts Section (Accounts Department), State Bank of Pakistan, Central Directorate, Karachi through its daily statement of Government receipts and payments where the amount of such payments will be debited to the account of the Federal Government or provincial Government concerned per contra credit to the National Bank of Pakistan Account

6. The Assignment Account will be maintained only to keep a record of withdrawals out of them by their authorized officer and no receipts will be creditable to the said Account

7. The amount remaining un-utilised at the close of the financial year would lapse. It is therefore, requested that the amount remaining un-utilised on 30<sup>th</sup> June each year may be transferred to the Head of Account indicated above by reversing the adjustment made under paragraph 2 above. The amount remaining un-utilised may, however, be determined in consultation with the authorized officer of the Account so that sufficient balance is left in the account to provide for cheques already issued by him before the close of the year

Your obedient servant

(Signature)

(Designation)

Dated the \_\_\_\_\_



## Appendix- F(9)

Copy forwarded to \_\_\_\_\_  
for information and necessary action.

The authorization made in the above letter is subject to the condition that no moneys would be drawn from the Assignment Accounts unless they are required for immediate disbursement or have already been spent out of permanent advance or imprest.

(Signature)

Designation

Copy forwarded to Manager, State Bank of Pakistan \_\_\_\_\_ for  
information and necessary action.

(Signature)

Designation

## Appendix- G(1)

[See Para 8.2]

**Office of the  
Chief Accounts Officer  
Ministry of Foreign Affairs  
Islamabad**

No. Coord/4-12/FE / Vol- VI / 1093

Dated the 27<sup>th</sup> April, 1981

### OFFICE MEMORANDUM

**Subject: Payment of Pension Abroad through Pakistan Missions**

A reference is invited to the Finance Division O.M. No. F-I(10)EF (B11)/79-2340, dated 17<sup>th</sup> November 1980 circulated under Ministry of Foreign Affairs O.M. No. Rules-2/1/77, dated 6<sup>th</sup> December 1980 on the subject noted above. In this connection the following instructions are issued for observance by all concerned in the Missions.

2. The following action may be taken by the Mission on receipt of payment authority and the P.P.Os from the CAO Ministry of Foreign Affairs:

- i The P P.Os shall be entered in the Register of Pension Payment Orders (Form TR 36 enclosed) and attested by the DDO. The column of remarks will be blank as long as the order of payment is in force, but when both portions of the order are returned to the CAO on account of transfer of the pensioner to Pakistan or otherwise, the date and cause of return of P.P.Os shall be entered in the remarks column under the signature of the DDO.
- ii The Pensioner's half of the P.P.O shall be given to the pensioner after due verification of his identity.
- iii The Disburser's half of the P.P.O shall be kept in separate file and entries of pension payment made in it as and when the bill is drawn and paid to the pensioner.

## Appendix- G(2)

- iv At the time of payment of pension, entries in the Pensioner's half of the P.P.O shall also be made simultaneously and attested by the DDO.

Note: *For other details instructions laid down in Chapter-VI (Payment of Pension) of FTR Vol-I may be seen or the case referred to CAO for clarification if any required.*

- v When the last payment of pension is made to the pensioner, the Pensioner's half of the P.P.O may be returned to the CAO alongwith the Disburser's half of the P.P.O after making necessary entries in the register of PPO.

3. No payment of pension shall henceforth be made by a Mission without an authority from the CAO and the Pension Payment Orders. If in any case pension is being paid without an authority from the CAO, it may immediately be reported to the CAO for regularisation and necessary action.

(RAJA M. SALEEM KHAN)  
Deputy Chief Accounts Officer

Copy to:

1. All Pakistan Missions abroad
2. All Accounts and Pension Section (Local)

# Appendix- G(3)

## FORM T.R. 36

Register of Pension Payment Orders on \_\_\_\_\_ Treasury

Number of Pension Payment Order	Name of Pensioner	Month Amount	Remarks

**Appendix- H**

**ENTERTAINMENT ACCOUNT**

[See Para 9.3]

Embassy of Pakistan \_\_\_\_\_

(i) Name of officer with Designation \_\_\_\_\_

(ii) 85% Entertainment Allowance: US \$ \_\_\_\_\_ = 01 Local Currency \_\_\_\_\_

\_\_\_\_\_ P.M.

