

# **CHAPTER - I**

# **INTRODUCTION**



## 1.1 Definitions

**Abstract Bill:** A consolidated bill of contingent charges drawn from the treasury, subject to presentation of detailed bill at a later stage.

**Appropriation:** Budgetary allocation to meet specified expenditure.

**Bank:** The bank nominated by the Government of Pakistan in which the cash balance of a Mission is maintained.

**Chief Accounts Officer:** Chief Accounts Officer, Ministry of Foreign Affairs, Government of Pakistan.

**Competent Authority:** A Government or any other authority to whom relevant power is delegated by the Government.

**Controlling Officer:** A Head of department or other departmental officer who is entrusted with the responsibility to control receipts and payments.

**Contingent Charges:** Expenditure for the management of an office or a Mission.

**Contract Contingencies:** Those charges for which a lump sum is placed annually at the disposal of a disbursing officer for expenditure without further sanction of any kind. They generally consist of charges the annual incidence of which can be averaged with reasonable accuracy.

**Countersigned Contingencies:** Such contingent charges as may require approval of controlling authority before they can be admitted for payment.

**Financial Year:** The year beginning on the 1 July and ending on the 30 June following.

**Fully-vouched Contingencies:** Contingent charges which require neither special sanction nor countersignature, but may be incurred by the Head of the Office on his own Authority.

**Government:** Federal Government of Pakistan.

**Head of Mission:** An Ambassador, Minister incharge of an independent Mission, Charge d' Affaires, Consul General, Consuls, Head of a Trade Mission and Director General or Director of Hajj.

**Head of the Department:** An Ambassador or any other officer so declared by the Government.

**Ministry:** Ministry of Foreign Affairs.

**Mission:** An Embassy, High Commission, Consulate General, Vice Consulate, Permanent Mission to the United Nations, Trade Agent, Trade Commissioner of Pakistan and Hajj Office.

**Re-appropriation:** Transfer of funds from one unit of budgetary appropriation to another such unit.

**Scale-regulated Contingencies:** Contingent charges as may be regulated by scales laid down by the competent authority.

**Special Contingencies:** Contingent charges whether recurring or non-recurring as cannot be incurred without previous sanction of a superior authority.

**Treasury:** A Mission authorized to handle Government money and deal with the claims against the Government.

**Treasury Officer:** An Officer of a Mission authorized to handle Government money and deal with the claims against the Government.

## 1.2 Abbreviations

AGPR	Accountant General Pakistan Revenues
CAO	Chief Accounts Officer
DDO	Drawing and Disbursing Officer
DFA	Deputy Financial Adviser
EA	Entertainment Allowance
FA	Financial Adviser
FD	Finance Division
FTR	Federal Treasury Rules
FIGOB	Fund for Improvement of Government Owned Buildings
GFR	General Financial Rules
MOFA	Ministry of Foreign Affairs
PCW&EF	Pakistan Community Welfare and Education Fund
PLI	Postal Life Insurance
*SAS	Sub ordinate Accounts Services
*PIPFA	Pakistan Institute of Public Finance Accountants
*PFS	Pakistan Foreign Service
*T.T	Telegraphic Transfer

## 1.3 System of Citation

While referring to Federal Treasury Rules and General Financial Rules, the relevant paragraphs mention the abbreviation of the name of the book as FTR or GFR. as the case may be, followed by a number. The number refers to the paragraph or article number in volume one of these books respectively. For example: [FTR 10] means: Rule No. 10 of Federal Treasury Rules, Volume I.

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**CHAPTER - II**

**TREASURY BUSINESS  
OF THE MISSION**



## 2.1 Standards of Financial Propriety

2.1.1 Every officer authorized to incur public expenditure should observe high standards of financial propriety. Some of these standards are as follows:

- i. Every public servant is expected to exercise the same kind of vigilance in respect of expenditure from public money, as a person of ordinary prudence would exercise in respect of his personal expenditure.
- ii. The expenditure should not be *prima facie* more than the occasion demands.
- iii. No authority would pass any orders which will be directly or indirectly to his own benefit.
- iv. Public money should not be utilized for the benefit of a particular person or section of the community unless:
  - a. the expenditure involved is insignificant; or
  - b. a claim for the amount can be enforced in a court of law; or
  - c. the expenditure is in pursuance of a recognized policy or custom.[GFR 10]

## 2.2 General Limitations

2.2.1 All charges actually incurred must be paid and drawn at once, and under no circumstances should they be allowed to be carried forward for payment in another Financial Year. [FTR 289]

2.2.2 No money shall be drawn from the bank unless it is required for immediate disbursement. It is not permissible to draw money from the bank in anticipation of demands or to prevent the lapse of Budget Grants. [FTR 290]

2.2.3 The charges relating to two or more major heads should not be included in one bill. But expenses which are shared in some fixed proportion between two branches of the same office, unless they are reviewed by different authorities, may appear in one bill. [FTR 271]

2.2.4 Subject to any general or special orders issued by a Government, the pay of employees B-1 to B-4, by whatever designation they may be called, who have been, or may be, declared by competent authority to be ineligible for pensions and discharge the duties of the classes mentioned below, should be treated as contingent expenditure:

- i. Hot weather establishment
- ii. Porters engaged on manual labour and paid daily or monthly wages
- iii. Sweepers
- iv. Other classes of employee B-1 to B-4, e.g. Dhobies, Tailors, Grass Cutters, Gardeners etc. [FTR 292]

- 2.2.5 Contingent charges incurred on account of the wages of staff engaged on manual labour and paid at daily or monthly rates shall be supported by certificate signed by the disbursing officer to the effect that the staff were actually employed and paid. [FTR 293]

## **2.3 Responsibility of Drawing Officer**

- 2.3.1 The drawing officer is responsible for seeing that
- i. the rules regarding preparation of bills are observed.
  - ii. the money is either required for immediate disbursement or has already been disbursed from the permanent advance.
  - iii. the expenditure is within the available appropriation.
  - iv. all steps have been taken with a view to obtaining an additional appropriation if the original appropriation has either been exceeded, or is likely to exceed.
  - v. in the case of contract contingencies the proposed expenditure does not cause any excess over the contract grant. [FTR 295]

## **2.4 Responsibility of Controlling Authority**

- 2.4.1 The countersigning officer shall be responsible for seeing that;
- i. the items of expenditure included in a contingent bill are of obvious necessity.
  - ii. the rates are reasonable.
  - iii. the sanction is attached.
  - iv. the requisite vouchers are in order.
  - v. the calculations are correct.
  - vi. the budgetary limits have not been exceeded nor are they likely to exceed.
  - vii. the Chief Accounts Officer has been informed either by a note on the bill or otherwise of the reason for any excess over the monthly proportion of the appropriation. [FTR 296]

## **2.5 Limits on General Authority to Spend**

- 2.5.1 A head of Mission has no general authority to make payments on claims presented. His authority is strictly limited to claims covered under Federal Treasury Rules. If a demand of any kind is presented at a Mission for a payment which is not authorized by or under Federal Treasury Rules, or is not covered by a special order received from the Chief Accounts Officer, the Head of Mission should decline payment for want of authority. He has no authority to act under an order of the Government sanctioning a payment unless the order is an express order to him to make the

payment and even such special orders should, in the absence of urgency, be sent through the Chief Accounts Officer. [FTR 17]

- 2.5.2 A Head of Mission shall not honour a claim which he considers to be disputable. He shall require the claimant to refer it to the Chief Accounts Officer. [FTR 18]

## **2.6 Place of Payment**

- 2.6.1 Normally, a payment shall only be made in the Mission in which the claim arises. [FTR 19]

## **2.7 Payment to Gazetted Officers**

- 2.7.1 Any payment to a Gazetted Government servant shall be made only after the Chief Accounts Officer has intimated to the Mission about the rate at which payment shall be made, provided that the Government may, for special reasons and with the concurrence of the Auditor General, waive the above provision. [FTR 20]

## **2.8 Payment of First Salary**

- 2.8.1 For admitting a first claim of pay and allowances of a Government servant at a Mission, other than of a person who has been newly appointed the claim should be supported by a Last Pay Certificate. [FTR 21]

## **2.9 Accountability**

- 2.9.1 A Head of Mission shall be responsible to the Chief Accounts Officer for acceptance of the validity of a claim against which he has permitted withdrawal, and for evidence that the payee has actually received the sum withdrawn. [FTR 22]
- 2.9.2 A Head of Mission shall obtain sufficient information about the nature of every payment and shall not accept a claim which does not formally present that information, unless there are valid reasons, which he shall record in writing, for omitting to require it. [FTR 23]

## **2.10 Responsibility For Moneys Withdrawn**

- 2.10.1 If a Head of Mission receives intimation from the Chief Accounts Officer that moneys have been incorrectly withdrawn and that a certain sum should be recovered from a drawing officer, he shall affect the recovery without delay and without regard to any correspondence undertaken or contemplated with reference to the retrenchment order and the drawing officer shall without delay repay the sum in such manner as the Chief Accounts Officer may direct. [FTR 27]

- 2.10.2 A Government officer supplied with funds for expenditure shall be responsible for such funds until an account of them has been rendered to the satisfaction of the Chief Accounts Officer and of the Audit Officer concerned. He shall also be responsible for seeing that payments are made to the persons entitled to receive them. [FTR 28(2)]

## **2.11 Presentation of Claims**

- 2.11.1 When a person not in the Government employment claims payment for work done, service rendered, or articles supplied, such claims shall, unless there are express orders of the Government to the contrary, be submitted through the head of the department or other responsible officer under whose immediate orders the service was done or the equivalent was given for which payment is demanded. [FTR 133]

## **2.12 Arrears Claims**

- 2.12.1 No claims against the Government not preferred within six months of their becoming due can be presented without any authority from the Chief Accounts Officer, except payments of claims on account of pensions, or payment of interest on Government securities or any other class of payments which are governed by special rules or orders of the Government. [FTR 136]

## **2.13 General Instructions regarding Preparation and Form of Bills**

- 2.13.1 All corrections and alterations in a bill should be attested by dated initials of the person signing the receipt as many times as such corrections and alterations are made. Erasures and over-writings or applying white correcting fluid in any bill are absolutely forbidden and must be avoided. If any correction be necessary, the incorrect entry should be canceled neatly in red ink and the correct entry inserted.
- 2.13.2 Accounting classification must be recorded on each bill by the drawing officer, the classification in the budget being taken as a guide.
- 2.13.3 Charges against more than one major head should not be included in one bill. This rule does not apply to the allowances of a Government servant drawn with pay, as in such cases all the allowances, even if belonging to more than one major head, should be drawn on a single bill, if debitable wholly to one Government.
- 2.13.4 When bills are presented on account of charges incurred under any special orders, the orders sanctioning the charges should be quoted. Copies of sanctions accompanying a bill must be duly certified by a gazetted officer or by a responsible subordinate specially authorized in this behalf by the head of the office.
- 2.13.5 Dates of payment should be noted by the payee in their acknowledgements in sub-vouchers, acquittance rolls etc.

- 2.13.6 When a drawing officer requires payment to be made through some other person or agency, he must specifically endorse an order or furnish such authorization as may be necessary to pay to that specified person or agency. [FTR 138]

## **2.14 Signature and Countersignature on Bills**

- 2.14.1 Head of an Office may authorize any Gazetted Officer serving under him to sign a bill or order on his behalf, communicating the name and the specimen signatures of the officer. This will not, however, relieve the Head of the Office, in any way, of his responsibility for the accuracy of the bill or for the disposal of the money so received. (FTR 142)
- 2.14.2 Bills, which under any rule or order require to be checked by the Chief Accounts Officer before disbursement, shall not be passed for payment except through the Chief Accounts Officer. [FTR 144]

## **2.15 Duplicates and Copies of the Bills**

- 2.15.1 No Government Officer may issue duplicates or copies of bills or other documents for payment which has already been paid on the assertion that the original have been lost. If any necessity arises for such a document, a certificate may be given that on a specified day certain sum was paid to a certain person. The prohibition extends only to the issue of duplicates on the assertion that the original have been lost and does not apply to cases if any, in which, by any rule or order duplicates have been prepared and tendered with the original.
- 2.15.2 In case of a bill passed for but lost before payment, the Government officer who drew the original bill shall ascertain that the payment has not been made on it before he issues a duplicate one. The duplicate bill if issued, must bear distinctly on its face the word duplicate written in red ink. A proper record should be kept of the payments made on duplicate bills and it should be ensured that no payment is made if the original bill is presented again.
- 2.15.3 When any kind of bill is required to be prepared in duplicate or triplicate, only one copy should be signed, or countersigned in full and the other copy or copies shall only be initialled. The original should be sent to the Chief Accounts Officer with accounts. [FTR 145]

## **2.16 Checks to be Applied on Claims Presented**

- 2.16.1 The bill, cheque or other documents presented as a claim for money should be received and examined by the Accountant and then laid before the Drawing Officer who, if the claim is admissible, the Authority good, the signature and counter- signature in order and the receipt a legal quittance, will sign the order for payment at the foot of the bill. [FTR 177]

- 2.16.2 Where endorsement on a bill is unauthorized, incomplete or otherwise irregular, the Drawing Officer should refuse payment of the bill and return it to the person who presents it with a memorandum explaining why payment is refused. [FTR 180]
- 2.16.3 No document bearing an erasure should be accepted and payment on such documents should be refused and fresh document called for. [FTR 181]
- 2.16.4 With regard to a claim presented either on bills or on cheques the signature of the Drawing Officer should be compared carefully with his specimen signatures, before payment is ordered. In case of payment to be made on the authority of an order purporting to have been issued from the Office of the Chief Accounts Officer, the signatures on the order should be verified with the specimen signatures of the signing officer. [FTR 182]
- 2.16.5 The arithmetical computations on the bills should be checked before payment. [FTR 183]
- 2.16.6 A register shall be kept showing the names of all Gazetted Government Officers drawing their pay and allowances or leave salary from the Mission. As each pay slip or leave salary certificate is received from the Chief Accounts Officer, the amount of Pay and Allowances or Leave Salary shall be entered against the name of the Government servant concerned. As each pay or leave salary bill is presented for payment, reference to this register shall be made to see that the sanctioned rate is not exceeded. [FTR 184]
- 2.16.7 The bills for Pay and Allowances or Leave Salary of a Gazetted Government Servant who is about to retire shall be separately submitted to the Chief Accounts Officer for special audit on the date of payment or as soon as the intentions of the Government servant to retire become known to the mission. [FTR 185]
- 2.16.8 No correspondence should be under taken for a Government Servant or a private individual making a claim to any special allowance or concession, but the person concerned should be requested to address the Chief Accounts Officer either direct or through his own official superior as the case may be. [FTR 186]

## **2.17 Payment to Persons not in Government Employment**

- 2.17.1 When it is necessary to pay the amount of a bill drawn by a person not in Government service, and also when the Authority of the Head of the Department or responsible officer is insufficient, an order from the Chief Accounts Officer must be sought.
- 2.17.2 In any event if a bill is drawn by a person not in Government employment, special precaution should be taken for satisfying the identity of the claimant.
- 2.17.3 In all doubtful cases, orders of the Head of Mission should be taken by the



Disbursing Officer, who is expected to assume the responsibility of his position and exercise proper care and discretion in this matter. Head of Mission should immediately report the fact to the Chief Accounts Officer, if necessary.

- 2.17.4 While the receipt given by a bank will constitute a full and sufficient discharge for the payment, contractors should, wherever possible, be induced to present their bill duly receipted and discharged through their bankers. [FTR 187]

## 2.18 Disbursement of Claims and Records of Payment

- 2.18.1 After a cheque or bill has been entered in the accounts, and the order to pay has been signed by the Drawing Officer, it should be passed on together with the payee's receipt to the accountant. The accountant should make the payment and enter it in his cash book. The accountant should deface the revenue stamp and emboss a stamp on the document paid. [FTR 195]

Note: *Any deductions made by the drawing officer reducing the net amount claimed on a bill should be explained in a memorandum to be given to the presenter.*

## 2.19 Voucher of Payment

- 2.19.1 A Government officer entrusted with the payments of money should obtain for every payment a voucher setting forth full and clear particulars of the claim, acknowledgement of the payee, and all information necessary for its proper classification and identification in the accounts. [FTR 205]
- 2.19.2 In all cases in which it is not possible or expedient to support a payment by a voucher or by the payee's receipt, a certificate of payment prepared in manuscript, signed by the disbursing officer and countersigned by his superior officer, together with a memorandum explaining the circumstances, should be submitted to the Chief Accounts Officer. [FTR 206]
- 2.19.3 Vouchers and acquittances which are not required to be submitted to the Chief Accounts Officer should be filed and retained till they are destroyed under the orders of competent authority. [FTR 210]

## 2.20 Audit Observations and Recoveries

- 2.20.1 Every Government servant must attend promptly to all observations and orders communicated to him by the Chief Accounts Officer. [FTR 213]
- 2.20.2 If a Government servant from whom a recovery is ordered is transferred to the jurisdiction of another disbursing officer, the order of recovery should be passed on to that disbursing office without delay.

- 2.20.3 Representations and protests, against retrenchments ordered by the Chief Accounts Officer may not ordinarily be considered by the administrative authorities if submitted later than three months after the date of receipt of intimation by the aggrieved Government servant. This provision does not remove from the disbursing officer the duty of endorsing immediately the recovery of a retrenchment order under this rule.
- 2.20.4 Recoveries should not ordinarily be made at a rate exceeding one third of pay unless the Government servant affected has, in receiving or drawing the excess, acted contrary to orders or without due justification.
- 2.20.5 A register should be maintained at the Mission for recording all retrenchments ordered by the Chief Accounts Officer, with separate columns to show the name and office of the person from whom the recovery is to be effected, the nature and amount of overpayment and the method by which the overpayment has been adjusted. [FTR 213-16]

## **2.21 Deduction from Bills**

- 2.21.1 The duty of noting proper deductions to be made from pay bill on account of provident fund etc. devolves on the drawer of the bill. But no discretion is allowed in carrying out any order received from the Chief Accounts Officer to make any particular deduction. [FTR 221]

## **2.22 Recoveries Ordered by Chief Accounts Officer**

- 2.22.1 Deductions on account of sums disallowed from pay bills should be made strictly in accordance with the instructions issued by the Chief Accounts Officer. The recovery of a sum disallowed from pay bill should be made from the next pay bill and of a sum disallowed from Travelling Allowance bill must be recovered in cash. [FTR 224]

## **2.23 First Payment of Pay and Allowances**

- 2.23.1 When a Government servant presents his pay bill for the first time, or when the name of a Government servant appears for the first time in an establishment bill, the bill should be supported by a Last Pay Certificate or if he was not Government employee or is re-employed after resignation or forfeiture of past service, a health certificate must accompany the bill in conformity with, and if so required by, any rule or order governing the conditions of the service to which he belongs. If a pensioner is re-employed the fact shall be stated in the bill. [FTR 230]

## 2.24 Payment on Quitting the Government Service

- 2.24.1 The last payment of Pay or Allowances should not be made to a Gazetted Government Servant finally quitting the service of the Government by retirement, resignation, dismissal, death or otherwise, or placed under suspension until the Disbursing Officer has satisfied himself, by reference both to the Chief Accounts Officer and his own records, that there are no demands outstanding against him. In cases of other Government Servants, payment may be made without reference to the Chief Accounts Officer on the responsibility of the Head of the Office concerned. [FTR 232(2)]
- 2.24.2 The last payment of Pay or Allowances of a Government Servant finally quitting service by retirement should not be held up merely for verifying that no demand is, outstanding against him. Payment may be made if the Government Servant or, in the event of his death before payment, the person entitled to receive payment, agree in writing that any demand coming to notice within a period of one year from the date of such payment may be recovered from the pension. The official failing to intimate the demand within a period of one year from the date of retirement of an officer shall be personally liable for the amount involved. [FTR 232(2)]

## 2.25 Death of a Payee

- 2.25.1 Pay and Allowances can be drawn for the day of the man's death. The hour at which death takes place has no effect on the claim. [FTR 233]
- 2.25.2 Pay and other Allowances claimed on behalf of a deceased Government Servant may be paid without the production of usual legal authority:
- i. to the extent of Rs 500 under orders of the Head of Mission or other officer responsible for the payment after such enquiry into the rights and title of the claimant as may be deemed sufficient.
  - ii. for amount in excess of Rs 500, under orders of the Government on execution of an indemnity bond with such sureties as it may require, if it is satisfied of the rights and title of the claimant and considered that undue delay and hardship would be caused by insisting on the production of letters of administration.
- 2.25.3 In case of doubt, payment should be made only to the person producing the legal authority. [FTR 234]

## 2.26 Payment through Agents

- 2.26.1 Pay and Allowances may be paid only upon the personal claim of the Government Servant concerned, and to his personal receipt and not otherwise, except under the special authority of the Government Servant. [FTR 244]

- 2.26.2 The Head of Mission may make arrangement to pay salary of a Government Servant by issuing standing instructions to its bank by a direct transfer to his bank account.

## **2.27 Bills of Gazetted Government Servants**

- 2.27.1 A Gazetted Government Servant who draws an additional allowance for holding a separate office need not present separate bill for it unless it is payable from a source other than the revenues of the State. [FTR 249]

## **2.28 Alterations of Pay**

- 2.28.1 No Gazetted Government Servant will draw an increased or a changed rate of pay, leave salary, fixed allowances or any reward or honorarium, unless the bill on which he draws it is either pre-audited by the Chief Accounts Officer or is accompanied by a letter of the Chief Accounts Officer authorizing the amount to be drawn. [FTR 257]
- 2.28.2 Advances to a Gazetted Government Servant on transfer or on tour may be drawn on the authority of the sanction or a duly certified copy thereof appended to the bill, without any previous authority from the Chief Accounts Officer. No other personal advances can be paid to a Gazetted Government Servant unless the payment has first been authorized by the Chief Accounts Officer or the claim has been pre-audited by him. [FTR 258]

## **2.29 Bills of Non-Gazetted Establishment**

- 2.29.1 Parts of an establishment under the same Mission, which pertain to different major heads, shall be regarded as distinct establishments. For example, the information and commercial sections of a Mission, shall be treated as distinct and separate from the main establishment, the Pay and Allowances of which are chargeable to the head, "011302-Diplomatic and Consulate Services." [FTR 263]
- 2.29.2 Bills for Pay, fixed Allowances and leave salaries shall be prepared separately in the Form TR 22 for permanent and temporary establishments or those classes of establishments for which no establishment returns are submitted and service books are maintained. The name of every substantive and officiating or temporary incumbent shall be shown against each post. Against each temporary post reference to the sanction should be noted. The rate of pay claimed should always be noted and when pay is claimed for a portion of month only, the number of days with dates for which it is claimed should be stated either against the name of the Government Servant, on the body of the bill or in a note at foot of the page. [FTR 265]

## 2.30 Absentee Statement

- 2.30.1 The monthly pay bill should be supported by an absentee statement in Form TR 23. If any person in the superior service was absent during the month, either on special duty or on suspension or with leave or without leave other than casual leave, or when a post is left vacant substantively it should be clearly stated whether any officiating arrangements have or have not been made against it.
- 2.30.2 Whenever leave salary is drawn in respect of a Non-Gazetted Government Servant who has served under another Government or another department which is treated as separate unit for the purpose of allocation of leave salary, a detailed statement showing the allocation of such leave salary should be prepared and attached to the absentee statement of the month in which the leave salary is first drawn. [FTR 270-71]

## 2.31 Arrears Bills

- 2.31.1 Arrears of Pay, fixed Allowances or leave salary should be drawn, not in the ordinary monthly bill, but in a separate bill, the amounts claimed for each month being entered separately, with reference to the bill from which the charge was omitted or withheld, or on which it was refunded by deduction, or of any special order of competent authority granting an increase in pay. A note of the arrears bill shall invariably be made in the office copy of the bill for the period to which the claim pertains, over the dated initial of the drawer of the arrears bill, in order to avoid risk of the arrears being claimed over again. [FTR 276]

## 2.32 Travelling Allowance Bills of Non-Gazetted Establishment

- 2.32.1 Bills for Travelling Allowances, other than permanent or fixed allowances, should be prepared and presented in accordance with the following rules:
- i. The bills should be prepared on the prescribed form supplied to the Missions.
  - ii. When actual expenses are drawn, details of the charges should be furnished in the travelling allowance bill. For the purpose of drawing the charges of a family, a certificate must be furnished by the Government servant, of the number and relationship of the members of his family for whom the charges are claimed. Details on these or other cases should be furnished.
  - iii. A separate bill should be submitted for Government servants of different grades under the travelling allowance rules, if the bills require different treatment in the Office of the Chief Accounts Officer.
- 2.32.2 The travelling allowances bills of Government servants, on tour, shall be presented immediately on their return to the headquarters and, in any case, before 30 June every year. [FTR 277-79]

## 2.33 Acquittance Rolls

- 2.33.1 The Head of an Office is personally responsible for the amount drawn on a bill signed by him or on his behalf until he has paid it to the person entitled to receive it, and obtained a legally valid acquittance on the office copy of the bill. If, in any case, it is not found feasible or convenient to obtain the receipt of the payee on the office copy of the bill, the Head of the Office may obtain it on a separate acquittance roll in Form TR 28. [FTR 283(1)]
- 2.33.2 If for any reason, payment cannot be made within the course of the month, the amount drawn for the payee should be refunded by short drawing in the next bill, his Pay or Allowances may be drawn anew when occasion for making payment arises. [FTR 283(2)]
- 2.33.3 Undisbursed Pay or Allowance may not, under any circumstances, be placed in deposit at a treasury. [FTR 283(3)]

## 2.34 Cancellation and Destruction of Sub-Vouchers

- 2.34.1 The following rules for the prevention of fraud should be observed by all Drawing and Controlling Officers:
- i. Normally, no sub-vouchers should be destroyed until after a lapse of three years.
  - ii. Every sub-voucher which is not forwarded to the Chief Accounts Officer and is retained in the Mission must be duly cancelled by means of a rubber stamp or by an endorsement in red ink across the voucher. The cancellation should be initialled by the officer authorized to draw the contingent bill of the office. The cancellation should be made when the contingent bill in which the sub-voucher included is actually signed. If the amount of a sub-voucher exceeds the permanent advance, the cancellation should be made immediately after the payment is made and entered in the contingent register.
  - iii. In all cases in which sub-vouchers are not required to be submitted to the Chief Accounts Officer, the drawing officer should certify in the bill that sub-vouchers other than those attached to the bill have been so defaced and mutilated that they cannot be used again. [FTR 297]

## 2.35 Record of Contingent Expenditure

- 2.35.1 A register of contingent expenditure should be kept in each Mission and the initials of the Head of Mission or of a Gazetted Officer to whom this duty has been delegated by him, should be entered against the date of payment of each items.

2.35.2 The contingent register should be kept on Form TR 29. The actual details such as the number of columns to be opened, the sub-heads and detailed heads and such further detailed classification as may be required for the purpose of control, may be settled by the Chief Accounts Officer and the controlling authority to suit the conditions of each Mission. As a general rule, the most common sub-heads and detailed heads should have separate columns with appropriation noted at the top. The less important and trivial items should be lumped together in one column when each of the separate items need not be accounted for or watched separately.

Note: *If more convenient, a separate register can be maintained for each class of contingent expenditure.*

2.35.3 For watching progress of expenditure under each detailed head a progressive total of all columns must be made monthly, immediately after the monthly total so as to include all payments under each head, as also charges adjusted by book transfer from the commencement of the year upto the end of the last expired month. This should be compared with the proportionate budget figure. [FTR 298-301]

## 2.36 Checking of Embezzlement

2.36.1 Where it is established that misappropriation of Government money or loss to the Government in any form was facilitated by laxity of supervision on the part of a superior officer, his personal liability will be strictly assessed and he will be required to make good the whole loss or a proportion of it from his personal resources. [MOFA No. D-4071-A/53 dated 29.8.1953]

## 2.37 Safeguard against Misappropriation and Embezzlement of Government Funds

2.37.1 One of the methods adopted by officials who commit fraud or misappropriation of Government moneys, is to make interpolations in the amounts recorded or to alter figures of amounts approved for payment in the vouchers, cash book, cheque books and other records after they had been seen and signed by the authorized officer of the Mission. These interpolations and alterations become possible in the following manner:

- i. Some figures are easily changeable, unless the amounts shown in figures are also written by hand in words e.g. one can be changed into 4 or 7 or 9 and 3 can be changed into 5 or 8 etc.
- ii. Spacing between words Rs. or £ or \$ etc. and the figures following can be used to make interpolation e.g. Rs.700 can be changed to Rs.1,700 or Rs. 7,000 and so on unless, again, the amount shown in figures is also written in words immediately after the figures.



- iii. Pay Orders on vouches, if typed instead of being hand written, can be easily changed by making interpolation or changing the amounts typed in figures.
- iv. In cheques, the amounts recorded on the cheque itself can be subsequently changed into higher amounts, while the amounts recorded on the counterfoils are left unchanged. This enables the culprit to draw higher amount from the bank and the fact, in many instances, has gone undetected, because the figures on the original vouchers and those shown on the counterfoils and those recorded by the bank as having been paid, were not subsequently checked to ensure that they all were the same. One of the irregularity is as follow:

- Cheques are issued by the Mission in its own favour out of its convertible account in the bank. They are, after issue, endorsed for deposit into the personal account of a certain diplomatic officer, who is also the drawing officer of the Mission. The officer concerned subsequently procures local currency, from unknown sources and pays the cash to the accountant for the purpose of making the official payments in local currency. This practice is absolutely illegal and should not be resorted to in any case.

2.37.2 In order to eliminate chances of embezzlement of Government funds, defalcation of Government accounts and use of convertible currency accounts of the Mission for personal benefit of officers and/or members of the staff in the Mission, it is imperative that the instructions laid down in Rule 77 and 138 of the Treasury Rules, regarding handling of cash and preparation of bills should be faithfully and rigidly observed. Rule 138 (iii) of the Treasury Rules requires the pay order to be written by hand. It is, therefore, irregular to type out pay order on a bill. This rule further requires that care should be taken to write the order in such a manner as to leave no space for interpolation. These instructions should be carefully noted and observed.

2.37.3 Risk of mis-appropriation of Government money can be effectively checked if the head of Mission makes occasional surprise visits to the accounts section and checks the cash book, cheque books and other accounting documents to satisfy himself that the records are in order and that no unauthorized changes have been made therein. The amount of petty cash held by the cashier or accountant, revenue bearing stamps etc. should also be checked occasionally by the Head of Mission. [MOFANo.Audit-70/4/69, dated 16.8.1969]

2.37.4 In future all Government Accounts from initial to final stage will be maintained in terms of full "Rupee". For this purpose paisas upto 50 may be ignored and above 50 rounded to the next Rupee in preparation of accounts. [Auditor General of Pakistan, Islamabad letter No.249-Comp.I/5-91/97, dated 10-8-1998.]



## 2.38 Purchase of Stores on Federal Government Accounts

2.38.1 Our Missions Abroad have been requesting the Ministry for condonation of codal requirements. Lots of Audit Observations/Paras were also being received by the Ministry for violation of these rules by our Missions.

\*2.38.2 The case regarding enhancement/revision of monetary limits of the tendering system in respect of Pak Mission Abroad, was submitted to the Finance Division. After hectic efforts/correspondence, the Finance Division vide their U.O. No. F.1(7)/R-12/88-012, dated January 07, 2004 have accorded approval for enhancement/revision of monetary limits, as under:-

<u>S.No.</u>	<u>Kind of Tender</u>	<u>Limits</u>
(a)	Open Tender	Rs. 100,000/- and above
(b)	Limited Tender	Less than Rs. 100,000/-
(c)	Single Tender	Upto Rs. 40,000/-

\*\*2.38.3 The above approval has been accorded by the Finance Division subject to the condition that Head of Chancery has to certify to the Ministry that the prices being accepted by the Mission were the Minimum ones prevailing in the market of the given country and that no tender was floated with vendor specific conditions or parameters. [M/o Foreign Affairs letter No. EQ(II)-1/4/2003 (Misc), dated January 10, 2004]

2.38.4 –A In continuation of Ministry's Circular No. EQ (II)-1/4/2003 (MISC), dated 10.01.2004, a copy of the Cabinet Division's O.M. Mo. 4/1/2008 / PPRA-RA.III dated 09.04.2008, regarding enhancemnt of Financial limits for procurements under open tenders for Pakistan Mission abroad is as under :-

<b>SL. No.</b>	<b>Kind of Tender</b>	<b>Limits announced in Jan 2004 by Finance Division</b>	<b>Present Monetary Limits</b>
1.	Open Tender	Above Rs.100,000	US\$ 4,000 or Euro 3,000 and above
2.	Limited Tenders	Rs.40,000 and less than Rs.100,000	less than US\$ 4,000 or Euro 3,000 and above
3.	Single Tenders	Less than Rs.40,000	US\$ 2,000 or Euro 1,500
			Upto US\$ 2,000 or Euro 1,500

2.38.5 Finance Division have no objection to the proposal of Ministry of Foreign Affairs regarding enhancement of monetary limits of the tendering system in respect of purchase of stores by Pakistan Missions Abroad as under:

\* Omitted

\*\* Revised vide MOFA No. 1(9)-f&A/2004-05, dated 19.04.2008

<b><u>S. No.</u></b>	<b><u>Kind of Tender</u></b>	<b><u>Limits</u></b>
(i)	Open Tender	Rs. 100,000/- and above
(ii)	Limited Tender	Less than Rs. 100,000/-
(iii)	Single Tender	Upto Rs. 40,000/-

2.38.6 The above enhancement is agreed to subject to the condition that Head of Chancery has to certify that the prices being accepted by the Mission are the minimum prices prevailing in the market of the given country, and no tender is floated with vendor specific conditions or parameters. [Finance Division U.O No. F-1(7)R-12/88-012, dated 07/01/2004]

# **CHAPTER - III**

## **FOREIGN ALLOWANCE**



### **3.1 Purpose**

- 3.1.1 The purpose of Foreign Allowance is to supplement the income of the persons posted in a Mission due to difference in the cost of living, representational expenditure or any other expenditure which they may have to be incurred due to posting abroad. [MOFA No. M/8/11/47, dated 01.5.1948 and No. M/50/96/149, dated 14.9.1949]

### **3.2 Rate of Foreign Allowance**

- 3.2.1 With effect from 1st May 1995, Foreign Allowance is admissible at full rates to Government Servants posted in Missions Abroad irrespective of their marital status. [MOFA No. Rules-11/14/92, dated 30.5.1995]

### **3.3 Foreign Allowance not part of Pay**

- 3.3.1 Foreign Allowance is not part of pay for the purpose of calculating General Provident Fund subscription, Federal Employees Benevolent Fund and Insurance Fund and Pension.

### **3.4 Exemption from Income Tax**

- 3.4.1 Foreign Allowance and Entertainment Allowance are not liable to income tax.

### **3.5 Arrears of Foreign Allowance**

- 3.5.1 Arrears of Foreign Allowance whenever authorized to officers and staff who were transferred to Pakistan prior to the issue of any general revision of Foreign Allowance order would be payable in Pakistan currency only.
- 3.5.2 No arrears of Foreign Allowance are payable to persons who retired from Government service prior to the date of issue of the orders of any general revision of Foreign Allowance.
- 3.5.3 As regards payment of arrears of Foreign Allowance to officers and staff who proceeded on Leave Preparatory to Retirement prior to the date of issue of the Foreign Allowance revision orders, the Ministry may refer particular cases to Finance Division (Regulation Wing) for consideration on individual merit. No arrears of Foreign Allowance are payable at all to persons who resigned from Government service. [FD No. F.12(4)/72-R.1490/73-RI dated 21.1.1974]
- 3.5.4 The arrear of Foreign Allowance (excluding entertainment allowance) in case of promotion to higher grade is admissible from the date of promotion. [FD. U.O. No. 415-R. 11/76, dated 20.8.78]

### 3.6 Mode of Payment of Foreign Allowance

- 3.6.1 Rates of Foreign Allowance are expressed in US Dollar and are payable in US Dollar except otherwise authorized by the Finance Division.
- 3.6.2 Where Foreign Allowance has been authorized in a currency other than US Dollar, the rate expressed in US Dollar shall be converted into that currency at the TT buying rate of US Dollar in terms of the currency of payment prevailing on first of each month to be procured by the Mission from their bank. [MOFA No. B/9/100/77, dated 17.10.1979]

### 3.7 Foreign Allowance during Authorized Absence

- 3.7.1 Foreign Allowance is payable during the authorized absence from his post abroad of an officer (including Head of Mission) on ordinary leave, maternity leave or duty subject to the conditions stated below:

#### 3.7.1-A Returning to the same post on expiry of Leave/Duty

- i. A Head of Mission during his authorized absence on duty outside his jurisdiction will receive his foreign allowance in full. When he is on leave (upto four months) the Foreign Allowance admissible at full rate will be subject to a deduction equivalent to the amount of charge allowance to be granted to the Charge d' Affaires a.i. In both cases the Foreign Allowance will be granted on condition that he should continue to defray his share of expenses on the upkeep of the Embassy during the period involved.
- ii. Other officers on duty in Pakistan or elsewhere outside the jurisdiction of their posts or on leave on full pay in Pakistan or at his post or elsewhere, shall draw Foreign Allowance at the following rates:
  - a. If leave is for one month, at the rate of 100 percent.
  - b. If leave is in excess of one month, Foreign Allowance for the period subsequent to the first month, at the rate of 50 percent.

*Note 1: Both in case of Heads of Missions and other officers, no Foreign Allowance would be admissible if leave is granted for a period exceeding 4 months. If the leave granted initially is for a period of 4 months or less and is subsequently extended so as to exceed 4 months, the Foreign Allowance will be admissible for the first 4 months of the leave.*

*Note 2: Full Foreign Allowance at admissible rates to officers (including Heads of Missions) for the period of their leave spent in Pakistan or elsewhere will be payable in foreign exchange. This decision takes effect from 11 July 1973. [MOFA No. Rules-4/1/65 dated 15.8.73 and Rules-II/3/91 dated 2.11.1996]*

**3.7.1-B Not returning to the same post:** Officers including Heads of Mission shall draw foreign allowance at following rates:

- i. **During Leave:** Cost of living allowance as admissible in Pakistan.
- ii. **During Temporary Duty:**
  - a. **Abroad:** Allowance attached to the new post or when post does not carry any allowance, the allowance of the last post.
  - b. **In Pakistan:** As in B (i) above.
- iii. When a Government servant leaves his wife and family (if any) at his post, such cases are likely to be rare and will be dealt with on merit. [PFS Rule 11]

### **3.8 Foreign Allowance during Leave on Half Average Pay**

3.8.1 The rates given in these rules shall be reduced by half during leave on half average pay. [PFS Rule 11]

### **3.9 Foreign Allowance during Extraordinary Leave (Without Pay)**

3.9.1 No Foreign Allowance shall be admissible during extraordinary leave (leave without pay). [PFS Rule 11]

### **3.10 Foreign Allowance during Leave Preparatory to Retirement**

3.10.1 No Foreign Allowance is admissible during leave preparatory to retirement. Cost of living can, however, be claimed if otherwise admissible. [Note below Rule 11 (B) of PFS Rules]

### **3.11 Foreign Allowance during Leave to Pakistan-Based Ministerial Staff and Non Ministerial Staff**

- 3.11.1 Full Foreign Allowance will be admissible during leave upto four months on full pay on medical certificate spent either at the place of posting or in the country of posting.
- 3.11.2 Half Foreign Allowance will be admissible during leave on full pay without medical certificate upto four months spent at the place of duty or the country of posting or elsewhere abroad, subject to the condition that on the expiry of the leave, the official concerned will return to the place of his posting from which he had proceeded on leave. [MOFA No. Rules-4/1/65 dated 15.8.1973]

3.11.3 No Foreign Allowance will be admissible in the following cases:

- i. If an official proceeding on leave in term of para 3.16 above, does not, on the expiry of the leave, return to the place of his posting from which he had proceeded on leave.
- ii. For the period beyond 4 months if leave is extended. [MOFA No. Rules-4/33/62 dated 21.11.1972]
- iii. Leave spent in Pakistan

### **3.12 Rate of Foreign Allowance to the Dean of Diplomatic Corps**

3.12.1 An Ambassador is entitled to additional Foreign Allowance at the rate of US\$ 100/- per month on his becoming Dean of Diplomatic Corps in the country of his posting subject to the condition that 85 percent of this allowance shall be credited to the common entertainment fund. This allowance is meant to assist him to carry out his additional diplomatic obligations and shall be payable for so long as he remains the Dean of Diplomatic Corps. [MOFA No. Rules-11/6/70, dated 11.12.1985]

### **3.13 Foreign Allowance during Joining Time and Leave-Cum-Transfer**

3.13.1 No Foreign Allowance is admissible during joining time to the officers and staff or during leave-cum-transfer from one Mission to another or from Mission to headquarters and vice versa. [MOFA No. MB-5/30/50, dated 10.4.1953 read with Rules 36 and 11 of PFS Rules]

### **3.14 Foreign Allowance of SAS Accountants (Now Re-Designated Assistant Accounts Officer)**

3.14.1 (a) The SAS Accountants in their capacity as B-16 officers are entitled to same rates of pay and allowances as admissible to a Superintendent of B-16 in a Federal Ministry or Division. They are, therefore, entitled to the same rates of Foreign Allowance as admissible to Superintendents serving in Missions Abroad. [FD No. 463-R.11/79, dated 8.7.1979]

\*3.14.1 (b) The SAS / PIPFA Accountants re-designated as Assistant Accounts Officers were working in B-16 but their post has been up-graded from B-16 to B-17 vide Finance Division's O.M.No. 9(9) Reg-1 / 2008, dated 24th August 2011. They are entitled to same rates of pay and allowance as admissible to a Grade 17 officer in a Federal Ministry or Division they are, therefore, entitled to the same rates of Foreign Allowance as admissible to 3rd Secretary serving in Missions Abroad.

\* inserted



### **3.15 Foreign Allowance to Non-gazetted Superintendents**

- 3.15.1 Non-gazetted Superintendents are entitled to the same rate of Foreign Allowance as for the category “other staff” including Assistants, Additional Assistants, Stenographers etc. [MOFA No. FM(II)1/3/60, dated 19.9.1960]

### **3.16 Foreign Allowance to Stenographers (B-16)**

- 3.16.1 Foreign Allowance of officials serving in Missions Abroad is fixed on the basis of designation and not on scale. The Stenographers are included in the category of “other staff”. [MOFA No. Rules-11/2/82, dated 8.10.1983]

### **3.17 Risk Allowance at Kabul**

- 3.17.1 Risk Allowance is admissible at the rate of 20 percent of Foreign Allowance to the Pak-based officials in the Embassy of Pakistan, Kabul with effect from 27.9.1994. The allowance will be payable in US Dollars. [MOFA No. Rules-11/1/94, dated 5.10.1994 and FD No. F.1(4)R.5/94-659, dated 27.9.1994]

### **3.18 Foreign Allowance and Entertainment Allowance to Non-Diplomats**

- 3.18.1 Heads of the non-diplomatic and technical wings will receive 100 percent of the Foreign Allowance and Entertainment Allowance as admissible to the diplomatic officials of their corresponding ranks. Similarly, where military Missions are established, the senior military liaison officers will be treated as heads of the military divisions and paid Foreign Allowance and Entertainment Allowance at the rates

\* Revised: Finance Division's O.M.No. 9(9) Reg-1 / 2008, dated 24th August 2011 admissible to diplomatic officials of corresponding ranks. Officers belonging to other Ministries/Divisions/Departments who are not heads of their wings will however, receive entertainment allowance at 50% of their normal rates. [MOFA No. Rules- 11/3/82, dated 27.4.1982]

### **3.19 Foreign Allowance to the Trained Security Guards**

- 3.19.1 Trained Security Guards are entitled to the Foreign Allowance admissible to

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\* inserted

ministerial staff in B-7 and B-5 (Havaldar equated with UDC and Spoy/Naik and L/Naik with LDC).

### **3.20 Foreign Allowance to Female Officials**

- 3.20.1 In view of the induction of women into foreign affairs group it has been decided that in case of female Government Servant posted to Pakistan Missions Abroad the word husband/widow may be read in place of the word wife/widower wherever it occurs.

*Note: The husband and children of a female Government Servant for purpose of these instructions means husband and children wholly dependent on the female Government servant concerned. [MOFA No. Rules-11/5/ 75 dated 2.1.1976]*

- \* 3.20.2 The rates of Foreign Allowance and Entertainment Allowance of all the Missions Abroad have been revised vide Finance Division's U.O.No. 8(1) R-5 / 2004-349, dated July 25, 2011. The revised rates are tabulated in annexure- IX

**CHAPTER - IV**

**ENTERTAINMENT**

**ALLOWANCE**



## **4.1 Purpose of Entertainment Allowance**

- 4.1.1 The purpose of Entertainment Allowance is to enable the officers to cultivate relationship with appropriate local persons and other foreigners who might be of assistance in their efforts at furthering Pakistan's interest in the country of accreditation. [MOFANo. Estt(I)-12/2/67, dated 4.5.1967]

## **4.2 Entertainment Allowance during Leave**

- 4.2.1 Although Entertainment Allowance has been shown separately from Foreign Allowance, it has been done solely for the sake of convenience. Entertainment Allowance will continue to be an integral part of Foreign Allowance. As such Entertainment Allowance should be regulated during leave in the same manner as the Foreign Allowance is regulated under the relevant rules. [MOFA No. Rules-11/ 12/68, dated 9.5.1970 and Rules-11/ 21/67, dated 15.7.1968]

## **4.3 Drawl of Entertainment Allowance through Pay Bill**

- 4.3.1 Full amount of Entertainment Allowance will be drawn by officers through pay bill but it will be shown in two segments viz 15 percent and 85 percent distinctly. At the time of actual payment, two separate cheques will be issued by the Mission one for 85 percent of the Entertainment Allowance in favour of Entertainment Fund Account and other for the remaining emoluments of the individual which will include 15 percent of the Entertainment Allowance. Number and date of both the cheques should invariably be indicated at the bottom of the pay bill.
- 4.3.2 Fifteen percent of the Entertainment Allowance should be utilized by the officers for casual entertainment at their residence and no account will be required to be rendered for it. It follows, therefore, that no further claim for entertaining casual callers will be made by the officers concerned from the Entertainment Fund.
- 4.3.3 Cheques issued for 85 percent of Entertainment Allowance shall be credited each month to an Entertainment Fund Account of the Mission, the account for which will be maintained by the Accountant in a special register termed as "Entertainment Control Register". The account of Entertainment Fund will not be mixed with the imprest account and will be kept separately. That register will be posted and closed regularly on monthly basis. The Mission Accountant will reconcile the bank balance with the bank statement regularly.

## **4.4 Procedure for Drawing from Entertainment Fund Account**

- 4.4.1 Immediately after an officer has held a party, he will submit detailed bills for reimbursement of the expenditure incurred by him in accordance with the scale

approved by the Head of Mission. When the bills have been approved by the Head of Mission, payment will be made accordingly by the Accountant out of the Entertainment Fund.

- 4.5.2 At the end of each quarter a list of parties given by the Head of Mission accompanied by detailed lists of guests invited and the expenditure incurred, will be sent to the Ministry along with a covering certificate to the effect that the official entertainment in question was done in accordance with these rules. Other officers will submit such lists and account to the Heads of Missions. The Head of Mission will submit certificate to the Ministry at the end of each quarter in respect of the officers serving under them that they have done official entertainment in accordance with these rules.
- 4.4.3 Amount unspent from the common Entertainment Fund in one month should be carried over to the next but there will be no carry over of the unspent balance remaining at the end of the Financial Year to the next year. The balance will lapse to the Government.
- 4.4.4 Any amount overspent on entertainment in a particular year should in no case be carried forward for adjustment to next Financial Year.
- 4.4.5 The limit laid down for each officer for entertainment as indicated by the allowance sanctioned for him should be observed and Heads of Missions will not have power to vary the limits of the allowance.

## **4.5 Carry over and adjustment of Excess Expenditure on Transfer from one Station to Another**

- 4.5.1 Officers can carry over the expenditure on entertainment from one Mission to another in case of transfer within the same Financial Year. [MOFA No. Rules-4/13/78, dated 30.9.1980 read with No. Rules-4/13/78, dated 13.2.1979]

**Explanation:** Reimbursement of excess expenditure on entertainment over the entitlement can be claimed by an officer from the next place of posting within the same Financial Year.

## **4.6 Carry over of Unspent Balance in the Event of Transfer to Another Mission**

- 4.6.1 A question arose whether the unspent balance of the contribution of the Entertainment Allowance of an officer in the Entertainment Fund of the Mission should in the event of his transfer to another Mission, be transferred to the Mission of his posting. It has been decided that it is unnecessary to transfer the unspent balance of the Entertainment Allowance at the previous post to the new post. The

unspent balance of entertainment allowance at the previous post lapses with transfer of the officer. The amount will remain in the Entertainment Fund of the Mission from which the officer has been transferred and will be credited to the Government account at the end of the Financial Year as part of the cumulative unspent amount in Entertainment Fund of the Mission. Similarly, the unspent balance of Entertainment Allowance in respect of the officers who are transferred from one Mission to headquarters will also lapse to the Government. [MOFA No. Rules-4/12/76, dated 24.9.1976]

## **4.7 Entertainment Allowance to Bachelor and Widowers**

- 4.7.1 With effect from 1<sup>st</sup> January, 1982 all widower/divorcee/unmarried officers of diplomatic wing, serving in Missions Abroad will be paid Entertainment Allowance of their respective ranks at full rate irrespective of their marital status. Heads of non diplomatic and technical wings and Senior Military Liaison Officers treated as heads of their divisions, will be paid at full rate of Foreign Allowance and Entertainment Allowance as admissible to diplomatic officer of corresponding ranks.
- 4.7.2 Officers belonging to other Ministries/Divisions/Departments who are not Heads of Divisions will continue to receive Entertainment Allowance at 50 percent of the normal rate as heretofore and no deduction will be made from this amount on account of their marital status. [MOFA No. Rules-11/3/82, dated 27.4.1982]

## **4.8 Entertainment to be done in the Event of Drawl of Daily Allowance**

- 4.8.1 A question arose whether Daily Allowance drawn by an officer for first 15 days on arrival at the station of his posting abroad in lieu of Foreign Allowance and House Rent Allowance includes element of entertainment. In order to avoid any possible confusion, it is clarified that Daily Allowance for the first 15 days payable to an officer, in lieu of Foreign Allowance and house rent does not include element of entertainment. The officer concerned, while submitting quarterly entertainment return, inclusive of 15 days for which daily allowance was drawn, will be required to account for the actual Entertainment Allowance drawn by him for 2 months and 15 days and not for the full quarter, as he is not expected to incur any expenditure on entertainment during the period he is in receipt of daily allowance. [MOFA No. Rules-11/4/69, dated 10.2.1970]

## **4.9 Expenditure on Parties to Introduce New Head of a Mission**

- 4.9.1 Missions Abroad sometime make requests for special sanction for parties for

introducing new Head of Mission or at the time of his departure from his post. The Government is of the view that expenditure on such parties should be met from within the Entertainment Allowance of the Heads of Mission and that the Heads of Mission should plan their entertainment accordingly. The Ministry will not be in position to entertain requests for funds for such parties in future. [MOFA No. M(III) 5/7/69, dated 7.12.1971]

#### **4.10 Invitation Cards, Table Cards and Visiting Cards**

- 4.10.1 Reimbursement of cost of invitation cards and the table cards to officers out of their Entertainment Allowance is permissible. [MOFA No. Rules-4/8/85, dated 21.5.1985]
- 4.10.2 The expenditure on printing of visiting card must be borne by the officers themselves. [MOFA No. FM.55/74/55, dated 28.11.1955]
- 4.10.3 Printing of invitation cards, hosting Pakistan day and farewell receptions out of sumptuary allowance is irregular and must be avoided. [MOFA No. Rules-4/ 4/96, dated 29.12.1996]

#### **4.11 Entertainment Allowance-Membership Fee of Clubs**

- 4.11.1 Heads of Missions are allowed to debit entrance fee as also the monthly subscription in respect of only one club to their Entertainment Allowance provided this does not cause, in any way, a set-back to their normal and expected obligations of entertainment.

*Note: These orders take effect from 12 October 1977 and will not cover debiting of entrance fee to Entertainment Allowance in respect of a club of which a Head of Mission is already a member. [MOFA No. Rules-4/12/77, dated 12.10.1977]*

- 4.12.2 Membership fee for a club can be charged to Entertainment Allowance account of officer. In case the membership fee charged by the clubs abroad is so high that their debit to the entertainment allowance as lump sum defeats the very purpose of Entertainment Allowance as the officer concerned may be left with insufficient funds to entertain during the remaining months of the Financial Year, the entitled officers are allowed to claim from the Entertainment Allowance the reimbursement of membership fee of clubs by spreading it over a period of three years if they so desire instead of the Financial Year in which it is paid. [MOFA No. Rules-4/1/87, dated 1.2.1987]

#### **4.12 Expenditure on Entertainment in connection with the visits of Defence Contingents of Pakistan**

- 4.12.1 Whenever it is proposed to hold parties/receptions in honour of visiting Pakistani



Naval Ships or Armed Forces Contingents, details of the proposal together with an estimate of costs should be forwarded to the Ministry well in advance in order to enable the Ministry to obtain the agreement of the Ministry of Defence with regard to the payment of cost. [MOFA No. FM(III)-36/28/58, dated 25.10.1958]

- 4.12.2 It is only for large scale parties that public funds are allotted and authorized to be spent with the Government sanction and cost of small scale parties should be paid out of Entertainment Fund of Head of Missions and other officers in accordance with the laid down procedure. [MOFA No. 7/11/85, dated 7.11.1965]
- 4.12.3 Official entertainment should not be given at Government expense at functions, meetings, conferences, etc. where only Pakistan Government official are present. [MOFA No. MB-8/8/48, dated 25.10.1949]
- 4.12.4 Light refreshment to distinguished visitors who happen to visit the Chancery during office hours should not be met out of Government funds. [MOFA No. FM (III)-7/44/54, dated 10.7.1956]
- 4.12.5 Alcoholic drinks should not be served at official parties given by Mission Abroad and Consular posts in Muslim countries and India. [MOFA No. M.50/141/49, dated 16.9.1949]
- 4.12.6 No expenditure on entertainment should be incurred in anticipation of Government sanction. It should only be incurred when necessary sanction has been received. [MOFA No. FM(III)-36/39/57, dated 10.6.1957 and FM(III)-7/29/57, dated 5.9.1957]

### 4.13 Payment of Tips

- 4.13.1 Payment of tips to waiters at official entertainment can only be paid, and charged to Government account if included in the bill of caterers. Tips, Eid gratuity etc. paid to Class-IV servants, Newspapers Messengers etc. out of Government funds are not admissible under the rules. [MOFA No. FM(III)-7/7/53, dated 02.11.1953]
- 4.13.2 Payment of tips to Messengers, Postal Peons, Watchmen, Caretakers, Lift Drivers, Sweepers etc. on the occasion of Eid /Christmas or likewise should not be paid out of budget for contingencies. The payment of tips, if any, should be paid by Heads of Missions out of their Entertainment Allowance. [MOFA No. FM(III)-16/ 10/56, dated 10.7.1958]

### 4.14 Audit of Entertainment Allowance

- 4.14.1 It has been decided that audit parties will look into the following procedural aspects of the expenditure from Entertainment Allowance:
  - i. Whether the Entertainment Control Register and Entertainment Allowance fund cash book have been maintained as laid down under the

rules?

- ii. Whether the rates of entertainment claimed by the officers in the Missions are in conformity with the rates approved by the Ministry and the reimbursement on account of entertainment has been made according to the number of guests invited and at the approved rates for various types of entertainment?
- iii. If an audit party finds from record of the Mission that there is a variation between the rates claimed and those approved, it will bring this discrepancy to the notice of the Ministry for further necessary action.
- iv. The composition of guests, so far as it relates to the type of guests, would be beyond the purview of the audit. [MOFA No. Rules-4/7/81, dated 16.12.1982]

## **4.15 Entertainment Allowance - Payment, Utilization and Accounting**

4.15.1 In supersession of earlier circulars on the subject, the following instructions regarding payment, utilization and accounting of the Entertainment Allowance of Officers at Missions Abroad will come into force with immediate effect:-

## **4.16 Accounting Procedure**

- 4.16.1
  - i. 85% of the Entertainment Allowance payable to Head of Mission and officers will be credited each month to a separate account to be named "Entertainment Fund" of the Mission. Accountant will maintain a separate register and cheque book for the Fund.
  - ii. 15% of the admissible Entertainment Allowance will be paid to officers through their monthly pay bills. This amount is for casual Entertainment and no account is required to be rendered for this portion of the Entertainment Allowance. Therefore, officers will not make any claims from the Entertainment Fund for casual/occasional Entertainment.
  - iii. The unspent amount of Entertainment Allowance at the end of the Financial Year will lapse and not be carried forward. The balance, if any, left in the Entertainment Fund at the end of the Financial Year will be credited to Government account under a receipt voucher.
  - iv. The "Entertainment Fund" will not be merged with the Imprest Account and will be maintained separately.

## 4.17 Rates of Entertainment

### 4.17.1

- i. After taking into account local costs and other relevant factors for different types of Entertainment by officers, the Head of Mission will propose rates for Entertainment for approval of the Ministry. The per- head cost of dinner, lunch, etc., will be uniform for all officers, except for the Head of Mission.
- ii. The Entertainment rates approved by the Ministry will be observed by all officers and Head of Mission.
- iii. The approved rates can only be revised by the Ministry. Entertainment at Home
- \*iv Entertainment at home should normally comprise small parties not exceeding 10-12 persons. Exceptions to this general principle could be made in case of farewell parties or parties to introduce new- comers or to meet visiting delegations.
- \*\*v (i) Upon re-examination, the competent authority i.e. the Foreign Secretary has been pleased to cancel / withdraw ab initio the above clause as well as any other instructions limiting the number of guests to be entertained out of Entertainment Allowance henceforth, determination of the appropriate number of guests with the purpose of ensuring judicious utilization of Entertainment Allowance, depending upon the occasion, would be at the discretion of the Head of Mission.

## 4.18 Entertainment at Restaurant

4.18.1 Entertainment at restaurant by officers would require approval of the Head of Mission. Such Entertainment should however, be confined to one or two guests or a small group.

## 4.19 Re-imburement

### 4.19.1

- i. Officers would be reimbursed for Entertainment carried out at home on the basis of the approved rates.
- ii. Officers will submit claim for reimbursement of the amount in accordance with the rates of entertainment for approval by the Head of Mission and payment will be made accordingly by Accountant from the Entertainment Fund.
- iii. Reimbursement for Entertainment at restaurants will be on the basis of actual payment supported by bills which must be kept within the limit laid

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\* Omitted

\*\* Revised vide MOFA No. 1(9)-f&A/2004-05, dated 19.04.2008

- down by the Head of Mission.
- iv. The reimbursement for entertainment will be done on the prescribed Proforma (Annex-I to this Chapter).
  - v. **Quarterly Returns:** At the end of each quarter information about entertainment by the Head of Mission, accompanied by detailed guest lists and expenditure incurred, will be sent to the Ministry (P-I—Directorate) along with a covering certificate to the effect that the entertainment was carried out in accordance with the rules.
  - vi. **Presentation of Gifts:** Gifts may be presented by officers on appropriate occasions like New Year, National Day/Local Festivals, etc. with the approval of the Head of Mission. The gifts should be small and modest and should preferably be Pakistan made items. Expenditure on such gifts may be reimbursed from Entertainment Allowance of the officer concerned.
  - vii. **Membership of Clubs:** Payment of membership fees of Clubs will not be debitable to the Entertainment Allowance. Exceptions could be made in cases of the senior-most Defence Attaché (for membership of Defence Clubs) with the prior approval of parent Department and the senior-most Press Officer for membership of National Press Club or its equivalent with prior approval of the M/o Information.
  - viii. The entitled officers may claim reimbursement of membership fee of clubs from their Entertainment Allowance by spreading it over the period of their posting, if they so desire, instead of the financial year in which it is paid. This will help the entitled officers to achieve the desired aim of entertainment.
  - ix. **Payments of Tips:** Payment of tips at restaurants, will be restricted to ten percent of the total bill if not included in the bill. The actual amount of tip is payable if it is shown separately in the bill by restaurant.
  - x. Tips for other purposes, Eid Gratuity, etc. cannot be claimed from Entertainment Allowance.
  - xi. **Marital status for Entertainment:** Officers will be paid Entertainment Allowance as per their entitlement according to the rank irrespective of their marital status. [MOFA No. Rules.4/12/2002, dated 5 July 2002.]

## 4.20 Entertainment Allowance Payment, Utilization and Accounting (Certificate)

- 4.20.1 It is clarified that officers are required to submit lists of guests/invitees to the Heads of Mission for reimbursement of Entertainment Allowance. The Heads of Mission will submit a Certificate to the Ministry at the end of each quarter in respect of officers stating that the official entertainment was in accordance with the rules. [MOFA No. Rules.4/12/2002, dated 12-08-2002.]

## Annex-I

**NAME OF THE MISSION**  
**ENTERTAINMENT BILL FOR THE MONTH**  
**OF \_\_\_\_\_**

1. Name \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Monthly Entitlement \_\_\_\_\_
4. 15% Drawn through pay bill
5. 85% of Entertainment Allowance
6. Detail of expenditure:-

S.No.	Date	Nature of Entertainment	Number of Guests	Rate per-head	Total Amount
-------	------	-------------------------	------------------	---------------	--------------

7. 85% Entertainment Allowance for the month
8. Un-spent balance of previous month
9. Gross entitlement
10. Expenditure on Entertainment
11. Expenditure on Club Fee, Gift etc.
12. Overpayment balance of previous month
13. Total Claim
14. Net Claim allowed to be reimbursed
15. Over-spent/unspent balance

Signature of the Officer

Please reimburse US\$ \_\_\_\_\_ from the Entertainment Allowance Fund Account.

Head of Mission

## 4.21 Special Entertainment / Sumptuary Allowance

- 4.21.1 The Missions will open a separate bank account for the Special Entertainment Fund and will draw the sanctioned amount every month from the Imprest Account for credit to this fund. The account will be jointly operated by the Ambassador and the Head of the Chancery. They will also maintain a separate cash book for accounting of receipts and payments from this fund.
- 4.21.2 Special Entertainment Fund can be used for hosting special receptions or individual entertainment, by all the diplomatic officers including those attached from other Ministries to the Mission as authorized by the Head of Mission.
- 4.21.3 The allowance is not to be drawn by an officer on the basis of expenditure calculated at guest rates for hospitality at home.
- 4.21.4 Each request for the use of this Fund will be clearly marked “Special Entertainment” and will be put up to the Head of Mission in writing, for prior sanction giving the following information:
- i. The name alongwith designations of the person (or persons) to be invited,
  - ii. Place and type of entertainment,
  - iii. Reason for “special” as opposed to “normal” entertainment.
- 4.21.5 Entertainment can be arranged at hotels, restaurants, clubs, home or at any place approved by the Head of Mission. In the case of entertainment at home, reimbursement will be made against caterer's receipts and not on the basis of guest rates fixed for hospitality at home. Where unavoidable, an officer may be reimbursed against receipts of expenditure incurred by him/her in cash or through credit cards for approved hospitality.
- 4.21.6 Gifts on special occasions such as New Year, Christmas etc. with prior approval of Head of Mission can also be charged to this fund.
- 4.21.7 Payment out of Sumptuary Allowance shall be made directly to hotels/ restaurants/caterers against actual receipts/bills for entertainment approved by Heads of Missions.
- 4.21.8 Claims for reimbursement will invariably be accompanied by:
- i. Written prior sanction from the Ambassador,
  - ii. Restaurant receipt/credit card counterfoil/voucher (including tips if any),
  - iii. Conversion statement summarizing (i) and (ii) above in case of consolidated claim for a particular month.
- 4.21.9 Expenditure will be reimbursed only after it has been actually incurred on special entertainment. It will not be drawn as an advance by an officer. Where unavoidable, advance may be paid to restaurants, or clubs etc.
- 4.21.10 A designated officer of the Mission will maintain all these statements/

supporting vouchers in a separate confidential file and record the expenditure on monthly basis in a separate cash book. A statement of expenditure will be sent to the Ministry under the signatures of Head of Mission on quarterly basis.

4.21.11 Whereas drawing officer will continue drawing the sanctioned amount every month from the imprest for credit to this fund the unspent balance will be carried over each month and posted in the Special Entertainment Fund cash book. The above is subject to the provision that the total expenditure in a Financial Year must not exceed the total yearly allocation and that any unexpended balance on 30<sup>th</sup> June of each year will lapse and will not be carried over to the next Financial Year.

4.21.12 Following further instructions have been issued for utilization of Sumptuary Allowance.

- i. Restaurant bills/caterer's receipts must be attached with the return. The receipts must be in the name of the person using the Sumptuary Allowance or in the name of the Mission. It is clarified that Super Market/Grocery Store receipts are not acceptable.
- ii. For tipping, the amount should in no circumstances be more than ten percent of the total bill.
- iii. Printing of invitation cards out of Sumptuary Allowance is not admissible.
- iv. Holding of National Day Receptions and Large Lunches/Dinners or receptions of routine nature out of Sumptuary Allowance is not allowed.
- v. The number of Pakistanis to be entertained out of the Sumptuary Allowance, whether visiting or local based, should remain restricted to less than one-fourth of the total.
- vi. Heads of Mission should not exclusively focus on the local diplomatic corps for entertainment out of Sumptuary Allowance.
- vii. Payment of tips to domestic servants out of Sumptuary Allowance is not allowed.
- viii. Flower bouquets for presentation on the occasion of National Days may be purchased out of Sumptuary Allowance Fund.
- ix. Purchase of alcoholic beverages for any purpose out of Sumptuary Allowance or any other Government allocation is not permissible.
- x. Making cash gifts on wedding and special occasions are not allowed. \*xi. Debiting of Club membership fee or any allied expenses to Sumptuary Allowance is not permissible. [MOFA No. Rules-4/5/97, dated 10.7.97 and 5.12.97]
- \*\*xi(a) Payment could be made from Sumptuary Allowance for the membership fee of clubs to enhance the Heads of Mission contacts subject

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\* Omitted

\*\* Revised vide MOFA No. Rules - 4/4/2012, dated 04.05.2012 (Sl. No. VII)

to a maximum of US\$ 300 per month of US\$ 3600 per year, this facility can only be used with the prior approval of the Foreign Secretary.

## **4.22 Rules Governing the use of Sumptuary Allowance**

### **A. General Instructions**

1. The Sumptuary Allowance may be used for the following purposes:
  - i. Hosting of intimate lunches/dinners in restaurants for highly placed contacts in the host country.
  - ii. Hosting of functions in honour of visiting high-level official delegations from Pakistan provided there is reasonable participation of local dignitaries in the function.
  - iii. If a Head of Mission considers it expedient to hold a dinner/lunch in honour of a visiting delegation at the Residence, reimbursement would be to the extent of actual expenditure based on a caterer's bills/invoices/ receipts.
  - iv. Presenting of gifts up to maximum value of US\$ 50 to working functionaries of the host Governments, useful counterparts in the diplomatic corps, media personalities, and local contacts in private sector.
  - v. In case a gift exceeding the maximum value of US\$ 50 is to be presented to the Head of State/Government on a special occasion, a reference be made to the Ministry justifying the proposal and indicating the nature of the gift as well as its price for prior approval. Gifts should preferably be purchased from Pakistan.
  - vi. Presentation of flowers and bouquets on the occasion of National Day.
  - vii. Membership of clubs with a view to enhancing the Head of Mission's contacts subject to a maximum membership fee of US\$ 250 per month or 25% of the annual allocation of the Sumptuary Allowance whichever is less. This facility can only be used with the prior approval of the Foreign Secretary. In applying for this facility, the Head of Mission would need to give full justification in the light of advantages that he/ she expects from the proposed club membership.
  - viii. Tips to the extent of 10% of the total bill for Entertainment if not separately included in the bill.
  - ix. Sumptuary Allowance may be shared by other officers of the Mission to inculcate and expand their circle of contacts. This will, however, be at the discretion of the Head of Mission.
2. The Sumptuary Allowance may not be used for:
  - i. Holding National Day Reception and large lunches/dinners or receptions of routine nature.
  - ii. Purchase of alcoholic drinks for presentation as gifts.
  - iii. Payment of tips to domestic servants of the Ambassadors.
  - iv. Making gifts in cash.



3. Invitees should not be exclusively from the Diplomatic Corps. Sumptuary Allowance is primarily meant to cultivate local notables. [MOFA Circular No. Rules-4/8/2001, dated 12/9/2001]

#### **\*4.22-B Revised Rules Governing the use of Sumptuary Allowance**

The Ministry has decided to revise the rules governing the use of Sumptuary Allowance. The revised rules, as listed below, are aimed at more effective utilization of Government funds

- i. Sumptuary Allowance could be used for hosting of lunches / dinners in restaurants.
- ii. Hosting of functions from Sumptuary Allowance is allowed in restaurants for visiting high level official delegation from Pakistan
- iii. If considered expedient to hold a dinner / lunch referred to in 1 & 2 at HOM's residence, reimbursement would be made to the extent of actual expenditure based on a Caterer's Bill / Invoice / Receipt and Payment to Waiters / Service Providers.
- \*iv. Presentation of gifts up to a maximum value of US\$ 150 is allowed from Sumptuary Allowance to functionaries of the host Government useful counterparts in the Diplomatic Corps, Media Personalities and Local Contacts in private sector .
- v. In case of gift exceeding maximum value of US\$ 150 is to be presented to a functionary of the host Government, a reference be made to the Ministry justifying the proposal and indicating the nature of the gift for prior approval. Gifts should preferably be purchased from Pakistan.
- vi. Flowers and Bouquets could be purchased from Sumptuary Allowance for presentation on the occasion of National Day.
- vii. Payment could be made from Sumptuary Allowance for membership fee of clubs to enhance the Head of Mission contacts subject to a maximum of US\$ 300 per month of US\$ 3600 per year, this facility can only be used with the prior approval of the Foreign Secretary
- viii. Tips to the extent of 15% of the total expenditure, if not separately included in the bill, will be allowed from Sumptuary Allowance.
- ix. Sumptuary Allowance may be shared by other officers of the Mission to inculcate and expand their circle of contacts, this will however, be at the discretion of the Head of Mission.
- x. Gifts may be presented by officers on appropriate occasions like New Year, National Day / Local Festivals etc with the approval of HOM upto the limit of US\$ 100 for each gift.

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\* inserted vide MOFA No. Rules - 4/4/2012, dated 04.05.2012

- xi. The Heads of Mission may seek the Ministry's approval in case expenditure is not covered by the above rules.
  - xii. Use of Sumptuary Allowance for the following is not allowed;
    - a. Holding of National Day reception
    - b. Purchase of alcoholic drinks for presentation as gifts
    - c. Making gifts in cash
2. The revised rules will supersede all the previous instructions on the utilization of Sumptuary Allowance.

## **4.23 Adjustment of Excess Expenditure and Requirement of Separate Report**

### **4.23.1**

- i. Expenditure from Sumptuary Allowance in a Financial Year must not exceed the total annual allocation. The Ministry will not entertain any request for adjustments to be made on any excess expenditure.
- ii. Heads of Mission are required to submit a separate report on the background of persons invited by them and a brief record of discussions that took place.

## **4.24 Drawal and Operation**

### **4.24.1**

- i. The Drawing and Disbursing Officer (DDO) will open a separate account with the title “ SUMPTUARY ALLOWANCE”. The DDO will draw the sanctioned amount every month from the Imprest for credit to this Account.
- ii. Sumptuary Allowance will be accounted for under Head,  
“F101- Foreign Affairs Division  
PMA1-Pakistan Missions abroad  
011302-Diplomatic and Consular Service  
A012-Allowance  
A01204-Sumptuary Allowance”.
- iii. The account will be operated jointly by the Head of Mission and the Head of Chancery.
- iv. Each request for the use of this allowance will be clearly marked “SUMPTUARY ALLOWANCE” and will be put up to the Head of Mission for prior sanction giving:
  - a) Name along with designation of the person (or persons) to be invited;
  - b) Place and type of entertainment;
  - c) Reasons for using the Sumptuary Allowance instead of personal entertainment allowance.

## 4.25 Reimbursement

### 4.25.1

- i. Expenditure will be reimbursable only after it has been actually incurred. No amount will be drawn in advance. However, where unavoidable, advance payment may be made to restaurants/clubs, etc.
- ii. Payment out of Sumptuary Allowance shall be made directly to hotels/restaurants/caterers against actual receipts/bills for entertainment approved by the Head of Mission. Where unavoidable, officers may be reimbursed against receipts of expenditure incurred by them in cash or through credit cards.
- iii. Claims for reimbursement will invariably be accompanied by:
  - a) Sanction of the Head of Mission;
  - b) Receipt/credit card counterfoil/voucher (including tips, if any);
  - c) Covering statement summarizing (a) and (b) above in case of a consolidated claim for a particular month.

## 4.26 Accounting and Central Record of Expenditure

### 4.26.1

- i. The claims for payment/reimbursement of expenditure from Sumptuary Allowance shall be presented and paid on the prescribed proforma (Annexure-I to this Chapter) duly filled in and signed by the claimant and approved by the Head of Mission. The payment order shall be signed by the DDO.
- ii. A record of these payments along with supporting vouchers will be maintained in a separate confidential file. The claims shall be entered in a separate Cash Book. A specimen of the format of the Cash Book is also enclosed (Annexure-II to this Chapter). The DDO shall attest the entries as and when a transaction recorded in the Cash Book. The details of the expenditure will be submitted to the Ministry of Foreign Affairs under the signatures of the Head of Mission on quarterly basis.
- iii. Quarterly returns of Sumptuary Allowance are required to be sent regularly to Organization & Career Planning Directorate of in the Ministry. Format of quarterly returns is enclosed (Annexure-III to this Chapter).

## **4.27 Policy on carrying over the Unspent Monthly Balance and Lapse of the Balance of Sumptuary Allowance at the end of Financial Year**

### **4.27.1**

- i. Drawing and Disbursing Officer will draw the sanctioned amount every month from the Imprest for credit to the Sumptuary Allowance Account. At the end of a month, the unspent balance will be carried over to next month.
- ii) The above is subject to the provision that:
  - (a) The total expenditure in a Financial Year must not exceed the total yearly allocation; and
  - (b) Any unspent balance on 30<sup>th</sup> June of each year will lapse and will not be carried over to the next Financial Year.

## **\*4.28 Enhancement of the ceiling for purchase of Gifts from Sumptuary Allowance**

4.28.1 The Foreign Secretary has been pleased to enhance the ceiling for purchase of gift from Sumptuary Allowance. The revised ceiling is US\$ 75/- per gift. [MOFA Circular No. Rules-4/8/2001, dated 25-10-2002.]

**\*\*4.28.2** (a) Presentation of gifts upto a maximum value of US\$150 is allowed from sumptuary allowance to functionaries of the host Government, useful counterparts in the diplomatic corps, media personalities, and local contacts in private sector.

**\*\*4.28.3** (b) In case a gift exceeding maximum value of US\$ 150 is to be presented to a functionary of the host Government, a reference be made to the Ministry justifying the proposal and indicating the nature of the gift for prior approval. Gifts should preferably be purchased from Pakistan.

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\* Omitted

\*\* Revised : MOFA No. Rules -4/4/2012, dated 04.05.2012

## HIGH COMMISSION/EMBASSY/CONUSLATE GENERAL OF PAKISTAN

Details of expenditure incurred by me on official entertainment out of Sumptuary Allowance at my residence/restaurant during the month of \_\_\_\_\_ are as follows:

S. No.	Date	Venue	No. of Guests	Amount
--------	------	-------	---------------	--------

i)

ii)

iii)

2. The bill(s) of the restaurant(s) is/are attached which may be paid direct to the restaurant(s)/reimbursed to me.

3. List of guests is attached.

4. The above expenditure may be charged to Sumptuary Allowance.

Approved.

Signature of the Head of Mission.

Signature \_\_\_\_\_  
Designation \_\_\_\_\_

Please pay to

S.No.	Name of the payee	Amount	Paid vide Cheque No. & Date
-------	-------------------	--------	--------------------------------

i)

ii)

iii)

(Signature of DDO)

Date:

[illegible]

HIGH COMMISSION/EMBASSY/CONSULATE GENERAL OF PAKISTAN\_\_\_\_\_

## RECEIPTS

## EXPENDITURE

[illegible]

## ANNEXURE-III

# HIGH COMMISSION/EMBASSY/CONUSLATE GENERAL OF PAKISTAN

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SUMPTUARY ALLOWANCE : STATEMET FOR THE

QUARTER ENDING \_\_\_\_\_

MONTHLY SUMPTUARY ALLOWANCE = US \$ \_\_\_\_\_

Month	Expenditure at restaurant	Expenditure at residence against catering receipt	Expenditure on gifts, bouque, etc.	Progressive Expenditure
End of Quarter				

Total allowance during the quarter US \$ \_\_\_\_\_

Balance brought forward \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Total expenditure during the quarter \$ \_\_\_\_\_

Balance carried forward to the next quarter \$ \_\_\_\_\_



# **CHAPTER - V**

## **OTHER ALLOWANCES**



## 5.1 Accreditation Allowance

- 5.1.1 The accreditation allowance is paid at the rate of Pound 100 per annum for each country of concurrent accreditation subject to a maximum of three countries and is intended to meet expenditure of periodical small scale entertainment during the visits of the heads of Missions to the country/countries of concurrent accreditation.
- 5.1.2 This allowance will not be drawn in lump sum once in a year but will be drawn at the rate of 1/12th of the annual amount every month.
- 5.1.3 The accreditation allowance is admissible only from the date of presentation of credentials in the country of concurrent accreditation.
- 5.1.4 The accreditation allowance is not deductible from the charge allowance of a Charge d' Affaires posted in the country of concurrent accreditation. A Charge d' Affaires will, however, not be entitled to any charge allowance during the period the head of Mission remains on tour in the country of his concurrent accreditation.
- 5.1.5 Head of Mission's absence from his post on leave or authorized absence would not affect his responsibility or capacity to entertain in the country of his concurrent accreditation during his normal visits and hence the question of inadmissibility of this allowance during the period of leave or authorized absence inside or outside the jurisdiction does not arise. [MOFA No. M(1A)-4/2/62 dated 5.12.1962 and R&T-11/17/67, dated 10.10.1969]
- 5.1.6 Payment of accreditation allowance will continue to be conditional on the Ambassador's paying at least two visits a year to the country concerned.
- 5.1.7 **Re-Fixation of Concurrent Accreditation Allowance in US Dollars**

In supersession of this Ministry's sanction letter No. R&T-11/16/67 dated 19 July 1967, I am directed to convey sanction of the President to the payment of concurrent accreditation allowance to the Heads of Pakistan Missions abroad at US\$ 155 per country of concurrent accreditation, per annum. This will be subject to the following conditions:

### \*5.1.7-A REFIXATION OF CONCURRENT ACCREDITATION IN US\$

\*In partial modification of this Ministry's sanction letter No. R&T—3/3/2009, dated 03.03.2001. I am directed to convey approval of the Finance Division vide their office Memorandum No. F.1 (3) R-5/2006, dated 05.08.2006 for revision to the rate of Concurrent Accreditation Allowance from existing US\$ 155 (one hundred and fifty five US\$) per annum to US\$ 1200 (one thousand and two hundred US Dollars) per annum with immediate effect from 05.08.2006. The following conditions of admissibility will continue to apply.

- The concurrent accreditation allowance shall not be payable in excess of
- three countries of concurrent accreditations
- This will be conditional to the head of Mission paying at least two visits a

\* inserted

year to the country (ies) concerned

- This will be spent exclusively on the entertainment resulting from the Heads of Missions increased representational responsibilities.

5.1.7-B The re-fixed rate of concurrent accreditation allowance will be applicable w.e.f. 01 July 2001. The expenditure will be met from within the sanctioned budget grant of the Mission concerned. This issues with the concurrence of DFA (FA) vide their Dy. No. 897-DFA (FA)/2001, dated 27 February 2001. [MOFA No. R&T-3/3/2000, dated 3-3-2001]

5.1.8 Under the existing instructions Heads of Mission who are concurrently accredited to another country/other countries are required to visit the country of posting twice a year and they make additional visits also at their discretion if the nature of their duty so requires. In either case the only requirement at present is that the Ministry should be informed in advance of the tour plans of the Head of Mission. It has now been decided that for any additional visit (beyond the prescribed two annual visits) which might be necessitated by special reasons, such as the need for the Head of Mission to accompany a visiting delegation from Pakistan or some other important developments prior permission of the Ministry should be taken. It has also been decided that in case of the two annual visits which are required to be made by the Head of Mission to their country / countries of concurrent accreditation the period of stay should be limited to maximum of five days on any single occasion and that any extension of stay beyond this period will also be subject to the approval of the Ministry.

5.1.9 The year for purpose of determining the number of prescribed and additional visits which Head of Mission may make to his country/ countries of concurrent accreditation, will commence from the date of presentation of credentials in the country/countries of concurrent accreditation and not from the financial year. [MOFA No. R&T-13/2/74 dated 25.8.1976 Rules-13/1/1988 dated 23.9.1990]

5.1.10 Heads of Missions are allowed to take their spouses twice in a financial year in the countries of their accreditation and once in the countries of concurrent accreditation, provided the journey is of strictly representational or ceremonial nature. They are also allowed to authorize such journeys in the case of other officers in their Missions. [MOFA No. Rules-409/83 dated 6.2.1983]

5.1.11 Heads of Missions are not empowered to authorize any officer/ member of staff serving under them to undertake a tour journey to a country or countries of concurrent accreditation except for the occasion when a visit is for representational purpose. [MOFA No. Estt(I-B)-1/28/83 dated 27.11.1983]

5.1.12 The appointment of an ambassador takes effect from the date of his/her arrival at the headquarters i.e. in the country to which he/she is accredited. [MOFA No. M-50/107/49 dated 27.9.1949]

5.1.13 It is necessary to send the report of assumption and relinquishment of charge of

concurrent accreditation to the Ministry for the purpose of issuing gazette notification. [MOFA No. M(I-A)-4/2/62 dated 29.10.1963]

- 5.1.14 Gazette notification in respect of Head of Mission is not considered necessary if he is on casual leave or proceeds on official duty. [MOFA No. MV-1/14/62, dated 18-04-1963.

As on November 2013

### \* **CONCURRENT ACCREDITATION OF PAKISTAN MISSIONS ABROAD**

S.No	Country	Capital	Concurrent Accreditation
1.	Algeria	Algiers	Mali, Republic of Mauritania
2.	Argentina	Buenos Aires	Peru, Paraguay, Uruguay
3.	Australia	Canberra	Fiji, Republic of Nauru
4.	Austria	Vienna	Slovakia, <b>IAEA, UNIDO, CTBTO</b>
5.	Azerbaijan	Baku	Georgia
6.	Bosnia & Herzegovina	Sarajevo	Republic of Croatia
7.	Bangladesh	Dhaka	Bhutan
8.	Belgium	Brussels	Luxembourg, <b>European Union</b>
9.	Brazil	Brasilia	Colombia, Surinam, Guyana, Venezuela
10.	China	Beijing	Mongolia
11.	Canada	Ottawa	Trinidad & Tobago
12.	Denmark	Copenhagen	Lithuania
13.	France	Paris	<b>UNESCO</b>
14.	Hungary	Budapest	Montenegro
15.	Indonesia	Jakarta	Papua New Guinea, Timor-leste, <b>ASEAN</b>
16.	Iran	Tehran	ECO
17.	Italy	Rome	Albania, San Marino, Slovenia, <b>FAO, IFAD, WFP</b>
18.	Jordan	Amman	State of Palestine
19.	Kenya	Nairobi	Burundi, Eritrea, Rwanda, Uganda, <b>UNEP, UN HABITAT</b>
20.	Lebanon	Beirut	Cyprus
21.	Libya	Tripoli	Malta, Togo, Burkina Faso
22.	Mauritius	Port Louis	Comoros, Madagascar, Seychelles
23.	Mexico	Mexico City	Costa Rica, El Salvador, Panama, Guatemala, Balize
24.	Morocco	Rabat	Liberia,
25.	Netherlands	The Hague	<b>Organization for the Prohibition of Chemical Weapons (OPCW)</b>
26.	Nepal	Kathmandu	SAARC

\* list revised

S.No	Country	Capital	Concurrent Accreditation
1.	Nigeria	Abuja	Benin, Cameroon, Equatorial Guinea, Gabon, Ghana
2.	Norway	Oslo	Iceland
3.	Portugal	Lisbon	Sao Tome and Principe
4.	Romania	Bucharest	Moldova
5.	Russian Federation	Moscow	Belarus
6.	Saudi Arabia	Riyadh	<b>OIC</b>
7.	Senegal	Dakar	Cape Verde, Gambia, Guinea, Guinea Bissau, Sierra Leone, * <b>Cote d'Ivoire</b>
8.	Spain	Madrid	<b>WTO (World Tourism Org)</b> , Andorra
9.	South Africa	Pretoria	Lesotho, Mozambique, Namibia, Swaziland, Botswana
10.	Sudan	Khartoum	Central African Republic, Chad, Republic of Congo
11.	Sweden	Stockholm	Republic of Estonia, Republic of Finland, Republic of Latvia
12.	Switzerland	Geneva	WTO
13.	Switzerland	Berne	Liechtenstein, Vatican (Holy See)
14.	Tanzania	Dar-es-Salaam	Organization of East African Country.
15.	Turkey	Ankara	Macedonia
16.	United Kingdom	London	<b>IMO (International Maritime Organization)</b>
17.	United States	Washington	Jamaica, Dominican Republic & Bahamas
18.	Vietnam	Hanoi	Lao Peoples Republic
19.	Yemen	Sana'a	Djibouti
20.	Zimbabwe	Harare	Angola, Democratic Republic of Congo, Malawi, Zambia,

\*Concurrent accreditation of **Cote d'Ivoire** has been changed from Parep Dakar to Parep Rabat but action pended till December 2007

## 5.2 Charge Allowance

- 5.2.1 An officer who acts as charge d' affaires a.i. in the absence of head of Mission (whether on leave or duty), if exceeding four weeks (28 days), becomes entitled to charge allowance at the rate of 20 percent of his own foreign allowance and entertainment allowance. Therefore, gazette notification notifying assumption and relinquishment of additional charge of charge d' affaires a.i. is required to be issued for the purpose of authorization of charge allowance by Chief Accounts Officer for the specified period. [MOFA No. Rules-4/4/19/64 dated 16.6.1965, Rule 12 of PFS Rules 1962 and MOFA No. Rules-4/8/67, dated 13.5.1967]
- 5.2.2 Charge allowance is not admissible to charge d' affaires a.i. [MOFA No. Rules-4/10/82, dated 18.1.1984]
- 5.2.3 Where a minister or a consular is appointed as head of mission with the local rank of ambassador he will be entitled to additional foreign allowance equal to 20% of his own foreign allowance in addition to his other emoluments. This will be subject to the condition that total foreign allowance will not exceed the foreign allowance of the regular and full-fledged ambassador and he will be spending on entertainment the same percentage of his total foreign allowance as is fixed for the head of mission. [MOFA No. Rules-4/4/19/64 dated 14.6.1965]
- 5.2.4 Charge d' affaires a.i. who receives 20% of his foreign and entertainment allowance as additional foreign allowance (charge allowance) during the head of the missions absence should spend 80% of this allowance on entertainment the balance being paid as remuneration for additional responsibilities devolving upon him as charged affaires a.i.
- 5.2.5 The segment of 80% charge allowance shall further be bifurcated into two elements viz 15% of this segment (80% of charge allowance) shall be payable to the officer alongwith his other emoluments and second element i.e 85% of 80% of charge allowance will be credited to entertainment fund account in accordance with the prescribed procedure for drawal, utilization and accounting of entertainment allowance. The nutshell 32% of the charge allowance will be paid to the officer with other emolument and 68% of the charge allowance will be credited to the entertainment fund account. Both the allowances shall be drawn in the same bill/ regular pay bill. [MOFA No. Rules-4/2/65 dated 28.4.1970 read with MOFA No. Rules-4/3/82, dated 16.12.1982]
- 5.2.6 Equivalent amount of charge allowance will be deducted from the foreign allowance payable to head of mission only in case when head of mission is absent on leave [Rule 11 (A) (i) of PFS Rules-1962]
- 5.2.7 Charge allowance does not form part of pay for the purpose of deduction of GP Fund, Benevolent Fund and Insurance Fund subscriptions.
- 5.2.8 Charge allowance is not liable to income tax.

### 5.3 Compensatory Allowance During Suspension to Government Servants Serving in Missions Abroad

5.3.1 If a Government servant working in a Mission abroad is placed under suspension, the suspending authority may, for the period the employee stays abroad while under suspension, grant him compensatory allowance shown below:

- i. **Pay:** Full
- ii. **Foreign Allowance:** Full
- iii. **House Rent Allowance:** Full house rent allowance or free furnished accommodation, as the case may be

*Note: The limit of foreign allowance sanctioned above represents the maximum upto which it may be granted. It will be open to the suspending authority to restrict it to a lower rate if circumstances of the case do not justify the grant of foreign allowances at the maximum rate. The suspending authority will not, however, reduce the house rent allowance.*

5.3.2 A doubt has arisen as to whether in the case of a Government servant who has been suspended while on leave, the subsistence grant should be calculated with reference to his leave salary or with reference to his pay. Attention is invited to FR-55 which prohibits grant of leave to Government Servant under suspension. Such

5.3.3 A Government servant, therefore, ceases to be on leave as soon as he is placed under suspension and the subsistence grant in his case also has to be calculated with reference to the pay which was admissible to him on the eve of the commencement of the leave. [FD No. F-12(32)R.3/70 dated 14.2.1970 circulated by MOFA No. Rules-1/1/70 dated 18.3.1970]

5.3.4 A point has arisen whether in the event of revision of scales of pay or the rates of compensatory allowance during the currency of suspension of a Government servant, he will be entitled to the revised rates with effect from the date of revision or only to the rates as in force at the time of his suspension. The matter has been considered in consultation with Finance Division. The position is that a Government employee under suspension remains a Government employee and he is entitled to the revised rates of pay and allowances and other amenities, with effect from the date of revision. [Estt. Div. No.4/33/81-R.1 dated 15.10.1981 circulated vide MOFA No. Rules-1/9/81, dated 11.11.1981]

5.3.5 A contract employee shall be entitled to full amount of his salary and all other benefits and facilities provided to him under the contract of service during the period of his suspension. [FD No. F.1(6)R-4/93 (1) dated 21.9.1994]

### 5.4 Conveyance Allowance

5.4.1 In Missions abroad where no staff car is provided, all officers in the Mission are allowed conveyance allowance at the rate of US\$ 55 per month subject to the following conditions:



- i. Specific concurrence of the Regulation Wing of the Finance Division is obtained in each case.
- ii. Amount of touring on official duty (excluding journey between residence and office) is at least 300 miles per month. [MOFA No. Rules-4/11/79 dated 19.12.1981]

## 5.5 Conveyance Charges

- 5.5.1 The non-gazetted and class-IV staff working in Missions abroad who are required to stay late beyond office hours or who attend office on closed holidays will be entitled to conveyance charges at the rates given below para 5.32 of this chapter.
- 5.5.2 The conveyance charges are payable in local currency.
- 5.5.3 The admissibility of conveyance charges is subject to the production of a certificate to the effect that the Government servant for whom conveyance has been claimed was detained in office beyond one hour from the time fixed for closing of office or was required to attend office on closed holidays under specific orders of the competent authority and was not attending office for purposes of clearing up arrears of his or her work.
- 5.5.4 Ordinarily non-gazetted staff who are asked to attend office on closed holidays should be allowed compensatory leave whenever possible. The conveyance charges should be allowed only in cases where the grant of compensatory leave is not administratively convenient.
- 5.5.5 Local-based staff and also Pakistan-based staff car drivers and despatch riders are not entitled to conveyance charges. They are regulated by rules on overtime allowance. [MOFA No. Rules-1/23/62, dated 26.1.1965]

### Rates of Conveyance Charges

Category of staff	For late sitting (when detained in office for more than one hour)	For attending office on holidays
B 1-2	US\$ 0.65 per day	US\$ 0.95 per day
B 3-15	US\$ 1.25 per day	US\$ 1.90 per day
Selection grade Stenographers in B-16	US\$ 1.25 per day	US\$ 1.90 per day
Additional Assistants (B-16 non-gazetted) selection grade	US\$ 1.25 per day	US\$ 1.90 per day

[MOFA No. Rules-4/13/89 dated 28-04-1991 and Rules-4/13/89, dated 18.4.1994]

## 5.6 Revised Rules Governing Education Subsidy

5.6.1 Education Subsidy at Mission abroad will be governed by following rules:

- i. Education subsidy will be admissible at 80% of actual cost of education (School Fee, Tuition Fee, Non-Refundable Registration Fee, Education Fee, Application Fee, Capital Assessment Fee, Development Fee, Non-Refundable Capital Development Fund, Capital levy Charges, Re-Enrollment Charges, Development Charges, etc.)
- ii. Mission will make payment of 80% admissible charges for upto two children between the ages of 5 to 18 years of Pak-based officials directly to schools on the Approved list against original bills/invoices subject to the provisions of these rules.
- iii. In case a child attends a school other than the school on the approved list, including the special schools/institutions attended by children with learning disabilities, the following conditions will be applicable:
  - a. If the cost of education is less than the cost at the approved schools, only 80% of the actual cost will be paid by the Mission directly to the school.
  - b. If the cost of education is more than the cost of approved school, the Mission will pay directly to the school only 80% of the actual cost of the corresponding grade the child would have attended at the approved school. Head of Mission will certify that the payment by Mission is not more than the cost of education for corresponding grade at the approved school.
- iv. Head of Mission would ensure the validity of payment being made to schools against original documents which will be kept in the Mission's record.
- v. Any discount/rebate on fees and other charges paid to the school shall be refunded directly to the Mission. When discount/rebate is allowed by the school at the time of registration/admission of child or subsequently, only the discounted fee/charges will be paid adjusted by the Mission.
- vi. Education Subsidy will not be admissible for:
  - a. Child of officials receiving education in a country other than the country of posting,
  - b. Children attending Nursery, Play Group, Kindergarten, etc.
  - c. Graduate/post graduate education, correspondence courses, private tuition, vocational training or apprenticeship; and
  - d. Part time courses, evening courses, etc.

5.6.2 These rules come into force from 01 July 2001 and supersede all previous instructions on the subject. [MOFA No. Rules-4/4/2001 dated 13 October 2001]

**\*5.6.2- (A) Revision in Education Subsidy for Personnel in Missions Abroad:**

1. The Prime Minister has been pleased to approve the enhancement of Education subsidy from 80% to 100% of the total cost of education in the approved schools, for two children between the age of 05 and 18 at Pakistan Missions Abroad where this facility is available.
2. All other existing terms and conditions regulating the grant of Education subsidy would remain the same
3. The enhancement will take effect from 01.07.2008 subject to availability of the budget / required funding during the next financial year. [MOFA No. Rules-11/2-Edu/ Cir/2008, dated 10.05.2008]

**\* 5.6.2-B Revision in the Grant of Education Subsidy**

The Competent Authority has decided that effective from current financial year i.e 01.07.2010, the Education subsidy @ 90% would be paid by the Government while the remaining 10% will have to be borne by the officers / officials. Other conditions Governing the Education subsidy and criteria remain unchanged. [MOFA Rules – Edu-9/1/2010 (II), dated 23.08.2010]

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\* inserted

**\* LIST OF APPROVED ENGLISH MEDIUM SCHOOL  
FOR PAKISTAN MISSIONS ABROAD**

As on 19.11.2013

S.No.	Name of Mission	Name of school
1	Abuja	Abuja Capital International College
2	Addis Ababa	Sandford School
3	Algiers	International School of Algiers
4	Astana	Capital City Astana
5	Amman	Baccalaureate Sc hool
6	Ashgabat	Ashgabat International School
7	Athens	Campion School
8	Baghdad	Baghdad International School
9	Baku	i. Baku International School ii. International School of Azerbaijan
10	Bangkok	International School Bangkok
11	Barcelona	Kensington School
12	Beirut	American Community School
13	Belgrade	i)International School of Belgrade ii) International High School Belgrade.
14	Berlin	Berlin British School
15	Berne	International School of Berne
16	Bishkek	Silk Road International School
17	Brasilia	i)Brasilia International School ii)American School of Brasilia.
18	Brussels	The International School of Brussels
19	Bucharest	American International School of Bucharest
20	Budapest	The British International School
21	Buenos Aires	Lincoln American School
22	Chengdu	Quality School International
23	Colombo	Colombo International School
24	Copenhagen	i) Rygaards Skole ii) Copenhagen International School
25	Dakar	Dakar Academy
26	Dar-es-Salam Brunei	i) Jerudong International School. ii)Seri Mulia School. iii)The International School (B) Bhd

\* list revised

27	Dhaka	International School Dhaka American International School
28	Dushanbe	QIS International School Dushanbe
29	Frankfurt	International School of Frankfurt - Rehin Main
30	Geneva (UN)	International School of Geneva
31	Guangzhou	Utahloy Intl School Guangzhou
32	Hanoi	Hanoi International School
33	Harare	Gateway High School
34	Havana	International School of Havana
35	Hong Kong	Delia International School
36	Istanbul	British International School
37	Jakarta	British International School
38	Kathmandu	Kathmandu International Study Centre Grade 1 to 'A' Level
39	Khartoum	Unity High School
40	Kuala Lumpur	The International School of Kuala Lumpur
41	Kyiv	Pechersk International School
42	Lisbon	St. Dominic Internati onal School
43	Madrid	Hasting School
44	Manila	Brent International School
45	Meshed	Amozishgah Ilmi Azad Dukhteran Meshed
46	Mexico	Westhill Institute
47	Milan	Sir James Handerson British School
48	Moscow	British International School
49	Mumbai	Mission not operative
50	Nairobi	Hill Crest School
51	New Delhi	The British School, New Delhi (Pakistani school is also available).
52	Niamey	American School of Niamey
53	Oslo	Oslo International School
54	Paris	International School of Paris
55	Phnom Penh	Northbridge International School
56	Port Louis	i. Alexandera House School ii. Le Bocage International School

57	Prague	Prague British School.
58	Pretoria	i. International School of South Africa, Pretoria. ii. St. Johns College, Houghton
59	Rabat	Rabat American School
60	Rome	New School Rome
61	Santiago	Nido de Aguilas' school
62	Sarjaevo	i. Quality School International (QSI) ii. Turkish International School/University.
63	Seoul	American Elementary and High School
64	Shanghai	British International School Shanghai
65	Sofia	Anglo American School of Sofia
66	Stockholm	International School in Nacka
67	Tashkent	Tashkent International School (TIS)
68	The Hague	The British School
69	Tokyo	Tokyo International School (Co-Edu.)
70	Tunis	American Cooperative School of Tunis
71	Tanzania	International School of Tanganyika
72	Vienna	Vienna International School, Vienna
73	Warsaw	The British School of Warsaw
74	Yangoon	Yangoon International Education Centre
75	Zahidan	Indian Secondary School, Zahidan

\*

Missions where education subsidy is provided as on 19.11.2013				Mission where English Medium of Instruction		Missions where Pakistan Embassy/ Community Schools Exist	
Sr. No.	Station	Sr. No.	Station	Sr. No.	Station	Sr. No.	Station
1.	Abuja	41.	Kuala Lumpur	1	Birmingham	1	Abu Dhabi
2.	Addis Ababa	42.	Lisbon	2	Bradford	2	Ankara
3.	Algiers	43.	Madrid	3	Canberra	3	Bahrain
4.	Amman	44.	Manila	4	Chicago	4	Beijing
5.	Ashgabat	45.	Meshed	5	Dublin	5	Cairo
6.	Astana	46.	Mexico	6	Zahidan	6	Damascus
7.	Athens	47.	Milan	7	Glasgow	7	Doha
8.	Baghdad	48.	Moscow	8	Houston	8	Dubai
9.	Baku	49.	Mumbai	9	London	9	Jeddah
10.	Bangkok	50.	Nairobi	10	Los Angeles	10	Kuwait
11.	Barcelona	51.	New Delhi	11	Male	11	Muscat
12.	Beirut	52.	Niamey	12	Manchester	12	Tripoli
13.	Belgrade	53.	Oslo	13	Montreal	13	Riyadh
14.	Berlin	54.	Paris	14	New York(UN)	14	Sana'a
15.	Berne	55.	Phnom Penh	15	New York(CG)	15	Tehran
16.	Bishkek	56.	Port Louis	16	Ottawa		
17.	Brasilia	57.	Prague	17	Singapore		
18.	Brussels	58.	Pretoria	18	Sydney		
19.	Bucharest	59.	Rabat	19	Toronto		
20.	Budapest	60.	Rome	20	Vancouver		
21.	Buenos Aires	61.	Santiago	21	Washington		
22.	Chengdu	62.	Sarajevo	22	Wellington		
23.	Colombo	63.	Seoul	23	Pyongyang		
24.	Copenhagen	64.	Shanghai				
25.	Dakar	65.	Sofia				
26.	Dar-es-Salam Brunei	66.	Stockholm				
27.	Dhaka	67.	Tanzania				
28.	Dushanbe	68.	Tashkent			Non-family Stations (education subsidy)	
29.	Frankfurt	69.	The Hague				
30.	Geneva (UN)	70.	Tokyo				
31.	Guangzhou	71.	Tunis			1	Kabul
32.	Hanoi	72.	Vienna			2	Jalalabad. (sub mission)
33.	Harare	73.	Warsaw			3	Heart.-do-
34.	Havana	74.	Yangoon			4	Kandhar-do-
35.	Hong Kong	75.	Zahidan			5	Mazare-e- Sharif-do-
36.	Istanbul					6	Baghdad.
37.	Jakarta					7	Mumbai (since closed)
38.	Khartoum						
39.	Kathmandu						
40.	Kiev						

\* revised

## 5.7 Revision in the list of “Hardship Stations and Rate of Hardship Allowance”

5.7.1 In supersession of all previous orders, I am directed to convey the sanction of the President to reclassify the following Pakistan Missions abroad as “Hardship” Stations with effect from January 29, 1995.

1. Payongyong
2. Kabul (Now family)
3. Kandhar ( " " )
4. Jalalabad
5. Baghdad
6. Khartoum
7. Male
8. —
9. Bosnia-Herzegovina
10. Dushanbe
11. Algeirs
12. Herat
13. Mazar-I-Sharif
14. Dakar

5.7.2 Sanction of President is also accorded to revise the existing rate of hardship Allowance from 20% of the pay subject to maximum of Rs. 300/- per month payable in Pak. Currency to 5% (five per cent) of Foreign Allowance admissible at “Hardship” Station concerned per month payable in Foreign exchange with effect from January 29th, 1995.

Expenditure involved will be debatable to the head :

- 0113-External Affairs
- 011302-Diplomatic and Consular Services.
- A01-Employees related expenses.
- A011-Pay
- A011-1-Pay of Officer
- A011-2-Pay of Staff
- A012-1-Regular Allowances
- A012-2-Other Allowances

This issues with the concurrence of the DFA (FA) Division vide their Dy. No. 1575, DFA (FA)/95, dated 27.4.1995. [No. O&M-1/11/90, dated May 2nd, 1995]



## 5.8 Revision in the List of “Hardship Stations”

5.8.1-A In continuation of this Ministry's sanction letter No. O&M-1/11/90 dated May 2, 1995, I am directed to convey the sanction of the President of the Islamic Republic of Pakistan to reclassify the following Pakistan Missions abroad as “Hard- ship Stations” with effect from January 11, 1999.

- a. Lagos
- b. Niamey

Expenditure involved will be debitable to the following head of account. “F101- Foreign Affairs Division, 011302-Diplomatic and Consular Services. A012- Allowances, A01222-Hardship Allowance” and will be met from within the sanctioned budget grant of the Mission concerned. This issues with the concurrence of the DFA (FA) vide their Dy. No. 283, DFA (FA)/99, dated 13.2.1999

### \* 5.8.1-B REVISION IN THE LIST OF HARDSHIP STATIONS

In partial modification of this Ministry' sanction letter of even number dated 30.01.2008, I am directed to convey the sanction of the President to the following revision in the list of Pakistan Mission declared as Hardship” station w.e.f 01.07.2013

Parep Damascus is reclassified as “D”

### 5.8.2 The List of Pakistan Mission Abroad declared as Hardship stations is now as follows

1. Abuja
2. Baghdad
3. Damascus
4. Dushanbe
5. Harare
6. Herat
7. Jalalabad
8. Kabul
9. Kandhar
10. Khartoum
11. Male
12. Mazar-e-Sharif
13. Niamey
14. Pyongyang

This issues with the concurrence of Finance Division vide their Dy. No. 3129/FA (FA)/ 13, dated 20.11.2013 [MOFANO. O & M-1/16/2007, dated 13.11.2013]

\* inserted

- 5.8.3 Hardship allowance is liable to income tax and will be taken into account while calculating gross income.
- 5.8.4 Hardship allowance is not admissible during leave either spent abroad or in Pakistan. [MOFA No. Rules-4/15/81, dated 5.1.1982]

## 5.9 Language Allowance

- 5.9.1 Officers of Foreign Service Group are required to learn following languages in accordance with prescribed standard. They are also expected to pass class-II Interpretership Examination (or an examination of equal standard).

### Group A

1. Arabic
3. Burmese
5. Hindi
7. Japanese
9. Malay
11. Portuguese
13. Sinhalese
15. Turkishi

2. Bahsha Indonesia
4. German
6. Italian
8. Kiswahili
10. Persian
12. Spanish
14. Siamese

### Group B

1. Chinese
2. Japanese
3. Russian

- 5.9.2 It will be open to an officer to pass class-I Interpretership Examination in any of the above language.
- 5.9.3 On passing the prescribed interpretership examination, a lump-sum payment will be admissible as under:

Language	Class-II Interpretership Examination	Class-I Interpretership Examination
Group A	US\$ 200	An additional US\$ 200 after first passing class-II interpretership examination, otherwise US\$ 400
Group B	US\$ 300	An additional US\$ 200 after first passing class-II Interpretership examination otherwise US\$ 500
French	US\$ 200	

*Note: For every additional language a lump sum payment as mentioned above would be admissible.*

- 5.9.4 A service officer not above the rank of counsellor who has passed an examination in language in current use of that country to which he is posted shall draw monthly language allowance during his tenure of service in that country as under:
- i. For language in group A:
    - a. If he has passed class-I interpretership examination US\$ 15/- per month
    - b. If he has passed class-II interpretership examination US\$ 10/- per month
  - ii. For the language in group B:
    - a. US \$ 20 per month if he has passed class-I interpretership examination.
    - b. US\$ 15 per month. If he has passed class-II interpretership examination
- 5.9.5 To ensure continued proficiency, admissibility of the above allowance will be subject to the condition that the officer passed the examination after every five years from the date he passed the first examination, lump-sum payment will be made on passing the second or subsequent examinations in the same language.
- 5.9.6 Expenditure on books and tuition fees and similar other items shall not be reimbursed to the officer unless specifically decided by the Government. An officer shall have to obtain prior approval of the Government before learning any of the languages mentioned above: [PFS Rules 37-41]
- 5.9.7 Language allowance where admissible, will be payable during authorized leave provided the officer spends his leave in the country in the language of which he has passed the interpretership examination. [MOFA No. Rules-4/5/76, dated 7.2.1977]
- 5.9.8 Part time training scheme has been introduced for those PFS officers of 1962-68 batches who have not adequate language training and decided to reimburse to the officers of the above mentioned batches engaged in learning a foreign language in the country of their posting abroad an amount not exceeding Rs 5000 per annum (Rupees five thousand) with a maximum of Rs. 7500 per annum (seven thousand five hundred only) for one and half year in each case on account of tuition fees and books subject to the following conditions:
- i. They attend evening classes to avoid interference with official work.
  - ii. On completion of their language training courses they will have to pass the prescribed class-II or class-I Interpretership Examination. Failure to do so will result in their increment being withheld.
  - iii. The lump sum payment which is admissible for passing class-II or class-I interpretership examination as the case may be, under a whole time language training scheme at Government expense, will not be admissible.

- iv. Individual cases will be referred by the Ministry to FA's organization for prior approval.