Consulate of Pakistan \_\_\_\_\_

Date	Amount credited each month Cheque No date _____	Amount reimbursed under orders of Head of Mission (Cheque No. dated _____)	Balance	Signature of officer concerned	Counter signature of DDO	Remarks (if any)
First Quarter: July-Sep, 20 _____						
Second Quarter: Oct-Dec, 20 _____						
Third Quarter: Jan-Mar, 20 _____						
Fourth Quarter: Apr-Jun, 20 _____						

Balance surrendered to Government at the close of the financial year: \_\_\_\_\_





**Appendix- K**By Diplomatic Bag  
Most Immediate

[See Para 6.5]

**Office of the Chief Accounts Officer  
Ministry of Foreign Affairs,  
Islamabad**

No. \_\_\_\_\_

Date: \_\_\_\_\_

To \_\_\_\_\_

Subject: **Statement of Receipts and Expenditure of** \_\_\_\_\_

Head of Account	Amount of expenditure incurred by the		Adjustment during the month	Total expenditure (a . b & c)	G10102- Receipts & Collections this month	Progressive actual including
	Other than New	New				
Pay of Officers	(a)	(b)	(c)	(d)	(e)	(f)
Pay of Establishment						
Allowances and Honoraria:						
(i) Travelling Allowance						
(ii) Foreign Allowance						
(iii) Dearness Allowance						
(iv) House Rent Allowance						
(v) Other Allowances						
(vi) Medical Charges						
(vii)						
(viii)						
(ix)						
(x)						
Total Allowances and Honoraria						
Other Charges:						
(i) Rent. Rates and Taxes						
(ii) Entertainment and Gifts						
(iii) Postages. Telegraphs and Telephones						
(iv) Maintenance of Car						
(v)						
(vi)						
(vii)						
(viii)						
(ix)						
(x) Other contingent expenditure						
Total Other Charges						
Grand Total						



## Appendix- L

### Government of Pakistan Ministry of Foreign Affairs Islamabad

No. Rules-4/6/95

Islamabad, the 30th August, 1995

Subject: **Community Welfare and Education Fund Account**

Dear Chancery,

Our Missions abroad have been maintaining the above funds for more that a decade now in a current account with their bankers. In those countries, where we have a large concentration of our community the receipts are considerable. As such, it is presumed that quite large deposits are held by the Missions even after meeting expenditure chargeable to this accounts. Though some Missions have invested that chargeable to this accounts. Though some Missions have invested that deposit on more favourable terms, we presume that because of lack of instructions on the subject the deposits are held in the current (non-interest bearing ) accounts.

2. The matter has been considered in detail and it is circulated for guidance that wherever possible, surplus funds of the account may be placed in interest bearing fixed deposit accounts as per following calculations:

- |  |                     |
|--|---------------------|
| i. Receipts upto June, 1995  | A                   |
| ii. Expenditure during last 24 months<br>(July 93-June 95)                                       | B                   |
| iii. Balance as on 30-07-95  | A-B = C             |
| iv. Amount to be placed in fixed deposit (or deposit<br>should be equal to 80% of Credit Balance | $0.80 \times C = D$ |

3. The amount of deposit should be made on 12 months renewable basis.

4. For the future, the above method of calculations may be used for making annual deposits from the account.

Sd/-

( Rizwanul Haq Mahmood )  
Director (Org. & Rules)

All Pakistan Missions Abroad

**Appendix- M (1)****Ministry of Foreign Affairs  
Islamabad**

No - Cash - I/1/2005

Dated 22/10/2005

\*Subject: **Revised delegation of Powers to the Head of Mission to incur expenditure from Pakistan Community Welfare & Education Fund (PCW & EF).**

On recommendation of the Secretaries Committee on PCW & EF, the Prime Minister has been placed to decide as follows:-

- a) The financial powers of the Heads of Pakistan Missions Abroad to approve expenditure from the PCW & EF are increased from US\$ 1,500/- to US\$ 3,000/- per single utilization.
- b) In countries with a Pakistani community of at least 50,000 people (list at Appendix M-2), these financial powers of Heads of Mission may be further increased to US\$ 5,000/- in cases of emergent nature only (a list defining such emergencies at Appendix M-3)
- c) In countries, where the Heads of Mission find it feasible, the local Pakistani Community representatives may be appropriately associated to elicit proposals for schemes to be financed from PCW & EF.

This supersedes para-1 (a) of the Ministry's earlier letter No. 2/1/94-PCW & EF dated October 12, 1995.

**(Tassaduq Hussain)**

Director (Finance)

Copy forwarded to:-

1. All Pakistan Mission Abroad (except Honorary Consulates).
2. CAO M/O Foreign Affairs, Islamabad.
3. Director Foreign Audit, Foreign Affairs Building, Islamabad.