5.9.9 The expenditure involved will be debited to and met from the sanctioned budget grant of Missions concerned for the respective financial year. [MOFA No. R&T 2/18/71 dated 27.10.1975]

5.9.10 All officers and staff serving in the Missions abroad or otherwise posted abroad on behalf of Government/semi-Government agencies in the Arabic speaking countries should learn Arabic and be given language allowance on the scale already approved for Foreign Service Group and Information Group Officers. [FD No.F.6(7)R.11/83, dated 22.10.1983]

## 5.10 Mileage Allowance

5.10.1 Mileage allowance at rates mentioned below is admissible to officials who perform official journey by their own car:

Mileage allowance	US\$ 0 35 per mile
(w.e.f. 6-3-82) or	US\$ 0 22 per km

*Note: The rates will be valid for casual travel when staff car is not available.*

5.10.2 The rate of recovery for private use of staff car in Missions abroad are as follows:

Private use of staff car	US\$ 0.42 per mile
(w.e.f. 6-3-82)	US\$ 0.26 per km

[FD No.F.1(42)-R-10/81 dated 6.3.1982 and MOFA No. Rules-12/7/81 dated 13.3.1982]

## 5.11 Night Duty Allowance

5.11.1 Night duty allowance is admissible at following rates to the Pak-based drivers posted in Missions abroad. This allowance shall be admissible only to those drivers who are placed on night duty instead of day duty and shall not be admissible to a driver on duty who does overtime during night hours. This allowance is not admissible to despatch riders as they are not required to perform duty in the night. [MOFA No. Rules-4/18/62, dated 10.10.1962]

## 5.12 Rates of Night Duty Allowance

- i. Staff Car Drivers Rs. 3 per night
  - ii. Class-IV employees Rs. 2.25 per night
- [FD No. F 6(3)-R.9/80 dated 14.5.1980]

## 5.13 Outfit Allowance

- 5.13.1 Outfit allowance is granted on first posting abroad to all officers/ officials for meeting expenses on purchase of clothes and equipment for formal occasions while serving abroad. [MOFA No. Rules-4/14/67, dated 27.4.1971]
- 5.13.2 Where an officer has already drawn the outfit allowance, he shall be entitled to a further allowance of Rs. 2000 on appointment as Head of a Mission (other than charge d'affairs).
- 5.13.3 Officials who were erstwhile class-II or class-III Government Servants at the time of their first posting abroad, are allowed to draw the difference of outfit allowance on the eve of their subsequent posting abroad as class-I officer subject to the production of a certificate that an equivalent amount was spent by them on the outfit of their own and their family members. [MOFA No. Rules-4/14/67, dated 27.4.1971]
- 5.13.4 In case of Pak-based drivers and any other category of class-III staff who are entitled to liveries and uniforms at Government expense on the scale prescribed by heads of Mission according to local conditions and approved by Government, the rate of outfit allowance will be reduced by 50 percent.
- 5.13.5 The above allowance is payable in Pakistan only and can be drawn in advance subject to adjustment, on production of a certificate that the employee has spent the amount for the purpose mentioned in para 5.50 above within six months of the drawl of the amount.
- 5.13.6 Married rate will be admissible only if a Government Servant had married before his first posting abroad.
- 5.13.7 Local recruits are not entitled to any outfit allowance.
- 5.13.8 The grant of advance of this allowance to temporary Government Servants is subject to same terms and conditions of surety etc. as applicable to the grant of Travelling Allowance advance to such Government servants.
- 5.13.9 Widows or divorcees posted at Missions abroad will receive outfit allowance at single rate.
- 5.13.10 The allowance should be paid and utilized in Pakistan without involving payment of any foreign exchange. In exceptional cases where an officer is already in a foreign country and is posted direct in a Mission abroad, the Ministry may relax the restriction in individual cases.
- 5.13.11 In order to ensure against overpayment or second payment the amount paid to a Government Servants is required to be invariably noted in his/her service book or service statement.
- 5.13.12 Rates of outfit allowance are given below para 5.69.

## 5.14 Overtime Allowance

\*5.14.1 Overtime Allowance and night duty allowance to Pak-based drivers and despatch riders is admissible at the following rates:

US\$ 1 per hour subject to maximum of US\$ 6 per day.

[MOFA No. Rules -15/3/2006, dated 20.11.2007]

5.14.2 For purpose of these orders, duty for half an hour or more should be treated as one hour and periods less than half an hour should be ignored.

5.14.3 In cases where the interval between closing hours and the time on which the driver is required for duty and also between two spells of duty is not more than one hour, overtime allowance shall be allowed for the entire period of detention in connection with duty.

5.14.4 Following certificates should be recorded on the overtime bill by the Controlling Officer:

- i. The officials for whom overtime allowance is claimed in this bill have actually earned it by working overtime.
- ii. The period for which overtime allowance claimed in this bill has been checked with initial records and found correct.
- iii. The overtime allowance has been taken into account in calculating income tax due from the Government servants noted in this bill.

5.14.5 The above instructions are not applicable to locally recruited employees and ministerial staff in Missions abroad. [MOFA No. Rules-4/6/74 dated 8.11.1975 and FD No.476-R.5/83 dated 20.12.1983]

## 5.15 Renewal Fee of Driving License

5.15.1 Renewal fee charges of driving licenses paid by Pak-based drivers posted in Missions abroad should be reimbursed in the same currency in which the payment has been made. However, the orders of reimbursement do not apply to a drivers locally appointed by the Mission. [MOFA No. Rules-4/12/87, dated 15.10.1987]

## 5.16 Special Outfit Allowance

5.16.1 On appointment to a Missions stated below an officer shall be entitled to special outfit allowance at the rate of Rs. 1500, if married and accompanied by wife and at the rate of Rs. 750, if single. If a married officer is not accompanied by his/ her spouse, he/she will also be entitled to Rs. 750 only and that the balance will be payable to him/her when his/ her spouse joins him/her. Payment of this allowance will be limited to two occasions during career in the entire service but the second turn shall not be admissible unless there is an interval of at least three years. Other conditions for drawl and utilization of special outfit allowance are same as

\* revised

prescribed for the outfit allowance.

1. Kabul      2. Moscow      3. Montreal      4. Ottawa
5. Prague      6. Pyongyang      7. Beijing      8. Stockholm

[PFS Rules 7-8-9] [MOFA No. Rules-5/1/71 dated 31.7.1971 and MOFA No. Rules4/ 16/75, dated 27.12.1975]

- 5.16.2 Special clothing allowance will also be admissible at following rates to members of staff both clerical and non-clerical personnel on their appointment to Missions at stations where special outfit allowance is admissible.

#### Rates of Outfit, Special Outfit, Clothing And Special Clothing Allowance

(Amount in Rs)

S. No.	Particulars of allowance	Married & accompanied by spouse	Single
1.	Outfit allowance for PFS officers	2500	1250
2.	Special outfit allowance (PFS officers)	1500	750
3.	Outfit allowance to clerical and other personnel including Ministerial staff not governed by PFS Rules.	1000	500
4.	Non clerical/class-III	500	300
5.	Special clothing allowance to staff	750	475
6.	PAK-based class-IV	500	380

*Note 1: Where a married officer is not accompanied by his/her spouse or is married subsequently and his/her spouse joins him/her, the balance will be paid to him/her on production of a certificate that he/she had spent an equivalent amount on his/her spouse.*

*Note 2: For clerical and other personnel rates of outfit allowance at India, Sri Lanka, Burma, Bangladesh and Nepal are Rs. 500 and Rs. 250 respectively.*

### 5.17 Washing Allowance To Locally Recruited Class-1V Employees

- 5.17.1 Pak-based employees in B-1 to B-4 posted in Missions abroad are not entitled any washing allowance.
- 5.17.2 Washing allowance is admissible to the locally recruited staff of the level of record sorter/daftary/peon etc. in the Mission in case such allowance has been

sanctioned by the host country. Scale of this allowance should be identical with that of the local Government applicable to their employees of similar category. [MOFA No. M(B)-4/7/49 dated 16.1.1950 and MOFA No. M(II)-26/17/97 dated 11.3.1958]

## 5.18 Non-Admissibility of the Ph.D Allowance During Posting Abroad

- 5.18.1 Ministry of Education, Islamabad vide their letter No. F.2-1/99-IC-IV(Part) dated 24.01.2001 has informed that Ph.D. allowance is not admissible to an officer posted abroad on the basis of the decision of Finance Division (Reg-Wing) as contained in their U.O. No. 295-(Imp-I)/88, dated 9.5.1988.
- 5.18.2 As the decision contained in Finance Division (Reg-Wing) U.O. dated 9.5.1988 was given not prior to the issuance of Finance Division O.M. No. F.3 (1)-Imp.I/88, 01.7.1988, which convey that the eligibility of Ph.D. allowance of Rs. 1500/- p.m. will not henceforth be linked with the recruitment Rules and irrespective of the job assigned to the holder of Ph.D. Degree & thus allowed to all Ph.D. Degree holders. We presume decision of 9.5.1988 does not hold good w.e.f. 1.7.1988 and Ph.D. allowance of Rs. 1500/- is admissible (w.e.f. 1.7.1988) to all Govt. servants holding Ph.D. Degree irrespective of the job assignment/recruitment Rules and the place of posting, whether posted in Pakistan or abroad.
- 5.18.3 Would you kindly examine the issue and confirm our above presumption or to clarify the position of admissibility of Ph.D. allowance to those posted in Pakistan Missions abroad and drawing their emoluments from Pakistan Missions abroad. (To Joint Secretary (Reg-Wing) Finance Division, Islamabad.) [CAO's U.O. No. Co-ord/4-30/Vol.V/68, dated 07.02.2001]
- 5.18.4 "Qualification/Ph.D Allowance is admissible on acquiring Ph.D degree from a recognized University without any other condition." [Fin. Div. U.O. No. F.1(20)Imp/92-140, dated 17.2.2001]
- \*5.18.5 The revised rates of Ph.D Allowance and Special Science and Technology Allowance are as under:

Name of Allowance	Existing rates	Revised rates
Special Science and Technology Allowance	Rs. 5,000 PM	Rs. 7,500 PM
Ph.D Allowance	Rs. 1,500 PM	Rs. 2,250 PM

[Finance Division No. Fin (9) Imp / 2000-543, dated 09.08.2011]

\* inserted



S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
1	Afghanistan (Kabul, Sub Missions at Jalalabad, Kandhar, Mazaree-Sharif and Heart)	X	Ambassador (B-20)	4,189	1,932	6,121
			(B-21)	4,767	1,932	6,699
			(B-22)	6,356	1,932	8,288
			Minister	3,756	883	4,639
			Counsellor	3,467	662	4,129
			First Secretary	2,889	552	3,441
			Second Secretary	2,600	331	2,931
			Third Secretary	2,167	276	2,443
			Superintendent	1,733	-	1,733
			Other Staff	1,589	-	1,589
			Staff B-1 & B-2	1,156	-	1,156
2	Algeria (Algiers)	Z	Ambassador (B-20)	3,924	1,163	5,087
			(B-21)	4,465	1,163	5,628
			(B-22)	5,953	1,163	7,116
			Minister	3,518	827	4,345
			Counsellor	3,247	620	3,867
			First Secretary	2,706	517	3,223
			Second Secretary	2,435	310	2,745
			Third Secretary	2,030	259	2,289
			Superintendent	1,624	-	1,624
			Other Staff	1,488	-	1,488
			Staff B-1 & B-2	1,082	-	1,082
3	Argentina (Buenos Aires)	Y	Ambassador (B-20)	3,792	1,375	5,167
			(B-21)	4,315	1,375	5,690
			(B-22)	5,753	1,375	7,128
			Minister	3,400	800	4,200
			Counsellor	3,138	600	3,738
			First Secretary	2,615	500	3,115
			Second Secretary	2,354	300	2,654
			Third Secretary	1,961	250	2,211
			Superintendent	1,569	-	1,569
			Other Staff	1,438	-	1,438
			Staff B-1 & B-2	1,046	-	1,046
4	Australia (Canberra) including all Sub Missions	Y	Ambassador (B-20)	4,807	1,741	6,548
			(B-21)	5,470	1,741	7,211
			(B-22)	7,293	1,741	9,034
			Minister	4,310	1,013	5,323
			Counsellor	3,978	760	4,738
			First Secretary	3,315	633	3,948
			Second Secretary	2,984	380	3,364
			Third Secretary	2,486	317	2,803

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
			Superintendent	1,989	-	1,989
			Other Staff	1,823	-	1,823
			Staff B-1 & B-2	1,326	-	1,326
5	Austria (Vienna)	Y	Ambassador (B-20)	4,673	1,694	6,367
			(B-21)	5,318	1,694	7,012
			(B-22)	7,091	1,694	8,785
			Minister	4,190	986	5,176
			Counsellor	3,868	739	4,607
			First Secretary	3,223	616	3,839
			Second Secretary	2,901	370	3,271
			Third Secretary	2,417	308	2,725
			Superintendent	1,934	-	1,934
			Other Staff	1,773	-	1,773
			Staff B-1 & B-2	1,289	-	1,289
6	Azerbaijan (Baku)	Z	Ambassador (B-20)	4,409	1,307	5,716
			(B-21)	5,018	1,307	6,325
			(B-22)	6,690	1,307	7,997
			Minister	3,953	930	4,883
			Counsellor	3,649	697	4,346
			First Secretary	3,041	581	3,622
			Second Secretary	2,737	349	3,086
			Third Secretary	22,810	291	23,101
			Superintendent	1,825	-	1,825
			Other Staff	1,673	-	1,673
			Staff B-1 & B-2	1,216	-	1,216
7	Bahrain (Bahrain)	Z	Ambassador (B-20)	4,366	1,294	5,660
			(B-21)	4,968	1,294	6,262
			(B-22)	6,624	1,294	7,918
			Minister	3,914	920	4,834
			Counsellor	3,613	690	4,303
			First Secretary	3,011	575	3,586
			Second Secretary	2,710	345	3,055
			Third Secretary	2,258	288	2,546
			Superintendent	1,807	-	1,807
			Other Staff	1,656	-	1,656
			Staff B-1 & B-2	1,204	-	1,204
8	Bangladesh (Dhaka)	Y	Ambassador (B-20)	3,837	1,389	5,226
			(B-21)	4,366	1,389	5,755
			(B-22)	5,821	1,389	7,210
			Minister	3,440	808	4,248
			Counsellor	3,175	606	3,781
			First Secretary	2,646	505	3,151
			Second Secretary	2,381	303	2,684

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
			Third Secretary	1,985	253	2,238
			Superintendent	1,588	-	1,588
			Other Staff	1,455	-	1,455
			Staff B-1 & B-2	1,058	-	1,058
9	Belgium (Brussels)	X	Ambassador (B-20)	4,498	2,076	6,574
			(B-21)	5,118	2,076	7,194
			(B-22)	6,824	2,076	8,900
			Minister	4,033	949	4,982
			Counsellor	3,722	712	4,434
			First Secretary	3,102	593	3,695
			Second Secretary	2,792	356	3,148
			Third Secretary	2,327	297	2,624
			Superintendent	1,861	-	1,861
			Other Staff	1,706	-	1,706
			Staff B-1 & B-2	1,241	-	1,241
10	Bosnia Herzegovina (Sarajevo)	Z	Ambassador (B-20)	3,703	1,098	4,801
			(B-21)	4,214	1,098	5,312
			(B-22)	5,619	1,098	6,717
			Minister	3,320	781	4,101
			Counsellor	3,065	586	3,651
			First Secretary	2,554	488	3,042
			Second Secretary	2,299	293	2,592
			Third Secretary	1,916	244	2,160
			Superintendent	1,532	-	1,532
			Other Staff	1,405	-	1,405
			Staff B-1 & B-2	1,022	-	1,022
11	Brazil (Basialia)	Z	Ambassador (B-20)	5,203	1,544	6,747
			(B-21)	5,920	1,544	7,464
			(B-22)	7,894	1,544	9,438
			Minister	4,664	1,098	5,762
			Counsellor	4,306	823	5,129
			First Secretary	3,588	686	4,274
			Second Secretary	3,229	412	3,641
			Third Secretary	2,691	343	3,034
			Superintendent	2,153	-	2,153
			Other Staff	1,973	-	1,973
			Staff B-1 & B-2	1,435	-	1,435
12	Brunei (Dar-e-Salam)	Z	Ambassador (B-20)	3,296	977	4,273
			(B-21)	3,750	977	4,727
			(B-22)	5,001	977	5,978
			Minister	2,955	694	3,649
			Counsellor	2,728	521	3,249
			First Secretary	2,273	434	2,707

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
			Second Secretary	2,046	260	2,306
			Third Secretary	1,705	217	1,922
			Superintendent	1,364	-	1,364
			Other Staff	1,250	-	1,250
			Staff B-1 & B-2	909	-	909
13	Bulgaria (Sofia)	Z	Ambassador (B -20)	3,837	1,136	4,973
			(B-21)	4,366	1,136	5,502
			(B-22)	5,821	1,136	6,957
			Minister	3,440	808	4,248
			Counsellor	3,175	606	3,781
			First Secretary	2,646	505	3,151
			Second Secretary	2,381	303	2,684
			Third Secretary	1,985	253	2,238
			Superintendent	1,588	-	1,588
			Other Staff	1,455	-	1,455
			Staff B-1 & B-2	1,058	-	1,058
14	Cambodia (Phnom Penh)	Z	Ambassador (B -20)	3,483	1,033	4,516
			(B-21)	3,963	1,033	4,996
			(B-22)	5,284	1,033	6,317
			Minister	3,123	734	3,857
			Counsellor	2,882	551	3,433
			First Secretary	2,402	459	2,861
			Second Secretary	2,162	275	2,437
			Third Secretary	1,802	230	2,032
			Superintendent	1,441	-	1,441
			Other Staff	1,321	-	1,321
			Staff B-1 & B-2	961	-	961
15	Canada (Ottawa) including Sub-Missions at Montreal, Toronto and Vanacour	Y	Ambassador (B -20)	4,498	1,631	6,129
			(B-21)	5,118	1,631	6,749
			(B-22)	5,824	1,631	7,455
			Minister	4,033	949	4,982
			Counsellor	3,722	712	4,434
			First Secretary	3,102	593	3,695
			Second Secretary	2,792	356	3,148
			Third Secretary	2,327	297	2,624
			Superintendent	1,861	-	1,861
			Other Staff	1,706	-	1,706
			Staff B-1 & B-2	1,241	-	1,241
16	Chile (Santiago)	Z	Ambassador (B -20)	4,146	1,229	5,375
			(B-21)	4,717	1,229	5,946
			(B-22)	6,290	1,229	7,519
			Minister	3,717	874	4,591
			Counsellor	3,431	655	4,086

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
			First Secretary	2,859	546	3,405
			Second Secretary	2,573	328	2,901
			Third Secretary	2,144	273	2,417
			Superintendent	1,715	-	1,715
			Other Staff	1,572	-	1,572
			Staff B-1 & B-2	1,144	-	1,144
17	China (Beijing) including Sub-Missions at Hong Kong, Shanghai, Chengdu & Guangzhou	X	Ambassador (B -20)	4,189	1,932	6,121
			(B-21)	4,767	1,932	6,699
			(B-22)	6,356	1,932	8,288
			Minister	3,756	883	4,639
			Counsellor	3,467	662	4,129
			First Secretary	2,889	552	3,441
			Second Secretary	2,600	331	2,931
			Third Secretary	2,167	276	2,443
			Superintendent	1,733	-	1,733
			Other Staff	1,589	-	1,589
			Staff B-1 & B-2	1,156	-	1,156
18	Cuba (Havana)	Z	Ambassador (B -20)	4,012	1,190	5,202
			(B-21)	4,566	1,190	5,756
			(B-22)	6,087	1,190	7,277
			Minister	3,597	846	4,443
			Counsellor	3,320	635	3,955
			First Secretary	2,767	529	3,296
			Second Secretary	2,490	317	2,807
			Third Secretary	2,075	265	2,340
			Superintendent	1,660	-	1,660
			Other Staff	1,522	-	1,522
			Staff B-1 & B-2	1,107	-	1,107
19	Czech Republic (Prague)	Z	Ambassador (B -20)	4,146	1,229	5,375
			(B-21)	4,717	1,229	5,946
			(B-22)	6,290	1,229	7,519
			Minister	3,717	874	4,591
			Counsellor	3,431	655	4,086
			First Secretary	2,859	546	3,405
			Second Secretary	2,573	328	2,901
			Third Secretary	2,144	273	2,417
			Superintendent	1,715	-	1,715
			Other Staff	1,572	-	1,572
			Staff B-1 & B-2	1,144	-	1,144
20	Denmark (Copenhagen)	Z	Ambassador (B -20)	4,895	1,451	6,346
			(B-21)	5,570	1,451	7,021
			(B-22)	7,427	1,451	8,878
			Minister	4,389	1,032	5,421

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
			Counsellor	4,051	774	4,825
			First Secretary	3,376	645	4,021
			Second Secretary	3,038	387	3,425
			Third Secretary	2,532	323	2,855
			Superintendent	2,026	-	2,026
			Other Staff	1,857	-	1,857
			Staff B-1 & B-2	1,350	-	1,350
21	Egypt (Cairo)	Y	Ambassador (B-20)	3,969	1,438	5,407
			(B-21)	4,516	1,438	5,954
			(B-22)	6,021	1,438	7,459
			Minister	3,558	837	4,395
			Counsellor	3,284	628	3,912
			First Secretary	2,737	523	3,260
			Second Secretary	2,463	314	2,777
			Third Secretary	2,053	262	2,315
			Superintendent	1,642	-	1,642
			Other Staff	1,505	-	1,505
			Staff B-1 & B-2	1,095	-	1,095
22	Ethiopia (Addis Ababa)	Z	Ambassador (B-20)	3,969	1,177	5,146
			(B-21)	4,516	1,177	5,693
			(B-22)	6,021	1,177	7,198
			Minister	3,558	837	4,395
			Counsellor	3,284	628	3,912
			First Secretary	2,737	523	3,260
			Second Secretary	2,463	314	2,777
			Third Secretary	2,053	262	2,315
			Superintendent	1,642	-	1,642
			Other Staff	1,505	-	1,505
			Staff B-1 & B-2	1,095	-	1,095
23	France (Paris)	X	Ambassador (B-20)	4,541	2,093	6,634
			(B-21)	5,168	2,093	7,261
			(B-22)	6,890	2,093	8,983
			Minister	4,072	957	5,029
			Counsellor	3,758	718	4,476
			First Secretary	3,132	598	3,730
			Second Secretary	2,819	359	3,178
			Third Secretary	2,349	299	2,648
			Superintendent	1,879	-	1,879
			Other Staff	1,723	-	1,723
			Staff B-1 & B-2	1,253	-	1,253
24	Germany (Berlin) including SubMission at	X	Ambassador (B-20)	4,453	2,055	6,508
			(B-21)	5,067	2,055	7,122
			(B-22)	6,756	2,055	8,811

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
	Frankfurt		Minister	3,992	939	4,931
			Counsellor	3,685	704	4,389
			First Secretary	3,071	587	3,658
			Second Secretary	2,764	352	3,116
			Third Secretary	2,303	294	2,597
			Superintendent	1,843	-	1,843
			Other Staff	1,689	-	1,689
			Staff B-1 & B-2	1,228	-	1,228
25	Greece (Athens)	Z	Ambassador (B-20)	4,101	1,215	5,316
			(B-21)	4,666	1,215	5,881
			(B-22)	6,222	1,215	7,437
			Minister	3,676	864	4,540
			Counsellor	3,394	648	4,042
			First Secretary	2,828	540	3,368
			Second Secretary	2,545	324	2,869
			Third Secretary	2,121	270	2,391
			Superintendent	1,697	-	1,697
			Other Staff	1,555	-	1,555
			Staff B-1 & B-2	1,131	-	1,131
26	Hungary (Budapest)	Z	Ambassador (B-20)	4,146	1,229	5,375
			(B-21)	4,717	1,229	5,946
			(B-22)	6,290	1,229	7,519
			Minister	3,717	874	4,591
			Counsellor	3,431	655	4,086
			First Secretary	2,859	546	3,405
			Second Secretary	2,573	328	2,901
			Third Secretary	2,144	273	2,417
			Superintendent	1,715	-	1,715
			Other Staff	1,572	-	1,572
			Staff B-1 & B-2	1,144	-	1,144
27	India (New Delhi) including sub Mission at Mumbai	X	Ambassador (B-20)	3,880	1,789	5,669
			(B-21)	4,415	1,789	6,204
			(B-22)	5,887	1,789	7,676
			Minister	3,479	818	4,297
			Counsellor	3,211	613	3,824
			First Secretary	2,676	511	3,187
			Second Secretary	2,408	307	2,715
			Third Secretary	2,007	256	2,263
			Superintendent	1,606	-	1,606
			Other Staff	1,472	-	1,472
			Staff B-1 & B-2	1,070	-	1,070
28	Indonesia (Jakarta)	Y	Ambassador (B-20)	4,233	1,535	5,768
			(B-21)	4,816	1,535	6,351

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
			(B-22)	6,422	1,535	7,957
			Minister	3,795	893	4,688
			Counsellor	3,503	670	4,173
			First Secretary	2,919	558	3,477
			Second Secretary	2,627	335	2,962
			Third Secretary	2,189	279	2,468
			Superintendent	1,751	-	1,751
			Other Staff	1,605	-	1,605
			Staff B-1 & B-2	1,168	-	1,168
29	Iran (Tehran) including Sub-Mission at Mashed & Zafardan	X	Ambassador (B-20)	4,012	1,852	5,864
			(B-21)	4,566	1,852	6,418
			(B-22)	6,087	1,852	7,939
			Minister	3,597	846	4,443
			Counsellor	3,320	635	3,955
			First Secretary	2,767	529	3,296
			Second Secretary	2,490	317	2,807
			Third Secretary	2,075	265	2,340
			Superintendent	1,660	-	1,660
			Other Staff	1,522	-	1,522
			Staff B-1 & B-2	1,107	-	1,107
30	Iraq (Baghdad)	Z	Ambassador (B-20)	4,233	1,256	5,489
			(B-21)	4,816	1,256	6,072
			(B-22)	6,422	1,256	7,678
			Minister	3,795	893	4,688
			Counsellor	3,503	670	4,173
			First Secretary	2,919	558	3,477
			Second Secretary	2,627	335	2,962
			Third Secretary	2,189	279	2,468
			Superintendent	1,751	-	1,751
			Other Staff	1,605	-	1,605
			Staff B-1 & B-2	1,168	-	1,168
31	Ireland (Dublin)	Z	Ambassador (B-20)	4,321	1,280	5,601
			(B-21)	4,917	1,280	6,197
			(B-22)	6,556	1,280	7,836
			Minister	3,874	910	4,784
			Counsellor	3,576	683	4,259
			First Secretary	2,980	569	3,549
			Second Secretary	2,682	341	3,023
			Third Secretary	2,235	285	2,520
			Superintendent	1,788	-	1,788
			Other Staff	1,639	-	1,639
			Staff B-1 & B-2	1,192	-	1,192
32	Italy	Y	Ambassador (B-20)	4,541	1,645	6,186



S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
	(Rome) including Sub-Mission at Milan		(B-21)	5,168	1,645	6,813
			(B-22)	6,890	1,645	8,535
			Minister	4,072	957	5,029
			Counsellor	3,758	718	4,476
			First Secretary	3,132	598	3,730
			Second Secretary	2,819	359	3,178
			Third Secretary	2,349	299	2,648
			Superintendent	1,879	-	1,879
			Other Staff	1,723	-	1,723
			Staff B-1 & B-2	1,253	-	1,253
33	Japan (Tokyo)	X	Ambassador (B-20)	5,203	2,401	7,604
			(B-21)	5,920	2,401	8,321
			(B-22)	7,894	2,401	10,295
			Minister	4,664	1,098	5,762
			Counsellor	4,306	823	5,129
			First Secretary	3,588	686	4,274
			Second Secretary	3,229	412	3,641
			Third Secretary	2,691	343	3,034
			Superintendent	2,153	-	2,153
			Other Staff	1,973	-	1,973
			Staff B-1 & B-2	1,435	-	1,435
34	Jordan (Amman)	Y	Ambassador (B-20)	3,924	1,422	5,346
			(B-21)	4,465	1,422	5,887
			(B-22)	5,953	1,422	7,375
			Minister	3,518	827	4,345
			Counsellor	3,247	620	3,867
			First Secretary	2,706	517	3,223
			Second Secretary	2,435	310	2,745
			Third Secretary	2,030	259	2,289
			Superintendent	1,624	-	1,624
			Other Staff	1,488	-	1,488
			Staff B-1 & B-2	1,082	-	1,082
35	Kazakhstan (Almaty)	Z	Ambassador (B-20)	4,012	1,190	5,202
			(B-21)	4,566	1,190	5,756
			(B-22)	6,087	1,190	7,277
			Minister	3,597	846	4,443
			Counsellor	3,320	635	3,955
			First Secretary	2,767	529	3,296
			Second Secretary	2,490	317	2,807
			Third Secretary	2,075	265	2,340
			Superintendent	1,660	-	1,660
			Other Staff	1,522	-	1,522
			Staff B-1 & B-2	1,107	-	1,107

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
36	Kenya (Nairobi)	Y	Ambassador (B-20)	3,837	1,389	5,226
			(B-21)	4,366	1,389	5,755
			(B-22)	5,821	1,389	7,210
			Minister	3,440	808	4,248
			Counsellor	3,175	606	3,781
			First Secretary	2,646	505	3,151
			Second Secretary	2,381	303	2,684
			Third Secretary	1,985	253	2,238
			Superintendent	1,588	-	1,588
			Other Staff	1,455	-	1,455
			Staff B-1 & B-2	1,058	-	1,058
37	Korea (North) (Pyongyang)	Z	Ambassador (B-20)	4,101	1,215	5,316
			(B-21)	4,666	1,215	5,881
			(B-22)	6,222	1,215	7,437
			Minister	3,676	864	4,540
			Counsellor	3,394	648	4,042
			First Secretary	2,828	540	3,368
			Second Secretary	2,545	324	2,869
			Third Secretary	2,121	270	2,391
			Superintendent	1,697	-	1,697
			Other Staff	1,555	-	1,555
			Staff B-1 & B-2	1,131	-	1,131
38	Korea (South) (Seoul)	Y	Ambassador (B-20)	4,233	1,535	5,768
			(B-21)	4,816	1,535	6,351
			(B-22)	6,422	1,535	7,957
			Minister	3,795	893	4,688
			Counsellor	3,503	670	4,173
			First Secretary	2,919	558	3,477
			Second Secretary	2,627	335	2,962
			Third Secretary	2,189	279	2,468
			Superintendent	1,751	-	1,751
			Other Staff	1,605	-	1,605
			Staff B-1 & B-2	1,168	-	1,168
39	Kuwait (Kuwait)	Y	Ambassador (B-20)	3,969	1,438	5,407
			(B-21)	4,516	1,438	5,954
			(B-22)	6,021	1,438	7,459
			Minister	3,558	837	4,395
			Counsellor	3,284	628	3,912
			First Secretary	2,737	523	3,260
			Second Secretary	2,463	314	2,777
			Third Secretary	2,053	262	2,315
			Superintendent	1,642	-	1,642
			Other Staff	1,505	-	1,505

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
			Staff B-1 & B-2	1,095	-	1,095
40	Kyrgyzstan (Bishkek)	Z	Ambassador (B-20)	3,837	1,136	4,973
			(B-21)	4,366	1,136	5,502
			(B-22)	5,821	1,136	6,957
			Minister	3,440	808	4,248
			Counsellor	3,175	606	3,781
			First Secretary	2,646	505	3,151
			Second Secretary	2,381	303	2,684
			Third Secretary	1,965	253	2,218
			Superintendent	1,588	-	1,588
			Other Staff	1,455	-	1,455
			Staff B-1 & B-2	1,058	-	1,058
41	Lebanon (Beirut)	Z	Ambassador (B-20)	4,366	1,294	5,660
			(B-21)	4,968	1,294	6,262
			(B-22)	6,624	1,294	7,918
			Minister	3,914	920	4,834
			Counsellor	3,613	690	4,303
			First Secretary	3,011	575	3,586
			Second Secretary	2,710	345	3,055
			Third Secretary	2,258	288	2,546
			Superintendent	1,807	-	1,807
			Other Staff	1,656	-	1,656
			Staff B-1 & B-2	1,204	-	1,204
42	Libya (Tripoli)	Z	Ambassador (B-20)	3,703	1,098	4,801
			(B-21)	4,214	1,098	5,312
			(B-22)	5,619	1,098	6,717
			Minister	3,320	781	4,101
			Counsellor	3,065	586	3,651
			First Secretary	2,554	488	3,042
			Second Secretary	2,299	293	2,592
			Third Secretary	1,916	244	2,160
			Superintendent	1,532	-	1,532
			Other Staff	1,405	-	1,405
			Staff B-1 & B-2	1,022	-	1,022
43	Malaysia (Kuala Lumpur)	Y	Ambassador (B-20)	3,837	1,389	5,226
			(B-21)	4,366	1,389	5,755
			(B-22)	5,821	1,389	7,210
			Minister	3,440	808	4,248
			Counsellor	3,175	606	3,781
			First Secretary	2,646	505	3,151
			Second Secretary	2,381	303	2,684
			Third Secretary	1,985	253	2,238
			Superintendent	1,588	-	1,588

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
			Other Staff	1,455	-	1,455
			Staff B-1 & B-2	1,058	-	1,058
44	Maldives (Male)	Z	Ambassador (B -20)	3,969	1,177	5,146
			(B-21)	4,516	1,177	5,693
			(B-22)	6,021	1,177	7,198
			Minister	3,558	837	4,395
			Counsellor	3,284	628	3,912
			First Secretary	2,737	523	3,260
			Second Secretary	2,463	314	2,777
			Third Secretary	2,053	262	2,315
			Superintendent	1,642	-	1,642
			Other Staff	1,505	-	1,505
			Staff B-1 & B-2	1,095	-	1,095
45	Mauritius (Port Louis)	Z	Ambassador (B -20)	4,012	1,190	5,202
			(B-21)	4,566	1,190	5,756
			(B-22)	6,087	1,190	7,277
			Minister	3,597	846	4,443
			Counsellor	3,320	635	3,955
			First Secretary	2,767	529	3,296
			Second Secretary	2,490	317	2,807
			Third Secretary	2,075	265	2,340
			Superintendent	1,660	-	1,660
			Other Staff	1,522	-	1,522
			Staff B-1 & B-2	1,107	-	1,107
46	Mexico (Mexico)	Z	Ambassador (B -20)	4,057	1,204	5,261
			(B-21)	4,617	1,204	5,821
			(B-22)	6,156	1,204	7,360
			Minister	3,637	856	4,493
			Counsellor	3,358	642	4,000
			First Secretary	2,798	535	3,333
			Second Secretary	2,518	321	2,839
			Third Secretary	2,099	268	2,367
			Superintendent	1,679	-	1,679
			Other Staff	1,539	-	1,539
			Staff B-1 & B-2	1,119	-	1,119
47	Morocco (Rabat)	Z	Ambassador (B -20)	3,748	1,112	4,860
			(B-21)	4,265	1,112	5,377
			(B-22)	5,687	1,112	6,799
			Minister	3,361	790	4,151
			Counsellor	3,102	593	3,695
			First Secretary	2,585	494	3,079
			Second Secretary	2,327	296	2,623
			Third Secretary	1,939	247	2,186

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
48	Myanmar (yangoon)	Z	Superintendent	1,551	-	1,551
			Other Staff	1,422	-	1,422
			Staff B-1 & B-2	1,034	-	1,034
			Ambassador (B-20)	3,880	1,150	5,030
			(B-21)	4,415	1,150	5,565
			(B-22)	5,887	1,150	7,037
			Minister	3,479	818	4,297
			Counsellor	3,211	613	3,824
			First Secretary	2,676	511	3,187
			Second Secretary	2,408	307	2,715
			Third Secretary	2,007	256	2,263
			Superintendent	1,606	-	1,606
			Other Staff	1,472	-	1,472
			Staff B-1 & B-2	1,070	-	1,070
49	Nepal (Kathmandu)	Y	Ambassador (B-20)	3,969	1,438	5,407
			(B-21)	4,516	1,438	5,954
			(B-22)	6,021	1,438	7,459
			Minister	3,558	837	4,395
			Counsellor	3,284	628	3,912
			First Secretary	2,737	523	3,260
			Second Secretary	2,463	314	2,777
			Third Secretary	2,053	262	2,315
			Superintendent	1,642	-	1,642
			Other Staff	1,505	-	1,505
			Staff B-1 & B-2	1,095	-	1,095
50	The Netherlands (The Hague)	Y	Ambassador (B-20)	4,409	1,598	6,007
			(B-21)	5,018	1,598	6,616
			(B-22)	6,690	1,598	8,288
			Minister	3,953	930	4,883
			Counsellor	3,649	697	4,346
			First Secretary	3,041	581	3,622
			Second Secretary	2,737	349	3,086
			Third Secretary	2,281	291	2,572
			Superintendent	1,825	-	1,825
			Other Staff	1,673	-	1,673
			Staff B-1 & B-2	1,216	-	1,216
51	New Zealand (Wellington)	Z	Ambassador (B-20)	4,807	1,424	6,231
			(B-21)	5,470	1,424	6,894
			(B-22)	7,293	1,424	8,717
			Minister	4,310	1,013	5,323
			Counsellor	3,978	760	4,738
			First Secretary	3,315	633	3,948
			Second Secretary	2,984	380	3,364

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
			Third Secretary	2,486	317	2,803
			Superintendent	1,989	-	1,989
			Other Staff	1,823	-	1,823
			Staff B-1 & B-2	1,326	-	1,326
52	Niger (Niamey)	Z	Ambassador (B-20)	4,189	1,242	5,431
			(B-21)	4,767	1,242	6,009
			(B-22)	6,356	1,242	7,598
			Minister	3,756	883	4,639
			Counsellor	3,467	662	4,129
			First Secretary	2,889	552	3,441
			Second Secretary	2,600	331	2,931
			Third Secretary	2,167	276	2,443
			Superintendent	1,733	-	1,733
			Other Staff	1,589	-	1,589
			Staff B-1 & B-2	1,156	-	1,156
53	Nigeria (Abuja)	Z	Ambassador (B-20)	4,409	1,307	5,716
			(B-21)	5,018	1,307	6,325
			(B-22)	6,690	1,307	7,997
			Minister	3,953	930	4,883
			Counsellor	3,649	697	4,346
			First Secretary	3,041	581	3,622
			Second Secretary	2,737	349	3,086
			Third Secretary	2,281	291	2,572
			Superintendent	1,825	-	1,825
			Other Staff	1,673	-	1,673
			Staff B-1 & B-2	1,216	-	1,216
54	Norway (Oslo)	Z	Ambassador (B-20)	5,380	1,595	6,975
			(B-21)	6,122	1,595	7,717
			(B-22)	8,162	1,595	9,757
			Minister	4,823	1,134	5,957
			Counsellor	4,452	851	5,303
			First Secretary	3,710	709	4,419
			Second Secretary	3,339	425	3,764
			Third Secretary	2,783	355	3,138
			Superintendent	2,226	-	2,226
			Other Staff	2,041	-	2,041
			Staff B-1 & B-2	1,484	-	1,484
55	Oman (Muscat)	Y	Ambassador (B-20)	3,880	1,405	5,285
			(B-21)	4,415	1,405	5,820
			(B-22)	5,887	1,405	7,292
			Minister	3,479	818	4,297
			Counsellor	3,211	613	3,824
			First Secretary	2,676	511	3,187

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
			Second Secretary	2,408	307	2,715
			Third Secretary	2,007	256	2,263
			Superintendent	1,606	-	1,606
			Other Staff	1,472	-	1,472
			Staff B-1 & B-2	1,070	-	1,070
56	Philipines (Manila)	Z	Ambassador (B -20)	4,146	1,229	5,375
			(B-21)	4,717	1,229	5,946
			(B-22)	6,290	1,229	7,519
			Minister	3,717	874	4,591
			Counsellor	3,431	655	4,086
			First Secretary	2,859	546	3,405
			Second Secretary	2,573	328	2,901
			Third Secretary	2,144	273	2,417
			Superintendent	1,715	-	1,715
			Other Staff	1,572	-	1,572
			Staff B-1 & B-2	1,144	-	1,144
57	Poland (Warsaw)	Z	Ambassador (B -20)	3,880	1,150	5,030
			(B-21)	4,415	1,150	5,565
			(B-22)	5,887	1,150	7,037
			Minister	3,479	818	4,297
			Counsellor	3,211	613	3,824
			First Secretary	2,676	511	3,187
			Second Secretary	2,408	307	2,715
			Third Secretary	2,007	256	2,263
			Superintendent	1,606	-	1,606
			Other Staff	1,472	-	1,472
			Staff B-1 & B-2	1,070	-	1,070
58	Portugal (Lisbon)	Z	Ambassador (B -20)	4,146	1,229	5,375
			(B-21)	4,717	1,229	5,946
			(B-22)	6,290	1,229	7,519
			Minister	3,717	874	4,591
			Counsellor	3,431	655	4,086
			First Secretary	2,859	546	3,405
			Second Secretary	2,573	328	2,901
			Third Secretary	2,144	273	2,417
			Superintendent	1,715	-	1,715
			Other Staff	1,572	-	1,572
			Staff B-1 & B-2	1,144	-	1,144
59	Qatar (Doha)	Y	Ambassador (B -20)	4,321	1,565	5,886
			(B-21)	4,917	1,565	6,482
			(B-22)	6,556	1,565	8,121
			Minister	3,874	910	4,784
			Counsellor	3,576	683	4,259

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
			First Secretary	2,980	569	3,549
			Second Secretary	2,682	341	3,023
			Third Secretary	2,235	285	2,520
			Superintendent	1,788	-	1,788
			Other Staff	1,639	-	1,639
			Staff B-1 & B-2	1,192	-	1,192
60	Romania (Bucharest)	Z	Ambassador (B-20)	3,880	1,150	5,030
			(B-21)	4,415	1,150	5,565
			(B-22)	5,887	1,150	7,037
			Minister	3,479	818	4,297
			Counsellor	3,211	613	3,824
			First Secretary	2,676	511	3,187
			Second Secretary	2,408	307	2,715
			Third Secretary	2,007	256	2,263
			Superintendent	1,606	-	1,606
			Other Staff	1,472	-	1,472
			Staff B-1 & B-2	1,070	-	1,070
61	Russia (Moscow)	X	Ambassador (B-20)	4,807	2,216	7,023
			(B-21)	5,470	2,216	7,686
			(B-22)	7,293	2,216	9,509
			Minister	4,310	1,013	5,323
			Counsellor	3,978	760	4,738
			First Secretary	3,315	633	3,948
			Second Secretary	2,984	380	3,364
			Third Secretary	2,486	317	2,803
			Superintendent	1,989	-	1,989
			Other Staff	1,823	-	1,823
			Staff B-1 & B-2	1,326	-	1,326
62	Saudi Arabia (Riyadh) including Sub-Mission at Jeddah	X	Ambassador (B-20)	3,792	1,750	5,542
			(B-21)	4,315	1,750	6,065
			(B-22)	5,753	1,750	7,503
			Minister	3,400	800	4,200
			Counsellor	3,138	600	3,738
			First Secretary	2,615	500	3,115
			Second Secretary	2,354	300	2,654
			Third Secretary	1,961	250	2,211
			Superintendent	1,569	-	1,569
			Other Staff	1,438	-	1,438
			Staff B-1 & B-2	1,046	-	1,046
63	Senegal (Dakar)	Z	Ambassador (B-20)	4,146	1,229	5,375
			(B-21)	4,717	1,229	5,946
			(B-22)	6,290	1,229	7,519
			Minister	3,717	874	4,591



S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
			Counsellor	3,431	655	4,086
			First Secretary	2,859	546	3,405
			Second Secretary	2,573	328	2,901
			Third Secretary	2,144	273	2,417
			Superintendent	1,715	-	1,715
			Other Staff	1,572	-	1,572
			Staff B-1 & B-2	1,144	-	1,144
64	SerBia (Belgraade)	Z	Ambassador (B-20)	3,880	1,150	5,030
			(B-21)	4,415	1,150	5,565
			(B-22)	5,887	1,150	7,037
			Minister	3,479	818	4,297
			Counsellor	3,211	613	3,824
			First Secretary	2,676	511	3,187
			Second Secretary	2,408	307	2,715
			Third Secretary	2,007	256	2,263
			Superintendent	1,606	-	1,606
			Other Staff	1,472	-	1,472
			Staff B-1 & B-2	1,070	-	1,070
65	Singapore (Singapore)	Y	Ambassador (B-20)	4,278	1,551	5,829
			(B-21)	4,868	1,551	6,419
			(B-22)	6,490	1,551	8,041
			Minister	3,835	902	4,737
			Counsellor	3,540	677	4,217
			First Secretary	2,950	564	3,514
			Second Secretary	2,655	338	2,993
			Third Secretary	2,213	282	2,495
			Superintendent	1,770	-	1,770
			Other Staff	1,623	-	1,623
			Staff B-1 & B-2	1,180	-	1,180
66	South Africa (Pretoria)	Y	Ambassador (B-20)	3,880	1,405	5,285
			(B-21)	4,415	1,405	5,820
			(B-22)	5,887	1,405	7,292
			Minister	3,479	818	4,297
			Counsellor	3,211	613	3,824
			First Secretary	2,676	511	3,187
			Second Secretary	2,408	307	2,715
			Third Secretary	2,007	256	2,263
			Superintendent	1,606	-	1,606
			Other Staff	1,472	-	1,472
			Staff B-1 & B-2	1,070	-	1,070
67	Spain (Madrid)	Y	Ambassador (B-20)	4,366	1,581	5,947
			(B-21)	4,968	1,581	6,549
			(B-22)	6,624	1,581	8,205

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
			Minister	3,914	920	4,834
			Counsellor	3,613	690	4,303
			First Secretary	3,011	575	3,586
			Second Secretary	3,710	345	4,055
			Third Secretary	2,258	288	2,546
			Superintendent	1,807	-	1,807
			Other Staff	1,656	-	1,656
			Staff B-1 & B-2	1,204	-	1,204
68	Sri Lanka (Colombo)	Y	Ambassador (B-20)	4,057	1,471	5,528
			(B-21)	4,617	1,471	6,088
			(B-22)	6,156	1,471	7,627
			Minister	3,637	856	4,493
			Counsellor	3,358	642	4,000
			First Secretary	2,798	535	3,333
			Second Secretary	2,518	321	2,839
			Third Secretary	2,099	268	2,367
			Superintendent	1,679	-	1,679
			Other Staff	1,539	-	1,539
			Staff B-1 & B-2	1,119	-	1,119
69	Sudan (Khartoum)	Z	Ambassador (B-20)	4,146	1,229	5,375
			(B-21)	4,717	1,229	5,946
			(B-22)	6,290	1,229	7,519
			Minister	3,717	874	4,591
			Counsellor	3,431	655	4,086
			First Secretary	2,859	546	3,405
			Second Secretary	2,573	328	2,901
			Third Secretary	2,144	273	2,417
			Superintendent	1,715	-	1,715
			Other Staff	1,572	-	1,572
			Staff B-1 & B-2	1,144	-	1,144
70	Sweden (Stockholm)	Y	Ambassador (B-20)	4,541	1,645	6,186
			(B-21)	5,168	1,645	6,813
			(B-22)	6,890	1,645	8,535
			Minister	4,072	957	5,029
			Counsellor	3,758	718	4,476
			First Secretary	3,132	598	3,730
			Second Secretary	2,819	359	3,178
			Third Secretary	2,349	299	2,648
			Superintendent	1,879	-	1,879
			Other Staff	1,723	-	1,723
			Staff B-1 & B-2	1,253	-	1,253
71	Switzerland (Beneva)	X	Ambassador (B-20)	5,291	2,440	7,731
			(B-21)	6,021	2,440	8,461

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
			(B-22)	8,028	2,440	10,468
			Minister	4,744	1,115	5,859
			Counsellor	4,379	836	5,215
			First Secretary	3,649	697	4,346
			Second Secretary	3,284	418	3,702
			Third Secretary	2,737	349	3,086
			Superintendent	2,189	-	2,189
			Other Staff	2,007	-	2,007
			Staff B-1 & B-2	1,460	-	1,460
			Staff B-1 & B-2	1,460	-	1,460
72	Switzerland (Berne)	Z	Ambassador (B-20)	5,291	1,568	6,859
			(B-21)	6,021	1,568	7,589
			(B-22)	8,028	1,568	9,596
			Minister	4,744	1,115	5,859
			Counsellor	4,379	836	5,215
			First Secretary	3,649	697	4,346
			Second Secretary	3,284	418	3,702
			Third Secretary	2,737	349	3,086
			Superintendent	2,189	-	2,189
			Other Staff	2,007	-	2,007
			Staff B-1 & B-2	1,460	-	1,460
			Staff B-1 & B-2	1,460	-	1,460
			Staff B-1 & B-2	1,460	-	1,460
73	Syria (Damascus)	Y	Ambassador (B-20)	3,969	1,438	5,407
			(B-21)	4,516	1,438	5,954
			(B-22)	6,021	1,438	7,459
			Minister	3,558	837	4,395
			Counsellor	3,284	628	3,912
			First Secretary	2,737	523	3,260
			Second Secretary	2,463	314	2,777
			Third Secretary	2,053	262	2,315
			Superintendent	1,642	-	1,642
			Other Staff	1,505	-	1,505
			Staff B-1 & B-2	1,095	-	1,095
			Staff B-1 & B-2	1,095	-	1,095
74	Tajikistan (Dushanbe)	Z	Ambassador (B-20)	3,880	1,150	5,030
			(B-21)	4,415	1,150	5,565
			(B-22)	5,887	1,150	7,037
			Minister	3,479	818	4,297
			Counsellor	3,211	613	3,824
			First Secretary	2,676	511	3,187
			Second Secretary	2,408	307	2,715
			Third Secretary	2,007	256	2,263
			Superintendent	1,606	-	1,606
			Other Staff	1,472	-	1,472
			Staff B-1 & B-2	1,070	-	1,070
			Staff B-1 & B-2	1,070	-	1,070
75	Tanzania	Z	Ambassador (B-20)	3,792	1,125	4,917

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
	(Dar-es-Salam)		(B-21)	4,315	1,125	5,440
			(B-22)	5,753	1,125	6,878
			Minister	3,400	800	4,200
			Counsellor	3,138	600	3,738
			First Secretary	2,615	500	3,115
			Second Secretary	2,354	300	2,654
			Third Secretary	1,961	250	2,211
			Superintendent	1,569	-	1,569
			Other Staff	1,438	-	1,438
			Staff B-1 & B-2	1,046	-	1,046
76	Thailand (Bangkok)	Z	Ambassador (B-20)	3,924	1,163	5,087
			(B-21)	4,465	1,163	5,628
			(B-22)	5,953	1,163	7,116
			Minister	3,518	827	4,345
			Counsellor	3,247	620	3,867
			First Secretary	2,706	517	3,223
			Second Secretary	2,435	310	2,745
			Third Secretary	2,030	259	2,289
			Superintendent	1,624	-	1,624
			Other Staff	1,488	-	1,488
			Staff B-1 & B-2	1,082	-	1,082
77	Tunisia (Tunis)	Z	Ambassador (B-20)	3,571	1,060	4,631
			(B-21)	4,064	1,060	5,124
			(B-22)	5,419	1,060	6,479
			Minister	3,202	754	3,956
			Counsellor	2,956	565	3,521
			First Secretary	2,463	471	2,934
			Second Secretary	2,217	283	2,500
			Third Secretary	1,847	236	2,083
			Superintendent	1,478	-	1,478
			Other Staff	1,355	-	1,355
			Staff B-1 & B-2	985	-	985
78	Turkey (Ankara) including Sub-Mission at Istanbul	X	Ambassador (B-20)	4,101	1,890	5,991
			(B-21)	4,666	1,890	6,556
			(B-22)	6,222	1,890	8,112
			Minister	3,676	864	4,540
			Counsellor	3,394	648	4,042
			First Secretary	2,828	540	3,368
			Second Secretary	2,545	324	2,869
			Third Secretary	2,121	270	2,391
			Superintendent	1,697	-	1,697
			Other Staff	1,555	-	1,555
			Staff B-1 & B-2	1,131	-	1,131

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
79	Turkmenistan (Ashgabat)	Z	Ambassador (B -20)	4,057	1,204	5,261
			(B-21)	4,617	1,204	5,821
			(B-22)	6,156	1,204	7,360
			Minister	3,637	856	4,493
			Counsellor	3,358	642	4,000
			First Secretary	2,798	535	3,333
			Second Secretary	2,518	321	2,839
			Third Secretary	2,099	268	2,367
			Superintendent	1,679	-	1,679
			Other Staff	1,539	-	1,539
			Staff B-1 & B-2	1,119	-	1,119
80	U.A.E (Abu Dhabi) including Sub Missionat Dubai	Y	Ambassador (B -20)	4,101	1,485	5,586
			(B-21)	4,666	1,485	6,151
			(B-22)	6,222	1,485	7,707
			Minister	3,676	864	4,540
			Counsellor	3,394	648	4,042
			First Secretary	2,828	540	3,368
			Second Secretary	2,545	324	2,869
			Third Secretary	2,121	270	2,391
			Superintendent	1,697	-	1,697
			Other Staff	1,555	-	1,555
			Staff B-1 & B-2	1,131	-	1,131
81	United Kingdom (London) including Sub-Mission at Bradford, Birmingham, Glasgow & Manchester	X	Ambassador (B -20)	4,409	2,034	6,443
			(B-21)	5,018	2,034	7,052
			(B-22)	6,690	2,034	8,724
			Minister	3,953	930	4,883
			Counsellor	3,649	697	4,346
			First Secretary	3,041	581	3,622
			Second Secretary	2,737	349	3,086
			Third Secretary	2,281	291	2,572
			Superintendent	1,825	-	1,825
			Other Staff	1,673	-	1,673
			Staff B-1 & B-2	1,216	-	1,216
82	United Nations (New York) including Consulate General New York	X	Ambassador (B -20)	4,409	2,034	6,443
			(B-21)	5,018	2,034	7,052
			(B-22)	6,690	2,034	8,724
			Minister	3,659	930	4,589
			Counsellor	3,649	697	4,346
			First Secretary	3,041	581	3,622
			Second Secretary	2,737	349	3,086
			Third Secretary	2,281	291	2,572
			Superintendent	1,825	-	1,825
			Other Staff	1,673	-	1,673

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
			Staff B-1 & B-2	1,216	-	1,216
83	U.S.A (Washington) including Sub Mission at Los Angeles, Chicago and Houston	X	Ambassador (B-20)	4,189	1,932	6,121
			(B-21)	4,767	1,932	6,699
			(B-22)	6,356	1,932	8,288
			Minister	3,756	883	4,639
			Counsellor	3,467	662	4,129
			First Secretary	2,889	552	3,441
			Second Secretary	2,600	331	2,931
			Third Secretary	2,167	276	2,443
			Superintendent	1,733	-	1,733
			Other Staff	1,589	-	1,589
			Staff B-1 & B-2	1,156	-	1,156
84	Ukraine (Kiev)	Z	Ambassador (B-20)	3,880	1,150	5,030
			(B-21)	4,415	1,150	5,565
			(B-22)	5,887	1,150	7,037
			Minister	3,479	818	4,297
			Counsellor	3,211	613	3,824
			First Secretary	2,676	511	3,187
			Second Secretary	2,408	307	2,715
			Third Secretary	2,007	256	2,263
			Superintendent	1,606	-	1,606
			Other Staff	1,472	-	1,472
			Staff B-1 & B-2	1,070	-	1,070
85	Uzbekistan (Tashkent)	Z	Ambassador (B-20)	3,837	1,136	4,973
			(B-21)	4,366	1,136	5,502
			(B-22)	5,821	1,136	6,957
			Minister	3,440	808	4,248
			Counsellor	3,175	606	3,781
			First Secretary	2,646	505	3,151
			Second Secretary	2,381	303	2,684
			Third Secretary	1,985	253	2,238
			Superintendent	1,588	-	1,588
			Other Staff	1,455	-	1,455
			Staff B-1 & B-2	1,058	-	1,058
86	Vietnam (Hanoi)	Z	Ambassador (B-20)	3,660	1,085	4,745
			(B-21)	4,165	1,085	5,250
			(B-22)	5,553	1,085	6,638
			Minister	3,281	771	4,052
			Counsellor	3,029	578	3,607
			First Secretary	2,524	482	3,006
			Second Secretary	2,272	289	2,561
			Third Secretary	1,893	241	2,134
			Superintendent	1,514	-	1,514

S/No.	Country	Category	Post	Foreign Allowance	Entertainment Allowance	Total (FA +EA)
			Other Staff	1,388	-	1,388
			Staff B-1 & B-2	1,010	-	1,010
87	Yemen (Sana'a)	Z	Ambassador (B-20)	3,792	1,125	4,917
			(B-21)	4,315	1,125	5,440
			(B-22)	5,753	1,125	6,878
			Minister	3,400	800	4,200
			Counsellor	3,138	600	3,738
			First Secretary	2,615	500	3,115
			Second Secretary	2,354	300	2,654
			Third Secretary	1,961	250	2,211
			Superintendent	1,569	-	1,569
			Other Staff	1,438	-	1,438
			Staff B-1 & B-2	1,046	-	1,046
88	Zimbabwe (Harare)	Z	Ambassador (B-20)	4,012	1,190	5,202
			(B-21)	4,566	1,190	5,756
			(B-22)	6,087	1,190	7,277
			Minister	3,597	846	4,443
			Counsellor	3,320	635	3,955
			First Secretary	2,767	529	3,296
			Second Secretary	2,490	317	2,807
			Third Secretary	2,075	265	2,340
			Superintendent	1,660	-	1,660
			Other Staff	1,522	-	1,522
			Staff B-1 & B-2	1,107	-	1,107

# **CHAPTER - VI**

## **MEDICAL**





## 6.1 Medical Facilities for Government Servants at Missions Abroad

- 6.1.1 Head of Mission can appoint a local medical officer as “Authorized Medical Attendant” and can make arrangements with him for attendance of the Mission staff on suitable terms with prior concurrence of the Government. If Head of Mission considers that a full-time local practitioner should be employed or that a local practitioner should be given a monthly fee rather than being paid for actual services rendered, he should give his proposal to the Ministry and obtain approval of the above arrangement. Head of Mission should give reasons showing that the arrangement he is proposing is the most economical one.
- 6.1.2 The medical officer appointed by the Heads of Mission are authorized to make arrangements with private specialists to whom cases of Government servants should be referred by the medical officers for consultation. In such cases, all costs involved are reimbursable.
- 6.1.3 Under the Medical Attendance Rules families of Government Servants are not entitled to free medical attendance and treatment at their residences. The families are allowed free attendance and treatment (i) at their residences by the “Authorized Medical Attendant” only, and (ii) at hospitals run by the Government of the host country, and that all costs towards such treatment (excluding diet charges), accommodation charges, ordinary nursing, etc. are payable by the Government. Such treatment also include pre-natal and post-natal treatment as well as confinement.
- 6.1.4 Hospital accommodation, including private rooms in hospitals, is provided according to the status of the patient, but no hard and fast rules can be laid down on the point. It is left to the Mission concerned to decide, in consultation with the medical officer, the accommodation which would be suitable for a particular official, taking into consideration his status and the nature of his disease.
- 6.1.5 In cases where a normal child birth is expected, wives of Pak-based staff members should be sent to ordinary hospitals for their confinement. Confinement in expensive hospitals should be resorted to only when complications are expected and only on the advice of the “Authorized Medical Attendant”.
- 6.1.6 The cost of medical attendance and treatment by private doctors before appointment of an Authorized Medical Attendant is also reimbursable.
- 6.1.7 Heads of Missions will be responsible that medical arrangements in accordance with the above instructions are made for the consular posts under them. [MOFA No. M/50/10/49, dated 26.9.1949 and F.M.(III)-38/18/58, dated 21.8.1958]

## 6.2 Treatment

6.2.1 Treatment means the use of all medical and surgical facilities required for the treatment of Government servants and includes:

- i. employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the Authorized Medical Attendant.
- ii. supply of such medicines, vaccines, sera or other therapeutic substances as are considered necessary by the Authorized Medical Attendant.
- iii. provision of artificial limbs, joints and implants.
- iv. cost of giving injection. [Medical Attendance Rules-1990]
- v. sterility and the expenditure incurred on the treatment of sterility. [MOFA No. Rules-10/4/62, dated 15.2.1963]

## 6.3 Dental Treatment

6.3.1 Dental treatment includes treatment of alveolar (gum and jaw bone) disease, extraction of teeth, treatment for dental caries, gingivitis, pyorrhea and filling (temporary or permanent) or dental cavities including root canal treatment, scaling, but does not include dental implants, orthodontic appliances, bridging, crowning and provision of dentures. [Medical Attendance Rules-1990]

## 6.4 Eye Treatment; Oculists Charges

6.4.1 Expenditure incurred by a Government servant on consultation of oculists and the cost of medicines prescribed by oculists will be reimbursable to him by the Government. This does not, however, include expenditure on:

- i. Testing of eyesight for provision of glasses.
- ii. Provision of glasses. [MOFA No. 4/11/49 dated 24.9.1951 and FM (III)-12/09/52, dated 5.2.1953]

## 6.5 Circumcision

6.5.1 It has been decided in consultation with the Ministry of Health that the facility of circumcision is also admissible to Government servants posted in Missions Abroad, if it is done at a Government hospital. In case the facility does not exist in the Government hospitals of the host country, officers and members of the staff in Missions abroad are allowed to get the treatment at the Government expense by the "Authorized Medical Attendant" of the Mission. In case the "Authorized Medical Attendant" is not a surgeon the treatment can be done at Government expense through a surgeon recommended by the "Authorized Medical

Attendant". [MOFANo. Rules-10/4/62, dated 20.2.1963]

## 6.6 Inoculation and Vaccination Charges

- 6.6.1 In countries where facilities for inoculation and vaccination for prevention of certain diseases are not provided free of cost, the expenditure incurred by the Government servants on this account may be reimbursed to them and members of their families. [MOFANo. Rules-12/9/64, dated 15.10.1964]

## 6.7 Administration Charges of Hospital In Indonesia

- 6.7.1 Hospital administration charges being part of the overall expenditure on medical treatment in Indonesia are admissible. [MOH No. F.13-45/89-I, dated 21.11.1989]

## 6.8 Diet Charges

- 6.8.1 Actual diet charges not in any case beyond the following limits may be recovered from Government servants during hospitalization while posted in Missions Abroad:

i.	Government servants	B-1 to B-15	US\$ 5.00 per day
ii.	Officers in	B-16 to B-22	US\$ 8.00 per day

[FD No. F 7(3)-R.10/82, dated 30.12.1991]

## 6.9 Import of the Prescribed and non-available Medicines/Drugs in Certain African Countries

- 6.9.1 It has been decided by the Government to allow the officials serving in Missions in African countries to import medicines drugs/ injections etc. prescribed by Authorized Medical Attendant's which are not available in the country of posting from the cheapest source including Pakistan. The reimbursement of such imported medicines in local currency has been allowed. Cost of banking, postal or clearing charges in connection with import of medicines shall not be reimbursed. (MOFA No. Rules-6/6/87, dated 31.8.1988).