## Appendix- M (2)

**\*LIST OF COUNTRIES WITH A PAKISTANI  
COMMUNITY OF OVER 50,000**

	Name of Country	Missions / Sub-Missions		Name of Country	Missions / Sub-Missions
1	Australia		12	Norway	
		Canberra			Oslo
		Sydney			
			13	Oman	
2	Bahrain				Muscat
		Bahrain			
			14	Qatar	
3	Canada				Doha
		Ottawa			
		Montreal	15	Saudi Arabia	
		Toronto			Riyadh
					Jeddah
4	Denmark				
		Copenhagen	16	South Africa	
					Pretoria
5	France				
		Paris	17	Spain	
					Madrid
6	Germany				
		Berlin	18	Sweden	
		Frankfurt			Stockholm
7	Iran		19	UAE	
		Tehran			Abu Dhabi
		Masshad			Dubai
		Zahidan			
			20	United Kingdom	
8	Italy				London
		Rome			Manchester
					Birmingham
9	Japan				Bradford
		Tokyo			
			21	USA	
10	Kuwait				Chicago
		Kuwait			Houston
					New York
11	Netherlands				Los Angeles
		The Hague			Washington

\* inserted

## Appendix- M (3)

### **\* DEFINATION OF “EMERGENCY SITUATIONS” REQUIRING IMMEDIATE RESPONSE OF THE HEADS OF MISSION**

1. Transportation of Dead Bodies to Pakistan.
2. Welfare of Destitute / Stranded Pakistanis.
3. Repatriation of Stranded Pakistanis deportees with no means to return to the Country.
4. Emergency relief assistance required in case of fatal or near-fatal accidents or due to serious natural calamities.

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\* inserted

**Appendix- M (4)****Ministry of Foreign Affairs  
Islamabad**

\*Subject: **Delegation of Powers to Incur Expenditure from Pakistan Community Welfare & Education Fund (PCW & EF).**

The Foreign Secretary has been pleased to delegate his powers in respect of Pakistan Community Welfare & Education Fund (PCW & EF) to the Additional Secretary (Admn) and Heads of Mission in the manner as mentioned here under:

<b>S.No</b>	<b>SUBJECT</b>	<b>DELEGATION OF POWERS</b>
1.	Extension in the contract and increase in the salary of already hired local based staff.	Additional Secretary (Admn)
2.	Purchase of Durable Goods, Furniture/Fixture and Machinery & Equipment up to US\$3,000/-	Additional Secretary (Admn)
3.	Legal assistance to Pakistanis detained abroad including payment of Lawyer(s) fee, fines and cost of repatriation of destitute Pakistani detained / imprisoned on completion of sentence or released from detention.	Additional Secretary (Admn)
4.	Transportation / Repatriation of dead bodies of Pakistanis to Pakistan on actual expenditure basis	Head of Mission
5.	Enhancement of ceiling to incur expenditure from US\$3,000/ - to US\$4,000/ - per single utilization except 21 countries where limit is US\$5,000/-	Head of Mission
6.	Projection of Pakistani culture abroad up to US \$5,000/-	Additional Secretary (Admn)
7.	Printing of relevant material, books and documents upto US\$3,000/-	Additional Secretary (Admn)

2. The above is for information and appropriate action at your end.
3. The Missions are also requested to send monthly PCW & EF statement regularly by 10<sup>th</sup> of every month positively showing expenditure incurred during the month and balance amount in the fund to director (Finance) for record purpose.

[Cash-1/2/1/2012/Policy, Dated 30/05/2012]

(Dr. Khalid H. Memon)  
Director General (Hqrs. & Finance)

**Appendix- N****Ministry of Foreign Affairs  
Islamabad**

No. Dir (MS)-1 / 2006

Islamabad, the 23rd November, 2006

**\*Circular**

It has been decided to made the following revised arrangement for processing requests received from the Missions Abroad for expenditure from the Missions Abroad for expenditure from the Fund for improvement of Government Owned buildings (FIGOB):

- 2) MB Directorate (Special Secretary's Wing) will process requests relating to projects i.e. Sale, Purchase, Construction, Repair and Maintenance of Government owned properties abroad, proposed from FIGOB.
- 3) MS Directorate will process the proposals received from Missions abroad for expenditure relating to purposes other than those specified at sub-para (a) above, which are not catered for in the regular budget. The proposals will be discussed in a Committee that will submit its recommendations for approval of the Foreign Secretary. The composition of the Committee will be as follows:

a) Additional Secretary (Admn)	-	Chairman
b) Director General (Personnel)	-	Member
c) Director General (AI & SP)	-	Member
d) Director General (HQ & F)	-	Member

3. The Missions are requested to send their proposals for expenditure from FIGOB to the respective Directorates accordingly. One copy each of the monthly statement of receipt / expenditure from FIGOB may please be forwarded to MB and MS Directorates regularly.