## 6.10 Non-Reimbursable Items

- 6.10.1 Reimbursement of the following items is not admissible :

- i. Surgical - cotton
- ii. Plaster and soap for skin diseases
- iii. Cost of Unani Auruvedic and Homeopathic medicines
- iv. Vicks (other than vicks cough syrup and vicks ointment)

- v. Dettol/Dettol soap/Dettol cream
- vi. Glaxose-D/Complan
- vii. Sanitary towels
- viii. Soap
- ix. Shampoo
- x. Disposable syringes
- xi. Cervical collar
- xii. Belt
- xiii. Orthopaedic shoes
- xiv. Crutches
- xv. Cotton wool
- xvi. Surgical gloves
- xvii. Injection pack
- xviii. Theater gowns used by the doctors and patients

MOH No. F.4-1/85-PSDM, dated 30.10.1988, No. F.9-31/88-MF-I, dated 29.3.1988 and F.6/90 PSDM, dated 5.11.1990]

## 6.11 Family

6.11.1 Family means parents, husband, wife, legitimate children residing with and wholly dependent upon the Government Servant. [Medical Attendance Rules-1990]

\*6.11.2 An official having more than one wife is entitled to medical facilities for only one wife at Government expense. If any official has more than one wife, he should nominate the wife who is to receive medical attendance and treatment. This nomination shall be treated as final during her life time and shall not be changed at official's convenience. [MOFA No. FM(III)-38/2/58, dated 7.3.1958 and MOFA No. F.17/49/47-M, dated 9.12.1957]

*Note: The above claim should be supported with a certificate that expenses claimed in the bill were incurred for the treatment of nominated wife. Nomination made by gazetted officers in that behalf may be kept by their accounts offices while nomination papers of the staff members should be kept by their departments [MOFA No. F.10(i)G.(IV)/58, dated 2.12.1958 and MOH No. F.17/49/57-M dated 12.11.1958]*

\* 6.11.3-A The undersigned is directed to refer to Ministry of Foreign Affairs U.O. No. Rules 16/9/96, dated 30/07/1997, on the subject noted above and to say that according to the Supreme Court's decision all wives (legally registered) are entitled for medical treatment. [M/o Health O.M. No. F.20-3 / 97-MF-I, dated 11.08.1997]

\* inserted

6.11.4 A wife who has been legally separated or divorced from her husband shall not be entitled to medical treatment.

## **6.12 Medical Facilities to Mother/Father and Adopted Child**

6.12.1 It has been decided that parents residing with and dependent on Government Servants serving in Missions Abroad shall be entitled to medical facilities subject to following conditions:

- i. Civil servants intending to take his/her parents to the place of posting would obtain prior permission of the secretary of the concerned Ministry.
- ii. All expenditure on Travelling Allowance etc. shall be borne by the civil servants and on no account any part thereof would be payable by the Government.
- iii. As in the case of civil servant, his wife and children, the parents accompanying would also undergo medical check-up in Pakistan and would be allowed to accompany or join the civil Servants posted abroad on the basis of medical certificate obtained in Pakistan.
- iv. During stay abroad, the parents would be entitled to ordinary/routine medical treatment at the place of posting. For any special/abnormal or extra-ordinary treatment (including surgery) involving expenditure in excess of US\$ 150, would be paid for by the official himself and case for reimbursement sent to Health/Finance Division through administrative Ministry. [MOFA No. Rules-12/10/84, dated 5.11.1984 endorsed by FD No. 7(15)-R-10/84, dated 31.10.1984]

## **6.13 Medical Treatment of Dependents of Female Governing Servants**

6.13.1 A question has arisen as to how the children of a female Government servant should be treated for the purposes of Medical Attendance Rules in the following circumstances:

- i. When her husband is also in Government service; and
- ii. When her husband is not in Government service.

6.13.2 In respect of (i) above, it has been decided that the entitlement of children to medical treatment may be related to the status of the husband or wife whichever is more favourable to the Government servant.

6.13.3 With regard to (ii) above, the children of a female Government Servant shall receive treatment as children of a Government servant even though the husband is alive and earning provided the children are wholly dependent upon the mother.

- 6.13.4 Children will not be eligible for the above facility if the female Government servant has been separated from the husband and the children are in the custody of the husband who is not a Government servant.
- 6.13.5 The husband and parents of a female Government servant residing with and wholly dependent upon her are entitled to medical facilities as members of her family. [MOFA No. Rules-6/6/86, dated 4.4.1988]

## **\*6.14 Treatment Abroad in Country other than the Country of Posting**

- 6.14.1 We understand that para 6.13.2 of Financial Management at Missions Abroad Vol-II has not been superseded but in this para it is clarified that parents of the officers are also entitled to medical facilities just like the male Government servant. Hence clause (iv) of SL. No. 20 is equally applicable in this case. Moreover, the medicines can be purchased only from the country of accreditation. Other than the country of posting, approval of Ministry of Health is required. [CAO's U.O. No. Co-ord / 1-40 / Vol-IV / 1076, Dated 15.07.2006]
- \*\*6.14.2** Pakistanis and members of their families recruited locally are entitled to medical facilities. Foreign wives and their children from Pakistani husbands are also entitled to medical facilities provided they are wholly dependent upon them. Such foreign wives and their children who are themselves employed are, however, not entitled to medical facilities. [MOFA No. Rules-12/3/67, dated 17.6.1967]
- 6.14.3 Medical facilities to Pakistan nationals recruited locally or from Pakistan have been withdrawn with effect from 8.9.1993 [FD No. D-828-R 10/93, dated 8.9.1993]

## **6.15 Medical Treatment of Domestic Servants of Officers**

- 6.15.1 Medical treatment to domestic servants of the officers posted in Mission at Government expense is not covered under the rules. Government liability in this connection is limited to passage charges only as provided in the PFS Rules. [CAO No. Co-ord/1-40/Vol-III/95, dated 26.6.1990]

## **6.16 Medical Treatment Abroad**

- 6.16.1 Following are the policy guidelines for treatment abroad:

- i. These are applicable to members of parliaments, Federal Government servants and employees of the public sector corporations/autonomous bodies under the control of the Federal Government and their families at hospitals abroad designated by the Ministry of Health.

\* inserted

\*\* omitted

- ii. The family will be defined as including spouse, dependent children and widowed mother only.
- iii. The maximum liability of the Government in the case of parliamentarian will be US\$ 30,000 in each case and any expenditure beyond this amount will be the patient's responsibility.
- iv. In case of family members of the parliamentarian, the Government will contribute a maximum of 50 percent of the total cost. The Government liability will be restricted to a maximum of US\$ 15,000 in each case.
- v. The maximum liability of Government in case of Government Servant will be upto US\$ 15,000 in each case and any expenditure beyond this amount will be patients' responsibility.
- vi. In respect of cases of family members of Government Servants the Government will contribute maximum of 50 percent of the total cost. The Government liability will be restricted to a maximum of US\$ 7,500 in each case.
- vii. Medical treatment abroad shall be made available only for such cases where such treatment is not available within the country and where there are reasonable chances of saving life. Cases where patients are not likely to improve with medical treatment abroad shall not be sponsored. No case of rehabilitation of eye disease (except retinal detachment) infertility or follow-up check ups shall be sent for medical treatment abroad.
- viii. Following types of diseases shall be eligible for medical treatment abroad:

S. No.	Name of Disease	Amount permissible (Pound Sterling) (1995 Rates)
a.	Cardiac cases with diabetes or hypertension; cardiac failure requiring bypass surgery of heart, cardio-vascular diseases, re-do bypass surgery; aneurysm	12,000
b.	Retinal detachment and complicated ENT diseases	10,000
c.	Congenital heart disease	15,000
d.	Bone marrow transplant	60,000
e.	Brain tumor/spinal tumor	20,000
f.	Liver transplant	60,000
g.	Heart transplant	To be ascertained and finalized by the Ministry of Health.
h.	Micro spinal and cervical surgery	
i.	Any other complicated disease	



- high risk cases, or those having multiple problems
- j. Diagnostic investigations considered essential by hospitals or referral abroad

6.16.2 In cases of diseases at serial no. g, h, i, and j above, 50 percent of the cost of treatment as indicated/to be determined for each case by the Ministry of Health, shall be borne by the Government. This shall apply to both parliamentarians and Government servants.

- i. The boarding and lodging expenses and other outside hospital expenses, taxi charges (except for stretchers or ambulance), television, telephone charges as well as extra catering charges within the hospital shall be borne by the patient or his guardian/spouse.
- ii. No attendant will be allowed to accompany the patient at Government expense, except in the cases of a minor child or a female patient. However, as a special case, completely disabled persons/stretcher cases may be allowed an attendant.
- iii. An excursion class return air ticket for the patient and attendant (stretcher fare for stretcher cases), would be allowed at Government expense on return from abroad. The patient would be required to submit an adjustment of account to the Ministry of Health.
- iv. Except in emergency cases certified by the attending physician or surgeon of the hospital, no excess expenditure over and above the sanctioned amount will be borne by the Government. Nor will reimbursement of expenditure be allowed where prior Government approval of the competent authority has not been obtained. No cash payment will be given to patients; all medical/hospital bills shall be paid directly by Missions Abroad.
- v. In order to ensure that the amounts sanctioned were realistic, the Health Ministry, in consultation with relevant Missions and the Finance Division would update estimates in January each year.
- vi. Bills on account of treatment would be paid by the concerned Missions direct to the hospitals on the basis of actual bills/vouchers. The Missions would submit statements of expenditure in each case to the Ministry of Health for adjustment of accounts.

6.16.3 In case of employees of public sector corporations/autonomous bodies under the control of Federal Government, the cost of expenditure on this account will be met from the budgets of the respective organization. [MOH No. F 8-16/93/93-MF.1 dated 14.2.1996]

Medical Treatment of the Personnel of the Pakistan Armed Forces And

Civilians Paid From Defence Services Estimates When On Temporary Duty, Deputation, Delegation, Training And Permanent Duty Abroad

- 6.16.4 The personnel of the Armed Forces of Pakistan and civilians paid from Defence Services Estimates when on temporary duty, deputation, delegation, training and permanent duty in foreign countries other than United Kingdom will be entitled to medical attendance at the same scale and under the same terms and conditions as are applicable to corresponding categories of civil Government servants in identical circumstances, in those countries. In case of United Kingdom, the provisions of P/26/48 will continue to apply as heretofore. [Ministry of Defence No. 3942/18/DGMS-3 dated 17.11.1954 circulated vide MOFA No. FM/51-11/54, dated 16.12.1954]

## **6.17 Medical Treatment of Delegations and Individuals on Official Duty Abroad**

- 6.17.1 The official and non-official members of delegations and individuals who are sent abroad by the Government on temporary official duty will be allowed medical facilities to the extent given below during the period they are on duty abroad:
- i. Reasonable costs of treatment will be met by the Government if a delegate actually falls ill while he is on Government duty.
  - ii. The expenditure on continuation of medical treatment including medical check up and medicines he was having before proceeding abroad and which he needs during the period of his duty outside the country shall be reimbursed subject to following conditions:
    - a. Before proceeding abroad, nature of regular medical treatment and check up being undergone in Pakistan will be communicated to the Ministry of Health and their prior approval obtained.
    - b. The check up required will be essentially related to particular disease he was suffering from before leaving Pakistan. This includes laboratory, radiological and other necessary examination.
    - c. The check up and necessary treatment will be done by the "Authorized Medical Attendant" appointed by the Government in various Missions abroad when available or, by any other specialists whom the "Authorized Medical Attendant" considers necessary to be consulted. A certificate of the "Authorized Medical Attendant" will be necessary for cases referred to such specialist.
  - iii. Except to the extent provided in sub-para (ii) above, no medical check up will be permitted at Government expense nor would Government accept any liability for treatment of any disease from which a delegate may have been suffering while in Pakistan and for which he may take the opportunity of his visit to a foreign country to receive treatment.

Cases in which a disease from which a delegate may have been suffering while in Pakistan, takes a turn for the worse and require urgent treatment, will be considered on merit subject to conditions laid down in sub-para (ii)(c) above.

- iv. A delegate must obtain necessary foreign exchange for any treatment before he receives that treatment at his own cost.
- v. The treatment would be limited to the country which he is required to visit on official duty.

6.17.2 The above instructions should be brought to the notice of all Government servants and of non-official delegates at the time of their selection for deputation abroad on official duty. [MOH No. F 25-31/63-MF dated 15.4.1964 circulated vide MOFA No. Rules-12/53/63 dated, 22.4.1964)

## **6.18 Medical Treatment to Government Servants Proceeding Abroad under Foreign Technical Assistance Programme or as Trainees otherwise**

6.18.1 The Government servants nominated for various training programmes abroad who are at times required by the concerned sponsors/ foreign donors to undergo medical examination from specified clinics/ doctors other than the Government authorized hospitals may be reimbursed amount/fee paid for medical examination.

## **6.19 Medical Facilities during Leave Preparatory to Retirement**

6.19.1 It has been decided by the Health Division that such Government Servants who retired from Missions Abroad and their families are not entitled to the medical facilities during their stay abroad even on leave preparatory to retirement, they are, however, entitled to these facilities in Pakistan on the scale laid down in Medical Attendance Rules 1990.

## **6.20 Medical Facilities to Retired Non-Career Heads of Missions**

6.20.1 It has been decided that retired non-career Heads of Missions in receipt of pension may be allowed medical facilities to the extent admissible in Medical Attendance Rules 1990.

## **6.21 Medical Facilities to Government Servants and Their Families Posted Abroad while in Transit and Outside Pakistan**

- 6.21.1 A Government servant and members of his family when away from the station of posting, but with-in the country of posting, either on official or private business is entitled to the reimbursement of expenses on medical treatment.
- 6.21.2 The expenditure incurred by a Government servant for himself and his family on medical attendance and treatment during transit from Missions abroad to the headquarters and vice versa will be reimbursed to him by the Government provided the treatment is emergent and opportunity is not utilized in a country like the United Kingdom falling on the way to receive treatment or undertake consultations.
- 6.21.3 Reimbursement of medical treatment to the Government Servants and their families posted abroad is not ordinarily admissible in a country other than the country of their posting. In special cases, however, where reasonable medical treatment is not available locally at the station of posting and it is so certified by the “Authorized Medical Attendant”, the case should be referred to the Ministry who in turn will consult the Ministry of Health and the Finance Division for necessary concurrence. While referring the case to the Ministry for necessary sanction, particulars of the disease for which the treatment is to be taken together with the reports and prescriptions given by the “Authorized Medical Attendant” should be furnished invariably.

## **6.22 Medical Facility to the Members of Family left behind in the Country of Posting**

- 6.22.1 The question of providing medical facilities to the families of Government Servants serving in Missions Abroad, who are transferred from one country to another country, leaving behind temporarily members of their families on account of the education of their children etc. has been considered and it has been decided that the members of family of such Government servants may be allowed to receive medical Treatment at Government expense according to the Central Services (Medical Attendance) Rules 1958, for a period of one year in a particular country from the date of transfer from that country of the Government servant concerned to another country. [MOFA circular Nos:

- (1) No. FM (III)-12/30/54, dated 25.2.1955
- (2) No. FM (III)-10/8/55, dated 17.6.1957
- (3) No. Rules-10/4/62, dated 17.11.1962
- (4) No. Rules-12/6/63, dated 24.1.1964]

- 6.22.2 The family members left by Government servants abroad on their transfer to headquarters are not entitled to medical facilities abroad. [MOFA No. Rules-12/2/82 dated 20.8.1980]

## **6.23 Reimbursement Procedure for Settling Claims for Medical Charges**

- 6.23.1 Procedure for settlement of medical bills will be as follows:

When a staff member desires to consult authorized medical attendant he must obtain from one of the officers of the Embassy an authorization slip addressed to the “Authorized Medical Attendant” in the form given in Annex-1 to this chapter. On receipt of this slip the “Authorized Medical Attendant” will examine the patient and record his opinion thereon whether the call was justified or not. If he feels that the case needs maternity, specialized or hospital treatment, he should himself direct the patient to the medical authorities or doctors concerned. At the end of the month the “Authorized Medical Attendant” will receive bill from the medical authorities or doctors concerned for their services for maternity, special treatment, giving details of dates, name of the treatment given etc, and forward these to the Embassy together with bill for his own services supported by the authorization slips issued by the Mission, and a certificate in the form of Annex-II to this chapter.

## **\*6.24 Procedure Governing Medical Treatment & Reimbursement of Medical Charges to (entitled) Officials at Pakistan Missions Abroad and Settlement of old Audit Paras Made on account of Provision of Proforma I & II which were not required in our Missions Abroad**

- 6.24.1 As per clarification received from M/o Health vide O.M. No. 13-24/2001 – MF, dated 08.03.2003, the requirement of proforma I & II for re-imbursement of medical charges was applicable only to Govt. Servants in Pakistan and were not required to be presented for re-imbursement of medical claim in Pakistan Missions Abroad.
- 6.24.2 In view of the clarification issued by the Health Division, the proforma I & II incorporated in the booklet Financial Management at Missions Abroad Volume - II as Annexure – I and II has been withdrawn abinitio. A revised proforma I & II meant for Missions Abroad is incorporated in the book. [CAO's Circular No. Co-ord/1-40/Vol-II/1108, dated 22.03.2003]

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\* revised

- 6.24.3 Certain Missions Abroad required waiver of the procedure required for reimbursement of medical charges due to difficulties being faced by them on following grounds:
- i. Authorized Medical Officer charges fee for each visit even for countersigning the proformas.
  - ii. The Medical Officer/Pharmacists retain the prescription slip with themselves containing list of medicines prescribed to the claimant.
  - iii. The “Authorized Medical Attendant” does not agree to get the prescription slip countersigned.
- 6.24.4 The matter was referred to the Health/Finance Division. They have expressed their inability to relax the relevant rules and instructed that the existing medical officers who do not cooperate with his patient/claimant should be changed. In selecting a new “Authorized Medical Attendant” the Chancery should make a contract with a doctor who should perform necessary duties like counter-signature of the proformas and provide a list of medicines prescribed by him.
- 6.24.5 The officers/officials working in Missions Abroad should retain attested photocopies of prescription by the “Authorized Medical Attendant”. The chemist can also record the total amount on prescription. In the absence of detailed vouchers/ prescription, validity of medical claims cannot be verified.
- 6.24.6 If a member of staff required services of the doctors in an emergency or when the office is closed he can call on the “Authorized Medical Attendant” without authorization slip referred to above. The “Authorized Medical Attendant” should see such patient but should insist on the necessary authorization slip being produced, as soon as possible, the next day.
- 6.24.7 As soon as medicines have been supplied by the dispensary, the bill from the dispensary should be made immediately. Only officers of the rank of Third Secretary and above are permitted to check and pass such bills for payment. They should, however, see that only such medicines are allowed which are considered essential by the “Authorized Medical Attendant” for the recovery of the patient and tonics etc. are not prescribed at Government expense. The bills can either be submitted direct by the dispensary or, if the payment for the medicines has to be made on the spot by the members of the staff, the receipted bill should be submitted by the person concerned to the Mission for payment in the manner indicated above. If a member of the staff cannot pay the bill, the Mission should do so on his behalf and in such cases the submission of receipted bills by the staff should be waived. This is subject to the condition that the treatment undertaken by the Government servant is admissible under the Medical Attendance Rules. A Government servant claiming reimbursement of the cost of medical treatment must give necessary details of the treatment and nature of the disease.

- 6.24.8 Reimbursement of medical charges to Government servants in cases where it is not clear that such reimbursement is admissible under the rules, clarification should invariably be sought from the Ministry. [MOFA No. M-50/10/49, dated 8.2.1950, No. FM(III)-38/20/57, dated 8.9.1958 & No. Rules-10/46/62 dated 19.3.1963]
- \*6.24.9 (a) This is in continuation of this Ministry's circular No. F.5-38/2001- Chief Health, dated 16.03.2006. Para 10 of the Guidelines for submission and scrutiny of the medical claim may be read as follow :-
- 6.24.9 (b) Transportation charges of the patient and attendant are re-imbursable, if recommended by "Authorized Medical Attendant" (AMA) as permissible under sub- rules 5(2) of Federal services medical attendance Rules 1990 [M/o Health No. F.5-38/2005-MR, dated 20.02.2007]

## 6.25 Payment of Medical Charges

- 6.25.1 A point has been raised by our Mission at Jeddah, whether payment on account of birth control treatment is provided free of charge to the Govt. servants in Govt. hospital, therefore cost to this treatment should also be admissible to the employees serving in Pakistan Missions abroad. Please clarify the position so that the Mission may be informed accordingly. (CAO's U.O. No. Co-ord/1-40/Vol-III/501 dated 23-11-2001)
- 6.25.2 The undersigned is directed to refer to office of the Chief Accounts Officer, Ministry of Foreign Affairs, Islamabad U.O. No. Coord/1-40/Vol-III/501 dated 23-11-2001 on the subject cited above and to say that your understanding as outlined in para 2 of the above referred U.O. is correct. (Health Division OM No. F.13-31/2001-MF, dated 27 May, 2002)

## 6.26 Procedure for Appointment of Authorized Medical Attendants (AMAs) at Pakistan Missions Abroad

- 6.26.1 In supersession of the instructions contained in Ministry's memoranda No. M/50/10/49, dated 26 September 1949 and FM(III)-38/18/58/ dated 21 August, 1958 on the subject noted above, it has been decided that henceforth the following procedure will be adopted to appoint Authorized Medical Attendants at Pakistan Mission abroad:
- i. The Head of Mission can appoint local medical practitioner(s) and hospital(s) as "Authorized Medical Attendant" (AMA) of the Mission with the prior concurrence of the Ministry of Foreign Affairs, which will consult Health Division in this regard. Only those doctors and hospitals would be appointed as AMAs, which provide satisfactory medical services at the most economical rates.

\* inserted



- ii. In case, the Head of Mission considers that appointment of full-time local practitioner on monthly fee/salary basis is more economical than payment of actual service charges/consultation fee to the AMA, the proposal along-with supporting arguments/documents may be sent to the Ministry of Foreign Affairs for approval. Such cases will be examined and decided by the Ministry in consultation with Health Division.

6.26.2 This issues with approval of the competent authority and comes into force with immediate effect. (MOFA No.- Rules-15/3/2001, dated 02 August 2001)

### **\*6.27 Delegation of Powers of Appointment of AMA To The Principal Accounting Officer / Foreign Secretary Of Ministry Of Foreign Affairs**

6.27.1 The issue of delegation of powers of appointment of AMA at Mission Abroad was under active consideration of the Government and its has been now decided by the Finance Division vide its U.O. F.7 (30)- R-10/2010/137/201, dated March 05, 2011 that:

- a) The first appointment of AMA in a new Mission shall be made with the approval of Finance Division as per existing practice and subsequent appointment / replacement may be made by PAO, MOFA without any revision of terms and conditions.
- b) The powers delegated to PAO as at (a) above to appoint AMA in Pak. Missions Abroad should not be further delegated to the Head of Missions or the subordinate offices in the Ministry of Foreign Affairs

6.27.2 With delegation of the above powers by the Finance Division's relevant provision vide serial a (v) of the Ministry of Foreign Affairs Circular No. Rules -15/8/2001, dated 03.01.2003 stands suitable amended to the extent of above delegation of powers. [MOFA's Circular No. Rules -10/6/2008, dated 12.03.2011]

### **6.28 Procedure for Reimbursement of Medical Charges to Entitled Officials at Missions Abroad**

6.28.1 This is in continuation of this Ministry's Circular of even number dated 09 July 2001 on the above subject. It is clarified that the instructions circulated vide aforementioned circular are not applicable to the entitled officials serving at those Missions where health insurance cover is made available by the Government. (No. Rules. 15/8/2001, dated 30 July 2001)



## **6.29 Procedure for Reimbursement of Medical Charges to Entitled Officials at Missions Abroad**

6.29.1 In order to streamline the procedure for reimbursement of medical charges to entitled officials at Pakistan Missions Abroad, the competent authority has decided that the following instructions shall be implemented by Missions Abroad, with immediate effect and until further orders:

- Expenses on medical treatment should be reimbursed to the entitled officials, with the approval of the Head of Mission, provided such expenses are incurred on the prescription of AMA of the Mission/ Government Hospitals;
- If the “Authorized Medical Attendant” considers it necessary that a reference be made to a specialist/specialized Hospital, payments should be made in such cases, after the AMA has countersigned the prescriptions/bills received from the specialist/hospital concerned. (M/O Foreign Affairs No. Rules. 15/8/2001, dated 09 July 2001.)

## **6.30 Dental Treatment Abroad—Use Precious Metals for Filling of Cavities**

6.30.1 The undersigned is directed to refer to Office of the Chief Account Officer, Ministry of Foreign Affairs, Islamabad letter No. Coord/1-40/Vol. III/268, dated 18th February, 2000 on the subject cited above and to say that detail treatment should be according to the following rules/definition:-

6.30.2 Dental treatment which includes treatment of alveolar (gum and jaw bone) disease, extraction of teeth, treatment for dental caries, gingivitis, pyorrhoea and filling (temporary or permanent) of dental cavities including root canal treatment scaling, but does not include dental implants, orthodontic appliances, bridging crowing and provision of dentures. (Health Division No. F.13-8/2000-MF, dated 02 March 2000.)

## **6.31 Procedure Governing Medical Treatment and Reimbursement of Medical Charges to (Entitled) Officials at Pakistan Missions Abroad**

6.31.1 (a) With a view to laying down a uniform procedure for reimbursement of medical charges to entitled officials at Pakistan's Missions Abroad, it has been decided that the procedure laid down in the following paras shall henceforth be followed in partial supersession of the present instructions to the extent these are in conflict with the following instructions:

**Reporting procedure for medical treatment.**

- i. An officer/official desiring to consult the Authorized Medical Attendant (AMA) must obtain an authorization, in the form as per revised Proforma-I, from the HOM/HOC, addressed to the AMA. On receipt of this slip the AMA will examine the patient and record his opinion thereon whether the call was justified or not. This Proforma-I will be returned at the end of the month.
- ii. If the AMA feels that the patient needs specialized or hospital treatment, he will refer him to the specialist or hospital concerned. No official will consult a medical specialist or private hospitals/clinics without the written recommendation of Authorized Medical Attendant (AMA).
- iii. In case of emergency, when HOM/HOC is not available, the official can consult the AMA without the authorization slip and furnish this for the record as soon as possible. In case the AMA cannot be contacted, the officials may get emergency treatment from the emergency department of a hospital for a period of upto 72 hours of hospital/clinic, with the prior approval of HOM/HOC but would obtain AMA's referral as soon as possible.
- iv. No reimbursement would be made to an official for medicines purchased without the prescription slip from the AMA or a specialist to whom the case may have been referred by the AMA concerned.
- v. The Missions where the Ministry of Foreign Affairs considers appointment of AMA impracticable and thus accords exemption with the prior approval of Ministry of Health and Ministry of Finance, the officer/official shall follow the rest of the procedure as prescribed.

6.31.1 (b) Procedural Requirement to be met by all Officials for Reimbursement of Medical Claims.

- a. Claims for reimbursement shall be submitted to the Head of Mission supported by the following documents:
  - i. A copy of prescription from the "Authorized Medical Attendant" (AMA)/Medical Specialist.
  - ii. Bills/Cash Memos/Invoices, in original, issued by the Pharmacy/Medical Stores/AMA/Medical Specialist/Hospitals/Clinics.
  - iii. All officials are required to attach a photocopy with the bill/claim of an authorization/permission slip, obtained from the Head of Chancery for medical treatment.
  - iv. In case the patient is referred to a hospital or specialist by the AMA, a copy of such referral letter should be attached with the claim.
  - v. The list of medicines, drawn up by the official, as per revised Proforma-II, should be carefully checked by the HOM/HOC to ensure that all listed medicines were indeed prescribed by the AMA/ Medical

Specialist or Hospital to whom the case was referred and a certificate recorded thereon stating that all the medicines were prescribed for the patient (by name and designation), by the AMA/ Medical Specialist/Hospital to whom the case was referred. In places where there were no Authorized Medical Attendants, Missions may appoint “Authorized Medical Attendant” who could be a doctor/panel of doctors/hospital(s) with the prior approval of the Ministries of Health and Finance.

- b. Before seeking approval, for reimbursement of the Head of Mission, the claim should be scrutinized on the following lines:
  - i. Proper prescription slip from AMA/Specialist must be attached with the reimbursement claim.
  - ii. Names and quantities of medicines purchased by the officials must tally with the prescription of AMA/Specialist/Hospital.
  - iii. Receipts/bill/invoices must be machine printed, where available, or on proper letterhead and duly stamped. In countries where machine receipts are issued, handwritten receipts should not be accepted.
- c. Reimbursement of the following items is not admissible:
  - i. Surgical cotton.
  - ii. Plaster and soap for skin disease.
  - iii. Cost of Unani, Aururvedic and Homeopathic medicines and any other system except allopathic.
  - iv. Dettol/Dettol soap/Dettol cream.
  - v. Sanitary towels.
  - vi. Soap, Shampoo and Disposable syringes.
  - vii. Cervical collar & Belt.
  - viii. Sliming tonic/sliming diet.
  - ix. Orthopedic shoes.
  - x. Crutches.
  - xi. Cotton wool.
  - xii. Surgical gloves.
  - xiii. Theater gowns used by the doctors and patients.
  - xiv. Diet charges in case of in door treatment/hospitalization.
  - xv. Transportation & telephone charges of the patient.
  - xvi. Expenditure on accounts of dental implants, orthodontic appliances, bridging crowning and provision of dentures.
  - xvii. Expenditure on testing of eyesight for provision of glasses and cost of glasses and spectacles.

\*xviii. M/o Health has clarified that since treatment for infertility is not medical

treatment, therefore, expenditure incurred on such treatment is not permissible

[M/o Health O.M.No. F.13-15/2001-MF, dated 22.05.2001]

(A list of the above items may be forwarded to AMA, with the advice not to prescribe them for officials of the Mission)

- 6.31.2 Reimbursement of medical treatment charges to the Government servants and their dependants posted in Missions abroad is not admissible for medical treatment obtained in a country other than the country of their posting. In special cases, however, where reasonable. Medical treatment is not available locally at the place of posting and this is so certified by the AMA, the case should be referred to the Ministry, which in turn shall consult the Ministry of Health/Finance for necessary concurrence. No case of ex-post-facto approval shall be processed excepting a medical emergency of extremely acute nature when a definite threat to life is involved. While referring the case to the Ministry of Health for necessary sanction, particulars of the disease for which the treatment is to be taken, together with the reports and prescriptions and estimated cost thereof given by the AMA must be attached.
- 6.31.3 The revised Proforma I & II for reimbursement of medical charges shall now be required to be submitted by the officials of the Missions.
- 6.31.4 All doubtful claims must be referred to the Ministry for clarification/scrutiny. The Ministry will scrutinize all such claims in consultation with the Ministry of Health.
- 6.31.5 The above instructions may be implemented with immediate effect and until further orders.
- 6.31.6 This issues with the concurrence of Health Division and Ministry of Finance as conveyed vide their U.O. No. F.13-24/2001-MF dated 8 March 2003 and U.O. No. F.1(2)-R-10/2003, dated 26 March 2003, respectively. (MOFA No. Rules-15/8/2001, dated 27 March 2003.)

## 6.32 Non-Reimbursable Items (Medical)

6.32.1 Following items are not reimbursable as per rules/procedure:

- i. Dettol/Dettol soap/Dettol cream
- ii. Glaxose-D
- iii. Complan/Milk
- iv. Soap
- v. Shampoo
- vi. Sanitary Towels
- vii. Cervical Collar

- viii. Sliming tonic/Sliming Diet
- ix. Belt
- x. Thermometer
- xi. Talcum Powder
- xii. Diet Charges

[Health Division No. F.9-13/2000-MF, dated 19 February, 2000)

### 6.33 Free Medical Facilities To Dependent Parents Residing With Pakistan- Based Officials Serving In Pakistan Missions Abroad

- 6.33.1 The undersigned is directed to refer to the Ministry's letter No. Rules-12/ 10/84 dated 05 November, 1984 on the subject noted above.
- 6.33.2 According to sub para (iv) of para 1 of the letter “ **During stay abroad, the parents would be entitled to ordinary routine medical treatment at the place of posting**”. No limit for such routine medical expenditure has been fixed. **“For any special/abnormal or extraordinary treatment, (including Surgery)”** a limit of US\$ 150/- (one time) has been fixed.
- 6.33.3 The Embassy of Pakistan in Washington has informed that the monthly medical insurance covering the ordinary routine medical treatment in US stands at US \$ 250/-. The payment of premium towards health care scheme is not made for any special/abnormal or extraordinary treatment. The Mission has requested this Ministry's approval to payments on account of premium towards health care scheme for dependent parents residing with officials of the Embassy.
- 6.33.4 As no limit for routine medical treatment of dependent parents residing with the officials of the Embassy has been fixed in the above referred letter, this Ministry is of the view that payment of US \$ 250/- per month towards health care scheme for dependent parents residing with officials of the Embassy is in order. Finance Division may kindly give their views on the subject. (MOFA No. Rules-12/10/84, dated 10th March, 2000) (CAO's office endorsement the views of M/o Foreign Affairs vide U.O. No. cord/ 1-40/vol-III/406, dated 3-5-2000)
- 6.33.5 It is further clarified that Disposable Syringes and Cotton Wool are now permissible for reimbursement. (Health Division OM No. F.2-3/2003-PSDM, dated 4<sup>th</sup> December, 2004)

REVISED PROFORMA-I

**SPECIMEN OF AUTHORIZATION/PERMISSION SLIP  
FOR MEDICAL TREATMENT OF OFFICIALS AND  
THEIR DEPENDANTS**

Name of Mission \_\_\_\_\_

Dated \_\_\_\_\_

To: (Name of “Authorized Medical Attendant”) \_\_\_\_\_

Please examine Mr./Miss/Mrs. \_\_\_\_\_  
for his/her illness.

Head of Mission/Chancery

## REVISED PROFORMA-II

**CERTIFICATE FOR PURCHASE OF MEDICINE**

I hereby certify that the following expenses claimed by me for the reimbursement of medical charges were inter alia incurred on my treatment or treatment of my only wife/nominated wife/dependent son/daughter/dependent Father/dependent Mother residing with and wholly dependent upon me.

S.No.	Name of prescribed medicines	Qty.	Bill No.	Date	Amount
1.					
2.					
3.					
4.					
5.					
Grant Total:					

Signature of Government Servant

**CERTIFICATE**

This is to certify that all the medicines mentioned above were prescribed for the treatment of Mr. \_\_\_\_\_ by the AMA and / or the Medical Specialist/Hospital to whom the case was referred by the AMA.

Head of Mission/Chancery

Date \_\_\_\_\_

**CHAPTER - VII**  
**RE-DELEGATION**  
**OF POWERS**





Financial powers Delegated to the Ministries/Divisions and the Heads of the Department See para 2 (a) of the Finance Division's C.O.No. 13/21 Exp-11/2005, dated 13-9-2006											
S.#	Name (Description) of Power	Powers Delegated to the Ministries/ Division			Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
		1	2	3	4		AD	DIR	DG	AS(A)	
1	Creation of temporary post							6	7	8	9
		The creation of new posts in the Current Expenditure shall require the approval of the Finance Division, even when these are included in the current budget. The secretaries of the ministries/ Divisions shall have full powers to create new post(s) in the Development Expenditure (SDP, included in PC-I or PC-II) after the approval of the project by the relevant forum subject to availability of development budget against Employee Related Expenses. These posts shall be continued on year to year basis till the completion of the project. Such post(s) will cease to exist on the closure/ completion of the project. After completion of the project and submission of PC-IV, the barest minimum and essential post(s) shall be converted from Development Expenditure to Current Expenditure with the approval of the Financial Adviser.			4	5					
						(i) A post in any office or department which has remained vacant for a period of three years or more shall be deemed to have been abolished. The powers for revival of that post shall not be exercised without obtaining prior approval of the Financial Adviser. (ii) Financial adviser's concurrence for continuance of temporary posts in the next financial year may be sought well before the beginning of the financial year so that the posts not agreed to by the Financial Adviser are not continued in the next financial year even for a day. (iii) The proposals for creation of temporary posts belonging to Occupational Groups/ Services administratively controlled by the Establishment Division will first be referred to the Establishment Division for clearance.					

S#	Name (Description of) of Power	Powers Delegated to the Ministries/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1					6	7	8	9	
2	Conversion of a temporary post into a permanent post	Full powers, subject to the following conditions: Posts which have been in existence continuously for five years or more, and have been created for work of a permanent nature, and are likely to continue for an indefinite period.	As in Column 3	Details of temporary posts converted into permanent during the course of financial year, which are proposed to be transferred from Part-II to Part-I of the budget, shall be submitted to the Financial Adviser and shall be finally reported to the Financial Adviser before the 1st October, every year.					Full powers except OSD
3	Abolition of posts	Full powers	As in Column 3						Full powers
4	Reimbursement of Medical Charges	Full powers subject to availability of budget	As in column 3			Up to Rs.25000 Dir. (P-I) for BPS 17418 Dir. (Org&CP) for Probationers Dir. (P-II) for BPS 1-16	Rs. 50,000 DC (P)		Full powers

S.#	Name (Description only) of Power	Powers Delegated to the Ministries/Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1	2	3	4	5	6	7	8	9	
5	Re-appropriation of funds	Full powers, subject to the observance of the following general restrictions  and to the supply of a certificate to Audit by the administrative Ministry/Division while issuing orders for re-appropriation to the effect  that the expenditure to be met by re-appropriation from the relevant minor  and detailed objects was not foreseen at the time of budget; the expenditure cannot be  reduced nor can it be postponed to the next year; and the expenditure in  question was not specifically disallowed by the Finance Division at the time  of approving the budget estimates.  General Instructions  (i) (a) No appropriation or re-appropriation may be made:  (i) from one grant to another;  (ii) after the expiry of the financial year;  (iii) between funds authorized for expenditure charged on the Federal Consolidated Fund and other expenditure;  (b) Funds may not be appropriated or re-appropriated to meet:  (i) any item of expenditure which has not been sanctioned by  an authority competent to sanction it;  (ii) expenditure on a "new service" not provided for in the budget estimates authorized for the year, and	As in Column 3.	If funds to meet a new service are available under the relevant grant, re-appropriation for such new service may be made after a token sum has been allocated through a Supplementary Grant. In the case of expenditure on works, the conditions laid down in paragraphs 31 and 32 of Appendix 6 to the Central Public Works Account Code shall also apply.  Appropriation or re-appropriation in accordance with provisions of S.No.3(i), (ii) and (iii) in Column 3 by a competent authority will, if that authority is authorized to sanction the expenditure in question, operate as sanction to such expenditure.	2	7	8	5 Million	

S.#	Name (Description on) of Power	Powers Delegated to the Ministeries/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1	2	3	4	5	6	7	8	9	
		(iii) expenditure for a purpose the allotment for which was specifically reduced or refused by the National Assembly; (ii) All powers of appropriation and re-appropriation conferred upon Administrative Ministries/Divisions/Departments/Sub-ordinate Offices and other authorities are subject to the condition that without the previous consent of the Financial Adviser / Finance Division: (a) an authority may not meet, by re-appropriation, expenditure which it is not empowered to meet by appropriations; (b) lump-sum provision for expenditure included in a grant may not be appropriated or re-appropriated; (c) No re-appropriation may be made; (i) from Development to Current Expenditure and vice-versa; (ii) from to, or within the Employees Related Expenses, from Operating Expenses-Communication-Telephone & Trunk Calls, Telex,							

S.#	Name (Description on) of Power	Powers Delegated to the Ministries/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1	2	3	4	5	6	7	8	9	
		Teleprinter & FAX; Electronic Communication; Utilities Gas;  Water, Electricity; Secret Service Expenditure, Uniforms  Expenditure for Disaster Preparedness & Relief and Occupancy Costs.  (iii) of provision specifically made in the budget for expenditure in foreign exchange to expenditure in local currency; and  (iv) of provision allowed as Supplementary Grant  (d) Funds may not be appropriated or re-appropriated to meet any expenditure, which is likely to involve further outlay in a future financial year.  (III) (a) No Ministry/ Division/ Department/ Subordinate Office  (including any autonomous body) shall be authorized to re-appropriate funds from one development scheme to another development scheme.  In exceptional cases, however, re-appropriation of such funds may be allowed, where necessary, by Financial Adviser on the recommendation of Planning and Development Division.  (b) In the case of development schemes controlled/ executed by the Planning and Development Division themselves, approval for re-appropriation of funds from one development scheme to another, if necessary, shall be made with the prior approval of the  Financial Adviser to that Division. Full powers, subject to prescribed conditions.							
6	Power to declare stores surplus or unserviceable.		As in Column 3.	Heads of Pakistan Missions abroad may exercise these powers in accordance with approved scales, in respect of the residences of officers of subordinate to them.		Up to Rs. 100,000 Dir (CS) Dir (MS) Dir (Comm) DC/Pe (Camp Office)	Up to Rs. 500,000 DG (Hq/Pe/Fin)	Full powers	

S.#	Name (Description of) of Power	Powers Delegated to the Ministries/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1					6	7	8	9	
7	Powers to sell surplus or unserviceable stores and stock by auction.	Full powers, subject to the prescribed conditions. (a) the loss does not disclose a defect of system the amendment of which requires the orders of higher authority; and (b) there has not been any serious negligence on the part of some individual government officer or officers, which may possibly call for disciplinary action requiring the orders of any higher authority. (c) Powers of write-off of losses up to a limit of Rs.20,000 (Rupees Two Hundred Thousand) to cover deficiencies on account of freights, shortage in transit, wastage, spoilage and stuffing dryness in storages and depreciation on account of wear and tear fluctuation in market prices and obsolescence.	As in Column 3.	Heads of Pakistan Missions abroad may exercise these powers in accordance with approved scales, in respect of the residences of officers of subordinate to them.		Upto Rs.20,000 Dir (GS) Dir (MS) Dir (Comm)	Upto Rs.100,000 DG (Hqrs & Fin)	Full powers	
8	Write off of irrecoverable value of stores or public money due to losses on account of fraud, theft, etc.		Upto Rs.100,000 (Rupees One hundred thousand) subject to observance of conditions mentioned in Column 3.	Subordinate authorities already enjoying the power in (i) of Column 3 beyond this limit may continue to exercise those powers.					

S.#	Name (Description only) of Power	Powers Delegated to the Ministeries/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1	2	3	4	5	6	7	8	9	
9	Expenditure against provisions in the budget shall be sanctioned in the following manner: Project Pre-Investment Analysis (1) Feasibility Studies, Research and Surveys and Exploratory Operations	Full powers, subject to the prescribed conditions.	As in Column 3.				Upto Rs.200,000 DC (Hqrs&Fin)	Full powers upto Rs.500,000	
	Operating Expense (2) Travelling Allowance	Full powers subject to prescribed conditions.	As in Column 3.			Full powers Dir(P-1) in respect of officials in BFS 17&18 Full powers Dir(Orig & Cr) in respect of Prisoners Dir(P-11) Full powers in respect of officials BFS 1-16	Full powers DC(P) in respect of officials in BFS 19 & 20 except in his own case	AS(Admin) Full powers except in his/her own case.	



S.#	Name (Description only) of Power	Powers Delegated to the Ministries/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1	2	3	4	5	6	7	8	9	
	(3) Transportation of goods.	Full powers.	As in Column 3.		Upto Rs. 2,000	Upto Rs. 50,000 Dir (GS) Dir (MS) DCPs (Camp Offices)	Upto Rs. 100,000	Full powers	
	(4) POL Charges and CNG Charges	Full powers, subject to observance of ceiling where applicable.	As in Column 3.			Upto Rs. 50,000 Dir (GS) DCPs (Camp Offices)	Upto Rs. 100,000	Full powers	
	(5) Conveyance charges.	Full powers subject to prescribed conditions.	As in Column 3.			Upto Rs. 10,000 Dir (Fin) DCPs (Camp Offices)	Upto Rs. 50,000 DC (Hq. & Fin)	Full powers	
	(6) Postage and Telegraph	Full powers.	As in Column 3.			Full powers Dir (Com) DCPs (Camp Offices)			

S.#	Name (Description) of Power	Powers Delegated to the Ministries/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1	2	3	4	5	6	7	8	9	
	(7) Telephone and Trunk Calls.	Full powers, subject to observance of prescribed ceiling where applicable.	As in Column 3.		Full powers for installation of phone with the approval of Competent Authority	Full powers within budget Dir (GS) DCRs (Camp Offices)			
	(8) Telex, Teletypewriter and FAX.	Full powers, subject to observance of prescribed ceiling where applicable.	As in Column 3.			Full powers within budget Dir (GS) DCRs (Camp Offices)			
	(9) Electronic Communication	Full powers, subject to observance prescribed ceiling where applicable.	As in Column 3.			Full powers Dir. (Camp) DCRs (Camp Offices)			

S.#	Name (Description of) of Power	Powers Delegated to the Minister/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1	2	3	4	5	6	7	8	9	
	(10) Courier and Pilot Service	Full powers	As in Column 3.			Full powers Dir. (MS) Dir. (Comm) DCPs (Camp Offices)			
	(11) Utilities (Gas, Water, Electricity) Hot & Cold Weather Charges, Others.	Full powers, subject to observance of prescribed ceiling where applicable.	As in Column 3.			Full powers Dir. (GS) DCPs (Camp Offices)			
	(12) Office Stationery.	Full powers.	As in Column 3.		GS(D) Up to Rs. 5,000	Up to Rs. 10,000 Dir. (GS) DCPs (Camp Offices)	Up to Rs. 50,000 DC (Hqrs & Fm)	Up to Rs. 100,000	
	(13) Printing & Publications.	Full powers, provided that printing at a press other than a press of the Printing Corporation of Pakistan, should be undertaken only if the Principal Accounting Officer is satisfied that it is in public interest to do so and records a certificate to the effect.	As in Column 3.	The job of printing material of sensitive and classified nature shall continue to be performed by Printing Corporation of Pakistan. The Principal Accounting Officer shall determine the nature of such printing material.		Up to Rs. 20,000 Dir. (Comm) DLA DCPs (Camp Offices)	Up to Rs. 50,000 DC(Hqrs&Fm) LA Up to Rs. 40,000	Up to Rs. 100,000	

S.#	Name (Description) of Power	Powers Delegated to the Ministries/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1	2	3	4	5	6	7	8	9	
						Up to Rs. 20,000 Dir. (PF) Dir. (Arb) DLA	Up to Rs. 50,000 DG (PF)	Up to Rs. 100,000	
	(14) Newspapers Periodicals and Books.	Full Powers.	As in Column 3.						
	(15) Uniform and Liveries.	Full Powers, provided that the purchase of uniforms and liveries shall be made subject to the prescribed scales and prices.	As in Column 3.			Up to Rs. 15,000 Dir. DCI's (GS) (Camp Offices) Full powers	Up to Rs. 25,000 DG (Hqs&Fin)	Up to Rs. 100,000	
	(16) Rent of non-residential buildings.	(i) Works Division & Defence Division. Full powers. (ii) Ministry of Foreign Affairs. Full powers in respect of Pakistan Missions abroad. (iii) Other Ministries/Divisions: (a) Up to Rs.100,000 (Rupees One Hundred Thousand) per month for Islamabad/Rawalpindi/Lahore/Karachi/Peshawar/Quetta. (b) Up to Rs.50,000 (Rupees Fifty thousand) per month for other places, or as approved from time to time.		The powers to incur expenditure on rent of 'non-residential' and 'residential' buildings shall be subject to the approved rates and scales.  In sanctioning rents, merits and local conditions in each case will be kept in mind.			Full Powers (existing rental scales only) DG (Hqs & fin)	Full powers	

S.#	Name (Description of) of Power	Powers Delegated to the Minister/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to			
					AD	DIR	DG	AS(A)
1		2	3	5	6	7	8	9
	(17) Rent of Residential Buildings.	(i) Full powers to incur expenditure from within the sanctioned budget grant as per prescribed rental ceiling and grant one year advance payment of rent during the lease period and subject to availability of funds. (ii) Ministry of Foreign Affairs: Full powers in respect of Pakistan Missions abroad.	As in Column 3.	(1) In sanctioning rent, merits and local conditions in each case will be kept in mind. (2) Powers at (i) and (ii) in Column 3 may be exercised only in the case of government servants who are entitled to provision of residential accommodation on under any general or specific orders.			Full Powers (existing rental ceiling only) DG (Hqrs & Fin)	Full powers
	(18) Consultancy and Contractual Work.	Full powers subject to observance of prescribed conditions	As in Column 3.					Full powers
	(19) Royalties, Rates and Taxes, Rent of Machine and Equipment.	Full powers	As in Column 3.					Full powers
	(20) Training-Domestic	Full powers	As in Column 3.				DG(F) upto BPS-18	Upto BPS-20
	(21) Payment to Government Departments for services rendered.	Full powers.	As in Column 3.				Full powers DG Concerned	

S#	Name (Description of) of Power	Powers Delegated to the Ministries/Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1	2	3	4	5	6	7	8	9	
	(22) Essay writing and Copy Rights	Full powers.	As in Column 3.				Full powers DC(PF)		
	(23) Law Charges.	Full powers in consultation with Law Division	As in Column 3.				Upto Rs. 50,000 DC concerned LA	Upto Rs. 100,000	
	(24) Fees to Law Officers.	Full powers in consultation with Law Division	As in Column 3.				Upto Rs. 50,000 DC concerned LA	Upto Rs. 100,000	
	(25) Exhibitions, Fairs and Other National Celebrations.	Full powers.	As in Column 3					Upto Rs. 100,000	
	(26) Advertising and Publicity.	Full powers, subject to prescribed conditions.	As in Column 3				Upto Rs. 50,000 DC (Hq/Admn)	Upto Rs. 100,000	
	(27) Payment to Others for services rendered.	Full powers, subject to observance of prescribed conditions.	As in Column 3					Full powers	

S.#	Name (Description of) of Power	Powers Delegated to the Ministries/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DC	AS(A)	
1	2	3	4	5	6	7	8	9	
	(28) Purchase of drugs and medicines.	Full powers.	As in Column 3			Upto Rs.50,000 DC (Hqrs & Fin) DC(F)	Upto Rs.50,000 DC (Hqrs & Fin) DC(F)	Full powers	
	(29) Contribution & Subscription	Full powers.	As in Column 3					As Concerned (Subject to certification of budget availability by concerned spending unit)	
	(30) Expenditure on Pakistani delegations to Foreign Countries.	Full powers, in accordance with prescribed conditions.	As in Column 3					Full powers DC(Hqrs&Fin)	
	(31) Loss on Exchange	Full powers, in accordance with prescribed conditions.	As in Column 3						
	(32) Secret Service Expenditure	Full powers, in accordance with prescribed conditions.	As in Column 3						

S.#	Name (Description of) of Power	Powers Delegated to the Ministries/Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
					6	7	8	9	
1	(33) Conferences/ Seminars/Work shops/Symposia	Full powers, in accordance with prescribed conditions.	As in Column 3						
	(34) Unforeseen Expenditure & other (General)	Rs.100,000.00 (Rupees One Hundred Thousand).	Rs.50,000.00 (Rupees Fifty Thousand)		Up to Rs.5,000 AT(GS-II)	Up to Rs.10,000 Dir (Fin) Rs.20,000 Dir(GS)	Up to Rs.50,000 DG(Hqrs & Fin)	Up to Rs. 100,000	
	<u>Employees Retirement Benefits</u> (35) Reimbursement of Medical Charges to Pensioners	Full powers subject to availability of budget.	As in Column 3			Up to Rs. 50,000 Dir(P-I) for officers Dir(P-II) for officials BPS 1-16	Up to 100,000 DG(P)	Full powers	



S.#	Name (Description of) of Power	Powers Delegated to the Ministries/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1	2	3	4	5	6	7	8	9	
	Grants (36) Grants domestic	(i) Institutions wholly financed by the government. Full powers, to release the amount specifically provided for this purpose in the budget subject to the prescribed conditions. (ii) Institution not wholly financed by the government- (a) Full powers subject to the prescribed conditions to sanction recurring grants, provided that specific budget provision in respect of each individual institutions is made. (b) For non-recurring grants not covered by the rules; upto Rs.10,00,000 (Rupees Ten Thousand) in a year subject to the prescribed conditions provided that budget provision exists.	As in clause (i) and (ii) (a) of Column 3.				Upto Rs. 50,000 DG Concerned	Upto Rs. 100,000	
	Transfers (37) Scholarships, Bonuses and Other Awards.	Full powers in accordance with the approved rates or scales.	As in Column 3.				DC(P)		

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					AD	DIR	DC	AS(A)	
1	2	3	4	5	6	7	8	9	
(30) Entertainment		(i) For light refreshment not exceeding Rs.30 (Rupees Thirty) per head at meetings convened for official business, Decision to incur such expenditure will be taken only by officers of and above the status of Joint Secretary. (ii) For receptions, lunches and dinners up to Rs.40,000 (Rupees Forty Thousand) in each case for Ministries/Divisions subject to the condition that head expenditure including taxes and soft drinks etc. should not in any case exceed Rs.1200 (Rupees Twelve Hundred). (iii) For serving lunch boxes not exceeding Rs.200 (Rupees Two Hundred) per head in meetings which are prolonged beyond office hours without break in the interest of Government work.	As in (i) of Column 3.	<p>Welcome or farewell receptions, lunches and dinners to Government functionaries should not be arranged at the expense of public exchequer.</p> <p>(e) Notwithstanding the provisions of para 8 (d) of this O.M. the power at (ii) and (iii) of col 3 shall not be delegated by the Secretaries of administrative Ministries/ Divisions to the officers subordinate to them in the Ministries/ Divisions and elsewhere.</p> <p>(f) The expenditure involved shall be subject to availability of Budget. No proposals for reappropriation of funds from the Budget shall be considered at Nos 2 above and Supplementary Grant/Technical Supplementary Grant shall be entertained by Finance Division.</p>					Upto Rs. 50,000

S.#	Name (Description only) of Power	Powers Delegated to the Minister(s)/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1	(39) Gifts	Upto Rs.300,000 (Rupees Three Hundred Thousand) in one year subject to availability of budget.	3	5	6	7	8	9	
			4						
				(a) For presentation to the foreign dignitaries only. (b) Subject to the conditions mentioned under SI.No.9(38-b) under Column 5.					
	Expenditure on Acquiring of Physical Assets (40) Purchase of Building, Computer Equipment, Commodity purchases (Cost of State), Other Stores and Stocks, Transport, Plant and Machinery, Furniture & Fixture and purchase of Other Assets.	Full powers subject to observance of prescribed conditions & instructions of Cabinet Division, regarding purchase of transport	As in Column 3			Upto Rs. 20,000 Dir. (CS) Dir. (NS) Dir. (Comm) Upto Rs. 50,000 DCFs (Camp Offices)	Upto Rs. 50,000 DCG(HQ&Fin)	Upto Rs. 10,000	

S.#	Name (Description of) of Power	Powers Delegated to the Ministries/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1	2	3	4	5	6	7	8	9	
	Civil Works (41) Civil Works on Roads, Highways & Bridges, Irrigation Works, Embankment and Drainage Works, Building & Structures, Other Works and Telecommunication Works and Drought Emergency Relief Assistance (DERA) works.	Approved Development schemes-Full powers, subject to release of funds with the prior approval of Finance Adviser as provided under Para 13(vii) of this O.M. Non-Development Works upto Rs.1,000,000 (Rupees One Million)		Includes powers for purchase of land for Pakistan missions abroad and construction of building thereon.				Upto Rs. 500,000	
	Repair & Maintenance (42) Transport	Rs.100,000 (Rupees One Hundred Thousand) at any one time to one or any number of vehicles used by the Ministry/ Division.	As in Column 3	US\$2,000 (\$Two thousand) at any one time to one or any number of vehicles used by the Pakistan Missions Abroad.		Upto Rs. 25,000 Dir (GS) DCP(Camp Offices)	Upto Rs. 50,000	Upto Rs.100,000	

S.#	Name (Description of) Power	Powers Delegated to the Ministries/Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1	2	3	4	5	6	7	8	9	
	(43) Machinery & Equipment, Furniture & Fixture and Computer Equipment	Full powers, subject to the prescribed conditions.	As in Column 3	(i) Heads of Missions abroad may exercise these powers in accordance with approved scales in respect of the residence of the officers subordinate to them. (ii) Heads of Pakistan Missions may incur expenditure on repair upto 10% of the assessed market value of furniture and furnishing per financial year.		Upto Rs.20,000 Dir(GS) Dir(MS) Dir (Comm) DCPs (Camp Offices)	Upto Rs. 50,000	Upto Rs. 100,000	
	(44) Buildings & Structure of Pakistan Ministry of Foreign Affairs; per financial year upto 10% of annual standard rent. Missions abroad owned by the Government of Pakistan.		As in Column 3					Upto Rs. 1,000,000	
	(45) Building & Structures (hired and the requisitioned)	Accommodation for office and residential purposes; upto two months rent as the land lord's liability limited to the lease period of not less than three years.		Heads of Missions: Upto \$ 200 (\$ Two hundred) per annum within the financial year. No liability shall be incurred for government on this account.				Full powers upto two months rent DCG(Hq&Fin)	

S.#	Name (Description of) of Power	Powers Delegated to the Ministries/Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1	2	3	4	5	6	7	8	9	
	(46) Powers to give administrative approval to works in respect of non-residential buildings	Works Division upto Rs.2,00,000 (Rupees Two Million) Other Ministries and Divisions upto Rs.50,000 (Rupees Five Hundred thousand).				Upto Rs.25,000 Dir(GS) Dir(Camp Offices) subject to availability of funds.	Upto Rs. 50,000		
10	Powers to order refund in accordance with the rules or in pursuance of decisions of courts in respect of which no appeal is proposed to be filed.		As in Column 3.						Full powers
11	Compensation payable to any individual under law, rules, or judgement of courts.		As in Column 3.						PS to approve

S.#	Name (Description of) of Power	Powers Delegated to the Ministries/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DC	AS(A)	
1	2	3	4	5	6	7	8	9	
12	Charges for rentance of pay and or allowances of establishment by money order or by bank drafts, other than leave salary.	Full powers	As in Column 3.			Full powers Dir(Fin.)			
13	Powers to sanction investigation of claims of government servants to arrears of pay, allowances etc.	Full powers subject to restrictions under paras 125 and 126 of GFR Vol.I.	As in Column 3.	Claims of government servants to arrears of pay and allowances or increments or to interest on advances, which have not been allowed to remain in abeyance for a period exceeding one year may not be investigated by an Accountant General except under the special orders of the competent authority, as vested under para 124 of GFR Vol.I.			Full powers DC(F)		

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					AD	DIR	DG	AS(A)	
1	2	3	4	5	6	7	8	9	
14	Fixation of initial pay by grant of premature increments in cases of first appointment under government of persons not already in the service of the Federal, or a Provincial Government.	<p>Powers to grant not more than six premature increments for the initial fixation of pay subject to the following conditions:-</p> <p>(a) In cases of persons appointed through the FPSC, premature increments should be granted, on the recommendations of the FPSC, and in consideration of the fact that suitable persons of requisite qualifications are not available in the minimum pay of the post.</p> <p>(b) No premature increments should be granted in cases of 'ad-hoc' appointments in anticipation of FPSC's recommendations.</p> <p>(c) In posts where appointment is not made through FPSC, premature increments should be granted only after the appointing authority certifies that suitable persons of requisite qualifications are not available on the minimum of the sanctioned pay scale of the posts.</p>	As in Column 3.	Six advance increments can also be allowed to those nominees of the FPSC who are already in government service over and above the minimum of the respective pay scale to which they are appointed and not over and above their protected pay under PR-22.	Full powers Dir (P) Full powers II) BPS-1 to 2	Full powers Dir (P) Full powers DG(P) BPS-3 to 10			
15	Fixation of initial pay of an officiating government servant on appointment to another post in a time scale of pay.	<p>Power to fix, the initial pay in the time-scale of the new post at the stage at which it would have been fixed under the rules if the officiating pay in respect of the old post was the substantive pay, of the government servant provided that:</p> <p>(a) the government servant concerned has held that post for a period of three years continuously (including period of leave) or would have held it for that period of not appointed to the other post, and</p> <p>(b) the appointing authority certifies that the government servant was not officiating in a leave or short term vacancy (sanctioned for less than one year) and was not likely to revert to a lower post at least for the period during which he/she holds the new post.</p>	As in Column 3.	In case where the initial pay in the time scale of a new post is fixed in exercise of these powers, the government servant will, for the purposes of subsequent draws of pay in that post (and for these purposes only), be treated as if the government servant were holding a lien on the old post.	Full powers Dir (P) Full powers II) BPS-1 to 10	Full powers Dir (P) Full powers BPS-11 to 16	Full powers BPS-17 to 20		



S.#	Name (Description of) of Power	Powers Delegated to the Ministeries/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1	2	3	4	5	6	7	8	9	
16	Fixation of scales/ rates of pay and allowances of posts in Pakistan Ministries/ provincial offices. Recruitment in male faculty		Full powers to the heads of Pakistan Missions abroad concerned to sanction increase in scales/ rates of pay corresponding to the increase allowed by the local government subject to the availability of budget provision						
17	Sanction to the undertaking of work for which an honorarium is offered and the grant of acceptance of an honorarium.	Full powers upto the level of Section Officer and equivalent. The amount should not exceed one month's pay of the government servant concerned on each occasion. In the case of recurring honoraria, this limit applies to the total of recurring payments made to an individual in a financial year.	As in Column 3.	The power will be exercised subject to the condition that the relevant rules and policy instructions issued by the Finance Division from time to time are duly observed and that the grant of honorarium is not used as a device to compensate a government servant for special pay etc. not admissible under the rules. No expenditure should be incurred on honoraria in excess of the specific provision made for this purpose in the sanctioned budget grant and that if expenditure in cases of such provision becomes necessary at some stage, prior concurrence of the Finance Division shall be necessary before such expenditure is incurred. Notwithstanding the provisions of para 8 (d) of this O.M. this sanction shall not be delegated to the Secretaries of administrative Ministries/ Divisions and Heads of Departments to the officers subordinate to them in Ministries/ Divisions and Departments.					

S.#	Name (Description on) of Power	Powers Delegated to the Ministeries/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1	2	3	4	5	6	7	8	9	
18	Sanction of honaria to government servants in connection with departmental examinations in accordance with the rules.	Full powers, in accordance with approved rates or scales.	As in Column 3.						
19	Power to sanction undertaking of work for which a fee is offered and acceptance of fee.	Full powers	As in Column 3.			Full powers in respect of officials BPS-1 to 16	Full powers in respect of BPS-17 to 20 except in his own case DGC(P)	Full powers except in his/her own case	

S#	Name (Description) of Power	Powers Delegated to the Ministries/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1	2	3	4	5	6	7	8	9	
20	Exemption from crediting pecution of fees to government	Full powers in respect of fees paid to government servants for services rendered in Pakistan	As in Column 3.	One third of any fee in excess of \$ 1,000 (\$ One thousand) or equivalent received by a civil servant for a foreign consultancy outside Pakistan shall be credited to general revenues.				Full powers in respect of BPS-17 and above except in his/her own case.	
21	Relaxation of the prescribed time limit for submission of TA Bill.	(i) Where no TA advance was drawn: Full powers. (ii) Where TA advance was drawn: TA adjustment bill should be submitted within one year of the performance of journey by the government servant, failing which the advance will be recovered.	As in Column 3.					Full powers in respect of officials BPS-1 to 16 DirP-11) in his own case	Full powers in respect of BPS-17 except in his/her own case.

S.#	Name (Description on) of Power	Powers Delegated to the Ministries/ Division	Powers Delegated to the Heads of Department	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1									
22	Relaxation of the prescribed time limit where the family of transferred government servant could not join within one year due to shortage of accommodation, education of children or on medical or compassionate grounds.	Full powers, subject to the following conditions: (i) Instructions contained in Government Decision No. 15 under S.R. 116 are duly observed. (ii) Where advance of TA had been drawn in respect of the family members and the family did not accompany the government servant, the advance would be refunded within one year.	As in Column 3.		6	7 Full powers in respect of officials BPS-1 to 15 DirP-II)	8 Full powers in respect of officials BPS-1 to 15 DirP-II)	9 Full powers except in his/her own case.	
23	Relaxation of the prescribed time limit in respect of a member of the family of a transferred government servant preceding him.	Full powers provided that the family performed the journey after the transfer orders for the government servant were issued.	As in Column 3.			Full powers in respect of officials BPS-1 to 15 DirP-II)	Full powers in respect of officials BPS-1 to 15 DirP-II)	Full powers in respect of officials BPS-21 except in his/her own case.	
24	Power to decide the amount of permanent travelling allowance to be drawn by a government servant holding more than one post to which permanent travelling allowance is attached.	Full powers, provided that the limit laid down in "SR 24 is not exceeded.						Full powers	

S.#	Name (Description only) of Power	Powers Delegated to the Minister/ Division	Powers Delegated to the Heads of Department.	Remarks	Powers re-delegated to				
					AD	DIR	DG	AS(A)	
1	2	3	4	5	6	7	8	9	
25	Relaxation of prescribed time limit where the family could not follow a government servant granted leave travel concession within the prescribed period of one month on medical grounds or due to private affairs.	Full powers, subject to the adjustment of TA advance within twelve month.	As in Column 3.				Full powers DC(P) in respect of officials BPS-1 to BPS-20 except in his/her own case.	Full powers BPS- 21 and above except in his/her own case	
26	Grant of permission for the family to precede a government servant granted leave travel concession.	Full Power, subject to the condition that the family precedes the government servant after the formal sanction of leave.	As in Column 3.				Full powers DC(P) in respect of officials BPS-1 to BPS-20 except in his/her own case.	Full powers BPS- 21 and above except in his/her own case	

# **CHAPTER - VII**

## **CONTROL OF EXPENDITURES**



## 7.1 Heads of Missions as Heads of Departments

- 7.1.1 (a) Heads of Missions have been declared as Heads of departments for the purpose of Fundamental and Supplementary Rules. The term head of Department will apply only to Ambassadors and Ministers subject to the general orders issued from time to time.
- (b) The term “Head of Department” for the purpose of General Financial Rules will apply only to Ambassadors, Ministers, Consul Generals and Permanent Charge d' Affaires unless otherwise provided. Head of Missions for purpose of these rules include Ambassadors, Consul Generals and Permanent Charge d' Affaires. [Appendix-3A. G.F.R. Vol-II]

## 7.2 Controlling Officers

- 7.2.1 The Ambassadors and Ministers are declared as Controlling Officers for purpose of Travelling Allowance. These officers will also be their own Controlling Officers.
- 7.2.2 In the absence of the Ambassador or Minister in a Mission Abroad the charge d' Affaires of the Mission will exercise all the powers delegated to Head of Mission.

*Note: D. G. (Mission) and D. G. (Headquarter) have been declared as Controlling Officers in the MOFA. Their duties and responsibilities as Controlling Officer will be as under:*

- a. **D. G. Mission:** TA/DA journey on tour, period of halt Daily/Mileage Allowance, Transportation of personal effects, Forced Halt, Joining time, Emergency, Home Leave, Children Education Passage and countersignature of TA claims of personnel and officers upto B-20 in Mission Abroad.
- b. **D.G Headquarter:** Grant of advances from GP Fund, purchase of Motor Car, Motor Cycle, Bicycle, Purchase of Stores, Liveries, Stationery, Periodicals, Goods, Maps. Purchase and Replacement of Vehicles subject to prescribed conditions, Repairs to the Instrument and Furniture, Relaxation of time limit for purchase of conveyance, Grant of Honorarium, Authorisation of contingent Expenditure, Hire charges of office Furniture, repairs to Bicycle, Government owned Vehicles and countersignature of TA claims of personnel and officers of B-20 at Headquarter. [MOFANO. Rules-6/6/75, dated 28.6.1980]

## 7.3 Powers of Head of Mission regarding Technical Wings

- 7.3.1 Heads of Missions will also exercise Financial Powers delegated to them under Appendix-3 of GFR Vol-II in respect of Technical Wings attached to them. The administrative Ministries concerned will, however, exercise the same powers in respect of their wings attached to Missions Abroad as the Ministry exercises in respect of Diplomatic Wing. Heads of Missions are the common factor in all cases.



## **7.4 Re-delegation of Financial Powers to Head of Chancery**

- 7.4.1 Financial Powers conferred to the Head of Mission for countersigning Travelling Allowance bills and for sanctioning minor expenditure, particularly in regard to contingencies may be re-delegated to officers appointed as Head of Chancery provided that such officers (a) hold the rank of First Secretary and above or (b) although holding a lower rank, have at least 10 years of Class-I Service to their credit.
- 7.4.2 All orders should, however, be issued in the name of the authority which is competent to accord the sanction i.e. the Heads of Mission and authenticated by the officer authorized in his behalf.
- 7.4.3 Heads of Mission in their capacity as Head of Department can declare any three officers working under them as Heads of Office. [MOFA No. Rules-6/8/63, dated 4.10.1964 and No. A/11/1/5407, dated 23.7.1955]
- 7.4.4 The re-delegation of Financial Powers should be authorized to subordinate officers in a specific manner.
- 7.4.5 The delegations of powers to the Head of Mission including Charge d' Affaires were circulated in the year 1984 vide Annex to the [MOFA No. Rules-6/ 15/81 dated 11.6.1984], as amended from time to time. These Financial Powers have since been revised and incorporated in the Annex to this chapter. (MOFA No. Rules-6/1/2004, dated 2.4.2004)

## **7.5 Sanctions**

- 7.5.1 All financial sanctions and orders issued by various authorities within the Financial Powers delegated to them are communicated direct to Chief Accounts Officer. All sanctions beyond powers of Ministry/Division should be sent through the Finance Division. CAO will not refuse obedience to a sanction which was sent to him direct but will report to the Finance Division that such an order has been issued and may be communicated to him in due course. Where prior concurrence has been obtained from the Finance Division, Financial Adviser/Deputy Financial Adviser and Auditor General this fact should duly be embodied in the sanctions.
- 7.5.2 Financial sanctions relating to service rules and regulations which are recorded with the concurrence of the Regulation Wing of Finance Division are invariably required to be endorsed to the Audit Authorities through that wing and not through Deputy Financial Adviser attached to the Ministries/Divisions.
- 7.5.3 The orders conveying sanction for the grant of additions to pay such as special pay or compensatory allowance should contain a brief summary of the reasons for such additions. This would enable the Chief Accounts Officer to classify the addition to pay properly. In case where the communication of reasons is not considered

desirable in an open letter, the reasons should be communicated to the Chief Accounts Officer confidentially.

- 7.5.4 All sanctions to expenditure should invariably indicate the source of appropriation. If the expenditure is to be met by Re-appropriation, Supplementary Grant, or in anticipation of the communication of Budget Grant, it should be so stated.
- 7.5.5 All sanctions to expenditure have effect from the date of orders conveying the sanction unless otherwise specifically indicated therein.
- 7.5.6 Normally retrospective effect should not be given to Financial Sanction, but when special circumstances so require, the approval of the Finance Division should be obtained.
- 7.5.7 A sanction which is not acted upon during the course of a Financial Year lapses with the end of the year.

## **7.6 Control of Expenditure**

- 7.6.1 The Authority Administering a grant is ultimately responsible for watching the progress of expenditure on public service under its control and for keeping the expenditure within the grant. Heads of Mission, to keep an effective control over the expenditure, should keep under constant review, the position of expenditure from month to month viz-a-viz appropriation and suitable action be taken in respect of savings and excesses.
- 7.6.2 The duty of the Controlling Officer is not only to see that the total expenditure is kept within the limits of the appropriation but also to see that the funds are expended in the public interest and for those object, only for which money was provided. In the discharge of these duties he has to assume full responsibility before Government and Public Accounts Committee. He has to justify the excesses or explain financial irregularities that are pointed out by Audit or otherwise.
- 7.6.3 In order to enable him to exercise a proper Financial Control A Controlling Officer should introduce a system of internal check so that irregularities and errors are prevented and detected and there are adequate safeguards against waste and loss of public money and store.
- 7.6.4 There should be no delay in payment of money indisputably due by Government as it is contrary to all rules and budgetary principles and should be avoided. [GFR 14]
- 7.6.5 Every Controlling Officer is personally responsible for the accuracy and completeness of the accounts in respect of public money. Any officer who signs or countersigns a certificate is personally responsible for the fact certified by him.

## **7.7 Re-Delegation of Financial Powers to Officers of the Ministry of Foreign Affairs and Head of Pakistan Missions Abroad**

- 7.7.1 A copy of Annexure-II to Finance Division's OM No. F.3(4)Exp.III/2000, dated 30 June 2000 containing the Financial Powers delegated to the Ministries/ Divisions and the Head of Department are enclosed. Financial Powers delegated in column 4 of this Annexure are also applicable to the Head of Missions (declared as Head of Department in terms of Appendix 3- A of GFR Volume-II), of Financial Powers delegated to various officers in the Ministry have also been indicated in column 6 to 9 of the Annexure.
- 7.7.2 The Foreign Secretary will continue to act as the Principal Accounting Officer while the officers to whom the powers have now been re-delegated shall be responsible for exercising proper control over the expenditure. They shall also ensure that all Financial Matters are properly dealt with in accordance with rules, regulations and relevant instructions. Strict Financial Discipline should be maintained and the requirements of rules and regulations complied with by all concerned. (MOFA's Memo No. Rules-6/1/2004, dated 2/4/2004)
- \* 7.2.3
- i. The Ministry is receiving numerous requests from the Missions Abroad for the purchase of Physical Assets whereas such powers have been re-delegated to the Head of Mission vide enter 9 (40) of Circular No. Rules-18/1/2011 (Dell/Fin), dated 06.09.2011 regarding subject noted above. In accordance with this circular, the Head of Mission can purchase computer equipment, plant and Machinery, Furniture and Fixture and other assets except transport.
  - ii. The Missions are, therefore, authorized to purchase physical assets without referring the matter to the Ministry, subject to the Availability of funds in the relevant budgetary heads. The Missions may, however, send intimation to purchase of physical assets to the Mission Service (MS) Directorate for issuance of a formal sanction.
  - iii. The Head of Mission may exercise above re-delegated powers provided no ban for austerity measures as imposed by the Finance Division is in vogue. [MOFA's Fax No. DG (HQ & Finance) -1/2012, dated 28.03.2012]

## **\*7.8 Delegation of Powers for Appointment of Contingent Paid Staff**

- 7.8.1 The Financial Advisor shall submit proposal for appointment of contingent paid staff to Add. Finance Secretary (E) for approval. [PARA 11 (VI) of Finance Division No. F.3 (2)/ Exp.III/ 2006, Dated 13.09.2006]

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\* Inserted

**CHAPTER - VIII**

**ACCOMMODATION,  
FURNITURE & FIXTURES**



## 8.1 Renting of Accommodation

- 8.1.1 Furnished accommodation, commensurate with the status and requirement of the official concerned should be arranged by Head of Mission. In cases where furnished accommodation is not available, furniture may be hired according to the requirement of the officials, keeping in view the scale laid down for guidance in respect of various categories of staff.
- 8.1.2 The officers in B-17 and above serving in Pakistan Missions Abroad are entitled to residential accommodation with garage or porch. In case the garage or porch is not provided with the house, the Mission may Hire a separate garage provided the total rent of house and separate garage does not exceed the prescribed rental ceiling of the officer. [MOFA No. Rules-3/3/73, dated 13.4.1983]
- 8.1.3 Prior approval of the Ministry will be necessary for renting of Residential Accommodation and Chanceries. [MOFA No. M/50/122/49, dated 23.8.1949, No. M/50/1 01/49, dated 9.9.1949, No. M/56/3/50, dated 26.4.1950 and No. EQ/22/10/56, dated 26.2.1957]
- 8.1.4 The term free furnished house does not include provision of articles such as Vim, Phenyl, Brass Soap, Plate Powder, Brushes, Pail etc. Heads of Missions are themselves responsible for defraying their cost and the cost of cleaning material and consumable articles used in cleaning such as dusters, brushes, pails etc. [MOFA No. M/819/47, dated 10.3.1948]
- 8.1.5 The “standard lamps and lighting fittings” provided in free furnished house does not include Electric Bulbs or Fluorescent Lamp, Tube Lights etc. These are to be paid for by the Officer Incharge. [MOFA No. EQ-I/5/57, dated 10.4.1958]
- 8.1.6 Officers other than heads of Missions should not be supplied with the following items at their residences at Government expense:
- i. Refrigerators or Deep Freezers
  - ii. Washing Machines
  - iii. Dish Washing Machines
  - iv. Vacuum Cleaners
  - v. Cutlery, Crockery Glassware, Bed, Bath and Table Linen
- 8.1.7 The following items are not admissible to heads of Missions:
- i. Pianos/Gramophones
  - ii. Washing Machines except where specially sanctioned,  
or
  - iii. Any other items in-admissible under any provision.
- 8.1.8 In case where any of the above items are part of the furnished or partly furnished accommodation leased by the Government, the cost of such items should be assessed and approved by the Head of Mission and recovery of 7 1/2 percent per

annum of the total cost (excluding Freight) so assessed, should invariably be made through the pay bills of the officers concerned. [MOFA No. EQ-28/23/54, dated 21.10.1954 and EQ(I)-67/11/67, dated 28.6.1969]

## 8.2 Damages caused to Accommodation/Furniture etc.

- 8.2.1 As a general rule, the Government liability would be limited to 25 percent of the cost of breakages and that the Head of Mission will pay the rest.
- 8.2.2 Heads of Missions are empowered to write off losses through theft, negligence etc. upto a limit of \*Rs.10,000 subject to normal conditions, but in the case of Government property at the charge of head of Mission, he should obtain prior approval of the Ministry. [MOFA No. A/A-18/35/49 dated 02.09.1949 and \*No. Rules-6/15/81, dated 11.6.1984]
- 8.2.3 It is also clarified that:
  - i. It is for the Head of Mission to judge whether the breakage took place through negligence of an individual or otherwise. If it is due to negligence than in such cases, recovery of the cost should be made from the person responsible for it.
  - ii. If breakage or damage is caused by a private servant or any members of the family through his or her negligence it should be for the Head of Mission to make good the loss.
  - iii. If, however, breakage or damage took place otherwise than through negligence in cases of (i) and (ii) above, the contributory payment will be limited upto 25 percent of the cost of breakage. Breakage caused by unforeseen factors such as those caused by Government guests, can, however, be considered for making exception if justified by special circumstances. For this purpose, Head of Mission should report to the Ministry in detail. [MOFA Nos. EQ-30/3/53, dated 11.6.1953 and 11.5.1954]
  - iv. In most cases, negligence by the occupants results in breakage of glasses, defacement of walls and other things not related to wear and tear due to normal occupation of the house. In such cases Heads of Missions are authorised to recover from such members of staff and officers who, through negligence caused loss to landlord, such amount of money as may be required to settle the claims. Similarly Heads of Missions are also authorised to recover the cost of repair and canning of the furniture from officials concerned if it reveals that breakage and/or defacement is due to negligence on the part of the officials and not because of usual wear and tear through normal use. If a loss is discovered after the transfer of the official, the case may be referred to the Ministry for deciding to affect recoveries. [MOFA No. EQ-16/11/53, dated 06.09.1953 and No. EQ-16/11/53, dated 30.9.1953]

\* Inserted

### 8.3 Advance Rent

- 8.3.1 Head of Mission may pay advance for rent upto one year while renting accommodation for their staff both Diplomatic and Non-Diplomatic, provided specific provision for such payment exists in their respective sanctioned Budget Grants. [MOFANo. EQ-22/5/58, dated 7.10.1958]

### \* 8.4 (a) PACs Directives for Vacations of Government Hired Accommodations

- 8.4.1 Taking serious note of the retention of Government hired accommodations for a longer period by the Pakistan Missions abroad, the Public Accounts Committee (PAC) has directed that such accommodations were to be vacated immediately and in no case, due to exigency of service, this period exceeds beyond three months. Lately, it has been observed that a number of Missions are not complying with the PAC's above mentioned directive thus resulting in the loss of the Government funds as well as institution of audit paras against the Ministry.
- 8.4.2 In view of the above, the Missions are directed to adhere to the guidelines given as under:-
- i. The Mission looking into the Diplomatic/Exit Clause of the accommodation occupied by the Officer/Official will serve notice of vacations on the owner of the property synchronizing with his / her Date of Departure/Retirement, thus ensuring that the property is not to be retained as even for a Month.
  - ii. In case the official's departure is not certain and travel schedule can't be synchronized with the Exit/Diplomatic clause then utmost efforts are to be made to serve notice of vacation on the owner of the property as soon officer/official's travel itinerary becomes final and Mission knows certainly about its departure date.
  - iii. In case of sudden departures by officers / officials from the Mission having a few days / weeks notice period by the Ministry then Head of Chancery will immediately serve vacation notice as soon as departure dates of the concerned official are know to the Mission.
- 8.4.3 It is once again reiterated that PAC's three months directive for vacation of hired accommodations can only taken as a general guiding principle and hired property is to be vacated as soon as possible as stated above. If Mission has any reason / ground to retain the hired accommodations on very pressing grounds then it may, invariably, seek instructions from the Ministry to this effect. The mission must not retain hired accommodations after departure of the officer / official by its own without taking directive / instructions from the Ministry. [MOFA NO. D.G (HQ&FIN)-1/2013, dated 19.07.2013]

\* Inserted



## 8.5 Brokerage Charges

- 8.5.1 Head of Mission may pay brokerage charges upto a limit of 5 percent of the annual rent if unavoidable while renting accommodation for office and residences of staff both Diplomatic and Non-Diplomatic services in Missions Abroad. Beyond this limit individual cases should be referred to the Ministry for obtaining prior sanction of the Government. It has been decided that if and when 5 percent of the annual rent is not acceptable to the brokers in the cities of Paris and Bonn, the payment of brokerage charges upto a sum equal to one month rent may be made in the cases of renting accommodation for officials serving in the Embassies of Pakistan at Paris and Bonn. [MOFA No. EQ-46/37/58, dated 24.9.1958 and No. EQ-46/37/58, dated 16.3.1959]

## 8.6 Deposit Money

- 8.6.1 Buildings where deposit money is to be paid to the landlord, should not be hired. In case payment of deposit money is unavoidable prior approval of the Ministry should be obtained.
- 8.6.1 (a) It has been observed that some of our Missions Abroad have signed lease agreements for rented premises which contain clauses that are unfavourable to the Government of Pakistan e.g. automatic escalation of rent at unreasonably high rates, advance payment of one year (or more), brokerage charges and security deposits far in excess of those allowed in the rules or accepted as a general practice. Some Missions have even agreed on non-refundable security deposits while others have adjusted this amount against breakages and cleanliness of the premises at the time of handing over properties to landlord. Missions would appreciate that security deposits must be refundable and the amount credited to the relevant Head of Account. Needless to say that the cost of cleanliness or breakages must be borne by the occupant and not the State. While the Ministry fully appreciates the compulsions for adding such clauses in certain capitals it cannot be accepted as a standard pattern for all Missions, more so when we are faced with acute financial problems. Missions are, therefore, advised to carefully examine all draft lease agreements and negotiate with landlords to soften such hard terms and conditions, if not exclude them altogether. In this regard, the following should serve as a guideline:

- |                      |                                                                                |
|----------------------|--------------------------------------------------------------------------------|
| a. Advance Rent      | Six Months (the period of advance must not cross over to next Financial Year). |
| b. Brokerage Charges | 05% of Annual Rent.                                                            |
| c. Security Deposit  | Equivalent of one month's rent.                                                |

Missions will, in future, seek Ministry's approval for inclusion of such clauses in lease agreements where the charges exceed the above limits. Rent escalation clause will, however, be referred to the Ministry for approval in each case. [MOFA Fax Message No. Rent-1/1/2000, dated 20<sup>th</sup> February, 2001]

## 8.7 Lease Deeds

- 8.7.1 When accommodation is rented, a copy of the lease deed (duly translated in English) may invariably be supplied to the Chief Accounts Officer.
- 8.7.2 Financial Powers have been delegated to the Head of Chancery in respect of signing contracts relating to the residences of Head of Mission and other officials, Maintenance of Lifts, Telephones, Electric Appliances, Gas Supply etc. and repairs. These powers can automatically be exercised by the Head of Mission Abroad in terms of para 43 of GFR Vol-1. [MOFA No. A-12/2/55, dated 24.6.1957]
- 8.7.3 Head of Sub-Missions Abroad are authorized to sign contracts relating to lease and repair of office accommodation and residential accommodation for themselves and for staff and also to sign contracts relating to maintenance of lifts, telephones, electric, gas and water supplies. [MOFA No. EQ(I)43/1/60, dated 02.06.1960]

## 8.8 Rent Ceiling

- 8.8.1 The Ministry has been given full powers to sanction rent of residential buildings for officers and staff in Missions Abroad. The Head of Missions are not empowered to sanction rent of residential buildings for officers and staff working under them. For fixing the rent ceiling or increase in the ceiling, sanction of the Ministry is necessary. [MOFA No. MB-8/9/73, dated 16.07.1973 and 27.05.1974]. However, the maximum amount sanctioned by the Ministry for a particular category of officials would be treated as the ceiling for the same category for that Mission. The Head of Mission is, therefore, authorized to approve the rent for an individual falling in the approved category keeping in view the consideration of economic and budgetary provisions to meet excess expenditure on account of enhanced rent. [MOFA No. MB-3/8/77, dated 19.8.1980]
- 8.8.1(a) Reference MOFA Circular letter No. MB-3/8/77, dated 19.08.1980. Since according to “Revised System of Financial Control and Budgeting” all powers to sanction rents are vested in Additional Secretary (Admn), the concession allowed vide above mentioned circular letter henceforth stands withdrawn. Accordingly all proposals for increase in rents are to be submitted to the Ministry for consideration and approval. This issues with the approval of Additional Secretary (Admn). [MOFA No. Rent-3/1/87, dated the 30<sup>th</sup> March, 1987]

### \*8.8.2-B Hiring of Accommodations at Missions Abroad

- i. It has been observed that as a matter of routine almost every officer / official on taking up his / her assignment abroad requests for enhancement of their rent ceiling. In some cases requests for enhancement of rent ceiling are forwarded even before the offices / official has reached the place of posting.
- ii. The Ministry has checked the availability of accommodations at certain stations on the internet. Surprisingly a number of accommodations are

\* inserted

available in the immediate vicinity of the Missions within or even in some cases much below the approved rental ceiling of officer / officials.

- iii. It would kindly be appreciated that the Ministry is facing serious financial constraints and as such the Missions are requested for the following:
  - No rent agreement be concluded where the rent exceeds the approved ceiling.
  - The Mission will obtain approval for rent fixation of every new officer / official posted at the Missions invariably even the rent for the same rank has already been approved. Head of Chancery will sign / countersign the rent agreement.
  - Once rent ceiling is fixed / approved for an officer / official, it would be for the entire term of his / her posting at that station and no request for enhancement of the ceiling would be entertained.
  - Mission should try to avoid concluding rent agreement having inbuilt clauses for escalation of rent for the succeeding years. Where unavoidable, the Head of Chancery must ensure that the accommodation hired is for an amount that caters for such increase during the succeeding year of the officer's tenure at the station.
  - If required the rent ceiling should cater for furnishing of the accommodation, parking charges and common charges etc. No separate rent of furniture, parking space and common charges would be provided.
  - The security deposit, for the rented accommodation should be deposited in a joint account, that of the Mission and the owner of the property. In case this is not possible, then the officer / official concerned will furnish an undertaking to the effect that return of security deposit will be his/her responsibility.
  - The officers / officials must obtain clearance certificate / letter from the owner of the property at the time of vacating and handing it over to the Head of Chancery. The Ministry should be informed if any officer / official does not procure such a certificate from the owner and leaves the station.
  - The rent agreement should, invariably, contain the diplomatic clause by which the Mission can vacate the premises on one or two month's prior notice.
  - Brokerage charge is allowed only upto 5% of annual rent as per rules 8.13 of Financial Management at Missions Abroad Vol - II (2005).
- iv. This issues with the approval of Competent Authority. [MOFA No. DG (H&F)-1/2012, Dated 12.10.2012]

#### \*8.8.3-C

- 1 It has been observed that para 3 (iii) & (iv) of Circular are not being followed in letter and spirit. For convenience purpose, the said paras are again re-produced as under :

- 3(iii) once rent ceiling is fixed / approved for an officer / official, it would

\* revised

be for the entire term of his / her posting at that station and no request for enhancement of the ceiling would be entertained;

- 3(iv) Mission should try to avoid concluding rent agreements having inbuilt clauses for escalation of rent for the succeeding year. Where unavoidable, the Head of Chancery must ensure that the accommodation hired is for an amount that caters for such increase during the succeeding year of the officer's / official's tenure at the station.
2. Para 3 (iii) contains room for any future escalation due to consumer price index (CPI) or mandatory enhancement for any reason whatsoever, Mission is requested to implement above clauses. Once put in operation, then there will be no need for enhancement of rent of the personnel posted at Mission during their entire tenure.
  3. The Ministry, however, will process cases for enhancement of rent on account of CPI or inbuilt clauses of rent escalation in the rent agreement if it has been approved and sanction issued by the Ministry prior to 12 October 2012. In no case rent increase request can be entertained for any personnel posted at Mission, including other wings, if rent has been approved by the Ministry after issuance of above referred circular letter. [MOFANo. DG (H&F)-1/2012, dated 06.03.2013]

## 8.9 Rent of Meters

- 8.9.1 Since rent of meters form part of Electric, Gas or Water Charges Head of Mission is entitled to sanction reimbursement to the extent of 75 percent of the meter charges in respect of his official residence.

## 8.10 Utility Charges: Water, Heating and Lighting

- 8.10.1 Barring those cases where an exception has been made the following categories of officers will pay a flat percentage i.e. 25 percent of all utility charges including the cost of heating, electricity, gas and water. This concession is not admissible for stay in hotel. (F. D. No. Dy 535-R-5/86, dated 18.9.86)

- Head of Mission and independent consular posts abroad;
- Permanent Charge d' Affairs i.e. Charge d' Affairs a.p. in countries in which the head of Mission do not normally reside;
- Officers who act as Charge d' Affaires in the absence of Head of Mission for a period beyond three months provided no separate residence is maintained for the Head of Mission.

## \*8.11 (a) Gas Bill for Embassy Residence

- 8.11.1 It has been decided by the competent authority that 1.42% of the total monthly gas bill received for the Embassy Residence will be deemed as amount of Gas used to cooking purpose. Amount at the rates 1.42% of total gas bill may therefore be paid by the HOM as total gas bill used for cooking purpose in addition to his usual share of 25%

\* inserted

towards utility charges [MOFA's Circular No. DIR (MS)-1/2009, dated 11.03.2009]

- 8.11.2 The entire cost of gas used for cooking purpose is to be borne by the heads of Missions themselves. In cases where gas is used both for heating and cooking and where no separate meter can be installed to indicate the consumption for cooking alone, a reference should be made to the Ministry for determining the proportion payable by the head of Mission.
- 8.11.3 Other officers and members of the staff of Mission abroad are required to pay services and other tenant's charges themselves as these are not included in free furnished accommodation to which they are entitled. In case where house rent bill in respect of accommodation rented for officers and staff include services and other tenant charges for heating, electricity and water, recovery should be made from the occupant concerned at the following rates:
- i. Heating
  - ii. percent of the monthly rent for residential accommodation
    - i) Lighting -do-
    - ii) Water -do-
- 8.11.4 The above rates of recovery of electricity, heating and water should equally apply to hotel accommodation provided by the Government to officers and staff of Missions abroad. [MOFA No. M/55/62/55 dated 27.6.1956, No. MB-8/25/68 dated 20.6.1968 and No. MB-10/14/65, dated 8.10.1968]
- 8.11.5 Heads of Missions are personally responsible to ensure that payment of their share of utility charges is made by them directly without passing through official account. In no case a Mission is allowed to make any payment from Government funds to meet a private liability such as the Head of Mission's share of utility charges or private phone calls even on the basis of later recovery. [MOFA No. Rules-6/1/76, dated 21.6.1976]
- 8.11.6 Heads of Mission of the following countries will pay towards utility charges as noted below:

S.No.	Mission	Liabilities
1.	Ankara	03 Percent of the heating charges & 25 Percent of other charges
2.	Moscow	05 Percent of heating charges and 25 Percent of the other charges
3.	New Delhi	12 Percent of total utility charges
4.	New York	12 Percent of total utility charges
5.	Paris	12 Percent of total utility charges
6.	The Hague	12 Percent of total utility charges
7.	Seoul	10 Percent of total utility charges
*8.	Oslo	05 percent of heating charges and 25% of the other charges (Finance Division No. 9 (1) R.5 / 2012 / 347, dated 28.08.2013)

\* inserted

## 8.12 Property Taxes

- 8.12.1 It is a universal practice for landlords to assess rents of their buildings inclusive of all taxes levied by the local Government or authorities on the property. Such taxes, other than service taxes are, therefore, not payable by Missions on account of the buildings rented by them.
- 8.12.2 Foreign Missions in Pakistan are exempted from all taxes other than service taxes viz conservancy and water taxes on reciprocal basis. Our Missions should also be exempted from such taxes. [MOFANo. HQ-46/67/57, dated 19-9-1957]
- 8.12.2(a) Revised Sanction for Payment of 25% to 12.5% of the Head of Mission's share towards the payment of utility charges for the Embassy Residence at Washington DC.

In supercession of our sanction No. MB-8/8/2003 dated 8-11-2003, I am directed to convey the sanction of the President for the revision of the share of the Heads of Mission at Washington, for the utility bills of officials Residences from the existing rate of 25% to 12.5% w.e.f. 6-11-2003.

The expenditure will be debitable to the budget of the Mission concerned under Head of Account "F-101-Foreign Affairs Division. 011302 Diplomatic & Consular Services. A033-Utilities. A033-1-Gas Charges, A033-2-Water Charges & A033-3-Electricity Charges, A033-4 Hot & Cold."

This issues with the approval of the Additional Secretary (Administration) and concurrence of the Ministry of Finance conveyed vide their u.o. No. 270- DFA(FA)/2003-1452. Dated 6-11-2003. (MOFA- MB-8/8/2000 dated December 05, 2003)

## 8.13 Decoration

- 8.13.1 External painting or colour washing shall not, as a rule, be done more frequently than once in every three or four years, nor internal redecoration more frequently than once in every six or seven years, but any necessary decoration will be done on each change of occupation. Such work at other times than these shall not be paid from public funds unless especially authorized before hand by the Ministry. [MOFANo. M/8/43/48 dated 15.4.1948]

## 8.14 Mosquito Proofing

- 8.14.1 Buildings will not be mosquito-proofed except at posts where malaria is prevalent. A medical certificate shall accompany all proposals for mosquito-proofing for sanction of the Ministry. [MOFA No. M/8/43/48 dated 15.4.1948] Upkeep Of Official Furnishings, Cleaning etc.
- 8.14.2 The official furnishings shall be maintained by the Government but the officer incharge shall be responsible for the cost of ordinary and periodical cleaning and polishing, the beating of carpets and the cleaning or washing of curtains, loose covers



etc. except as provided below. [Para 32 of MOFA No. M/8/43/48 dated 15.4.1948]

- 8.14.3 It has been decided that washing charges of carpets, rugs and durries supplied to Heads of Missions, officers and staff may be paid from public funds. These are to be washed once after every two years provided the washing has become necessary due to fair and normal use and not due to neglect or improper use. In case where the expenditure involved exceeds the financial powers of the Head of Mission, prior concurrence of the Ministry is necessary. Before such charges are reimbursed to official concerned, the Head of Chancery should record a certificate on the payment voucher that he examined the carpets, rugs and durries in question and was satisfied that the washing became necessary due to fair and normal use. In case of carpets supplied to Head of Chancery, similar certificate is to be recorded by the Head of Mission. [MOFA No. EQ(IV)11/2/60, dated 9.8.1960]
- 8.14.4 Maintenance means periodical repairs of furniture and other equipments supplied at public expense and not their washing or dry cleaning except in the case of carpets where Government has already agreed to bear the charges.
- 8.14.5 The washing of curtains, loose covers etc. is the responsibility of the officer using the official furnishings but in countries where the laundry charges are exorbitant and, therefore, super fine and highly costly curtains like those of glass fibers which require special cleaning, a reference may be made to the Ministry with regard to the, cleaning of curtains at the residence of Head of Mission so that the case may be examined on its merit and decided. [MOFA No. EQ(II)-46/18/60, dated 18.2.1961]

## **8.15 Upkeep and Maintenance of Garden Attached to Chancery and Residence of Head of Mission**

- 8.15.1 The ceiling for maintenance of gardens and lawns in the chanceries and Embassy Residences is given as under:
- (a)
- i. European countries, Britain, Russia, USA and Canada: Rs. 24,500 per annum (embassy residence garden)
  - ii. Rest of countries: Rs 10,000 per annum (chancery garden)
  - iii. In countries where the embassies and the chanceries are located in one and the same building: Rs 10,000 per annum [MOFA No. Rules- 6/3/95 dated 21.1.1996]
  - iv. Ankara: Rs 3500 per annum each for chancery and embassy residence
  - v. Brussels: Rs 2200 per annum for chancery
  - vi. Meshed: Rs 6000 for chancery and embassy residence [MOFA No. EQ(II)-14/84, dated 25.2.1986]
- (b)
- i. ceiling is to cover the expenditure on purchase of manure, seeds, plants,

insecticides, flower pots, gardening equipments except lawn mower, and such other items which are required on the basis of local factors and climatic conditions.

- ii. The expenditure is chargeable to the “012120-Other Expenditure of the Mission concerned.”
- iii. Funds for the purchase of lawn mower must be provided in the budget and the lawn mower be purchased after specific sanction from the Ministry.
- iv. The above ceilings do not include the pay of the gardener or the wages of labour required to be engaged for periodical reconditioning of garden / lawn involving any kind of specialized work. [MOFA No. EQ(II)-90/ 4/84, dated 18.3.1984]

## 8.16 Provision of Residential Telephones

8.16.1 The Government has decided that all the Diplomatic Officers in Missions Abroad down to the level of Third Secretary who were so far not entitled to residential telephone at Government expense, will henceforth, be entitled to residential telephone at Government expense. Personal Assistants to the Heads of Missions and Additional Assistants in Missions, if any, will remain entitled to residential telephone at Government expense. To exercise control on trunk calls, following instructions are to be observed:

- i. Each trunk call should be made with the prior written approval of head of Mission or in his absence with the approval of the head of chancery.
- ii. A register of trunk calls should be maintained in respect of each telephone whether office or residential and full particulars of trunk call (i.e. date, time, duration, call no. and person called, amount and the exact purpose) made should be entered in the register.
- iii. All private trunk calls made with the prior written approval of the Head of Mission or in his absence Head of Chancery should be paid for by officers themselves.

8.16.2 When a bill for telephone calls or telegrams is received, charges on account of private telephone calls and private telegrams should be separated and charges for private calls recovered immediately. Emphasis is also laid on the maintenance of trunk call register properly and correctly. [MOFA No. Rules-66/1/76, dated 21.1.1976]

- i. With effect from 13 March 1988, the Ministry has fixed telephone ceilings for each category of officers/staff members in Missions Abroad. Telephone ceilings have been fixed in US Dollars in order to alleviate the need for frequent revisions owing to fluctuation in the exchange rate. The ceilings do not include line rental. The Government would pay for only one telephone connection at the residence.
- ii. Where no ceiling has been fixed due to non-existence of a post etc. a ceiling



prescribed for the next junior officer or if there is no junior officer half of the ceiling fixed for the next senior officer would be applicable till the Ministry's approval is obtained in fixation of a ceiling for that post. If direct dial calls outside the capital/country are not separately shown on the bill, these too will be subject to the ceiling.

- iii. Bills on account of overseas telephone calls will not be paid from the public exchequer, except on production of
  - a. statements showing the name and designation of persons called and
  - b. sanction by the Head of Mission who would assure himself that the calls were justified on the grounds of urgency of the official business.
- iv. Calls made by family members of official shall be deemed to be personal. [MOFANo. EQ(II)-10/7/69-II, dated 13.3.1988]
- v. Officials other than Personal Assistants to Heads of Missions and Additional Assistants are not entitled to have a residential telephone at Government expense. However, it has been decided that in cases where the residential telephone is part and parcel of the residential accommodation and the landlord is not prepared to remove it at the time of renting the accommodation, the residential telephone may be retained and Government will pay rent of the instrument only and no call charges provided the rent of the accommodation plus rent of the telephone does not exceed the rent ceiling fixed for the accommodation for those personnel. [MOFANo. EQ(II)-10/2/77, dated 21.1.1983]

## 8.17 Use of Cellular Telephone at the Government Expenses

- 8.17.1 Reference Ministry of Foreign Affairs U.O. No. EQ/(II)/1/1/99, dated 7<sup>th</sup> September, 1999, on the above subject noted above.