**(KHALID H. MEMON)**

Director (MS)

**i. All Officers in the Ministry of Foreign Affairs****ii. All Pakistan Missions Abroad**

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## Appendix - O

### Ministry of Foreign Affairs Islamabad

#### **\*Revised Delegation of Powers to the Heads of Mission to Incur Expenditure from Pakistan Community Welfare and Education Fund (PCW & EF)**

On recommendations of the Secretaries Committees on PCW&EF the Prime Minister has been pleased to decided as follows :-

- a) The Financial powers of the Head of Pakistan Missions abroad to approve expenditure from the PCW&EF are increased from US\$1,500 to US\$3,000 per single utilization.
- b) In country with a Pakistan Community of at lease 50,000 people (list enclosed at Annex-A) these financial powers of Heads of Mission may be further increased to US\$5,000 in cases of emergent nature only (a list defining such emergencies in enclosed at Annex – “B”).
- c) In counties, where the Head of Mission fund it feasible, the local Pakistani community representatives may be appropriately associated to elicit proposals for schemes to be financed from PCW&EF.

2 This supersedes para -1 (a) of the Ministry's letter No. 2/1/94 – PCW & EF dated 12.10.1995.

[MOFA No. Cash -1/1/2005, dated 22.10.2005]

**Appendix- P****Ministry of Foreign Affairs  
Islamabad****\*RULES GOVERNING UTILIZATION OF PAKISTAN  
COMMUNITY WELFARE AND EDUCATION FUNDS RULES  
(PCW&EF)**

1. The Honorable Supreme Court of Pakistan has directed the amendment be made in the PCW&EF guidelines so that necessary legal help could be made available to Pakistan detained abroad of those awaiting repatriation.
2. Accordingly, the competent authority has been please to approve the following addition in the rules governing utilization of Pakistan Community Welfare & Education Fund, contained in Rule 10.11 Chapter 10 of the Financial Management at Missions Abroad.

*Legal assistance to Pakistan detained abroad including payment of lawyers fee, fines and cost of repatriation of destitute Pakistan detainees / prisoners on completion of sentences of release from detention. In all such cases expenditure will only be incurred after obtaining approval of the Foreign Secretary.*

3. Other provisions, as updated and revised from time to time Remain unchanged.

[MOFA CIRCULAR NO. 3/1/SCOP/2010 DATED 21.06.2010]



## Appendix- Q

### Ministry of Foreign Affairs Islamabad

#### Funds for the Improvement of Government Owner Building (FIGOB)

In continuation of Ministry's Circular No. MB- 5/42/99, dated 23.10.1999 regarding Funds for the Improvement of Government Owner Building (FIGOB).

2. The competent authority has directed that the Heads of Missions are authorized to sanction expenditure not exceeding US\$1,500 per occasion essential repairs only for the maintenance of Government Owned Building after completing all codal formalities before incurring any expenditure.
3. Under no circumstances funds from FIGOB may be utilized for undertaking renovations, modification and redesigning of Government Owned Building without seeking prior approval of the Ministry.
4. The above instruction will come in effect immediately and unit further orders. Any breach of these will constitute financial irregularity for which the Head of Mission will be held solely responsible. The Ministry will not accord Ex-post Facto approval of any expenditure incurred by the Mission out of FIGOB which is not in accordance with the relevant rules.
5. This issues with the approval of the Foreign Secretary.

[MOFA No. MB-5/42/99, dated 28.01.2003]

# Supplement



**Office of the Chief Accounts Officer  
Ministry of Foreign Affairs,  
Islamabad**

**SUPPLEMENT**

22 August 1996

**Transaction on Behalf of the Ministry of Education**

**Payment to Scholars Abroad**

(Ref:Pp.20-21)

1. Funds for payment to scholars abroad from out of the budget of Ministry of Education are placed in the C.A.O's circle of Account and thus form a part of the Assignment Account of the Ministry of Foreign Affairs.
2. The payment to scholars of the following categories posted abroad by the Ministry of Education will be made by the Missions out of their normal imprest and debited to the head of account noted against each. The expenditure will be recouped when cash account is received by the C.A.O. Special Remittance for the above purpose is not required.

<b>Particulars of Transactions</b>		<b>Heads of Account</b>
a) Scholars posted against Particulars chairs	093-	Territory Education Affairs and Services
	0931-	-do-
	039101-	General universities/college/ Institutes
	A06-	Transfers
	A052-	Grants (Establishment of Pakistan chairs abroad) Domestic
b) Scholars posted for training/ cholars abroad under Various scholarship schemes	A093-	Territory Education Affairs and Services
	0931-	-do-
	A06-	Transfer
	A061-	Scholarship bonuses and other awards

[CAO's No. Co-ord/4-31/Vol-6-117, dated 16/09/1991,  
No. Co-ord/4-31/Vol-6-678, dated 07/07/1996]