In view of the position contained in Ministry of Foreign Affairs, above referred U.O. "The Cabinet Division hereby conveys its 'No Objection' to the use of cellular/mobile telephone by the Chief of Protocol and selected Heads of Pakistan's Missions abroad, subject to the condition that the expenditure would be restricted to within the officer's telephone expenditure ceilings." (Cabinet Division U.O. No. 2/21/89-GC dated 5/9/1999)

List of Heads of Mission/Sub-Mission allowed the facility of Mobile Telephone

- |                                               |           |
|-----------------------------------------------|-----------|
| 1. Ambassador of Pakistan                     | Beijing   |
| 2. Ambassador of Pakistan                     | Berlin    |
| 3. Ambassador of Pakistan                     | Brussels  |
| 4. Permanent Representative of Pakistan to UN | Geneva    |
| 5. Ambassador of Pakistan                     | The Hague |

6. High Commissioner of Pakistan	London
7. Ambassador of Pakistan	Moscow
8. High Commissioner of Pakistan	New Delhi
9. Permanent Representative of Pakistan to UN	New York
10. High Commissioner of Pakistan	Ottawa
11. Ambassador of Pakistan	Paris
12. High Commissioner of Pakistan	Pretoria
13. Ambassador of Pakistan	Riyadh
14. Ambassador of Pakistan	Rome
15. Ambassador of Pakistan	Tehran
16. Ambassador of Pakistan	Tokyo
17. Ambassador of Pakistan	Vienna
18. Ambassador of Pakistan	Washington
19. Consul General of Pakistan	Jaddah
20. Consul General of Pakistan	New York
21. Ambassador of Pakistan	Abu Dhabi
22. Ambassador of Pakistan	Ankara
23. Ambassador of Pakistan	Berne
24. Ambassador of Pakistan	Oslo
25. Ambassador of Pakistan	Seoul

### 8.18 Telephone Ceiling

- 8.18.1 It has been decided by the competent authority that for the accounting purposes, the office and the Residence telephone ceiling of the Embassy personnel may be combined with effect from 1 October, 1999. Although the Office and Residence ceiling will be expressed separately, expenditure on one would be adjustable against the other. That is to say that if "Office telephone bill in a particular month exceeds the ceiling, the excess may be adjusted against the residence phone ceiling and vice versa.
- 8.18.2 The decision has been taken in order to prevent large scale audit objections on excess expenditures and the need to obtain condonation for genuine excesses.
- 8.18.3 The Ministry trusts that the new procedure will help in curtailing excess expenditure on telephone calls. Maximum efforts, therefore, are required on the part of the Missions to ensure that the telephone bills remains within the combined ceiling. (MOFA No. EQ(II)-1/9/99 (Circular), dated October 06, 1999)

### \*8.19(a) Revision of Policy on Use of Mobile Phone Facility

- 8.19.1 The undersigned is directed to state that the Competent Authority has directed to extend the use of Cellular / Mobile Telephone facility at public expense to all officers in BS-20 and below working in the Ministries / Divisions on regular basis

\* inserted

in the interest of operational efficiency. Office Telephone ceiling issued vide this Division's O.M. No. 3/10/2006 / STC-RA-III, dated 05.01.2007 has been partially revised. The revised mobile phone policy and revised office ceiling on land line shall be applicable from 11.05.2009 subject to observance of the following conditions:-

- 8.19.2 All entitled Officers of M/o Foreign Affairs and other Ministries posted in Pakistan Missions Abroad are authorized 25% of combined ceiling (Office and Residential Telephone) for use of Mobile Phone.
- 8.19.3 Facility of roaming Mobile Telephone has been extended to Secretaries, Additional Secretaries, Heads of Attached Departments and Autonomous Organizations who are in or Equivalent to BS-21 and BS-22.
- 8.19.4 Excess expenditure beyond ceiling on roaming mobile phone upto 25% will be condoned by the concerned Principal Accounting Officer (PAO). The excess expenditure upto 50% will be condoned by the Cabinet Secretary on the recommendations of the concerned PAO. Cases for condonation excess expenditure beyond 50% will be submitted to the Prime Minister with full justification. Instructions issued vide this Division O.M. No. 2/8/2003 – GC, dated 17.03.2007 will stand modified.
- 8.19.5 Only postpaid billing would be admissible for use of Mobile Phone.
- 8.19.6 The facility allowed to the Officers in BS-20 and below will also be subject to the condition that the offices will arrange the equipment (mobile Phone set) at their own.

Designation	Office phone ceiling on landline number (PM)	Mobile phone ceiling (PM)	Revised office phone ceiling on Landline Number (PM)
Joint secretaries (BS-20) or equivalent in the Ministries / Division and Director General in the M/o Foreign Affairs, Islamabad	No Limit	Rs.1,000	No limit
Deputy Secretaries (BS-19) or equivalent in the Ministries / Division and Directors in the M/o Foreign Affairs, Islamabad	Rs.8,221-00 Line Rent	Rs.800	Rs.7,421-00 Line Rent
Section officers (BS-17-18) or equivalent in the Ministries / Divisions and Assistant Directors / Deputy Director in the M/o Foreign Affairs, Islamabad	Rs.6,711-00 Line Rent	Rs.500	Rs.6,211-00 Line Rent

- 8.19.7 The Officers will be allowed to have connection of any mobile company.
- 8.19.8 Other guidelines as contained in Cabinet Division's letter no. F.5/2/2004-GC, dated 11.04.2005 (copy enclosed) will be followed. [Cabinet Secretariat, Cabinet Division No. F.No. 2/26/2005-RA-IV, Dated 11.05.2009]

## 8.20 Furniture, Furnishings And Equipment

- 8.20.1 Scales of residential furniture in respect of staff (including Superintendents) have been approved and prescribed by the Government. As such Heads of Missions have been delegated with the Financial Powers to sanction expenditure on the purchase of furniture according to the approved scale for staff, subject to availability of Budget Grant etc. As regards Officers for whom no scales have been approved, the expenditure on the purchase of furniture for their residences can only be incurred with the prior sanction of the Ministry.
- 8.20.2 It has been decided that in future no foreign carpets and rugs would be purchased for Missions Abroad and that supplies will be made from Pakistan. If, however, in some cases cogent grounds exist, justifying a departure from this policy, prior Government sanction in each particular case would be required. [MOFA No. EQ-46/29/55, dated 13.7.1955]
- 8.20.3 The obligation to purchase hard furniture from Pakistan may be considered to have been waived in all circumstances in which
- i. freight charges from Pakistan are extremely high
  - ii. journey is long and involves one or two trans-shipment points involving loading and reloading as there is a danger of breakage etc. enroute on account of several loading and re-loading.
  - iii. furniture of good quality is available locally at lower cost.
  - iv. local furniture which will be more durable from the climatic point of view.

*Note: As regards items of staff furniture viz carpets linen, silver ware etc. it has been decided that Missions abroad should obtain their requirement from Pakistan. Orders for requirements of household linen, towels, carpets, durries, rugs, curtains etc. should, therefore, be placed in Pakistan. [MOFA No. EQ-46/32/58, dated 12.2.1959 and No. 67/4/67, dated 13.1.1970]*

- 8.20.4 Radios/Radiograms should continue to be provided at the residences of Heads of Missions at Government expense subject to Financial sanctions being obtained from the Ministry. [MOFA No. Rules-7/14/62, dated 11.1.1993]
- 8.20.5 Television Sets will be allowed at Government expense for the residences of Head of Mission on the following conditions:
- i. The Television Set will be in lieu of a Radiogram and will not be permitted in addition to Radiogram.

- ii. The cost of the Television Set to be purchased must not be more than that of a Radiogram.
- iii. The cases where a Head of Mission already has a Radiogram at Government expense, a Television Set will be permitted only when a Radiogram is to be replaced.
- iv. Prior sanction of the Ministry should be obtained before the purchase of a Television Set stating whether the cost can be met from within the sanctioned Budget Grant of the Mission concerned. [MOFA No. EQ (II)22/5/67, dated 22.7.1968]

8.20.6 Colour Television Sets will be permitted in countries, where colour transmission is available otherwise a black and white set can be maintained. The life of a Television Set has been fixed as 10 years from the date of its purchase. This implies that existing black and white Television Sets can be replaced by colour Television Sets only after they have completed their life of ten years from the date of purchase. The price of the colour Television Set must not be more than Rs 10,000 while in case black and white set it should not exceed Rs.5,000. [MOFA No. EQ(II)- 22/1/81, dated 5.7.1983]

8.20.7 Air-conditioners of capacity of not greater than 11/2 tons, to be supplied at Government expense to the Missions at Accra, Algiers, Abu Dhabi, Addis Ababa, Baghdad, Bangkok, Beijing, Beirut, Bahrain, Cairo, Colombo, Damascus, Dar-es-Salam, Dubai, JaIalabad, Jeddah, Jakarta, Kabul, Kandhar, Khartoum, Kuala Lumpur, Kuwait, Lagos, Manila, Meshed, Muscat, New Delhi, New York, Rabat, Singapore, Tehran, Tunis, Tokyo, Washington, Yangoon and Zahidan.

(a) as part of residential furnishing at the following scale:

- |                                                                  |   |
|------------------------------------------------------------------|---|
| i. Head of Mission                                               | 4 |
| ii. Officers of the rank of First Secretary and above            | 1 |
| iii. Head of chancery if of rank below 1 <sup>st</sup> Secretary | 1 |

(b) in the Chancery

- |                      |   |
|----------------------|---|
| i. Head of Mission   | 1 |
| ii. Head of Chancery | 1 |

8.20.8 Missions Abroad can make purchases of furniture, furnishings, carpets, crockery, cutlery, linen: other articles of domestic use as is supplied at Government expense, articles of decoration and repair of buildings and furniture, office equipment etc. as per instructions vide Sl. No. 2.85 to 2.88.

## 8.21 Dead Stock Register

8.21.1 All Missions are required to maintain a Dead Stock Register in which should be entered all articles belonging to the Government like furniture, silver plates,

glasses, crockery cutlery and furnishings such as carpets and cushions. In case of carpets, rugs and mattings etc. their measurement should also be indicated. Each article should be accurately described to avoid possibility of substitution. In case of furniture and furnishings such as carpets, cushions and curtains, each article should be numbered and that number should be entered in the Dead Stock Register. [MOFA No. DO483-M/47, dated 26.4.1947]

- 8.21.2 The Dead Stock Register should include (i) the number of articles received (ii) voucher no. and date (iii) no. of articles disposed off (iv) how disposed of and (v) authority under which disposed off (whether sold or written off the account and orders of competent authority declaring it unserviceable) and (vi) balance in respect of each kind of articles. [MOFA No. D.483-M/47, dated 26.11.1947 and No. A/31/9/50, dated 6.6.1950]

## 8.22 Physical Verification of the Inventory of Government Property

- 8.22.1 Separate inventories should be maintained for (i) articles at the residences (ii) for the office of the Mission or consular post. Yearly inventory due on 1 January every year should be prepared indicating the details of purchases made during the period of one year on the prescribed date of its submission in the following form:

- i. Serial Number
- ii. Name of Article
- iii. Number of Article
- iv. Price paid local/Pak currency
- v. Date of Voucher
- vi. New or Second Hand
- vii. Remarks

[MOFA No. D-571-M/47, dated 26.11.1947 and No. A/31/9/50, dated 6.6.1950]

- 8.22.2 The following certificate should be furnished about the full inventory:

“This is to certify that a full physical check of all property on charge of this Mission was carried out under my instructions on \_\_\_\_\_ (here mention the date). Except for the amendments indicated in the annexure to this letter, the inventory is complete as indicated in our earlier letter \_\_\_\_\_ (here No. and Date of the last letter forwarding the full details of the inventory will be quoted)”. [MOFA No. EQ-46/1/58, dated 2.10.1958]

- 8.22.3 The inventory should invariably be supported with the following certificates recorded thereon signed by the Head of Chancery:

- i. That all articles shown as closing balance have been inspected and checked with the Dead Stock Register;

- ii. That all new supplies upto date have been brought on the Dead Stock Register;
  - iii. That the articles in stock agree with those shown in the Dead Stock Register;
  - iv. That the inventory is correct in all respect;
  - v. That the sale proceeds have been correctly accounted for;
  - vi. That sanction of competent authority exists for writing off all the articles taken off the Dead Stock Register; and
  - vii. That the articles have been physically verified with those in the Dead Stock Register.
- 8.22.4 Head of Chancery should ensure that the discrepancies pointed out by the Chief Accounts Officer in the inventories are actually set right and a certificate furnished to that effect to Chief Accounts Officer. [MOFA No. A-31/9/50, dated 06.06.1950]
- 8.22.5 All Missions shall send their returns direct to Chief Accounts Officer with a copy to the Ministry. While forwarding the yearly returns the Missions should invariably give detailed information in respect of articles that are shown as lost or damaged. [MOFA No. A-31/2/51, dated 18.06.1951 and EQ-46/26/55, dated 28.06.1955]
- 8.22.6 The certificate of physical verification of furniture provided at the residences of Officials and Chancery etc. is required to be submitted annually to the Chief Accounts Officer. [MOFA No. EQ(I)-67/18/67, dated 06.10.1967]
- 8.22.7 Physical verification certificate about furniture etc. at the residence of Head of Mission should be issued under his own signature while certificate in respect of Chancery, other Officers, Residences of Officers and staff should be issued under the signature of Head of Chancery. [MOFA No. EQ.46/60-57-Pt.III, SOII, dated 16.11.1959]

## **8.23 Transport of Government Furniture from one House to Another**

- 8.23.1 If it is possible to segregate the expenditure on this account from the expenditure on officer's own personal effects, the actual expenditure may be reimbursed. In case it is not possible to do so only 50 percent of the total expenditure on transport may be reimbursed, provided the shifting was not arranged on the personal request of the officer concerned. [MOFA No. EQ-46/2/58, dated 31.01.1960]

## **8.24 Purchase of Government Property by officials Working in Missions Abroad**

- 8.24.1 When Missions are required to dispose of Government Properties, these should not be purchased by the officials serving in the Missions concerned. In other words



no Government Property should be sold to any official working in the Missions Abroad without prior permission of the Ministry. [MOFA No. Rules-7/9/62, dated 11.07.1962]

## **8.25 Normal life of Refrigerators, Air-conditioners, Electric and Gas Cooking Ranges, Vacuum Cleaners and Crockery Supplied to Missions Abroad**

8.25.1 Government has decided to fix the normal life of the following articles, in consultation with certain well-known manufacturers of these articles:

<b>Sr. No.</b>	<b>Name of Article</b>	<b>Years</b>
i.	Refrigerators	10
ii.	Air conditioners & air coolers	5
iii.	Electric cooking range, large and small with minor replacement such as burnt out units etc.	15
iv.	Gas cooking range, large and small	10
v.	Vacuum cleaners	10

8.25.2 These articles will not be replaced unless they run their normal life as fixed above. No limit for the life of the official crockery has been fixed except in cases where the crockery fades in colour or changes its colour through normal use.

[MOFA No. Rules-8/2/61, dated 05.08.1962, Rules-7/7/62, dated 15.06.1962 and Rules-8/1/61, dated 31.05.1963]

8.25.3 Circular letter dated 28 March 2012 have not been included.





**CHAPTER - IX**

**LOCALLY RECRUITED  
STAFF**



## 9.1 Tenure of Service

- 9.1.1 Heads of Missions are empowered to recruit staff locally on temporary basis against sanctioned posts. Such staff is not eligible for permanent employment. Their temporary employment should be in accordance with the prevailing practice or law of the country concerned. If there is no such law governing temporary employment the service of local recruits will be terminated on a fortnight's notice on either side. The services of such local recruits can be terminated by the Head of Mission in accordance with the terms of the service contracts signed between the Mission and the employee. [MOFA No. M(11)-7/31/51, dated 18.08.1952 and No. Rules-1/6/73, dated 20.06.1973]

## 9.2 Fixation of Pay Scales

- 9.2.1 Where the local scales/rates of pay for the locally recruited staff are exactly the same as admissible to the corresponding or similar category of staff in the employment of local Government, the Head of Mission may allow such rates of pay under intimation to the Ministry.
- 9.2.2 Head of Mission may also sanction any subsequent increase in scales/rates of Pay and Allowances corresponding to the increase allowed by the local Government, subject to the availability of budget provision.
- 9.2.3 Heads of Missions are not empowered to allow higher start in salary by way of granting premature increments. The powers to grant premature increments rest with the Ministry. [MOFA No. Rules-6/2/70, dated 02.11.1970 and No. Rules-5/5/64, dated 16.11.1972]

## 9.3 Leave

- 9.3.1 The Government has decided as follows in supersession of all previous orders on this subject:
- i. The temporary Government servants recruited locally in the Missions Abroad on local rates of Pay and Allowances should be allowed leave under the rules which apply to corresponding categories of Government servants employed by the local Government of the host country.
  - ii. The leave account of such Government Servants of gazetted status should be maintained by the Audit Officer concerned. The terms of leave should form part of the contract between the Government servant and the Mission. A copy of the contract specifically stating the terms of leave should be furnished by the Mission to the Audit Officer concerned who will exercise the necessary check as in the case of Central Government servants and will certify title of leave of such employee.

- iii. The leave account of such Government servants of non-gazetted status should be maintained by the Mission. The audit check in this case should be exercised at the time of local inspection only.
- iv. The leave account of such Government servant of gazetted status in the Embassies of Pakistan at London and Washington should be maintained by the Senior Accounts Officer and Finance and Accounts Officer respectively. [MOFA No. M(II)-2/5/52, dated 17/18 March 1954].

## **9.4 Liveries**

- 9.4.1 Missions Abroad should adopt the scale of liveries for Chauffeurs, Record Sorters, Daftries, Peons, etc. as are normally allowed by the Government of the host country.
- 9.4.2 The Government relaxed the condition of specifying the scales of prices of liveries in respect of Chauffeurs and other Government servants of the level of Record Sorter/ Daftries / Peons etc, in Missions Abroad as are contained in item 24 of Appendix 8 of GFR Vol-II. This is subject to the condition that the Head of Mission should sanction expenditure on the articles of liveries to Government servants within his Financial Powers after inviting tenders and in accordance with the specification of the Government of the host country. [MOFA No. EQ-46/56/56, dated 03.06.1959 and No. Rules-1/22/62, dated 19.11.1962]

## **9.5 Washing Allowance**

- 9.5.1 The Government has sanctioned grant of Washing Allowance for cleaning liveries to locally recruited staff of the level of Record Sorters/daftries/peons etc. in the Mission in case such an Allowance has been sanctioned by the Government of the host country. Scale of this Allowance should be identical with that of the local Government applicable to their Government Servants of similar category. [MOFA No. M(II)-26/17/57, dated 11.3.1958]

## **9.6 Daily Allowance (Local Staff)**

- 9.6.1 Please see relevant paragraphs in Chapter 10 of this volume.

## **9.7 Medical Facilities (Local Staff)**

- 9.7.1 Medical facilities to Pakistan nationals recruited locally or from Pakistan have been withdrawn with effect from 8 September 1993. Foreign nationals were already not entitled to this facility. [FD No. D-828-8.10/93, dated 8.9.1993]

## 9.6 End-of-Service Gratuity

9.6.1 In supersession of all previous orders/instructions issued by the Ministry regarding admissibility of end-of-service gratuity to locally recruited staff, following consolidated instructions are issued:

- i. All locally recruited Government servants in Missions Abroad are entitled to end-of-service gratuity at the rate of 15 days Pay (last Pay Drawn) for each completed year of service subject to a maximum of Rs. 75,000.
  - a. The gratuity will not be admissible if the continuous service of locally recruited Government officials is less than five years at the time of superannuation/ resignation or termination of service due to retrenchment of the post etc. and
  - b. The gratuity will also not be admissible if the services of the locally recruited employees are terminated/ dismissed from service on disciplinary grounds.
  - c. No gratuity will be admissible to such locally recruited Pakistani employees of the Mission who had previously served either in Federal Government of Pakistan/Provincial Governments in Pakistan or in any other Pakistani Mission Abroad and had, on their retirement from those services, duly received Pensionary / Gratuity Benefits. Likewise a local or foreign national having served in our Pakistan Mission Abroad and having received Gratuity from that source will not be eligible for a Second Gratuity if he is employed in some other Pakistan Mission Abroad. Second Gratuity will also not be admissible to an employee who has once retired from one Mission with Gratuity Benefit and is re-employed by the same Mission.
- ii. In countries where our Missions contribute towards Social Security Scheme in respect of locally recruited Government servants in accordance with the local rules/regulations, they should stipulate in the service contract/letter or terms of appointment that the end-of- service gratuity or pensionary benefits would be admissible only under that scheme.
- iii. Where local laws require that the foreign employers should conform specific terms for payment of gratuity or the like, our Missions should follow those laws in respect of end-of-service gratuity to their locally recruited Government servants.
- iv. No gratuity will be admissible if the clause regarding gratuity is not incorporated in the service contract/letter or terms of appointment.
- v. Payment of end-of-service gratuity in each case would be made by Missions after it has been sanctioned by the Ministry. All proposals should be submitted to the Ministry alongwith the following information/ documents:

- a. Copy of appointment letter/service contract or terms of appointment containing clause for payment of end-of-service gratuity.
- b. His/her date of entry into service and date of retirement/ termination of service.
- c. Last pay drawn in local as well as Pakistan currency.
- d. Calculations of gratuity in local as well as Pakistan currency.
- e. Copy of local Government rules/regulations governing payment of end-of-service gratuity to their servants of identical category; if obligatory for the foreign Missions to follow the local rules.
- vi. The expenditure involved would be met from within the sanctioned budget grant of the Mission.
- vii. All Missions abroad are required to add/amend the clause of end-of-service gratuity in the letters of appointment of all their local based staff if not already done so. [MOFA No. Estt (IV)-10/31/79 dated 19.4.1980. No. Estt (IV)-10/15/82 dated 29.11.1982. Estt (IV)-10/31/ 79 dated 25.1.1983 and No. Estt (IV)-10/1/92, dated 5.5.1992]

## **9.7 Admissibility of End-of-Service Gratuity to the Local Based Staff in Pakistan Missions Abroad**

- 9.7.1 In partial modification of para 1 of Ministry's letter of even number dated 4th August, 2003 it has further been decided that locally recruited staff in Pakistan Missions Abroad, who retire on or after 01-07-2003, will be entitled to end-of-service gratuity at the rate of 15 day's pay (last pay drawn) for each completed year of service subject to a maximum of Rs. 175,000/- (Rupees One Hundred seventy five thousand only) instead of Rs. 150,000/- as approved by the Finance Division vide their U.O. No. F.8(1)-Reg-7/96(Vol-II)-791/2003, dated 18-11-2003.
- 9.7.2 The benefit of the revised rate of maximum limit of the gratuity will not be admissible in the case of any employee who quitted or retired from service prior to 1<sup>st</sup> July 2003.

### **Notification**

S.R.O. (1)/2003 In exercise of the powers conferred by sub-section (1) of section 25 of the Civil Servants Act, 1973 (LXXI of 1973) read with Notification No. S.R.O. 120(1)/98, dated 27th February 1998, the Prime Minister is pleased to direct that the following further amendment shall be made in the Civil Service Regulations, namely:-

In the aforesaid Regulations, in Article 474-C, in clause (a), for the figure 1,50,000" the figure "1,75,000" shall be substituted.

(Finance Division No. F.8(1)-R.7/96 (Vol.II)-831/03, dated 10-12-2003)

# **CHAPTER - X**

## **TRAVELLING ALLOWANCE**





## 10.1 Applicable Rules

- 10.1.1 Officers and staff employed in Missions Abroad are, for the purpose of Travelling Allowance, not governed (except for journey within Pakistan) by the provisions of Fundamental Rules and Supplementary Rules but by the PFS Rules and the instructions issued by the Ministry from time to time.
- 10.1.2 Following instructions govern the grant of TA/DA to officers and staff posted in Mission Abroad and while Duty Abroad.

## 10.2 Approved Route

- 10.2.1
- i. In the case of journeys between Pakistan and foreign countries, the route approved for the particular journey
  - ii. In the case of journeys between one foreign country and another, the standard route for journeys between the two countries
  - iii. In the case of journeys within a foreign country, the shortest practicable route.

*Note 1: The Ministry is competent authority to approve any particular route.*

*Note 2: An officer who makes a journey on a route other than the approved route (such as travel by air or in his own car when the approved route is by rail) will not be entitled to claim more than the amount payable for the journey by the approved route; if the route which he takes is cheaper than the approved route he will not be entitled to claim more than the actual expenses incurred.*

*Note 3: In case of journey on leave the Travelling Allowance will be admissible upto his place home town/station declared by him in his service record [FD D-517-12-10/80, dated 07.05.1980]*

## 10.3 Family

- 10.3.1
- i. Family means a Government employee's wife, legitimate children and step children who are wholly dependent on the employee. It also includes major sons and married daughters so long as they are residing with and wholly dependent upon him. Adopted child shall be treated as member of Government servant's family subject to following conditions.
    - a. The Government servant has no legitimate and step child of his own.
    - b. Prior approval of the Government is obtained for adoption of a child. (Approval to this effect shall be recorded by the Head of the Ministry/Division concerned).
    - c. Government liability will be restricted to the adopted child only.
    - d. Adopted child will cease to be a member of the family if after its

adoption the Government servant begets a legitimate or step child.

- ii. The wife/husband of the Government servant who is herself/himself in Government service shall be entitled to TA/DA and other related facilities upon posting abroad of her/his husband/wife provided that she/he stays abroad with the husband/wife for at least six months and does not claim the benefit in her/his own right as Government servant. The facility will be available to the wife/husband when she/he is accompanied by her/his husband/wife on posting abroad or joins her/him within the period specified for the purpose.
- iii. Wives of Government employees, married in Pakistan subsequent to their posting/transfer and who take their wives to their place of posting will be entitled to TA to the extent that would have been admissible had the member of staff concerned been married at the time of his posting abroad. [MOFANO. M-50/51/49, dated 5.9.1949]
- iv. The members of staff would be allowed to take all their dependent children to their place of posting at Government expense. [MOFA No. Rules-1/15/90, dated 18.7.1991]
- v. Expenditure on TA/DA and medical treatment of children born abroad will be a liability of the Government of Pakistan.

## 10.4 Journeys

10.4.1 **Tour:** Tour mean a visit made with the general or special sanction of the Government or of the Head of Mission if he is authorized to sanction such tour or visit.

10.4.2 **Transfer:** Transfer means a journey made by a Government servant to join a new place of duty.

10.4.3 Journey on duty does not include:

- i. **Transfer on request:** Journeys on account of transfer of an officer at his own request before the completion of the normal period of his tenure as determined by the Government.
- ii. **While proceeding on or returning from leave:** Journeys undertaken with a view to spending leave in Pakistan or in any other country.

*Note 1: The Head of Mission can only authorize journeys on tour within his jurisdiction.*

*Note 2: In the case of temporary absence of the Head of Mission from*

*Headquarters, journeys of an emergent nature can be authorized by the HOC who shall, on return of the Head of Mission, apprise him of the authorization issued.*

*Note 3: Head of Mission will inform the Government at the end of the month of the journeys on tour undertaken by any officer of the Mission.*

*Note 4: Stenographer or any other member of the staff should not be taken on tour until it is absolutely necessary.*

Travelling allowance admissible for each mode of journey				
S. No.	Nature of journey	By conveyance provided by the Government	By own car or under own arrangement	By public conveyance plying for hire
1.	Journey between places connected by rail	Under SR 182 (daily allowance will be admissible at the prescribed rates)	Actual cost of railway fare by the shortest route for the class of accommodation to which the officer is entitled	Charges for single seat in the public conveyance or railway fare of the grade to which the officer is entitled which ever is less.
2.	Journey between places not connected by rail	-do-	Officers of Categories I, II III, will be entitled to mileage allowance at the rate applicable for the time being provided the officer certifies that he/she had not performed the road journey by taking a single seat in a taxi, motor, omni bus or motor lorry plying for hire. There will be no occasion for travelling under own arrangements by officials of Categories IV and V.	Officer of Categories I to III will not adopt this mode of travel.  Officials of Categories IV and V will be entitled to the fare of a single seat by omni bus or taxi plying for between the places hire involved.

Note: For the purpose of SR 182 daily allowance will be admissible of the rates prescribed in the schedule.

*Note: For the purpose of SR 182 Daily Allowance will be admissible at the rates prescribed in the schedule.*

**10.4.4 Fare:** An officer is entitled to receive fares for self and his family by the approved route and at the rates admissible to him when he is:

- i. undertaking a journey on transfer to join a new post while on duty in his old post or on leave
- ii. is proceeding from or returning to his post during leave other than extraordinary leave
- iii. returning to his home town in Pakistan on retirement or termination of service upto home town in Pakistan. In cases of tour or visit made with the general or special sanction of the Government or of the Head of Mission, if he is authorized to sanction such tour or visits, he will be entitled to the fare.

*Note 1: Members of an officer's family and his servants are normally expected to travel together with him on transfer. A member of an officer's family or his servants, who either precedes him by not more than three months or follows him by not more than six months may be treated as accompanying him, provided that in case an officer marries in Pakistan subsequent to his posting abroad, his wife would be entitled to TA only from Pakistan to the place of duty of her husband, to the extent that would have been admissible, had the officer been married at the time of his posting abroad. In case, however, of a child receiving education at a school or college at the time of the officer's transfer, the amount of the fare for the child may be claimed if the child follows him within one year of the date of his transfer. [MOFA No. Rules-4/6/70, dated 15.9.1971 and Rule-18 of PFS Rules]*

*Note 2: The Ministry may allow, in cases where they are satisfied that the family had to be left behind for genuine reasons, extension upto a maximum of six months of the time limit. This would, however, be subject to the condition that during the additional six (6) month, the officer or his family would not be entitled to any of the facilities which are not available under the normal rules. [MOFA No. Rules-7/4/72, dated 15.8.1972 and Rules-7/4/72, dated 13.7.1976]*

*Note 3: Ambassadors are entitled to receive fares for two servants while Ministers and Counsellors are entitled to receive fares for one servant of Pakistan nationality by lowest class accommodation. [Rule-20 of PFS Rules. MOFA No. Rules-11/45/62, dated 4.5.63 and Rules-4/16/82, dated 1.10.83]*

**10.4.5** *Cancellation fee in cases in which reservation of seats for journey on tour/ transfer made by Government employee and his family member had to be cancelled due to an eleventh hour change in the programme, may be reimbursed by the Government provided that the controlling officer or the self-controlling officer records a certificate to the effect (i) that the tour had to be cancelled or modified at very short notice for reasons to be stated, and (ii) that earlier cancellation of the*

*reservation of seats was not possible for reasons to be stated. [MOFA No. FM/62/84/53, dated 26.11.1953 and FD FM/55/44/55, dated 2.11.1955 Rules-10/3/62, dated 11.7.1962]*

- 10.4.6 Rail reservation charges are payable in all cases where fare is payable by Government and be allowed alongwith the fare to officers in Missions abroad proceeding on official duty, when paid by them. [MOFA No. FM/55/44/55, dated 19.5.1955]
- 10.4.7 In cases where air journey is approved/undertaken no Government servant proceeding abroad on official duty or returning from abroad to headquarters shall be allowed to perform journey between Islamabad-Karachi by rail unless the total expenditure on the combination of rail journey from Karachi to Islamabad and the air journey from or to Karachi is less than the expenditure by air from the station abroad to Islamabad. In determining the extent of expenditure involved in the two specified modes of travel, the amounts of fares, daily allowance and the element of pay paid for the duration of transit period shall have to be taken into account. [MOFA No. Rules-12/3/73, dated 3.3.1973]
- 10.4.8 It has been decided that officials in B-1 to 16 would henceforth travel by air from Islamabad to Missions Abroad instead of Islamabad to Karachi by rail and vice versa on transfer with the condition that the following certificate is recorded on the TA bill:
- “This is to certify that the journey performed by air from Islamabad to the Mission and Mission to Islamabad was cheaper than the journey if it had been performed by air from the Mission to Karachi and by rail from Karachi to Islamabad and vice versa including forced halt, pay of the journey time, transit DA's, local transportation charges.”
- Note: The above condition does not apply to officials of B-1 to 16 who are proceeding on transfer to all those Missions abroad and vice versa who are already allowed to travel by air from Islamabad to Mission and Mission to Islamabad. [MOFA No. 4(1)-Passage/92, dated 1.1.1997]*
- 10.4.9 Every Government servant is required to travel by the class of accommodation to which he is entitled and if he travels in a lower class of accommodation he will receive fare for the accommodation actually used. The responsibility for verifying the correctness of the claim representing the fare for the class of accommodation used by the Government servants lies with controlling officer who should satisfy himself about it before he countersigns the travelling allowance bill. In case of an officer who is his own controlling officer his signature in the travelling allowance bill should be taken as a proof in this regard. [FD No. F.2 (45)-R-9/74-1036, dated 21.10.1974 and MOFA No. Rules-4/1/73, dated 18.11.1974]
- 10.4.10-A Due to the newly established system of E-ticketing by PIA, booking can be done through internet service without formal ticketing. In order to streamline the accounting procedure it has been decided to revise the instructions contained in

Para 2(vi) as under:

“Used air tickets /E-tickets plus boarding cards shall be produced along with TA adjustment bills. However, reason for failure to do so should be recorded on TA bill by controlling officer”. [FD No.1(7)R.10/93-471/07, dated 30-06-2007]

10.4.11 In case if persons entitled to travel by economy class, if the period of stay abroad permits, and a facility to a destination is available, only excursion tickets by whatever names called, should be purchased. [FD No. F.1(17)R-10/86 dated 14.7.1986]

*Note: In pursuance of the Finance Division instruction quoted above, the Ministry has decided that only such officers/official as have been permitted by the Ministry to spend their joining time enroute will be provided with fully paid economy class air tickets. In case of those spending joining time at the station of their next posting as also members of official delegations entitled to travel by economy class if the period of stay abroad permits and a facility to a destination is available only discounted/rebated/excursion tickets should be purchased. [MOFA No. 5(I) Passage/91, dated 7.1.1991]*

\*10.4.11-A The non-transferable and non-refundable Air Ticket to a passenger should be arranged but it should be refundable to the Mission in case of change in the journey. [FD O.M No. F.1(17)R-10/86, dated 14.7.1986]

10.4.12 It has been decided that henceforth entitlement of different Government functionaries to the facility of air travel abroad shall be as follows:

S.No.	Designation	Class
1.	-The President - The Prime Minister - Chairman Senate - Speaker National Assembly - Chief Justice of Pakistan - Minister for Foreign Affairs	First Class
2.	-Federal Ministers - Ministers of State - Chairman JCS - Services Chiefs - Senators - MNAs - Federal Secretaries and equivalent in Armed Forces - Ambassadors	Business Class
3.	All other officers in BPS-22, Additional Secretaries Incharge and	Economy Class

\* revised

remaining officers of the federal Government, attached departments, autonomous and semi-autonomous bodies, corporations and other institutions under the administrative control of various Ministries/Divisions

- 10.4.13 The above decision shall be applicable to all Government servants including defence personnel. employees of attached departments, autonomous and semi- autonomous bodies, corporations and other institutions under the administrative control of various ministries/ divisions. [FD F.1(1 6)-R.1 0/93-1 032, dated 2.1 2.1996]
- 10.4.14 All those who were henceforth entitled to first or business class air travel within the country should travel by economy class. [Cabinet Division No. F.4(3)-Reg.9/96, dated 7.12.1996]

## 10.5 Clarification

- 10.5.1
- i. Officers in B-20 and 21 are entitled to economy class while travelling by air on official duty abroad.
  - ii. Additional Secretaries-in-charge (B-21) and other officers in B-22 (other than Federal Secretaries) even if they are head of corporations are allowed economy class instead of business class. [Authority F.D. No. F.1(16)R/10/93-596, dated 3.9.1995]
- 10.5.2 In case of rail journey the amount of fare that can be drawn by an officer for himself the members of his family or servants is as follows:
- i. **Officer and his family:** The cheapest admissible first class fares including sleeping berths.
  - ii. **Servants:**
    - a. In the case of a journey or a part of a journey by sea the fare of the cheapest passage available on the same boat by which the officer or members of his family travel.
    - b. In the case of a journey or a part of a journey by rail the fare of the lowest class.
    - c. In the case of a journey on transfer where the officer travels in his own car and for any member of his family who travels by the car he may draw the fares admissible under clause (a) above and if any servant travels by the car he will draw the fares of the lowest class. [Rule-21 of PFS Rule 1962]

## 10.6 Transfer Grant

- 10.6.1 Where an officer is proceeding on transfer from one post out of Pakistan to another such post out of Pakistan or on first appointment to a post out of Pakistan or on return to Pakistan on termination of his tenure, he will be entitled to, in addition to



the Travelling Allowance, a lump sum at the rate indicated in para 10.21 below, to meet the expenditure of breaking-up of the household at one station and setting it up at another and such other expenses incidental to the transfer as are not specifically paid for under the rules. [Rules-22 of PFS Rules, 1962]

- 10.6.2 When an officer dies abroad his family will be entitled to the same transfer grant as would have been admissible to the officer had he been transferred to Pakistan. [Note below Rule-22 of PFS Rules]
- 10.6.3 Transfer Grant equal to 1/2 and 1/2 of the pay is admissible to Government employees possessing a family and not possessing family respectively. [FD No. F.1(62)R.10/87-1070, dated 10.10.1991]
- 10.6.4 Where a married officer is unaccompanied at the time of transfer but his family precedes or follows him within the prescribed time limit, the officer will be entitled to the balance of transfer grant treating him as accompanied by his family at the time of transfer. [FD F.1(30)R.10/88-1281, dated 10.09.1988]
- 10.6.5 In the case of officials re-employed after retirement, transfer grant is admissible on the basis of their full month's pay without any deduction on account of commuted portion of pension.
- 10.6.6 Pay for the purpose of transfer grant means the pay last drawn by an officer/official in the post from which he is transferred, as defined in FR 9 (21). [MOFANO. Rules-4/15/67, dated 14.09.1967]
- 10.6.7 Expenditure on transfer grant to officers and members of the staff belonging to the Ministry is debitable to the following head of account.  
 F-101- Foreign Affairs Division  
 011302- Diplomatic and Consular Services  
 A03805- Travelling Allowance
- 10.6.8 Transfer Grant is admissible to officials serving in Missions Abroad who return to Pakistan on termination of their tenures in the Missions in the following circumstances:
  - i. Officials proceeding on leave preparatory to retirement
  - ii. Officials who retire in Missions Abroad
  - iii. Officials who return to Pakistan on the expiry of their contracts of services. [MOFANO. Rules-7/1/73, dated 6.2.1978]
- 10.6.9 When husband and wife are posted at the same station one of them (not both) will be entitled to get 1/ month's pay. [FD No. F 2(3)-R-10/82, dated 16.10.1982]

## 10.7 Transportation of Personal Effects

- 10.7.1 The cost of transportation of personal effects will be admissible as indicated below:

- i. **By Rail Or Sea:** Where an officer is proceeding to another post on transfer or on first appointment to a post outside Pakistan or leaving such post on retirement, termination of contract or when an officer dies while serving out of Pakistan, the cost of carriage by goods train and steamer of personal effects will be allowed upto the maximum limit provided at Table (A) below paragraph 10.33 excluding the free allowance given by the shipping or railway companies provided that if an officer carries his personal effects by passenger train instead of by goods train he may draw the actual cost of carriage upto the limit of the amount which would have been admissible to him had he taken the maximum number of kilograms by goods train. [Rules-23(a) of PFS Rules].
- ii. **By Air:** In case of transfer from mission to Pakistan or mission to mission the total cost for transportation of personal effects by air should not exceed the maximum permissible limit for transportation of personal effects by sea or goods train as laid down at (i) above. On transfer from headquarter to mission an official may take his personal effects by air upto the maximum limit provided at Table B below paragraph 10.33 M.O.F.A. No. Rules-7/2/73 dated 10.3.75 and Rules-3/1/82 dated 23.11.82.
- iii. **By Road:** When an official transports his personal effects by road on his transfer from headquarter to mission abroad or vice versa or from one mission to another, he will be entitled to the cost of transportation of such personal effects by road limited to the total cost of transportation of maximum permissible entitlement by sea/goods train and within Pakistan at the prescribed rate of paisa 0.05 per kilogram per kilometre. [M.O.F.A. No. Rules-4/11/77 dated 10.1.78]
- iv. A Government servant when his wife is also in Government service and both are transferred simultaneously from one duty station to another one of them will be entitled to transportation of personal effects and car. [FD No. F.1(35).R.10/88 dated 6.5.1987]
- v. Married officials who travel without family are entitled to transportation of personal effects at bachelor rate. [FD. No. FF. 1(22)-R.10/87, dated 13.5.87]
- vi. When an officer entitled to travel by first class by air chooses to travel by cheaper class, the cost of transporting personal effects equal to the difference between first and cheaper class may be allowed to him. Subject to this maximum cost he may send his personal effects by air or by surface route. [P.F.S. Rule-24]

10.7.2 Prior to the introduction of the system hereinafter stated, cost of air tickets, transportation of personal effects etc. was paid to the individual officials under transfer to Missions abroad as advance subject to adjustment through TA adjustment bill. This resulted in accumulation of heavy amounts of un-adjustd TA advances as well as loss to Government due to excess drawl of money from public account as advance as comparison to the actual charges incurred by the officials. In order to avoid

all these problems, the President has been pleased to decide that no advance shall in future be paid for travel expenses to any officials on transfer from headquarters to Missions abroad or Mission to headquarters or from Mission to Mission.

10.7.3 Booking of passage, transportation of the household effects will be done through the Passage Section of the Ministry who will issue a letter to the authorized agent for the purpose. A panel of authorized agents have been drawn up by the Passage section and from within that approved panel, the official may select one of his own choice:

- i. The air passage and the transportation of luggage by air shall be arranged by the agents invariably through PIA. If PIA does not operate its flights to any country or any particular sector, they can endorse a portion of the air tickets on any other airlines and also book the luggage accordingly. If booking cannot be arranged by PIA in any case prior permission of the Finance Division to travel through a foreign airline and also for booking the luggage through an airline other than PIA shall be necessary. [MOFA No. Rules-3/1/82 Part, dated 23.11.1982]
- ii. a. The authorized agent will issue non-transferable ticket(s) for destination and also arrange transportation of personal effects including insurance.
- b. In case of transportation of personal effects by sea, Pakistan flagships should be utilized where possible. The personal effects can also be booked from Lahore/Rawalpindi Dry Port, at the discretion of the official, as it may be convenient to despatch them from there.
- iii. The authorized agent will submit the bill directly to the Passage section of the Ministry for arranging payment direct to the agent concerned.
- iv. If the passage/household effects are over and above the entitlement of the official, the extra cost will be paid by the official concerned direct to the agent.

10.7.4 An advance against the incidental charges will be allowed only for payment of airport tax and transportation charges from residence at the place of duty in Pakistan to railway station and airport. As regards any possible forced halt during transit, which are foreseen at the time of issue of the tickets, an advance payment may be made with prior authorization of the Ministry.

10.7.5 No MCO (Miscellaneous Charges Order) will be authorized to any official because it will amount to paying an advance on account of Travelling Allowance which is not permissible. [MOFA No. Rules-3/1/82, dated 13.2.1982 and No. Rules-3/1/1982 Part, dated 23.11.1982]

10.7.6 The entitlement of the officers/officials for packing/crating, insurance, dispatch and clearance of personal effects on transfer from Headquarter to Mission Abroad is as under: The entitlement for transportation of personal effects from mission to Pakistan and Mission to Mission is shown at "A" under packing/crating column. "B" is not applicable in such cases.

\*A

Grade of officers/officials	Entitlement by Rail, Road or Sea		Agency Charges	
	Packing/Crating	Rs.per kg	Outgoing (Rs)	Incoming (Rs)
B-17 and above				
Married	2240 kg or 25M <sup>3</sup>	12	2,700	5,400
Single	1490 kg or 17M <sup>3</sup>	12	2,700	5,400
B-11 to 16				
Married	1120 kg or 13M <sup>3</sup>	12	1,800	3,600
Single	750 kg or 8M <sup>3</sup>	12	1,800	3,600
B-6 to 10				
Married	560 kg or 6M <sup>3</sup>	12	1,350	1,800
Single	450 kg or 5M <sup>3</sup>	12	1,350	1,800
B-3 to 5				
Married	560 kg or 6M <sup>3</sup>	12	900	900
Single	450 kg or 5M <sup>3</sup>	12	900	900
B-1 to 2				
Married	375 kg or 4M <sup>3</sup>	12	900	900
Single	190 kg or 2M <sup>3</sup>	12	900	900

\*\* revised

**B**

		BY AIR		
B-17 and above				
Married	1200 kg	4	1,500	3,000
Single	800 kg	4	1,500	3,000
B-11 to 16				
Married	600 kg	4	1,000	2,000
Single	400 kg	4	1,000	2,000
B-6 to 10				
Married	300 kg	4	750	1,000
Single	240 kg	4	750	1,000
B-3 to 5				
Married	300 kg	4	500	500
Single	240 kg	4	500	500
B-1 to 2				
Married	200 kg	4	500	500
Single	100 kg	4	500	500

## C Insurance Cover

Ambassador	Rs. 250,000		
Officer (Married)	Rs. 200,000	Staff (Married)	Rs. 60,000
Officer (Single)	Rs. 1 50,000	Staff (Single)	Rs. 30,000

[MOFA No. 3(1)-Passage/2010 dated 08.4.2010]

*Note: Subject to the maximum admissible limits an officer may transport personal effects from his old station or a place enroute to his new place of posting or to a place enroute or to Pakistan. A place enroute, occurring above, signifies the particular station/port at which the ship or the airliner carrying the personal effects stops or calls at on its flights or voyage through standard route. [FD No. 1(13)-R.10/72-248, dated 20.3.1973]*

## 10.8 Transportation Charges of personal effects by Road

\*10.8.1 Since no sea routes for access to the following Missions Abroad exist, the rates for transportation of personal effects by road have been approved as under:

Station	Grade of Employee	Entitlement	Money Value	Authority
(From New Delhi to Wagha Border and vice versa)	B-17 and above	Two trucks	Rs 9,000 @ Rs. 4500 per truck	MO FA No.3(1)- Passage/92 dated 28.2.1993
	B-1 to 16	One truck	Rs 4,500	
Zahidan	All officers / officials	One bogey	Rs. 22,415	CAO No. Coord/1-42/NoI.Xill dated 29.1.1997
Kabul/Kandhar/ Mazar-e-Sharif	B-17 and above	Two trucks	Rs. 50,000@ Rs. 25,000 per truck	MOFA No.3(47) Passage/ 2010 dated 23.9.2010
	B-1 to 16	One truck	Rs. 25,000	
Jalalabad	B-17 and above	Two trucks	Rs. 40,000 @ Rs. 20,000 per truck	MOFANo. 3(47)- Passage/ 2010 dated 23.9.2010
	B-1 to 16	One truck	Rs. 20,000	
Herat	B-17 and above	Two trucks	Rs 125000 @ Rs. 65,000 per truck	MOFA No.3(47) Passage/ 2010 dated 23.9.2010
	B-1 to 16	One truck	Rs. 65,000	

10.8.2 The expenses incurred on transportation of personal effects in the country of posting should be paid in the same currency in which the payments were made by the Mission to the agent or shipping company. [MOFA No. Rules-4/1/91, dated 28.11.1993]

\* revised

\*10.8.3 The rate for transportation of personal effects, Car/Motor Cycle or Scooter within Pakistan are given as under:

Particulars	Rate per Kilometer	Date from which applicable
Motor Car	Rs 05/-	01.07.2012
Motor Cycle or Scooter	Rs 2.5/-	01.07.2012
Personal Effects	Rs 0.02 per Kilometer per Kilogram	01.07.2012

[FD No.F.No1(3)Imp/2012, dated 16.07.2012]

*Note: The transportation of personal effect on point to point basis is not permissible. [CAO MOFA No.Co-ord/1-42/Vol-viii/1357, dated 9.8.1987]*

10.8.4 When an officer is entitled to travel by first class by air, chooses to travel by a cheaper class, the cost of transporting personal effect equal to the difference between the free allowance for the first class and the cheaper class may be allowed to him. Subject to this maximum he may send his personal effects by air or by surface route. [Rule-24 of PFS Rules]

## 10.9 Incidental Expenses

10.9.1 The fares for journeys of officers and their families and cost of carriage of personal effects when payable by Government under the rules will include the following charges:

- i. Landing or port or head or terminal tax
- ii. Dock dues
- iii. Port trust charges
- iv. Wharfage
- v. Porterage
- vi. Cartage or lorry charges
- vii. Launch hire between ship and shore (lighterage). It is to be paid after verification from KPT
- viii. Passport fees
- ix. Railway insurance (outside Pakistan only), air insurance, marine insurance subject to the limit as indicated above

\* revised



- x. Actual handling and agency charges of the travel agent
- xi. Actual conveyance charges incurred for journeys by road as explained in note 3 below
- xii. Telegram, telephone and other service charges
- xiii. Ancillary charges on stuffing, destuffing the cargo
- xiv. Container service charges/stripping devanning/ terminal handling charges
- xv. Air freight surcharge

*Note 1: Landing or port or head or terminal tax usually forms part of steamer tickets and its reimbursement will not, therefore, present any difficulty. If, however, in any case it is charged for separately the claim should be supported by a receipt.*

*Note 2: Claims for dock dues, port trust charges, wharfage, passport fees and launch hire between ship and shore where separately charged for, should also be supported by receipts. Storage charges may be paid in special circumstances with specific approval of the Government.*

*Note 3: The charges mentioned at items (v), (vi) and (xi) above will be payable if the controlling officer certifies that expenses are reasonable and essential. These will include expenditure incurred during journeys between residence and railway station or port of embarkation or port of dis-embarkation or air booking office, between railway station and port of embarkation or port of disembarkation and air booking office performed at the old station and the new station as well as at places of authorized halts enroute. Where transport between airport and air booking office is not provided free by air companies, and, in case of heads of Missions where such transport is provided but not availed of the charges shall be payable to and from airport. For the portion of journey within Pakistan, the amount reimbursable on account of conveyance charges and transportation of luggage shall be limited to the amount admissible under the Supplementary Rules and expenditure incurred on portage will not be separately payable.*

*Note 4: Handling and agency charges of travel agent will include expenditure incurred on loading, unloading and carriage of luggage and only the service charges levied by the travel agent for undertaking the transport of the luggage. For the portion of journey within Pakistan, however, the amount payable shall be limited to the rates given above.*

*Note 5: Telegram and telephone charges by travel agencies incurred by Missions in connection with the reservation or accommodation including sleeping accommodation on railways, handling and all of the agency service charges and fees shall be reimbursed in respect of all journeys on duty by road, rail, sea or air abroad when considered by the controlling authority as necessary and reasonable. Telegram and telephone charges incurred by officers themselves shall not be reimbursable except on specific sanction of the Government in each case.*

## **10.10 Use of Lahore / Rawalpindi Dry Ports**

- 10.10.1 The Government servants going abroad or returning to headquarters from abroad will be entitled to the use of Lahore and Rawalpindi dry ports as a sea port for embarkation and disembarkation for transportation of their personal effects, and will be allowed same facilities of reimbursement of charges etc. as are admissible at Karachi seaport provided they choose to avail these facilities at the Lahore/ Rawalpindi dry ports and complete customs and other formalities there. [MOFA No. Rules-4/5/78, dated 1.8.1978 and dated 21.1.1991]
- 10.10.2 It has been decided to allow reimbursement of actual charges paid to the Pakistan Railways by a Government servant for transportation of his personal effects upto the limits of his entitlement from Karachi to Lahore/ Rawalpindi dry port on production of necessary receipt of payments. [MOFA No. Rules-4/6/78, dated 19.10.1978]

## **10.11 Transportation of Personal Effects/Car on Door to Door Basis**

- 10.11.1 In Pakistan the clearance etc. of the luggage of officials transferred shall be arranged through one of the approved agents and payment of such transportation charges shall be made direct to the agent by the Ministry/Chief Accounts Officer. In the light of these instructions Missions should not arrange transportation of personal effects of officers/staff through their authorized agents on door to door basis (i.e. from their overseas residence to residence in Pakistan). In case of shipment of consignment upto Lahore/Rawalpindi dry ports it should be noted that shipping companies charge sea freight upto Karachi port only. Railway freight charges of the consignment from Karachi to Lahore/Rawalpindi dry ports are collected by Railway at Lahore/Rawalpindi. These charges are, therefore, not required to be paid by the Missions to their authorized agents in foreign exchange. [MOFA No. Rules-3/1/82, dated 29.6.1982 and No. Rules4/8/87 dated 9.3.1989]

## **10.12 Storage/Demurrage Charges**

- 10.12.1 Charges for storage pending shipment of the personal effects of officers/ officials transferred or posted abroad form part of the expenses of transportation of personal effects and are, therefore, payable by the Government. The charges payable by the Government will be confined to the short period while the ship is not available. It is the responsibility of the officials concerned to take steps to clear their luggage and avoid storage charges. Demurrage charges are not payable, unless specifically sanctioned by the Finance Division. [MOFA No. M-50/51/49 dated 10.9.1949, No. FM-4/2/58, dated 25.10.1958 and No. PFS/11/28/52, dated 25.11.1956]

## 10.13 Payment of Seventy Percent Transportation Charges of Personal Effects

10.13.1 Government servants on their transfer from/to Pakistan to/ from Missions abroad and on inter-Mission transfer will, at their option, be paid transportation grant equal to 70 percent of the packing/crating and transportation charges of their unaccompanied personal effects according to their existing entitlement (minus insurance and agency fees). (See Annex-VIII).

10.13.2 In determining the entitlement, the following procedure will be adopted.

i. **Packing/crating charges at Headquarters**

The rates are specified at paragraph 10.33 A and B.

ii. **Packing/crating in Missions Abroad**

The Missions abroad will follow the same procedure with the initial rate being fixed equal to the actual expenses paid for any last transfer. In cases where the clearing and forwarding agents have quoted/ charged a lump sum for all moving expenses without providing a detailed breakup such a breakup should be obtained by asking for separate figures on (a) packing/crating including the stuffing of a twenty feet container and other container charges if any. (In countries where container transportation is not available the charges for the construction of lift vans of 900 cubic feet in the case of officials of B-17 and above, and 450 cubic feet in the case of other officials may be substituted for the cost of container.) (b) inland transport (c) port charges including wharfage, customs clearance fee, crane charges etc. (d) sea freight. (This must be authorized by obtaining the quotation from a shipping company.) The rates will be recommended by head of Mission and approved by Additional Secretary (Admn) after concurrence of the Chief Accounts Officer.

iii. **Inland Transportation Charges within Pakistan (Islamabad-Karachi and vice versa)**

The rates are specified at paragraph 10.36.

iv. **Inland Transportation in Missions Abroad** Same procedure as stated in (ii) above will be followed by Missions abroad except where the entire inland transportation is made by truck or other available means.

v. **Sea Freight in Pakistan**

Sea freight will be determined by seeking a quotation from the Pakistan National Shipping Corporation in the month of July each year and will be valid for that Financial Year.

vi. **Sea Freight in Missions Abroad**

Quotations will be invited from regular shipping companies providing schedule of freight service between the country's port and Karachi. In cases where no direct shipping service is available, a transshipment quotation

may be accepted. Same procedure as stated in (ii) above will be followed for determining entitlement on inter-Mission transfers.

## 10.14 Mode of Payment - Transportation Charges of Personal effects

### 10.14.1

(a) In case of transfer from a Mission to headquarters, the Mission will pay the officer in foreign exchange to the extent of entitlement for expenses abroad.

(b) In case of transfer from headquarters to Missions payment will be made by the Chief Accounts Officer against a bill signed by Director General (Personnel/M&F) for the entitlement against inland transport and sea freight charges. The entitlement against inland transport and other expenses incurred in the country of posting will be paid in foreign exchange by the Mission immediately after the official's arrival.

(c) In case of inter-Mission transfers the entire amount will be paid by the Mission from which the official is being transferred under the CAO's authority. For the transportation of personal effect within Pakistan, the payment will be made in Pakistani rupees. The quotations and supporting documents on the basis of which rates have been fixed will be sent to the Chief Accounts Officer, in the first week of January every year by the Missions concerned.

10.14.1-A Each case of actual transportation of personal effects from Headquarters to Missions abroad should be submitted with three quotations from approved panel of shipping agents. The payment will be made on the basis of lowest rates provided by the shipping agents in each such case. [MOFA No. 3(1)-passage/92, dated 16 July 2003]

10.14.2 The officers/officials opting for encashment of their entitlement as determined by the procedure above will not be required to render any Travelling Allowance adjustment bill for transportation charges only. The persons availing of this facility will certify that they have availed this facility in accordance with their entitlement. [MOFA No. Rules-4/1/91 dated 30.7.1992 and 2.10.1993]

10.14.3 Following further instructions have been issued for payment of 70%

## 10.15 Transportation charges.

- (i) the date of effect for 70% transportation charges should be separately shown in the sanction letter with the concurrence of CAO.
- (ii) Officers/officials will have choice between availing the 70% transportation charges and actual transportation of personal effects as per entitlement. A combination of the two will not be allowed.
- (iii) Payment of 70% transportation charges will now be adjusted through T.A. adjustment bill. [MOFA No. 3(1) Passage/92, dated 26.1.99]

*Note: Various orders regarding 80% & 70% Transportation Charges of Personal effect issued from time to time are available at Annexure-VIII.*

## 10.16 Transportation of Car

10.16.1 An officer appointed to a post abroad or on transfer or return to Pakistan on termination of his appointment may draw the actual cost of transporting his own car by rail or steamer from the old to the new station provided he has maintained a car at the place of his old station.

10.16.2 The above transportation charges would be permissible provided a car arrives at the new station within a period of six months from the date of arrival of the officer at the new post. (Rules 27 (i) PFS Rules).

*Note 1: The limit of six months may be extended upto one year in an individual case where the Ministry is satisfied that delay in transportation of the car beyond six months was caused by genuine reasons over which the official concerned had no control. This will take effect from 6.10.1973. [MOFA No. Rules-7/6/75, dated 20.8.1975]*

*Note 2: The cost of transportation of a car of an officer who has not maintained the car, but may be required to maintain at his next place of posting, will be determined by the Government on merit.*

*Note 3: If an officer dies abroad, the cost of transportation of a car to Pakistan may be allowed at the request of his family in accordance with the principles set out above.*

*Note 4: Transportation charges of car when imported in the name of spouse are not covered under PFS Rules 27 (I) and therefore, not admissible. [FD No. F.1(3)R.10/89, dated 28.2.1990]*

10.16.2 Officers posted abroad are entitled to the cost of transportation of their private cars at the time of their transfer in accordance with above rules. This concession is not admissible to members of the staff including Superintendents. The cost of transportation of car is admissible in the currency of the country from which he was entitled to bring the car. In case of transfer from Pakistan, transportation charges of personal cars are payable in Pakistan currency and not in foreign exchange, irrespective of the fact whether the car may have been imported from elsewhere, subject to the restrictions as laid down above. [MOFA No. Rules-7/2/67, dated 08.09.1972, FD No. 277-R-10/75, dated 10.05.1975 and MOFA No. Rules-12/11/75, dated 01.07.1975]

10.16.3 Transportation charges of cars imported by the officers through local agents of the manufacturers at their place of posting will be paid by the Government. The freight charges either in Pakistan currency in cases of transfer, from Pakistan or in foreign currency in cases of Mission to Mission transfer, would not be paid/ drawn in advance. Its reimbursement would be authorized by the Chief Account Officer, after due scrutiny of the following documents submitted by the officer along with the final Travelling Allowance bill (statement of expenditure) in respect of his transfer:

- i. Copy of the order placed with manufacturer through authorized dealer

- ii. Manufacturer's acceptance of the order indicating the cost of car, amount of freight being charged and the date of shipment
- iii. Invoice of the dealer indicating, inter alia the cost of car with pro-rata freight charges and date of delivery of car to officer

10.16.4 In case of purchase of car locally, regardless of its make, out of the existing stock of the local dealer/agent, no freight charges will be admissible. [FD No. F.1(25)R-10/84, dated 6.11.84 and MOFANo. Rules-4/19/83-pt, dated 12.11.84]

## 10.17 Incidental Expenses on Transport of Car

10.17.1 The actual expenses on transporting a car will include charges such as ghat pass river dues, dock dues, carnet dues, loading and unloading charges, actual handling and agency charges of the travel agent and marine insurance subject to maximum given paragraph 10.33(C) but will exclude crating charges. All claims for incidental charges will be supported by payee's receipt. [Rule-27(2) of PFS Rules].

## 10.18 Transportation of Car by Rail

10.18.1 When the car is to be transported by rail it should be sent unpacked at owner's risk by goods train or if there is no goods train, by the cheapest passenger train. If the car is despatched by goods train, the officer may draw, in addition to the freight charges by the railway authorities, the cost of packing and of transporting the packed car to and from the goods shed at the station of departure and arrival provided that the total amount so drawn shall not exceed the freight charges for transporting the car by passenger train. If, however, the officer transports the packed car by passenger train, instead of goods train, the reimbursement of the rail freight will be limited to the freight by passenger train of an unpacked car.

10.18.2 When a car is transported partly by rail and partly by sea at Government expense from one port to another port and the officer chooses to have the car boxed with a view to minimizing the risk of damage to the vehicle in transit, the actual cost of the freight and packing charges admissible under paragraph 10.53 above may be reimbursed to the officer, provided that the total amount so payable does not exceed the cost of the freight and other incidental charges that would have been admissible under the above rule, had the car been transported unboxed. The reimbursement will be allowed to an officer on production of a certificate from the head of Mission or the Ministry, to the effect that the amount claimed by the officer on transport of the boxed car does not exceed the amount that would have been payable by Government on that account had the car been transported unboxed. [Rule 27(3) and Note below that of PFS Rules]

## 10.19 Transportation of Car by Road

10.19.1 When the car is transported by road under its own power between stations connected by rail or steamer or partly by rail and partly by steamer, the officer may



draw an allowance at the rate of US\$ 0.11 per mile or US\$ 0.7 per km, in respect of the motor car, the distance to be reckoned for the purpose of this concession being limited to the distance by the approved route between the stations by rail or steamer or partly by rail or steamer and partly by road, the officer may draw the allowance at above rate for the car in respect of road journey.

*Note: The concession under this sub-rule shall not be admissible to an officer who is not entitled to transport his own car by rail or steamer at Government expense. [MOFA No. Rules-6/5/72, dated 7.11.1973, Rules-27 (4) and Note of PFS Rules]*

10.19.2 Transportation of car is permitted by any means of transport but its transportation cost be restricted to the expenditure for EVK transport. [FD No. F.1(16)Reg (9)/91, dated 26.9.1991]

## 10.20 Joining Time

10.20.1 Joining time is treated as duty and allowed as provided for below in cases of journey for which fares are payable by the Government.

10.20.2 In the case of journey on transfer from a post abroad to a post in Pakistan or vice versa or from one Mission to another, the actual time spent in transit from the old place of duty to the new place of duty by the approved route including such forced halts as are certified by the officer plus six days for preparation. If the journey is performed in Government Servant's own car, the joining time shall be the actual time taken in transit or that admissible had the journey been performed by the approved route whichever is less.

10.20.3 In case of inter-change of Ambassadors between one Mission to another, their families and servants (who are entitled to passage at Government cost) may travel to their next place of posting by a route other than the approved route, as may be considered economical and administratively feasible by the Ministry. The families and servants can spend preparation time partly or wholly at a third place enroute, daily allowance for such preparation time would be admissible for the place where it is actually spent. [MOFA No. Rules-7/2/75, dated 26.5.1976]

10.20.3-A The facility of spending joining time enroute withdrawn by the Ministry vide Serial No. 10.74.

10.20.4 In case of journey on leave the actual travelling time is the time taken for the outward and the return journey by an approved route between the station from where he proceeds on leave and the nearest port of disembarkation in the country where he spends his leave, including enroute forced halts, if any, provided that if the leave is spent in a country other than Pakistan, the travelling time thus allowed shall not exceed the time taken by a journey to and from the nearest post of disembarkation in Pakistan by an approved route. The term "approved route" means the cheapest one.

*Note 1: In case of leave joining time is admissible only on one occasion in a calendar year [MOFA No. M/50/87.49, dated 29.10.1949 and Rule 34 of PFS Rule]*

*Note 2: In the case of journeys on leave by sea, the joining time to be allowed to an officer shall be restricted to the joining time which would have been admissible to him if the journey had been performed by air.*

10.20.5 In the case of journeys to join a new post on return from leave, joining time will be reckoned as in paragraph 10.59 above from the place where the officer was spending the leave or from the old station whichever is less. If the leave taken exceeds four months, no preparation and transit time can be taken.

10.20.6 Appointments of ambassadors will take effect from the date of their arrival at the headquarters. They are, therefore, not entitled to avail joining time at the place of their posting. They, on their posting from headquarters to Missions Abroad or vice versa or from one Mission to another, can, however, avail joining time (six days) enroute. They will be entitled to draw DA of the place enroute where joining time is actually spent. [FD No. 1(9) 8.10/9,1 dated 7.1.1992]

10.20.7 Only 50 percent Daily Allowance is admissible to the officials of the Mission where residential accommodation is available during joining time at the station of posting. The officials themselves are not authorized to vacate or occupy residential accommodation. [MOFA No. Rules-4/11/85, dated 8.1.1992]

10.20.8 The Ministry may grant to an officer a longer period of joining time than is otherwise admissible, subject to a maximum of thirty days. [Rule 35 of PFS Rules]

10.20.9 The emoluments during joining time will be as follows:

- i. Pay as defined in FR 107 (a) or (b) as the case may be.

*Note: No allowance (foreign or cost of living) is admissible during joining time to officers and staff of Missions abroad proceeding on transfer from one post to another or on leave. [MOFA No. 5/30/50, dated 1.5.1953]*

- ii. Daily allowance during joining time shall be paid at the rate prescribed for the country to which the official is proceeding. In case of transfer to headquarters daily allowance will be admissible for the last place of duty. On transfer from one mission to another the daily allowance during joining time shall be paid at the rate for the country where it is actually spent. For joining time spent at place enroute please see para 10.72.

10.20.10 Casual leave cannot be given in combination with joining time or ordinary leave. [MOFA No. M/25/1/50 dated 20.4.1950]

10.20.11 Leave on full pay-cum-transfer can be granted in combination with six days for preparation time and actual time spent in transit by the approved route. [MOFA No. M(11)-8/89/54, dated 31.1.1956]



- 10.20.12 Fifteen percent incidental charges are also not admissible during joining time.
- 10.20.13 The payment of daily allowance during joining time at the rate prescribed for specified hotels is to be made only if the preparation time is spent in the specified hotels and hotel receipt is provided otherwise the daily allowance rate prescribed for elsewhere would be admissible. [FD No. D. No. 1068-R.1 0/83, dated 08.08.1988]
- 10.20.14 Daily allowance shall be admissible for holidays falling during the joining time, subject to the prescribed limit of joining time viz six days preparation time and actual transit by the approved route. [MOFA No. Rules-4/3/72, dated 08.10.1976 and MOFA No. Rules-4/12/73, dated 02.02.1977]
- 10.20.15 Government servants on transfer from Pakistan to Missions Abroad or vice versa or from one Mission to another will be allowed to spend part or full preparation time (six days) at places enroute. The rate of daily allowance admissible in such cases will be the rate admissible for the place enroute subject to the limit of daily allowance admissible for the new place of posting abroad except for Ambassadors. In case of transfer to Pakistan the rate of D.A. will be limited to the last place of posting.
- Note: The term "place enroute" means the place lying on the approved route. [MOFA No. Rules-4/12/73, dated 18.1.1978 and FD No. D-89-R-10/80 dated 3.2.1980]*
- 10.20.16 Daily allowance for joining time will not be admissible to any member of the family/servant who does not actually accompany the Government servant. [MOFA No. Rules-4/5/79, dated 21-11-1979]
- 10.20.17 The payment of daily allowance to the family members during joining time is linked with the preparation period of six days which can be spent either at the last place of duty or at the destination (Mission) if the family accompanies the transferred official in his preparation activity and also travels with him. In view of this condition the daily allowance to the family members will be admissible in the following cases:
- i. A Government servant alongwith family members spends joining time at the last place of posting in a Mission and after the expiry of preparation time travels together with his family members. He may leave his family at a place enroute and the family may join him at the new place of duty within the permissible period.
  - ii. A Government servant spends joining time alongwith his family members at a place enroute and after the expiry of joining time he travels together with his family to the new place of posting.
  - iii. When family travels with the Government Servant upto the new place of posting and preparation time is spent at the new place of posting. [CAO MOFA No. Co-ord/1-21/Vol.V/879, dated 12-01-1987]
- 10.20.18 An officer is allowed to avail preparation time after the expiry of training abroad provided he was accommodated against the post created at headquarters during the period of training abroad.

10.20.19 Daily allowance during six days of joining time, any overlapping period and 15 days in lieu of foreign allowance and house rent allowance has been reduced to a maximum of three daily allowances and regulated as follows:

Officers/Officials concerned	1 DA of category of entitlement
Spouse	50 percent daily allowance
Upto three children	50 percent daily allowance each

[MOFA No. Rules-4/4/93, dated 24.8.1995]

10.20.20 The aforementioned entitlement (paragraph 10.21.19 above) will be further reduced to 50 percent if accommodation is available at the place of posting. [MOFA No. Rules-4/4/93, dated 2.10.1993]

10.20.21 Deleted.

## 10.21 Travelling Allowance on Retirement/Death

10.21.1 Travelling Allowance is granted, as admissible under the rules, on retirement within a period of six months from the date of retirement by approved route to home based Government Servants serving in Missions Abroad and to the families from the station of their retirement to Pakistan (home town).

\*10.21.1“ The drawl of TA advances shall be subject to submission of a certificate by the Government Servant to the effect that the journey shall be preformed for which advance is being sought”. [FD No. F.No.1(5)R.10/2008-672, dated 17.9.2008]

10.21.2 In the event children of the retiring Government servants are receiving education at the station of retirement, the Travelling Allowance for such children may be claimed within one year from the date of retirement. In either case no Travelling Allowance advance is to be paid. Instead, the Missions will arrange necessary tickets and charges for the transportation of personal effects in accordance with entitlement.

10.21.3 In addition, the Government Servants may claim, within the above period, Travelling Allowance in respect of the journey, from the point of entry in Pakistan to their home town, performed during leave preparatory to retirement or after retirement.[MOFA No. Rules-4/7/63, dated 4.4.1964 and No. Rules-7/8/73, dated 27.9.1973]

*Note: Joining Time and Daily Allowance is not admissible on retirement or termination of contract.*

## 10.22 Travel Assistance to Families of Deceased Officials

10.22.1 The cost of passage (and other expenses as on transfer including transfer grant) to the members of family of an official serving abroad who dies, leaving his family abroad, for a journey from the place where they are, to the place where they desire to go, will be paid at the request of his widow or other members of his family. The amount will be admissible from the officer's post to their place of residence in

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Pakistan, provided the journey is actually made within (3) three months after the officer's death. [Rules-18(2) of PFS Rules]

10.22.2 The family of a Government servant who dies while posted in a Mission shall be granted a subsistence allowance equal to 50% of daily allowance rate for the period of the stay of the family at the place of deceased official's posting and the actual time spent in transit, not exceeding six days, in addition to whatever Travelling Allowance etc. is admissible under the rules. [MOFA No. Rules-4/8/76, dated 1.7.1976]

10.22.3 In the event of the death abroad of an official posted outside Pakistan, or a member of his family residing with him, the expenditure connected with the death to the extent supported by the relevant vouchers in original and certified as the minimum by the Head of Mission concerned, will be borne by the Government as follows:

- i. If the dead body is buried/cremated locally in the country of posting of the officer, the total cost of local burial/cremation.
- ii. If the dead body is transported to Pakistan, the total cost of such transportation plus incidental expenses incurred for preparation of the body for transportation, such as embalming and local transportation charges etc. [Rules-18(3) of PFS Rules and MOFA No. Rules-12/9/ 68, dated 13.5.1971]

10.22.4 The family of a deceased Government Servant will be allowed travel assistance equal to the amount of Travelling Allowance and cost of transportation of personal effects (subject to the provision to clauses (a) to (c) of para 17 of FD No. F.2(1)Rev.1/72 dated 20.12.1972, Travelling Allowance Rules within Pakistan) to enable the family to perform journey from the station of the last posting of the deceased Government servant to his home town or to such other place to which the family intends to proceed provided that the amount to be paid by the Government will not exceed the amount admissible from the station of last posting of the deceased to his home town.

10.22.5 The amount of advance will be drawn by the drawing and disbursing officer of the office concerned and paid to the eldest member of the deceased Government servant's family on application to the Head of Mission in which the deceased was working at the time of his death. The application should contain the following particulars:

- i. Name of the deceased Government servant
- ii. His designation and the name of the section in which he was working at the time of his death
- iii. Name and address of the applicant
- iv. His/her relationship with the deceased
- v. Home town of the deceased Government servant or place where the family

intends to proceed

- vi. Name of family members alongwith age of each of them
- vii. Approximate weight of personal effects to be transported

10.22.6 At headquarters the application should be countersigned by class-I civilian officer or a commissioned armed forces officer who will record a certificate therein in the following words: "Certified that I personally know the above particulars to be correct".

## 10.23 Travelling Allowance Within Pakistan

10.23.1 **Dead body buried locally:** The actual cost of the local burrial will be reimbursed by the Government to the extent specifically applied for by the bereaved family subject to a maximum of Rs. 5000 in each case. [FD No. 3(2)R.9/95, dated 6.2.1996]

10.23.2 **If the dead body is transported by rail:** Actual cost of transportation of the dead body of the deceased from his last station of duty to his home town shall be met by the Government.

\*10.23.3 **If the dead body is transported by road:** Actual cost of such transportation shall be met by the Government subject to the actual cost basis but not exceeding Rs. 20/- per kilometer. The distance shall be calculated from the residence of the deceased in his last station of duty to his home town. [FD No.F.3(2)R-10/95-672/06, dated 01.12.2006]

10.23.4 **Transportation of the dead body by air:** Actual cost of transportation will be permissible if direct air service is available from the last station of duty to his home town or the nearest airport. For journey from such airport, the dead body shall be transported by road at the rate prescribed at paragraph 10.90 above. [FD No.3(2)P 9/95, dated 21.9.1995]

10.23.5 One single fare by economy class will also be allowed for the attendants if any, accompanying the dead body. This concession shall, however, be availed of only by a member of the family of the deceased Government servant and the air fare claimed on this account shall be in lieu of the attendant's normal entitlement.

*Note: Actual cost of transportation of dead body shall also include charges on crating where necessary not exceeding Rs 1600.*

10.23.6 Where death occurs in an accident or in an unnatural manner of a family member of a Government servant his/her dead body shall also be transported to the home town of the Government servant concerned at Government expense to the extent laid down above. [FD No. 3(2)R.9/95 dated 24.9.1995]

10.23.7 The expenditure incurred may be reimbursed to a person or body (not necessarily a family member) who incurs it. But application for reimbursement of

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the expenditure shall, as at present, continue to be made by a member of the family except where there was no member of family or where the expenditure happens to be incurred by an administrative authority as a result of combat e.g. during actual action by a police, or customs or central excise staff and the like, the office of the deceased shall satisfy itself about such claim. [Para 2 of FD No. F.2(12)-R.9/73-917, D.1045/R.9/77, dated 21.2.1978]

10.23.8 The bereaved family shall also be entitled to transfer grant to the extent admissible to the deceased civil servant as on transfer from one station to another station. [FD No. F.2(62)-R.9/78, dated 12.12.1978]

10.23.9 In the case of death of wife of Government Servant (only one wife) her dead body shall also be allowed to be transported to the home town of the Government servant at Government in addition to the facility of an attendant. [FD No. F.2(5)-R.9/80-D.213/80, dated 4.3.1980]

## 10.24 Utilization of PIA Service

10.24.1 PIA service should be utilized in all cases where its services operate on part or whole of the route to the destination. In cases where travel has to be performed by a foreign carrier for the sector not covered by PIA, the booking is required to be arranged through PIA. These restriction will also apply to all autonomous bodies and corporations under the central and provincial Governments. Cargo for which expenses are to be borne by the Government, autonomous bodies, corporation under Federal/Provincial Governments should be moved by PIA only. Transportation of personal effects by air of the Government servants on transfer from Pakistan to Mission Abroad and vice versa should also be arranged by PIA. Any deviation or departure from these would require prior clearance from Finance Division. [FD No. 2(20)EF(Exp)/68 dated 17.10.1968 and 28.12.1970, No. 2-(1)-EF/Exp/71/3604 dated 29.9.71, No. (18-III)-EF-Exp/82-374 dated 14.3.1983, No. F1(18-III)EF/Exp/82- 447, dated 13.4.1983, No. 1426-EF (Exp)/89, dated 31.12.1989.

10.24.2 Missions Abroad should arrange for their travel with PIA's services wherever available, regardless of the station from which the journey commences and/or the destination of the officials. Following procedure should be observed.

10.24.3 In order to facilitate frequent visits to Pakistan by the employees of the Missions abroad and their families, it is hereby decided to grant a rebate of 40 per cent on the applicable normal fare on PIA services to the following categories:

- i. All Pakistan Government employees attached to and serving in Missions Abroad and their immediate family members holding Pakistani passports.
- ii. All Pakistan Government servants attached to and serving in

international organizations such as the United Nations and its affiliated specialized agencies etc. and their immediate family members holding Pakistani passports.

10.25.4 The above concession shall be available subject to following conditions:-

- i. **Area of application:** Between Pakistan and any point served by PIA on its international routes and between any other points outside Pakistan served by PIA.
- ii. **Type of journey:** One way round trip/circle trip.
- iii. **Class of service:** First, business or economy.
- iv. **Validity of ticket:** Maximum 180 days; minimum no restriction.
- v. **Stopover:** One stopover in case of one way journey and two stopovers in case of round or circle trip, in addition to point of turn around.
- vi. **Payment:** Payment for such travel shall be made in foreign exchange irrespective of the journey commencing in Pakistan or outside Pakistan.
- vii. **Enroute expenses:** Passengers expenses enroute shall not be permitted.
- viii. **Other important points:**
  - a. The rebate authorized shall be available for travel on PIA's sectors only. Passengers requiring to travel on other sectors not served by PIA, will be required to pay full applicable fare for other sector(s).
  - b. The discount shall be permitted only when passengers travel at their own expense and that the payment is made in foreign exchange directly to PIA and not through travel agent.
  - c. This rebate shall be applicable only on normal fares and cannot be combined with or applicable on any other special/promoted fares.
  - d. This discount shall not be permitted for travel to and from Saudi Arabia during the Hajj period as defined for Hajj fares.
  - e. Passengers travelling on Government expense account or the account of the organization being served shall not be entitled to this rebate.
  - f. Request for travel on this rebated fare must be routed through the Missions abroad or the international organizations or the Government/Ministry concerned who shall certify that the applicant is their employee and that the cost of the passage will be borne by the employee himself.
  - g. For the purpose of this order "immediate family" means spouse, dependent children and unmarried dependent brothers/sisters under the



age of 25 years. [MOFA No. Rules-12/10/73, dated 14.5.1973 and No. Rules-12/10/73 dated 24.8.1974]

### **10.25 Forced Halt to Catch PIA Flight and Travel by Foreign Airline**

- 10.25.1 In case a Government servant is required for approved official reasons to break his journey at a point between two places on sectors covered by PIA, he may be allowed to overstay to catch the PIA flight for onward journey. To meet this situation, it has been decided that officer/delegation may be allowed to wait for maximum of two days for catching PIA flight where journey has been broken for official purpose at a point between two places on a sector covered by PIA. Similarly, for onward journey officers/delegations may be allowed to travel one or two days before the scheduled date to enable them to catch the PIA flight. Cases where journey has to be broken for private purposes will, however, continue to be referred to Finance Division (External Finance Wing) and dealt with on merit of each case.
- 10.25.2 Prior approval of Finance Division for travelling by foreign airlines is not required in the case of Federal Ministers and Advisors/ Provincial Governors and Ministers, Federal Secretaries, Additional Secretaries-in-charge of a Ministry/ Division, Provincial Chief Secretaries, officers of the Armed forces of the rank of Lt. Generals and above and judges of the Supreme Courts and High Courts, if suitable PIA flights are not available. [FD No. F.2(2)/EF/Exp/79-4678 dated 22.11.1981 and FD No. 038-EF/Expt/96, dated 26.3.1996]
- 10.25.3 Air tickets for the journey performed should be retained by the Government servants and attached to the Travelling Allowance bills while claiming reimbursement from the Government. In case it is not possible for the Government servants to produce the ticket for bonafide reasons, they should certify on the Travelling Allowance bill that they performed the journey by PIA. If the journey was performed by foreign airlines with prior clearance of Finance Division, the order relieving the restriction should be attached to the bill. [FD No. F.2(1)-E.F(Exp)/71, dated 17.8.1971]

### **10.26 Participation of Civil Servants in Seminars, Symposia, Training, Study Courses, etc.**

- 10.26.1 Government Servants who are deputed abroad for participation in seminars, symposia, study tours or refresher courses arranged by a foreign Government/agency and expenses on account of their boarding and lodging are borne by that Government/ agency but no cash payment is made, are allowed 30 percent of the normal daily allowance (as amended from time to time). These orders do not take into account cases where a sponsoring Government/agency does

not provide adequate facilities in the matter of boarding, lodging or cash payment and a measure of Government subsidy is called for. It has been decided that such cases shall be regulated in the manner indicated in the table below:

Facility offered	Government Subsidy
Board plus lodging	30 percent of the normal rate of daily allowance prescribed for the station concerned
Board plus lodging and cash payment	Nothing if cash payment is equal to 30 percent of normal rate of daily allowance or more. If cash payment is less than 30 percent of daily allowance, the difference between 30 percent and such cash payment
Cash payment plus lodging but no board	50 percent of the normal rate of daily allowance less payment offered
Cash payment plus board but no lodging	80 percent of daily allowance less cash payment offered
No board or lodging or cash payment	Full daily allowance as at present
Cash payment but no board or lodging	Full daily allowance less cash payment offered
Free transport (normally to be met out of cash payment) with or without any other facility	10 percent to be deducted from the admissible amount (as above) of daily allowance

[FD No. F.3(2)-R.10/76-958, dated 31.3.1977, FD No. F.3(2)-R.10/76, dated 15.8.1977]

10.26.2 With reference to paragraph 10.104 above, it has been decided that henceforth such cases will be regulated with reference to the duration of seminar, symposia etc. as under:

- i. For seminars upto one month: Full difference between daily allowance and computed value of facilities and cash payment may be allowed
- ii. For seminars over one month and upto two months: 50 percent of the difference may be allowed.
- iii. For seminars over two months and upto 3 (three) months: 25 percent of difference may be allowed.
- iv. For seminars over three months: No difference may be allowed.



(Participants will avail of such facilities only as are provided by sponsoring agency).

*Note: The word "computed value" used in Finance Division OM dated 24.9.1980 have no special significance, except that they relate to the percentage of daily allowance being deducted in case of various facilities provided to an officer by the sponsoring agencies.*

10.26.3 It is clarified that the above will not be extended to cases of training whatever its duration may be. [FD No. F.3(3)-R.10/80, dated 24.9.1980]

10.26.4 It has been decided in case of seminars, symposia, study tours etc. under the programme sponsored by the foreign donors Government/ agencies, only those cases will be considered which are fully funded by the donor Government/agency and the facilities in which financial liability in whatever manner lies on the Government will not be accepted and no subsidy will, henceforth, be admissible in such cases. [FD No. F.3(24)-R.10/87, dated 18.10.1987 and 17.8.1988]

## **10.27 Advance Course in Administration and Development held at NIPA**

10.27.1 A lump sum amount is required to be placed at the disposal of the National Institute of Public Administration (NIPA) on account of boarding, lodging, transport, utility charges and expenses on mandatory foreign tours by the department concerned in respect of their nominees. For internal study tours, the participants may draw Daily Allowance of appropriate amount in advance on receipt of nomination from the Establishment Division for which adjustment bills will be submitted by them on completion of the training.

10.27.2 In case the lump sum amount is not provided to the institute on account of boarding and lodging, the participants will be entitled to reimbursement of the expenditure on account of actual room rent and boarding/meal charges by the institute on production of receipt from NIPA. It is clarified that if such a trainee does not avail of the boarding and lodging in NIPA, he will not be entitled to such charges. [Establishment Division No. 4/8/96-T.II, dated 22.12.1996 and FD No. 8(1)-Reg(9)/88, dated 14.7.1988]

## **10.28 Government Servant Proceeding on Training Abroad**

10.28.1 Government Servant proceeding on temporary duty/training abroad are entitled to outfit allowance of Rs. 750/- provided their pay is Rs. 1000/- or more. Probationary officers are also entitled to outfit allowance of Rs. 600/-. Other terms and conditions for drawal of outfit allowance are same as specified in paras 5.50 to 5.61 [FD No. 2(3).Imp.1/77, dated 5.5.1977].

10.28.2 During short period of training lasting upto one week, the Government servant concerned will be treated as on official duty and allowed to draw daily allowance instead of subsistence allowance. If such training is over one week the Government servant will draw daily allowances during the first week and subsistence allowance as noted below, during the remaining period. [FD No. F.6(8).R.10/79 dated 6.3.1982]. Revised rates of subsistence allowance effective from 2-7-95 are given below :

Trainee particulars	USA and Canada	Other countries except India, Bangladesh and Sri Lanka
1. Trainees attached with educational/technical institution	US \$ 81 0 p.m.	US \$ 750 p.m.
2. Trainees attached with work-shop, factories and industrial establishment	US \$ 1200 p.m.	US \$ 1050 p.m.

*Note: For India, Bangladesh and Sri Lanka the rules of subsistence allowance will be fixed as and when requested.*

10.28.3 Half pay in foreign exchange will be admissible as in the case of trainees getting subsistence allowance for the foreign agencies. These orders shall apply to all civil Government servants including civilians paid from Defence estimates employees of Railway, T&T and P.O. department (F D. No. F. 6(1)-R-10/83-416- 95, dated 15.6.1995)

10.28.4 Government Servant on training Abroad are entitled to draw House Rent Allowance in Pakistan. [FD. No. F-3(1)-R-13/80, dated 4.3.1980]

10.28.5 Language trainees have been allowed the emoluments permissible to Third Secretaries excluding entertainment allowance.[FD. No. 3(4)-R-10/89-90 dt. 5.1.95]

## 10.29 TA/DA Advance in Foreign Exchange on Transfer to Pakistan by Overland Route

10.29.1 Head of the Mission should obtain approval of the MOFA while allowing an official to travel by overland route in their own car on transfer from mission abroad to Pakistan. Such officials who are permitted by the MOFA to travel by overland route will be entitled to claim the actual expenditure or half the admissible air passage by approved route whichever is less for themselves and the members of their families accompanying them. Such officials will be granted T.A. advance in foreign exchange by the mission concerned upto 90% of the 1/2 of admissible air passage subject to adjustment in the TA. bill. The officials who retire in mission abroad will also be entitled to the above facility. The balance of 10% will be drawn in Pakistan through their TA. adjustment bills. [MOFA No. Rules-3/1/68, dated 22.7.71, 21.9.71, 16.11.72 and 22.12.76]

### **10.30 Admissibility of Daily Allowance during Joining Time on Transfer**

10.30.1 In supersession of earlier instructions issued on the subject noted above, it has been decided that Government servants, including Heads of Mission, on transfer from Pakistan to Missions abroad, or vice versa, or from one Mission to another Mission, shall avail themselves of six days joining time only at the stations to which they have been posted or at the station from where they are being transferred, joining time will not be admissible en route to the place of posting. The decision comes into force with immediate effect and until further orders. This issues with the concurrence of Finance Division vide their U.O. No. F.(1)(50)-R-10/87-344/2001, dated 14 May 2001. (M/o Foreign Affairs circular No.4/4/2001, dated 19-5-2001)

### **10.31 Facility of Joining Time-revised of Existing Rules**

- 10.31.1 Reference Ministry of Foreign Affairs (Rules Section)'s U.O. no. Rules-4/ 4/2001, dated the 19th May, 2001 regarding draft amendment to be made in the PFS Rules.
- 10.31.2 Finance Division agrees to the amendments as proposed in the draft circular enclosed with Ministry of Foreign Affairs aforesaid U.O. of 19th May 2001. (Finance Division U.O. No.-1(50)-R-10/87-344/2001, dated 14-5-2001)

### **10.32 Rules Governing Joining Time on Posting at Pakistan Missions Abroad**

- 10.32.1 The instructions on joining time of officials have been issued from time to time. For convenience of the all concerned, the instructions have been compiled in a consolidated form as follows:
- i. Government Servants on transfer form Pakistan Missions Abroad or vice versa or from one Mission to another, shall avail themselves of six days joining time only at the stations to which they have been posted or at the station from where they are being transferred. Joining time will not be admissible enroute to the place of posting.
  - ii. Head of Mission is on duty as soon as he/she arrives in the country of his/her accreditation and remains on duty until the time of his/her departure. Hence, they are not entitled to any joining time on their transfer from one Mission to another , In the case of their transfer from Mission to the Headquarters (Ministry) or vice versa, they may avail themselves of joining time in Pakistan.
  - iii. The drawing of daily allowance on joining the Mission or on relinquishing the charge of a post at the Mission is restricted to six days. The facility of additional fifteen days daily allowance paid in lieu of non provision of

Government accommodation is suspended till further orders.

- iv. To mitigate any hardship to our officials on non-availability of official accommodation after six days joining time, following instructions may be strictly complied with:-
  - a. Head of Mission would initiate action to locate suitable residential accommodation for the officials concerned immediately on receipt of their posting orders so that it is hired before or soon after their arrival;
  - b. In order to obviate the need for staying in hotels upon arrival of the officials, efforts should be made to retain the accommodation of outgoing officials for the incoming officials after securing the instructions of the Ministry;
  - c. If for valid reasons a new arrival does not find an accommodation after six days joining time, the facility of further stay at hotel or some other place at the cheapest possible rates in accordance with the status of official will be decided by the Ministry on recommendations of Head of Mission till the arrangement of proper residential accommodation. (MOFA Circular No. Rules-12/2/2002, dated 9 August 2002)

### **10.33 Admissibility of Daily Allowance During Joining Time**

10.33.1 It is hereby clarified that the definition of “Head of Mission” under this rule is applicable to Ambassadors and High Commissioners only.

Rules Governing Admissibility of Joining/Preparation Time for Heads of Mission shall not be applicable to Heads of Sub-Mission i.e. Consuls General, Consuls, Vice Consuls or Head of any other Sub-Mission or office abroad. [MOFA No. Rules.4/4/2001, dated 25 September 2002]



# **CHAPTER - XI**

## **OTHER ENTITLEMENT**



## 11.1 Daily Allowance

- 11.1.1 In addition to the Travelling Allowance, a Government Servant is entitled to draw daily allowance for each night at the place of halt on duty or forced halt outside the headquarters in the following circumstances:
- i. While on authorized duty in cases of tours/visits and transfer
  - ii. In all cases where Travelling Allowance is payable to a Government servant under these provisions except when travelling on leave or for medical treatment. [Rules 28 of PFS Rules]
- 11.1.2 The Daily Allowance is a uniform allowance for each night spent at a place of halt outside the headquarters on official duty. It is intended to cover the ordinary daily charges incurred by an officer in consequence of such absence. It generally covers expenses on food and sleeping accommodation and incidental items like tips, taxi hire, portage etc. The rates of Daily Allowance with effect from 3 March 1996 are given in the Annex VII.
- 11.1.3 The term night for the purpose of drawing full Daily Allowance means stay of more than six hours commencing before midnight and ending after midnight. When more than one place is to be visited in a night/day, the period of journey should be added together for calculating the Daily Allowance.
- 11.1.4 In case of category I, the normal rate of Daily Allowance means the rate for category II. [Rule 29 of PFS Rules, Para-6 (9) of appendix 7 FR and SR. Vol. II. MOFA letter No. Rules-6/7/62, dated 22.10.63 and MOFA letter No. 4/1/62, dated 31.10.62]
- 11.1.5 Full Daily Allowance will be payable in respect of the officer, his wife and children above twelve (12) years and one half of the full allowance for every other member of his family above the age of twelve (12) months and three-eight (3/8) of the full allowance for the servant whom the officer is entitled to take with him at Government expenses.

*Note: The above instructions have been partially amended vide paragraph 10.76.*

- 11.1.6 The Daily Allowance at the rates prescribed for specified hotels shall be admissible on production of hotel bills. In other cases, the Daily Allowance would be admissible for elsewhere rates. [FD No. 1068-R.10/83, dated 8.8.1983]

## 11.2 Categories of Government Servants

- 11.2.1 For the purpose of these instructions, officials fall into following categories:
- i. **Category I:** Ministers, Heads of diplomatic Missions, Chairman Joint Chiefs of Staff Committee, Commanders-in-Chief, Pakistan Army, Air Force and Navy, Secretaries to the Government of Pakistan, officers above the rank of joint secretaries, non-official leaders of delegations, BPS-21



officers of Federal Government and military officers of the rank of Major General and above in the armed forces corresponding to grade 21 and 22 officers on the civil side, members of National Assembly/Senate.

- ii. **Category II:** Officers of the rank of Joint Secretary, Minister (diplomatic rank), military officers of the rank of Brigadier and above and non-officials other than leader of delegations, officers of B-20 in the Federal Government.
- iii. **Category III:** Other diplomatic and non-diplomatic officers in basic pay scale 17 to 19 excluding those who draw pay in basic scale No. 17 to 19 on account of move over from lower scale and other military commissioned officers.
- iv. **Category IV:** Civil employees in BPS 4-16, and military officials of corresponding ranks.
- \*v. **Category V:** Civil employees in BPS 1, 2 and 3, military personnel of the corresponding ranks.

(Category V civil servants shall draw 50 percent of the daily allowance prescribed for category IV)

\*\*11.2.1-A Category V stands superseded by Finance Division and Category IV includes BPS-16 and below. [FD O.M No.F.1(10)R.10/2006-795, dated 30-12-2006].

*Note 1: The term Heads of Missions for the purpose of TA/DA means Ambassadors only.*

*Note 2: Officers posted on current charge basis drawing pay in their own scale are not entitled to rate of daily allowance higher than their own category. They are entitled to TA/DA etc. admissible in their own scale. (FD No. F.1(60)-R-10/83 dated 4.4.1984)*

*Note 3: In the case of officers of Category II to V, the diplomatic or consular Mission, if requested to book accommodation for them, may do so, but all liabilities arising from any arrangements so made will be borne by the officers who made the request.*

### 11.3 Daily Allowance to Category-I Officers

- 11.3.1 In addition to the rate of Daily Allowance referred to in the schedule, Category-I officers are entitled to accommodation to be arranged by Missions concerned at the cost not ordinarily exceeding the daily allowance admissible to Category II officers at that station. Category I officers may, if they so desire, draw Category II rate in lieu of their own rate provided payment for accommodation is made by them. Category I officers can exchange their entitlement. (Daily Allowance plus accommodation with the rates of daily allowance for category II officer)

\* omitted vide letter No. FD U.O.No.F.1(10)R.10/2010-39 dated 01-03-2010

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- 11.3.2 In case of Category I officers, the accommodation referred to in the schedule will consist of a room plus bath room in a first class hotel, except where for representational reasons, suite of rooms has to be hired. The cost of accommodation should ordinarily not exceed the Daily Allowance rate admissible to Category II officers at that stations. [Para 7 of Appendix to FR and SR Vol. II]
- 11.3.3 Payment of hotel accommodation charges for Category I officers for whom hotel accommodation is booked by the Mission but hotel bills are settled by the officers themselves should be restricted to Category II daily allowance. [F.1(18)-R- 10/87 dated 30.4.1987]
- Note: Finance Division have relaxed the above condition for Ambassadors to Canberra, Mexico and Ambassador to Warsaw when visiting Prague. [F.1(18)-R-10/87, dated 2.7.1990]*
- 11.3.4 Category I officers for whom accommodation in a hotel is not arranged by the Mission concerned and who stays in a hotel under his own arrangement shall, in addition to the Daily Allowance for Category I, be allowed reimbursement of the actual charges of single room accommodation not exceeding the amount of Daily Allowance admissible to category II officers on production of hotel bills, provided that where no hotel receipt is produced, Daily Allowance will be admissible as prescribed for category II officers. [FD No. F 1(10)-R-10/90-80/96 dated 26.2.1996]
- 11.3.5 In a situation where an officer is allowed advance of foreign exchange equal to Daily Allowance of Category I plus Category II the advance will be adjusted on completion of journey (return of the officer to Pakistan) by producing the hotel bills. [FD No. F.1(10)R-10/90-80/96, dated 26.2.1996]

## 11.4 Daily Allowance on Tour outside Pakistan

- 11.4.1 A Government servant is entitled to draw Daily Allowance plus 15 percent incidental charges for miscellaneous expenditure for each night spent at the place of halt while on duty abroad. There is no restriction of payment of full Daily Allowance plus 15 percent incidental charges as advance to the Government servant proceeding on officials tour abroad. However, 50 percent of DAILY ALLOWANCE is meant for accommodation charges which will be admissible in the final TA adjustment bill on production of hotel receipt/ vouchers.
- Note: The foregoing does not apply to Category I officers for whom there are separate rules regarding hiring of accommodation. [FD No. F.1(12) R-10/93-1121, dated 11.1.1994]*
- 11.4.2 Officers/officials on duty abroad are allowed to draw 15 percent of Daily Allowance for miscellaneous expenditure such as Local Transport Terminal Taxes, Telephone and Telegram Charges etc. This 15 percent of Daily Allowance will be

in the nature of advance and officer could incur expenditure on these items in excess of 15 per cent of Daily Allowance. In that case he may claim it from the Local Embassy by producing actual payee's receipt. The Embassy would then get the reimbursement from the Ministry concerned. In case the expenditure is up to 15 percent of the Daily Allowance the officer will have to certify the actual expenditure incurred on these items. Production of receipt on the expenditure incurred on miscellaneous expenditure up to 15 percent Daily Allowance is not necessary.

- 11.4.3 In the case of Category -I officers, the advance of 15 percent Daily Allowance for miscellaneous expenditure will be calculated on the basis of normal Daily Allowance i.e. Category II Daily Allowance. [FD No. F.1(10)-R-10/90, dated 30.10.91]
- 11.4.4 Whenever the period of continuous stay at one station exceeds 28 nights, rate of Daily Allowance will be reduced by 10 percent beyond the period of 28 nights. If the duration of stay exceeds 56 nights the rate will be reduced by 15 percent beyond the period of 56 nights. [Para-10 Appendix-7 FR and SR Vol-II]

## **11.5 Payment of 15% Daily Allowance as Incidental Charges on Tours Abroad**

- 11.5.1-A It is clarified that incidental charges (15% of the Daily Allowance) are admissible only when a Government officials proceed on official tour from Pakistan to countries abroad, and in the case of Missions from one country to another country. Incidental charges are not admissible if change of country is not involved in an official tour. [MOFA No. Rules-4/1/2001, dated 23 June 2001]
- The undersigned is directed to refer to Ministry of Foreign Affairs O.M. No. Rules.4/1/99, dated 13th April, 2000 on the above subject and to say that the change of the country (not the Headquarters) is necessary for the admissibility of the additional 15% daily allowance in terms of Finance Division (Reg. Wing) O.M. No. 1(13)R-10/88-1261 dated 5th October, 1988. [FD No. F.1(13)-R.10/88-329/2000 dated 24.4.2000]
- \*11.5.1-B All the Missions Abroad are advised to restrict the payment of 15% incidental charges (in lieu of 10% terminal charges) only on official tours outside the country of posting. No claims with retrospective effect shall be entertained. [MOFA No. Rules-4/1/2001, dated 30.01.2012]
- 11.5.2 The officials proceeding abroad on duty or on leave are not entitled to draw Daily Allowance from the Missions Abroad without approval of the Finance Division. Normally all those persons who are proceeding abroad on official duty should take Daily Allowance advance in Pakistan before proceeding on tour. In exceptional cases, the Daily Allowance can be drawn from the Missions if approval is obtained

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from the Finance Division (External Finance Wing). [FD No. 1(1)EF(B.II)72, dated 23.6.1972]

## 11.6 Daily Allowance (Forced Halt)

- 11.6.1 Daily Allowance during forced halt outside Pakistan will be admissible at the rates applicable for the place where such halt is spent. [MOFA No. Rules-4/10/62, dated 17.4.73 and Rules-4/10/62, dated 11.3.1975]
- 11.6.2 Where forced halt of less than a night duration occurs, daily allowance at full rate would not be admissible. Such forced halt may be included in transit time and daily allowance paid at transit rate.
- 11.6.3 Daily Allowance during forced halt in Pakistan is allowed at the rate admissible in Pakistan.
- 11.6.4 During forced halt at the last place of posting abroad, where a flight has not been available after the expiry of joining time hotel charges (only room rent) will be reimbursed. No daily allowance will be admissible for such forced halt. [MOFA No. Rules.4/10/62-Pt. dated 16.8.72 and FD No. F.1(19)-R-10/86, dated 24.11.86]

*Note 1: Sanction for regularization of the period of forced halt is required to be issued by the Ministry.*

*Note 2: Actual expenses are not admissible during joining time including forced halt and transit time. [Rule-36 of PFS Rules]*

*Note 3: Daily allowance for forced halt at the prescribed rates to catch connecting PIA flight upto two days is admissible provided layover is not provided by the airline. [FD No. 2(43)/EF/Exp/81-205, dated 1.2.1984 and F.3(1)-Reg.10/72, dated 29.8.1973]*

*Note 4: The administrative ministry is competent to sanction forced halt which take place enroute. When the officials have not started the journey from the place of posting due to non-availability of plane the administrative ministry is not competent to sanction forced halt. Concurrence of the Finance Division in such cases is necessary. [FD No. F.1(69)-R.10/84, dated 10.1.1985]*

- 11.6.5-A Reference Foreign Audit Ministry of Foreign Affairs U.O. No. DP-545/ III/193, dated 12th August, 1992, on the subjected cited above, and to say that Finance Division's O.M. Circular No. 1(19)-R.10/86, dated 24-11-1986 is equally applicable when either halt occurs at the Headquarters (starting point) or enroute, due to non-availability of flight/connecting flights. (Finance Division U.O. No. 1(10)-R.10/89, dated 24-8-92)

- \*11.6.5-B Ministry of Foreign Affairs may decide cases such as involving forced halt period up to two days at the level of PAO and F.A's Organization under aforementioned Finance Division's policy dated 24-11-1986 adhering to all codal

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formalities and subject to provision of non-availability of PIA flight certificate in this regard. However, cases involving more than two days forced halt period should continue to be referred to Finance Division. [FD O.M No.F.1(7)-R.10/2010-363, dated 25-06-2010]

- \*11.6.5-C During forced halt, where a flight is not available, only hotel charges(room rent) would be admissible. Room rent also restricted up to ½ DA as admissible a boarding and actual room rent which ever is less of respective category. [MOFA No.Rules-1/1/2012, dated 21-12-2012]

## 11.7 Daily Allowance (Transit)

- 11.7.1 Daily allowance for the time spent in transit excluding the time spent in Pakistan will be admissible at the rate prescribed for the country to which the official is proceeding. In case of transfer to headquarters daily allowance will be admissible for the last place of duty. For transit in Pakistan, the daily allowance shall be paid at Pakistan rate.

- 11.7.2 During transit in journey by rail, or sea. the Government servant is entitled to daily allowance at the rate of 50 percent of the normal rate for every twenty four (24) hours from the time of departure at the station of duty to the time of arrival at the next station of duty. [MOFA No. Rules-4/1/62, dated 8.7.62]

*Note 1: If food is included in the fare, the rate of Daily Allowance for every twenty four hours in transit will be only 30 percent of the normal rate.*

*Note 2: For periods of less than twenty four hours or for the broken periods in transit, by rail or sea an officer may claim one-fourth (1/4th) of the transit rate of daily allowance for every six (6) hours or fraction thereof.*

- 11.7.3 No transit Daily Allowance is admissible for road journey on tour.

- 11.7.4 In case of journey by air on tour. transit Daily Allowance at the rate of 30 percent of normal daily allowance will be admissible provided overnight journey is involved. The overnight journey for purposes of transit on tour by air means the journey commenced before midnight and ended after midnight.

- \*11.7.4-A During transit by air the Daily Allowance admissible will be the same as for State Guests. On the outward journey Daily Allowance will be allowed for each day of transit for the next place of his duty. similarly, on the return journey daily allowance will be allowed for each day of transit for the place where he last stayed on duty. [FD O.M No.F2(6)-R 10/72, dated 18-01-1972]

- 11.7.5 In case of transfer, transit Daily Allowance will be admissible for the entire duration of transit by air.

- \*11.7.5-A In case of transfer to Pakistan Missions Abroad and vice versa daily allowance for the transit period is admissible for the entire duration of transit, irrespective of the limit of time taken in transit even if no overnight journey is involved. [CAO U.O. No. Coord/1-21/Vol-I-IX/424, dated 26-02-1994]

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- 11.7.6 Where transit is partly by air, and partly by rail or road the actual time spent in transit will be taken in account and paid as explained at paragraph 11.22 to 11.26 above. [Rule-33 of PFS Rules and MOFA No. Rule-4/10/62, dated 22.2.64]
- 11.7.7 In journey from Islamabad to New York by air, a Government Servant has to spend 17:30 hours in transit without overnight journey (due to time difference). It has been clarified by the Finance Division that although journey involves 17:30 flying hours yet no overnight journey is involved hence transit Daily Allowance in case of tour will not be admissible. In case a journey by air starts on one day and extends to the next calendar day i.e. past midnight one transit D.A. would be admissible. No further transit D.A. would be admissible even when the continuous flight/journey extends beyond one day. [F.D. No. 2595/R2(RWP)62, dated 8.10.62 and MOFA No. Rules-4/13/61, dated 16.10.64], [F.D. No. 179-R.1/90, dated 17.2.90].
- 11.7.8 Whenever a member of a delegation is treated as state guest and lodged in Government guest house, he will be eligible for 30 percent of normal daily allowance at elsewhere rate as during transit he does not actually stay in the specified hotel. [MOFA No. Rules-4/11/85, dated 8.1.1992]
- 11.7.9 In case of tour (Journey by road) involving night at a place of temporary duty, where Daily Allowance for night stay is paid, neither transit Daily Allowance for outward and inward journey by road is admissible nor Daily Allowance for the period of stay at temporary place of duty connected with night stay is admissible. Only Daily Allowance for night stay shall be admissible at prescribed rates. [FD No. F.1 (13)-R.10/81, dated 10.5.1981 and CAO No. Co-ord/1-21/Vol.IV/274, dated 2.1.1983]

## 11.8 Daily Allowance in Lieu of Foreign and House Rent Allowance

- 11.8.1 Where residential accommodation is not available for a Government Servant immediately on his arrival at a new post, he will be entitled to draw Daily Allowance in lieu of foreign allowance and house rent allowance, for himself, his wife and children for a period not exceeding 15 days in addition to six days preparation time. The Daily Allowance on the above account has been restricted to maximum of three

Daily Allowances per day as explained below:

- |      |                            |                                       |
|------|----------------------------|---------------------------------------|
| i.   | Officer/official concerned | one DA of the category of entitlement |
| ii.  | Spouse                     | 50% DA                                |
| iii. | Upto three children        | 50% DA each                           |

[MOFA No. Rules-4/11/68, dated 11.12.71 and No. Rules-4/4/93, dated 2.10.1993]

*Note: Since Daily Allowance in lieu of foreign allowance and house rent allowance cannot be paid for more than 15 days, the officials after expiry of 15 days will be paid foreign allowance. The charges for hotel accommodation in lieu*



*of house rent allowance will be paid to the hotel authorities upto the rent ceiling of the officer.*

11.8.2 In view of current economic constraints, the following measures have been adopted to conserve exchange:

- i. The facility of home leave passage stands suspended for the current Financial Year; and
- ii. The drawing of Daily Allowance on joining a Mission or on relinquishing a post abroad will be restricted to six days joining time only. The facility of an additional 15 days D.A. paid in lieu of non-provision of Government accommodation is hereby suspended with immediate effect and until further orders. To mitigate any hardships to our officials on account of this instruction, Heads of Missions may please ensure that accommodation is available for incoming officials before their arrival. (MOFA No. Dir (P-I)/1/98, dated August 10, 1998)

11.8.3 The competent authority has been pleased to relax restrictions contained in circular letter No. Dir (P-I)/1/98, dated 10.8.1998 on overlapping periods granted, with the approval of Financial Advisers' organization. This is applicable to cases of change-over of Accountants in Pakistan Missions Abroad upto a maximum of 5 days.

This will settle observations raised by the CAO on the accounts of Missions on the subject. (MOFA No. Estt(V)-6/31/82, dated June 21, 2000)

\*11.8.3-A Officers / Officials on transfer to Foreign Missions are authorized to draw full daily allowance for themselves and for all members of their families for any overlapping period, Six days Joining Time and for additional 15 days if official residential accommodation is not available. [MOFA No. Rules-2/3/2013, dated 31-03-2013]

## **11.9 Daily Allowance for Period not involving Night at the Place of Halt**

11.9.1 For period not involving night at the place of halt but exceeding duration by 12 hours, the officer of the Missions Abroad requiring journey beyond 10 miles of Headquarters are entitled one-half (1/2 ) of the normal rate of Daily Allowance, like- wise for period exceeding 6 hours, one-fourth (1/4th) of the normal rate will be admissible.

11.9.2 Paragraph 11.34 above caters for Daily Allowance for periods exceeding 12 and 6 hours spent at the place of halt and does not include time spent in transit from and to the place of halt. The above Daily Allowance will not be admissible where spending of a night at the place of halt is involved. [MOFA No. Rules-6/7/72, dated 22.10.1963 and FD No. F.1(13)-R-10/81, dated 10.5.1981]

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## 11.10 Daily Allowance to State Guests

- 11.10.1 Whenever an employee is a state guest i.e. when the expenses for his accommodation and meals are paid by another agency, he will be entitled to Daily Allowance at a rate of 30 percent of the normal rate. [FD No. F.2(6)-R-10/72, dated 18.1.1972 and para 6(b) of Appendix 7 to FR and SR Voll-II]
- 11.10.2 Government employees and non-officials members of delegations who, while on temporary duty abroad, are treated as state guests, shall not be allowed 15 per cent of Daily Allowance for miscellaneous expenditure. [FD No. 1(10)-R-10/75, dated 3.11.1975]
- 11.10.3 Government employees who were treated as state guest in Saudi Arabia should, as a special case, be allowed the actual incidental expenses limited to 50 per cent of the normal rate of Daily Allowance at the station concerned in that country.
- 11.10.4 Members of the delegation who are treated as state guest by host Government when lodged in a Government guest house are entitled to daily allowance at the rate of 30 percent prescribed for specified hotels. [FD No. F.5(52)-R-10/84, dated 22.4.1986]
- 11.10.5 Submission of TA adjustment bills in the case of President/Prime Minister entourage is dispensed with provided a statement of claim is prepared and kept on record for post audit. The adjustment of any excess payment due to curtailment of the stay may be recorded on such claim. Similarly, in the case of extension of stay supplementary claim may be prepared and linked with statement of claim. [FD No. F.1(24)-R.10/81, dated 28.10.1985]

## 11.11 Visits Abroad of Government officials

- 11.11.1 The undersigned is directed to refer to Finance Division's Office Memorandum No. F.3(24)-R.10/87 dated 8th April 2002 and to state that State Guest status is accorded by China only to those officials who undertake visits specifically at the invitation of the Chinese Government. Other officials visiting China, are not accorded State Guest status. The presumption that the Government of the Peoples Republic of China treats all visitors (Government officials) from Pakistan as State guests is not correct.
- 11.11.2 In view of the foregoing it is clarified that only those officials who are invited by the Government of China and are accorded State Guest status are entitled to claim 30% of DA for their visits to China as per rules.

It therefore follows that those officials visiting China not as State guests would be entitled to draw full TA/DA as permissible under the rules. (MOFA No. Rules-4/3/2002, dated 23 April 2002)



- \*11.11.3 Cabinet Division's instructions governed visits of the officers of the Federal Government are also applicable to the officers especially recruited for projects, as these projects are funded by the Government directly or indirectly including loans payable by the Government. It is further clarified that experts / consultants engaged temporarily and who have been engaged on the basis of the expertise which they already possess will not be eligible for visit abroad. [FD U.O No.2(1) Coord-1/2008, dated 25-04-2008] [Cabinet Division U.O No.9-152/2002-Min-II, dated 21-04-2008]
- 11.11.4 The undersigned is directed to refer to para 6(b) of Appendices to the Fundamental Rules and the Supplementary Rules which stipulates that whenever the Government officer is a State Guest i.e. when the expenses for his accommodation and meals are paid for by another Government or International Organization, the Daily Allowance admissible will be 30% of the normal rate at the station concerned. It has been learnt that the Government of the Peoples Republic of China treats all visitors (Government Officials) from Pakistan as State Guests. All the Ministries/ Divisions are therefore advised to ensure that Government officials visiting China as State Guests claim only 30% of DA as per rules (Finance Division No. F.3(24)-R-10/87, dated 8<sup>th</sup> April 2002.)

## **11.12 Daily Allowance During Hajj Season**

- 11.12.1 Government officials visiting Saudi Arabia on official temporary duty during the Hajj season shall be entitled to following facilities:
- i. Free Government or hired accommodation
  - ii. Free transport
  - iii. Daily allowance for officials in B-17 and above = US \$ 50 per day
  - iv. Daily allowance for officials in B-16 and below = US \$ 35 per day
- [FD No. F.1(1)-R-10/83, dated 20.2.1983]
- 11.12.2 The above rules are applicable to all Government Servants who may proceed on temporary official duty to Saudi Arabia during Hajj season, regardless of whether temporary duty is in connection with Hajj or not. [FD No. F.1(1)-R-10/83, dated 29.7.1984 and even number, dated 15.8.1985]
- 11.12.3 Free Government or hired accommodation and free transport in addition to daily allowance is admissible during Hajj season. The officials are therefore not entitled to 15 percent Daily Allowance for miscellaneous expenditure. [FD No. F.1 (46)-R-10/84, dated 31.7.1984]

### **11.13 TA/DA for Officer's Wife for Journey of Representational or Ceremonial Nature**

- 11.13.1 Travelling Allowance will be allowed for an officer's wife in cases of journey on tour/visit made with the general or special sanction of the Government. The head of Mission is authorized to sanction such tour or visit only where journey is of a strictly representational or ceremonial nature. Heads of Missions will be allowed to take their wives on such occasions twice a year in the country of their accreditation and once annually in the countries of their concurrent accreditation. Heads of Missions will authorize such journeys in the case of other officers in their Missions.
- 11.13.2 Travelling expenses for the officer's wife who travels in her husband's private car while undertaking journey on official duty of a strictly representational and ceremonial nature may be allowed as admissible by taking a single seat in a taxi. [MOFA No. Rules-4/16/67, dated 25.10.1972]
- 11.13.3 Daily allowance will also be payable for the officer's wife if she accompanies the husband under general or special permission obtained in advance from the Government. [Rule-31 of PFS Rules]
- 11.13.4 When the wife of head of Mission accompanying her husband on tour outside their headquarters share hotel accommodation, both head of Mission and his wife would be entitled to draw 50 percent of the daily allowance admissible to Category-II officers because the entire charges on account of hiring hotel accommodation shared by them are paid by the Government. [MOFA No. Rules-4/1/71, dated 7.4.1972]
- 11.13.5 In the absence of specific orders to the contrary official and non-officials accompanied by their wives will receive charges for single accommodation. Anything extra being paid will be borne by the persons concerned themselves. [Papa 12 Appendix 7 FR&SR Vol-II]

### **11.14 Daily Allowance to the Local Based Staff**

- 11.14.1 The local based staff employed in Missions Abroad, who are paid in accordance with the local rates, are allowed Daily Allowance at rates admissible to employees of the corresponding category of the local Government when on tour or official duty within the country of posting. [FD No. 2695/F.11(RWP)/62, dated 31.10.1962 and MOFA Rules.1/17/62, dated 25.3.1963]
- 11.14.2 When a member of local staff proceeds on tour on official duty outside the country of jurisdiction, he will be allowed Daily Allowance at rates prescribed in Appendix 7 to FR and SR Vol. II as amended from time to time. [FD No. 1616-R- 2/6/64, dated 31.7.1969, No. 2005/R-2/64, dated 29.8.1964 and MOFA No. Rules-4/17/62, dated 9.9.1964]

## **11.15 Payment of Difference of Daily Allowance**

- 11.15.1 According to audit instructions No. (I) under FR 44, no revision of claim of Travelling Allowance is permissible in cases where a Government Servant is promoted or reverted or is granted an increased rate of pay with retrospective effect, in respect of the period intervening between the date of promotion or reversion or grant of increased rate of pay and that on which it is notified unless it is clear that there has been an actual change of duties.
- 11.15.2 Difference of Daily Allowance between the old and the new rates due to delay in receipt of the circular of Daily Allowance can be claimed through supplementary bills. [MOFA No. Rules-4/10/75, dated 6.11.1976]

## **11.16 Daily Allowance for Places not Specified**

- 11.16.1 Rates of Daily Allowance for countries which have not been specified in the schedule containing rates of Daily Allowance issued from time to time, shall be determined in each case in consultation with the Finance Division.

## **11.17 Emergency Passage**

- 11.17.1 Two emergency return passages are allowed to an officer/official and their wives serving abroad, from the country of posting to Pakistan, during the entire period of service. [Rule 61 of PFS Rules]
- 11.17.2 It is admissible by the approved route from the post abroad to the post of disembarkation in Pakistan. No charge from airport to residence etc. will be admissible nor transportation of any luggage except that is allowed on the air ticket. Airport tax if paid in foreign country/Pakistan shall be admissible. [MOFA No. Rules-4/2/82, dated 2.6.1982]
- 11.17.3 The question of the grant of emergency passage to officers in Missions holding posts not borne on the cadre of the Foreign Affairs' Group will be considered on merit in each case.
- 11.17.4 In case of extreme emergency the Head of Mission can avail himself or allow an official or his wife to avail of the facility provided the fact is reported to the Ministry telegraphically and ex-post-facto sanction there to is obtained. Due to wireless link and fast means of communication between Ministry and the Missions, the occasions of the exercise of this discretionary powers by Heads of Missions should be rare indeed.
- 11.17.5 Grant of emergency passage will be restricted to following cases:
- i. death of wife/husband, children, brothers, sisters and parents
  - ii. very serious illness of relations mentioned above
  - iii. serious disputes requiring presence of official or his wife/ husband in

Pakistan involving either of them or children and dependent brothers, sisters or parents

- iv. other unforeseen eventualities which would be for the sanctioning authority i.e. the Ministry to judge and approve or reject: [MOFA No. Estt (II-B)-21/2/78, dated 3.11.1980]

11.17.6 It should be specifically made clear to officials whom passage may be allowed under the discretionary powers of Head of Mission that in the circumstances if Ministry of Foreign Affairs/Ministry concerned is not fully satisfied that case of real extreme emergency exists precluding the prior approval of the Ministry of Foreign Affairs and decision to regularize the grant of passage, the expenditure incurred will be recovered from him. An undertaking should be taken from the official before the Head of Mission sanctions the emergency passage.

11.17.7 Emergency passage to both the husband and wife may not be allowed on any one occasion. [MOFA No. Rules-4/2/76, dated 20.4.1976]

## 11.18 Children Education Passage

11.18.1 Children of an officer (B-17 and above) left behind in Pakistan for purposes of education may be given a return passage by the approved route once a year to visit their parents in the country of posting, subject to following conditions:

- i. The concession will be limited to the cost of a return air passage by the cheapest class available from the port of embarkation in Pakistan (place from where the flight is taken) to the port abroad once every year.
- ii. The stay of the child with the parents shall not be less than six weeks.
- iii. In cases where the station of posting abroad is not directly linked by air with Pakistan, the cost of passage by air (cheapest class), by sea (tourist class) and/or land (appropriate class) will be admissible and the condition about the minimum period of six weeks stay abroad shall not be applicable.
- iv. The total period of absence from Pakistan shall not however, be less than six weeks in any case.
- v. Prior permission of the Ministry is necessary for the above passage.

[Rule 60 of PFS Rules 1962 and FD No. 651-R.10/80, dated 26.6.1980]

11.18.2 The airport tax paid in Pakistan and in the country of posting of their parents will also be admissible. Transportation charges from residence to airport or vice versa and the cost of transportation of luggage are, however, not admissible. [MOFA No. Rules-4/2/82, dated 2.6.1982]

11.18.3 Children of an officer who are left behind in Pakistan for the purpose of education would be eligible for return passage from and to Pakistan once a year under the above rule without the condition of one year stay of the official concerned after his posting abroad at the time of availing of this concession. [MOFA No. Rules-6/1/74, dated 18.7.1975]

- 11.18.4 Children, who initially accompany the officer to his place of posting but are subsequently sent back for purpose of education for any of the following reasons, will also be allowed return passage, once a year, to visit their parents in the same way as admissible to the children initially left behind under the above rule:
- i. The children might be too young or be not of school age when they accompanied their parents.
  - ii. Children have to be sent back to continue their studies, because in some places proper educational facilities for Pakistani children are available only upto a certain standard.
  - iii. The cost of education beyond a particular stage in the country of posting is prohibitive and beyond the reach of our officials.
- 11.18.5 While issuing sanction in each case, the Ministry will specify precise reason(s) for the grant of premature passage to the children concerned. Claim for children passage under the above orders will be accepted by the accounts authorities only if the reason is one of the above recognized ones. Children passage will, however, not be admissible in respect of the year in which the child returns to Pakistan on premature transfer passage. [MOFA No. Rules-6/1/74, dated 11.8.1975]
- 11.18.6 Children left behind in Pakistan for education purposes under this order or returned to Pakistan on pre-mature passage for education, will be given one way passage from Pakistan to the country of posting of the parents on completion of their studies in Pakistan subject to the condition that children in such cases would not be entitled to return education passage that would otherwise be admissible under the rules for the year in which they are expected to complete their education and rejoin their parents. They would, therefore, be considered as having initially accompanied their parent on their posting abroad. [MOFA No. Rules-6/3/78, dated 1.1.1979]
- 11.18.7 The yearly education passage facility shall not be admissible at Government expense to the children of the officials serving in Missions abroad who are receiving education in foreign countries other than that of their parents assignment. [MOFA No. Rules-4/15/82, dated 17.2.1983]
- 11.18.8 Following procedure may be followed by the parents of children entitled for education passage abroad:
- i. PIA tickets may be provided by parents in cash from any approved agent of the Ministry. As soon as the child completes his return journey the expenditure so incurred may be claimed/adjusted through TA adjustment bill alongwith used tickets.
  - ii. Student concession form should be duly filled in by the student and countersigned by the head of institution/school/college before presentation to Passage Section/PIA. [MOFA No. F.1(12)/Passage/ 87, dated 10.6.1987]

## 11.19 Pre-mature Return Passage

- 11.19.1 The Ministry has been delegated discretionary powers in the matter of premature passage on the ground of health and education to their employees to facilitate the expeditious disposal of such cases with the condition that the power shall not be delegated to Heads of Mission.
- 11.19.2 It is admissible by approved route from post abroad to the headquarters of the Ministry i.e. Islamabad. In cases where they travel to places which fall enroute to Islamabad e.g. Karachi, Lahore. They will be entitled to the passage upto these places. For the families of the Government Servant from other divisions/ departments it will be their headquarters located in Islamabad, Karachi, Lahore, Peshawar, etc.
- 11.19.3 The transportation charges from residence to airport/sea port/railway station and vice versa both on the posts abroad and at headquarters will be admissible. The airport tax paid in foreign country/in Pakistan will also be admissible. [MOFA No. Rules-4/2/82, dated 2.6.1982]
- 11.19.4 In cases when the request is based on ground of health, premature passage for return to Pakistan may be allowed to a member of the family of a Government Servant subject to following conditions:
- i. The authorized medical attendant of the Mission certifies that the continued stay in the country is likely to endanger the health of the family member concerned or would result in exorbitantly high medical bills for the duration of the family member's stay in that country.
  - ii. The official shall not claim the cost of passage of that member of the family at the time of his transfer to any other Mission Abroad or return to headquarters.
  - iii. In case at the time of the officer's transfer to Pakistan, the family member concerned becomes ineligible for any reason to be entitled to TA as admissible under the rules, the official shall refund the cost of the premature passage.
  - iv. On final transfer of the official to the headquarters, if the family member's passage from the last place of the posting of the official happens to be less than what was allowed prematurely, the difference shall be refundable to the Government. [MOFA No. Rules-6/4/73, dated 12.7.1981]
- 11.19.5 In case where the request for premature passage for return of a member of the family to Pakistan is based on grounds of lack of educational facilities and the Ministry has fully satisfied themselves that such facilities were available upto a certain standard and that further educational facilities could only be provided at a cost which was beyond the reach of the official, the passage may be allowed prematurely, subject to the fulfillment of all conditions stipulated in paragraph 11.74 (ii) (iii) and (iv) above.

11.19.6 The transportation of personal effects are allowed to Government servants posted in Missions abroad in the event of their wives or wives accompanied by children, availing of premature passage facilities back to Pakistan and subject to usual conditions as follows:

- i. In cases where wife only is returning, one-third of the entitlement of the official concerned.
- ii. If the wife is accompanied by children, one half of the entitlement of the official concerned.
- iii. In premature passage of family, the officials concerned will be entitled to transportation charges of their personal effects at the time of their final transfer only for the balance of their entitlement. [MOFA No. Rules-4/9/74, dated 11.8.1975]

11.19.7 Requests for grant of passage for premature return to Pakistan of children on grounds of non-availability of educational facilities in the countries of posting will not be entertained except in cases where they are justified on grounds of developments which the officials could not anticipate at the time of transfer. Request for premature passage may be considered subject to fulfillment of the following conditions:

- i. The official shall not claim the cost of passage to any other Mission abroad or return to headquarters.
- ii. In case at the time of transfer of official to Pakistan, the family member concerned becomes ineligible for any reason to be entitled to TA as admissible under the rules, the official shall refund the cost of premature passage. [MOFA No. Rules-6/4/73, dated 13.7.1981]

11.19.8 Premature return passage to Pakistan at Government expense will not be granted to the families of Government servants serving in Missions abroad whose return to Pakistan is necessitated on account of their personal conduct. [MOFA No. Rules-6/4/73, dated 13.6.1975]

11.19.9 Premature passage to private servants of the Ambassador/other entitled officers may be granted for emergent reasons necessitating the servant's return to home country before the officer's transfer to headquarters, without regard to the period of the servant's stay abroad, subject to the following conditions:

- i. The Government will not pay the cost of passage of a substitute.
- ii. The officer would not claim the cost of passage of that servant at the time of his transfer to any other Mission Abroad or return to the headquarters. [FD No. 5(3)-R-9/72-1009, dated 5.9.72 circulated vide MOFA No. Rules-12/15/70, dated 13.10.1972]



## 11.20 Home Leave Passage

11.20.1 An officer will be entitled to receive actual fare from the place of posting to his/her home town declared in the service record after 24 months consecutive service abroad on duty or in the case of officers serving at a station which is regarded as unhealthy, after 18 months consecutive service. When leave is spent in a country other than Pakistan, the amount payable in respect of fare will not exceed that which would be payable in respect of journey to or from Pakistan by an approved route. If, however, the amount of fare to or from the place at which leave is being taken is less than the amount of fare of a journey to Pakistan, the officer will not receive more than the amount of the fare for the journey actually undertaken. [PFS Rule 16, 17 and 18 and MOFANO. Rules-2/1/89, dated 30.7.1991]

*Note 1: In case leave is refused to an officer, home passage will be admissible to his family.*

*Note 2: In case any member of the family does not reside with the officer the entitlement of home passage would be limited to actual cost of passage from the officer's post to Pakistan.*

*Note 3: An officer posted abroad shall be entitled to home leave with passage in the third year after 24 months consecutive service abroad on duty provided it is known that he is not likely to be transferred or to come back to Pakistan on the expiry of the said period of three years. In a number of cases officers in transit from one post to another have availed of home leave though no cost of passage has been involved. Similarly officers called to headquarters for consultation have availed themselves of the opportunity to take some earned leave. In such cases if the leave in transit or leave combined with consultation exceeds 14 days, 24 months consecutive service abroad will be counted from the time when such leave in transit or leave combined with official duty was availed of. However, when an officer visiting headquarters on duty or in transit is required to take leave for administrative reasons, such leave shall not be considered as break in the officers continuous stay abroad for the purpose of home leave passage.*

*Note 4: Note 1 above also provides that in cases leave is refused to an officer after he has completed 2 year's stay abroad, his family may avail of home passage. In case an officer takes leave in Pakistan while at headquarters on official business or while in transit, his family's entitlement shall be determined by the period for which his family has been continuously abroad. [MOFANO. Rules-7/5/72, dated 12.10.1992]*

*Note 5: Officials proceeding on home leave/emergency passage from Missions abroad should travel on holiday return concessional tickets. However, if any Government Servant desires to travel on normal economy class fare for personal reasons, he should do so by supplementing the extra fare from his own pocket. When such tickets are not available, the official will be allowed*



*to travel on normal economy class tickets if Heads of Missions personally certify to this effect. In such cases, if the travel is undertaken by a route other than the direct route, the excess over and above the direct flight fare by the shortest route will be borne by the officer himself.*

*Note 6: When an official travels in connection with the demise (of a family member or of father/mother/sister/brother or his spouse), he will be allowed economy class fare of the route actually, taken by him. [MOFA No. Rules-4/2/76, dated 28.7.1979 and No. Rules-4/12/79, dated 11.4.1979]*

11.20.2 In case of recall to duty, where remaining leave is not cancelled a single return fare in addition to Daily Allowance is admissible for the station where leave is being spent.

11.20.3 In case an officer in home leave passage is compulsorily recalled to duty and his remaining leave is cancelled will be entitled to

- i. fare passage already utilized
- ii. Daily Allowance as on tour for self only for the transit from station where leave is being spent to the place of duty. [MOFA No. Rules-1/ 13/84, dated 8.4.1985 and No. Rule-2/1/89, dated 30.7.1991]

11.20.4 Servants accompanying their employers may be allowed cost of passage for the journey to Pakistan from the place of posting of their employers after their (servants) continuous stay abroad for five years provided it is certified that the employers are not likely to return to Pakistan within another year thereafter. The servants returning to Pakistan under the aforesaid decision will also be allowed cost of return passage to the place of posting of their employers or the employers will be entitled to call for their replacement at Government expenses. [MOFA No. Rules-7/ 3/75, dated 27.10.73, No. Rules-7/3/75, dated 27.10.1977]

## **11.21 Regularisation of 15% Incidental Charges for Tours with the country (Saudi Arabia) paid to Officers and Officials who were posted in the Welfare Wing, Embassy of Pakistan, Riyadh**

11.21.1 Keeping in view the clarifications given by Finance Division vide O.M. No. F.1(13)R-10/88-1261, dated 05-10-1998 & No. F.1(13)-R-10/88-329/2000, dated 24-04-2000, Ministry of Foreign Affairs, issued instructions as per their circular No. Rules-4/1/2001, dated 23-06-2001 copy thereof also endorsed to Ministry of Finance, where by it was clarified that Incidental Charges (15% of the DA) are admissible only when a Govt. official proceeds on official tour from Pakistan to Countries Abroad and in the case of Missions from one country to another country. Incidental Charges are not admissible if change of country is not involved in an official tour.

2. However, we have received a copy of Finance Division O.M. No. F.1(10) R-10/90, dated 18-12-2004 addressed to Ministry of Labour, Manpower & Overseas Pakistanis, Islamabad copy endorsed to CAO's office, which lays down that 15% Incidental Charges are allowed only to those officers who proceed outside Pakistan on tour, whereas officials posted at Pakistan Missions Abroad are allowed 10% Terminal Charges on official tour within or outside country of their posting. In this clarification the official posted at Pakistan Missions abroad on tour to an other country i.e. outside the country of posting has been excluded from the admissibility of Incidental Charges @ 15% of Daily Allowance which is contradictory to earlier clarifications given by Finance Division (Reg. Wing) in their O.M dated 05-10-1998 & 24-04-2000. This needs to be clarified to set right the position.
  3. Further prior to issuance of Finance Division O.M. No. F/2(6)-E-10/72, dated 18-01-1972, persons proceeding to places outside Pakistan on official business and those posted in Pakistan Missions Abroad while traveling on duty abroad were allowed Terminal Charges and actual expenses under Para 5 & 8 of Appendix 7 to FR & SR Vol.-II (Old Edition) which was omitted in revised Edition of 1986, but Finance Division while allowing/restoring Terminal Charges in terms of Para 5 of the Appendix 7 of old Edition altogether ignored the instructions in Para 8 thereof. This has created anomalous situation which needs to be redressed.
  4. Attention is invited to another issue which arises due to Para 6(a) of Appendix 7 (printed in both old Edition and new Edition of 1986 as well) which lays down that except for Category-I the Daily Allowance rates shown in the schedule are consolidated rates to cover the cost of accommodation, meal and of incidental items like tips, taxi hire, portorage, etc. while at the place of halt. This needs to be clarified.
  5. The anomalous situations as discussed above warrant that the issues of admissibility of Incidental Charges @ 15% of Daily Allowance be re-examined in details in its true perspective to arrive at logical and practicable solution. (C.A.O's U.O. No. Co-ord/1-21/Vol.XI/867, dated 11-01-2005)
- 11.21.2 The undersigned (Senior Joint Secretary-Regs.) is directed to refer to the correspondence ending with Ministry of Foreign Affairs' D.O. letter No. Rule-4/1/2001, dated the 24<sup>th</sup> November, 2003, on the above subject and to state that the issue of admissibility of 15% incidental charges to the employees posted in Pakistan Missions Abroad for the tours undertaken outside Pakistan during their posting abroad has been under consideration in the Finance Division for some time and after thorough examination of the case, it has been observed that payment of 10% terminal charges which was in vogue in terms of para 5 of Appendix-VII of FRs & SRs, Vol.II had never been stopped by the Finance Division. If payment of those charges has been stopped then those may be restored immediately.
2. The substitution of 10% terminal charges with 15% of incidental charges for officers posted in Pakistan Missions Abroad was, however, never authorized and

should never have been paid. The Ministry of Foreign Affairs may, therefore, apprise this Ministry of the reasons for allowing these payments so that action for their regularization or otherwise may be taken.

3. All previous instructions issued in this regard shall stand amended/revised to the extent contained in this Office Memorandum.
4. This issues with the approval of Finance Secretary. [Finance Division (Reg. Wing) O.M. No. F.1(10)R.10/90/2004, dated 26-03-2004]

11.21.3 Reference CAO's U.O. No. Co-ord/1-21/Vol.XI/867, dated 11-01-2005 on the above subject.

2. While conveying decision on admissibility of 15% incidental charges to the employees of Ministry of Foreign Affairs vide Finance Division's O.M. No. F.1(10) R.10/90/2004, dated 26-03-2004 it was mentioned categorically in para 3 of the aforesaid O.M. that all previous instructions issued in this regard stand amended/ revised to the extent contained in this O.M. Since 15% incidental charges were only allowed to the officers proceeding on tour abroad from Pakistan, and status quo was maintained in case of employees of Ministry of Foreign Affairs at Pakistan Missions abroad, therefore question of allowing 15% incidental charges while on tour within or outside the country of posting does not arise. For the officials of Pakistan Missions abroad, the payment of 10% terminal charges which was in vogue in terms of para 5 of Appendix-VII of FRs & SRs, Vol.II had never been stopped by the Finance Division.
3. With regard to admissibility of rates of DA while on tour abroad, attention of CAO is invited to Finance Division's O.M. No. F.1(10)R.10/90-80/96 dated 26-02-1996 according to which, when accommodation in a hotel is not arranged by the Pakistan Embassy concerned and the Government servant stays in a hotel under his own arrangement shall, in addition to the daily allowance for Category-I, continue to be allowed reimbursement of the actual charges of single room accommodation not exceeding the amount of daily allowance admissible to a Category-II officers on production of hotel bills. According to the instructions contained in this O.M. except for the officers of Category-I who are also entitled to hotel charges equivalent to Category-II Daily Allowance, the rates for all officers of other categories are consolidated rates to cover the cost of accommodation, meal, incidental items etc. [Fin. Div. U.O. Note No. F.1(10)R.10/90-25/05, dated 15-02-2005]

## 12.1 Career Diplomats

- 12.1.1 The term "Heads of Missions" for this purpose covers Ambassadors, Ministers incharge of independent Missions and permanent Charge d' Affaires. The term "Heads of independent Consular posts" covers Consul General, Consuls, Vice Consuls who are posted in places where there is no consular officer senior to

**CHAPTER - XII**

**OTHER ENTITLEMENT  
TO THE  
HEAD OF MISSION**



them residing in the same place and the heads of trade Missions when they are not posted in the same place where the diplomatic missions are situated. [MOFA No. Rules- 12/18/63, dated 22.7.1963]

12.1.2 These concessions are not admissible to other Charge d' Affaires who are normally officials, acting as Head of Mission in the absence of Head of Mission for short periods. Charge d' Affaires a.i. will, however, be entitled to (i) maintenance of gardens and grounds attached to the house including pay etc. of the gardener (ii) 75 percent of the cost of the water heating and lighting provided they act as such for more than 3 months and subject to the condition that no separate residence for the Head of Mission is maintained. [MOFA No. M-8/9/47, dated 27.4.1949 and No. FM/51/81/54, dated 15.10.1954]

12.1.3 Heads of Missions abroad and heads of independent consular posts are entitled to the following:

- i. Free completely furnished house with furniture, curtains, cushions, carpets, loose covers of sofa set table and standard lamps, and other light fittings (excluding bulbs and tube lights), bath linen, bed linen, blankets, crockery, china and glassware, cutlery and silver, kitchen equipment and kitchen utensils, vacuum cleaner, garden furniture and hot and cold racks and awnings etc. It also includes a television set or a radiogram, fans and refrigerators. It will not, however, include articles such as detergents, phenyl, brasso soap, plate powder, brushes and pails. The Head of Mission will himself be responsible for defraying the cost of cleaning material and consumable articles used in cleaning such as dusters, brushes and pails etc.
- ii. Maintenance at Government expense of garden and ground attached to the house including pay etc. of gardener.
- iii. Seventy five percent of the cost of water, heating and lighting.
- iv. A car and its upkeep (including pay and allowances of the driver).

[MOFA No. M/8/9/47, dated 5.1.1948, No. M/8/9/47, dated 10.3.1948, No. M/8/43/48, dated 15.4.1948, No. EQ (II)-22/25/67, dated 22.7.1968 and No. MB-8/8/77-V, dated 28.8.1982]

12.1.4 Heads of Missions at the following stations are entitled to washing machine at Government expense for use at their residence:

Abu Dhabi, Amman, Ankara, Bangkok, Baghdad, Bahrain, Beijing, Cairo, Damascus, Dubai, Doha, Jeddah, Khartoum, Kuala Lumpur, Kuwait, Mogadishu, Manila, Muscat, Tehran, Dhaka. As (A)'s approval vide M/o Foreign Affairs No. EQ(1)10/2/86, dated 3-1-1990)

12.1.5 Purchase of washing machine will, however, be subject to prior approval of the Ministry and availability of funds in the budget grant of Mission. [MOFA No. EQ(II)7/1/73, dated 11.7.1973]

## 12.2 Contribution towards Farewell Gift

12.2.1 Heads of Missions may incur expenditure on account of financial contribution towards joint farewell presents to be given on behalf of the diplomatic corps to the following dignitaries:

- i. Heads of other Foreign Missions
- ii. Heads of State, Prime Ministers and other Ministers of the countries to which Pakistan Mission are accredited Enhancement of Ceiling for contribution towards joint farewell presents and purchase of wreath and flowers

12.2.2 As a result of our continued efforts, the Finance Division (Regulations Wing), vide their office memorandum No. F.1(8) R.5/2000 dated February 16, 2004 has approved the following revised ceilings for contribution towards joint farewell gifts and purchase of wreath and flowers:

	<u>Existing Ceiling</u>	<u>Revised Ceiling</u>
Contribution towards Joint Farewell Presents (All Missions)	Rs. 15,000/- per annum	Rs. 7,500 per annum

12.2.3 Deleted

12.2.4 The expenditure involved will be met from within the sanctioned budget grant of the Mission under the head "A-06301-Entertainment and Gifts". [MOFA No. EQ(II)-21/36/73, dated 26.4.1974, No. EQ (II)-90/4/84, dated 18.3.1984 and EQ (II)-1/12/2000, dated 30.1.2001]

12.2.5 **Presentation of Wreaths and Flowers**

	<u>Existing Ceiling</u>	<u>Revised Ceiling</u>
Purchase of Wreaths And Flowers (All Missions)	Rs. 4,000 per annum	Rs. 8,000/- per annum

12.2.6 A reference was sent to the Finance Division proposing that the revised ceilings may be made applicable with effect from 1<sup>st</sup> July 2003, as the expenditure is incurred on annual basis. The Finance Division (Regulations Wing) has intimated that the Government orders are made effective from the date these are issued. Further Government orders/sanctions cannot be made effective retrospectively under GFR-58.

12.2.7 In view of the above, the revised ceiling would be made applicable with effect from February 16, 2004. (MOFA No. EQ(II)-1/12/2000, dated March 19, 2004 issued with the approval of Finance Division O.M. No. F-1(8)R-5/2000, dated 16/2/2004)

## 12.3 Cook Subsidy

\*12.3.1 Special allowance for employment of cooks by Ambassadors in the Missions Abroad has been allowed in accordance with the following rates with effect from 1<sup>st</sup> September, 2012 :

- i. Athens, Ankara, Beijing, Berne, Berlin, Brussels, Canberra, Copenhagen, Geneva, The Hague, Lisbon, Madrid, Moscow, New York, Oslo, Ottawa, Paris, Rome, Riyadh, Tokyo, Vienna, Washington and Wellington (US\$ 375/-p.m.)

**Sub Mission:**

Barcelona, Chengdu, Chicago, Frankfurt, Guangzhou, Hong Kong, Houston, Istanbul, Jeddah, Los Angeles, Milan, Montreal, New York, Shanghai, Sydney, Toronto and Vancouver

- ii. Abu Dhabi, Abuja, Addis Ababa, Algiers, Astana, Amman, Ashgabat, Bucharest, Baghdad, Bahrain, Bander Siri Begawan, Bangkok, Beirut, Belgrade, Baku, Bishkek, Brasilia, Budapest. Buenos Aires, Cairo, Colombia, Dhaka, Dakar, Damascus, Dushanbe, Dares Salam, Dublin, Doha, Hanoi, Harare, Havana, Jakarta, Kabul, Kathmandu. Khartoum, Kuala Lumpur, Kuwait, London, Male, Manila, Mexico City, Muscat. Nairobi, New Delhi, Niamey, Prague, Port Louis, Pretoria, Pyongyang, Rabat, Sana'a, Santiago, Sarajevo, Seoul, Singapore, Sofia, Stockholm, Tehran, Tripoli, Tashkent. Tunis, Warsaw and Yangoon (US \$ 250/-p.m.)

**Sub Mission:**

Dubai, Heart, Jalalabad, Kandahar, Manchester and Mazar-e-Sharif [MOFANO. Rules-4/1/2006, dated 13-11-2012]

12.3.2 Aware of the need that our Heads of Missions require additional support in meeting their heavy entertainment responsibilities, the competent authority has approved subsidy for a second domestic help also.

2. In this context, the revised facilities would be as under:

- i. Cook subsidy at the existing rates would be admissible for the second cook/servant as well, with effect from 1st February 2000.
- ii. The two servants receiving the subsidy would also be entitled to medical cover at Government expense, upto a maximum of \$ 600 per head per annum against actual expenditure supported by doctor's prescription and purchase receipts of medicines. However, in the Missions where medical insurance of officials is in vogue, the servants may also avail of this facility even if the premium exceeds \$ 600 per annum.

3. As required under the relevant rules, the subsidy shall be payable by the Mission direct to the individual engaged as Cook/Servant by the Ambassador on production of a certificate that the individual has actually been employed and his conduct and

\* revised



performance were satisfactory. Where the actual wages of the Cook are lower than the amount of allowance, its payment will be restricted to the actual wages.

4. There will be no change in the entitlement of air Passage for two servants, who are required to be Pakistan nationals. (MOFA No. Rules-4/1/99, dated 7 January 2000)
- 12.3.3 Reference our letter of even number dated 7 January 2000, allowing subsidy for second servant and medical cover for both the servants. Following a review of the matter, the competent authority has decided to discontinue the subsidy and medical cover of second domestic servant of the Head of Mission.
- 12.3.4 Missions are requested to discontinue the payment of subsidy and medical treatment for second servant of Head of Mission at Government expense with effect from 1<sup>st</sup> January 2002.
- 12.3.5 The expenditure incurred on payment of subsidy and medical treatment of second domestic servant of Head of Mission up to 31 December 2001 stands regularized. (MOFA Fax No. Rules-4/1/99, dated 14 December 2001)
- 12.3.6 Finance Division has clarified that if a cook proceeds on leave/home leave/ authorized absence from duty, he will not be entitled to cook subsidy. However, during his leave if another cook is employed temporarily by the Ambassador in the Mission the temporary incumbents will be entitled to the cook subsidy for so long as he works as a cook provided the period involved is not less than one month. [FD No. F(14)R-5/92-1083, dated 4.11.1992 and MOFA No. Rules-4/7/90, dated 6.1.1993]
- 12.3.7 Normally the Head of Mission uses the staff car of the Mission if his official car is not available due to its being out of order or under repairs. In case there is no staff car in the mission and Head of mission uses his personal car for not less than one month, he will be entitled to get per month compensation at 1/120 of the cost of his personal car. All maintenance charges including petrol, oil and lubricants of his personal car will also be paid by Government for this period. [FD No. F.1(9). R.10/78, dated 24.4.1978]

## 12.4 Non-Career Diplomats

- 12.4.1 The terms and conditions of non-career Heads of Mission should be standardised and incorporated in formal letter of appointment.
- 12.4.2 Scale of pay should be as sanctioned for the posts to which they are appointed.
- 12.4.3 The period of contract should be indicated which should not exceed 3 years.
- 12.4.4 a. For the purpose of the grant of leave with home passage, children passage and emergency passage, TA/DA on transfer for self and members of family, including servants, outfit allowance, foreign and entertainment allowance, daily allowance, joining time, they will be governed by Pakistan Foreign Service Rules.

b. Non-career Ambassadors will relinquish charge at their Missions 15 days prior to the expiry of their contractual period of employment and report for duty at the Ministry of Foreign Affairs for debriefing. In such case they will be entitled to 6 days joining time on transfer to Headquarters. [MOFA No. Estt(IB)-11/33/81, dated 4-9-85]

12.4.5 The incumbents shall be entitled to earn one month's earned leave (30 days) per year subject to maximum accumulation of 90 days.

12.4.6 Non-career Heads of Missions may be granted home leave passage only once in three years and that too in the third year provided it has been decided to renew his contract. It should be noted that the principle approved by the Government is that leave for home passage should be granted only once every three years. Therefore, the grant of leave in the third year should not be allowed virtually to lead to the grant of leave after two years or so. [MOFA No. M(I)-9/94/61 dated 25.9.1961, No. M(I)-9/94/61, dated 20.4.1962 and No. Rules-1/26/62, dated 18.3.1963]

*Note: Non-career Heads of Mission are not entitled to home leave passage if the total span of their contract is 3 years.*

12.4.7 It has been decided to grant leave to non-career Heads of Mission provided the leave accumulated is applied well in time before expiry of the contract. In case the leave so applied for is not granted and is refused in writing in the public interest a lump sum pay in lieu of the refused leave subject to maximum of 90 days will be paid and the contract shall be deemed to have been extended upto 90 days. [MOFA No. Rules-2/5/81, dated 2.6.1981]

## 12.5 Pension/Gratuity

12.5.1 Non-career Heads of Mission who are retired from service in public interest, for reasons other than disciplinary grounds, or who retire at their own request, may, at the discretion of the President be granted pension/ gratuity benefits at the rates and subject to the conditions laid down in the following paragraphs:

For the purpose of this order:

- i. Non-career Head of Mission means a person appointed to the post of ambassador in a foreign country, who, before his appointment to such a post/posts, was not a Government Servant or had ceased to be a Government Servant.
- ii. Approved service means continuous approved service rendered in any one or more of the posts and includes (i) time spent on duty; (ii) joining time; and (iii) leave with pay.
- iii. Commercial employment means employment in any capacity including that of an agent under a company, firm or individual engaged in trading, or in a commercial, industrial, agriculture, financial or professional business

etc. It also includes directorship/partnership of any such firm/ company.

- iv. Foreign Government, includes a local authority or corporation or any other institution or organization which functions under the supervision or control of a foreign Government.

12.5.2 A non-career Head of Mission who retires after having completed eight or more years of service, may be granted pension as follows:

- i. For the first 8 completed years of approved service Rs. 7200 per annum.
- ii. For each subsequent completed year of approved service an additional sum of Rs. 600 per annum provided that the total pension shall, in no case exceed Rs. 8400 per annum.
- iii. A non-career Head of Mission who retired before completing eight years of approved service may be granted a gratuity at the rate of one month's pay for each completed year of approved service.
- iv. In case the service of a non-career Head of Mission has not been satisfactory, the President may make such reduction in the amount of pension or gratuity, as the case may be, as he thinks proper.
- v. The period upto two months, may, for special reasons, if any, be added to the approved service of a Head of Mission to make up deficiency in his approved service. Periods over two months, but not exceeding 4 months may be so added with the concurrence of the Finance Division.
- vi. No pension may be granted under these orders to a person, who is in receipt of any other pension or remuneration from the Government or who intends to engage actively in politics after termination of his service.
- vii. Any pension granted under these orders may be withdrawn or withheld in whole or in part, if:
  - a. the pensioner is convicted of a serious crime or is guilty of grave misconduct.
  - b. the pensioner engages himself actively in politics within two years of his retirement.
  - c. the pensioner, without prior permission of the President, accepts employment under a foreign Government at any time or accepts commercial employment within two years of the date of his retirement.
- viii. No portion of pension granted under these orders may be commuted. ix. These orders are effective from 1 February 1977 and will apply to all non-career Heads of Missions who retire/have retired from service on or after 1 February 1977. [MOFA No. Rules-2/4/80, dated 3.6.1980]

12.5.3 It has been decided that non-career Ambassador is also a Government Servant and, as such, Government Servants (Conduct) Rules are applicable to him. [MOFA No. M-65/83/51, dated 21.8.1951, No. Admn-20/9/53. dated 29.4.1953 and No. FM-51/58/54. dated 3.5.1954]

12.5.4 Medical facilities are admissible to non-career Heads of Missions and their families in accordance with Medical Attendance Rules 1990 as amended from time to time.

## **12.6 Ambassadors-designate O.S.D. on transfer from one Mission to another**

12.6.1 Following terms and condition are laid down for the Ambassadors-designate O.S.D. at headquarter for briefing.

- (i) Pay and allowances as admissible to an Ambassador in his respective pay scale.
- (ii) TA/DA on transfer to headquarter for himself, his family members and domestic servant(s).
- (iii) Personal effects will be dispatched to the new station of assignment by the mission concerned. If storage facilities are not available in the mission at any of the two station the storage charges will be borne by the Govt. subject to production of certificate to this effect by the head of mission concerned.
- (iv) On relinquishment of charge as O.S.D. at headquarter, the Ambassador designate, his family and two Pakistani domestic servants will be entitled to TA. from and to the place of posting as admissible under the rule. He will also be entitled to transport the difference in volume/weight of the entitlement of personal effects from Pakistan and those left at the old station of duty for despatch to his new station of assignment. However, the the cost of transportation of personal effects from Pakistan to the station of new assignment shall be payable in Pakistan currency and the expenditure restricted to within the overall maximum entitlement of cost that would have been incurred had the entire luggage upto permissible limit been transported from old station of duty direct to the new station of assignment abroad.
- (v) He will be entitled to transfer grant at the rate admissible under rules/ order issued from time to time only once at the previous station of his assignment to the new place of assignment as ambassador and not temporary transfer to Pakistan for briefing.
- (vi) The officer will be entitled to the preparation time of six days and payment of daily allowance during this period only once either from mission to headquarters or from headquarters to his new station of posting only at a place enroute. (MOFA No. Estt(I-B)-11/33/81, dated 28-11-1983 and 11-07-1985)

12.6.2 No joining time can be spent by the Ambassador abroad vide Sl. No. 10.32.1

## 13.1 Foreign Exchange Facilities

13.1.1 Officers and members of staff proceeding on transfer to Missions Abroad (and not when they are already abroad) are allowed foreign exchange as personal quota on the following scales, on first and subsequent posting for the purpose of initial establishment in the country of posting concerned:

13.1.2 Scale of personal quota on first posting abroad

- a. Ambassador
  - i. maximum of US\$ 1500, once in the career, non-refundable, and
  - ii. upto a similar amount viz \$ 1500 as advance repayable in foreign exchange in 10 monthly installments.
- b. All other officers and staff (including diplomatic officers)
  - i. One and a half months salary subject to a maximum of US\$ 750, once in the career, non-refundable:
  - ii. upto a similar amount as an advance repayable in foreign exchange in 10 installments.

*Note: Scale of personal quota on subsequent postings abroad is the same as mentioned at A(ii) and B(ii) above.*

13.1.3 The rupee fund will be provided by the officer concerned out of his own resources and rupee advances are not admissible and not allowed by the Ministries/ Divisions to avail of the foreign exchange quota.

13.1.4 The amount of personal quota released will be adjusted against foreign allocation of the administrative Ministry concerned. Copies of the sanction for release of foreign exchange to officers proceeding on posting to Missions Abroad will be endorsed to the Chief Accounts Officer who will make sure that the installments of refund are routed thorough Missions abroad.

13.1.5 Non-refundable foreign exchange quota admissible on first posting, if not availed of, cannot be drawn at the time of subsequent posting as foreign exchange is allowed on subsequent posting on recoverable basis.

13.1.6 The amount recovered from officers/staff on account of refundable quota for foreign exchange should be credited to the head "G-Liabilities, G 10-Trust Account-Other, G 101-Accounts of other Departments, G 10102-Receipt & Collection Account (Foreign Affairs), G10102-01-Death Compensation and Other Dues etc." and separate schedule showing the particular of these recoveries with names of officers/staff concerned should be sent with monthly cash account.

13.1.7 Equivalent amounts in Pakistan currencies against the amounts refunded in foreign exchange may be claimed by the officers/staff by presenting the bills to Chief Accounts Officer through their bankers or other authorized agents in Pakistan. In case of agents, the bill for refund should be presented through the Cash Section

# **CHAPTER - XIII**

## **MISCELLANEOUS**



of the Ministry who on realization of the amount from Chief Accounts Officer will arrange payment to the authorized agent in Pakistan.

- 13.1.8 The rupee funds for purchase of foreign exchange sanctioned on refundable basis are provided by the officers concerned out of their own resources. Therefore, the remittances sent by them from abroad to their kith and kin in Pakistan through banking channels should be deemed to have been made in fulfillment of their obligations. [State Bank of Pakistan No. SBP:ECD:CD:U.O No. 8316/ECP-8(1)-82, dated 12.12.1982]

## 13.2 Payments/Recoveries

- 13.2.1 It was decided to disburse the pay and allowances on the last working day of the month in Missions abroad. Therefore, the TT buying rate prevailing on the first day of the month to which the payment relates should be applied for the payment of pay and allowances and also for the maintenance of accounts.
- 13.2.2 For other payments including arrears of pay, leave salary etc., the rate of exchange prevailing on the first day of the month in which the payment is made should be applied irrespective of the fact whether the payment relates to the same month or previous months. [MOFA No. B-9/160/77, dated 17.10.1979]
- 13.2.3 Where the remunerations are fixed in US Dollar and payable in local currency (wherever authorized), TT clean buying rate of exchange of US Dollar in terms of local currency as on first of the month should be obtained and applied for the purpose of working out local currency equivalent.
- 13.2.4 Where the remuneration is expressed in Pakistan rupee for conversion into local currency the cross rate of exchange between Pakistan rupee and the local currency should be worked out on the basis of TT clean selling rate of US Dollar in terms of Pakistan rupee communicated by the Ministry and TT clean buying rate of US dollar in term of local currency as prevailing on first day of each month. These rates should be used for all transactions conducted by the Mission in local currency US Dollar throughout that month. [MOFA No. MA-5/5/82, dated 15.12.1982 and 20.2.1982]
- 13.2.5 The question of recoveries from Government servants due in foreign exchange has been examined in consultation with the Law Division. The position is that the Government is legally entitled to recover the exact amount in the currency in which the overpayment was made or dues became recoverable. It has, therefore, been decided that if the overpayment was made or dues become recoverable in a particular currency, the recoveries shall be made in that currency or in equivalents of US dollar according to the rate of exchange between that currency and the US dollar on the date of recovery. If for any reason such as posting in Pakistan, retirement, etc. recoveries cannot be affected in foreign exchange, these can be affected in Pakistan rupees. However, since permission to pay such



dues in local currency is in fact permissible to purchase foreign exchange for refund to Government the rate of exchange applicable in such cases shall be the rate prevailing on the date on which such recoveries are actually affected. The orders contained in Finance Division No. F-1(8)-EF(B-II)/76-2720 dated 14 July 1976 stand superseded with effect from 18 December 1980. [FD No. F.1(8)-EF(B.II)/80-2689, dated 18.12.1980]

### **13.3 Withdrawal from Official Accounts**

- 13.3.1 All withdrawal from official accounts will be made against cheques signed jointly by at least two officers of diplomatic wing, but the Ambassador need not be one of them. In the case of two officers Mission when one officer happens to be away from the headquarters or one officer Mission, the second signatory should be the Accountant.
- 13.3.2 In case of accounts being operated by the technical wings in Missions Abroad, the cheques will continue to be signed jointly by the head of the technical wing and another officer nominated by the Ambassador. [MOFA No. Rules-6/3/1971, dated 2.5.1972]

### **13.4 Printing of Invitation Cards**

- 13.4.1 Following instructions apply:
- i. The cards should be got printed in the name of the Mission. Official level should be specified by the Head of the Mission and generally they should be issued under his signature.
  - ii. Distribution of cards be restricted to the country of accreditation of the Head of Mission.
  - iii. Cost of cards sent out by the Head of Mission and officers in their personal capacity should be borne by the persons concerned.
  - iv. Exchange of greeting cards with officers of the Ministry, Pakistan diplomatic Missions in other countries and other Government Servants should not be done at Government account.
  - v. Head of Mission can sanction expenditure on this account upto Rs. 750/-. [MOFANO. Rules-10/11/62, dated 23.4.1962]

### **13.5 Retention of Government Accommodation in Pakistan after Transfer Abroad**

- 13.5.1 Government servants posted abroad have been allowed, as a special case, to retain Government accommodation in Pakistan after their posting abroad subject to the condition that they pay standard rent. In such cases, foreign allowance shall not be

treated as a part of emoluments for the purpose of FR.45(c). [FD No. D- 6275-EG.III/55 dated 30.8.1955 and AGPR No. TM/10-S/DA/222 dated 4.1.1956]

### **13.6 Payment of Membership fee of the Professional Institute**

- 13.6.1 Payment of subscription of membership of professional institutes should not be charged to Government. These subscriptions should be paid by the individuals themselves and the payment made on their account will not be reimbursable by Government. [MOFANO. FM(III)-20167/53 dated 23.12.1953]

### **13.7 Reimbursement of TOFEL Fee**

- 13.7.1 Fee for TOFEL test which if a pre-requisite for selection of the nominee by the donor agency is also reimbursable. [FD No. F 3(24)-R.10/87, dated 23.8.1995]

### **13.8 Insurance of Government Vehicles**

- 13.8.1 Heads of Missions have been authorized to take out comprehensive insurance policies on the best available terms in respect of Government vehicles held on their charge. [MOFANO. Rules-7/5/64, dated 27.6.1964]

### **13.9 Ban on Taking Private Secretaries, Personal Assistants, Stenographers Abroad**

- 13.9.1 Government has imposed ban on deputation of Private Secretaries, Personal Assistants or Stenographer either in the delegation or with the Ministers, Governors etc. going abroad. Pakistan Mission Abroad should therefore provide such assistance to the visiting delegation Ministers or Governors etc. as may be required by them. [Cabinet Div. No. 116/7/173-MISC, dated 2.7.1973, MOFANO.O&M-5/7/73, dated 13.7.1973]

### **13.10 Increase in the Rates of Monthly Benevolent Grant/Contribution**

- \*13.10.1 In light of the provision of the Federal Employees Benevolent Fund, and Group Insurance (Amendment) Ordinance No. 11 of 2004, the rates of monthly benevolent grant and contribution have been revised with effect from 01-12-2003 as under :-

- (a) Increase in monthly benevolent grant rates from minimum of Rs. 270 to Rs.880 and from maximum of Rs. 1,620 to Rs. 4,000 as per column (4) of the newly added third schedule to the Federal Employees Benevolent

\* omitted

Fund & Group Insurance Act, 1969 (see Annex-IV). Monthly benevolent grant at revised rates shall be admissible w.e.f. 01-12-2003 to those employees who died or incapacitated on or after the said date.

- (b) Increase in benevolent grant rates of existing beneficiaries by 20%. The increase shall be admissible, w.e.f. 01-12-2003 for remaining period of grant, to the beneficiaries whose period of grant was not expired on 30-11-2003.
- (c) Increase in contribution rate from maximum of Rs. 100 to Rs. 155 as per column (3) of the newly added third schedule to the Federal Employees Benevolent Fund & Group Insurance Act, 1969. The increased rates shall be effective from 01-12-2003. [Estt. Div. O.M. No. MISC/B&A/2004, dated 28-09-2004]

**\*\*13.10.2-A** In light of the provision of the Federal Employees Benevolent Fund, and Group Insurance (Amendment) Ordinance, the rates of monthly benevolent grant and contribution have been revised with effect from 01-07-2013. (see Annex-IV).

### **13.11 Purchase of Staff Car for Missions Abroad**

**\*13.11.2** The Prime Minister has been pleased to approve the following criteria for the replacement of staff cars at Missions Abroad:

1. The vehicle to be replaced should complete life span of 7 years or more.
2. It should not be higher than 2000cc.

It may be noted that the vehicles being used by attached wings of the missions are also regarded as staff car, therefore the above criteria is also applicable to them as well. [MOFA No. Dir (MS)-1/1/2012, dated 3rd October, 2012]

### **13.12 Fixation of cash payment limit**

**\*13.12.1** Finance Division agrees to increase in cash limit of Rs.500 to Rs.5,000 in respect of Pak Missions Aboard. This issues with the approval of Advisor Finance Division. [FA's Organization U.O.No. 968-DFA(FA)/2010, dated 20 June, 2012]

\*\* revised  
\* inserted

## Annex-I

## Scale of Office Furniture for the Gazetted and Non-Gazetted Staff Serving in Missions Abroad

A scale of office furniture for gazetted and non-gazetted staff serving in the Mission is as under:

Designation	Name of Articles	No. of Articles
Ministers	(i) Upholstered revolving chair	1
	(ii) Upholstered arm chair	6
	(iii) Office desk	1
	(iv) Side rack	2
	(v) Paper rack	2
	(vi) Upholstered sofa set (with two chairs)	1
	(vii) Centre table	1
Secretaries	(i) Office desk	1
	(ii) Upholstered arm chairs	5
	(iii) Side racks	2
	(iv) Paper racks	1
	(v) Upholstered sofa	1
	(vi) Upholstered chair to match sofa	1
	(vii) Centre table	1
Joint Secretaries and all Heads of Departments	(i) Office desk	1
	(ii) Arm chairs	5
	(iii) Side racks	2
	(iv) Paper racks	1
	(v) Low chairs	2
	(vi) Centre table	1
Other Senior Gazetted Officers	(i) office desk	1
	(ii) Arm chairs	5
	(iii) Side racks	2

	(iv)	Paper rack	1
	(v)	Side table	1
Junior Gazetted officers except Secretariat Superintendents	(i)	office desk	1
	(ii)	Arm chairs	5
	(iii)	Side racks	2
	(iv)	Paper racks	1
	(v)	Side table	1
Superintendent & Assistant incharge	(i)	office desk	1
	(ii)	Arm chairs	2
	(iii)	Side rack	1
	(iv)	Paper rack	1
Assistant and Stenographers	(I)	table with rack & drawers	1
	(ii)	Chair	1
	(iii)	Side rack.	1
Clerk & Daftries doing similar work	(i)	Table with rack & drawers	1
	(ii)	Chair	1

N.B. (i) Where unspecified, furniture will be cane-seated.

(ii) Trays and wooden almirahs will be given according to requirements.  
[MOFANo.A/18/40/49, dated 12.10.1950]

## Annex-II

## Scale of Residential Furniture for Superintendents and Non-gazetted (Ministerial) Staff Working in Missions Abroad

Scale of residential furniture for various non-gazetted staff is as under:

Name of articles	Supdt.	Non-gazetted staff
Sofa set (3 piece)	1	—
Easy chairs	2	4
Beds (single) pay TA for	Maximum 6 in countries where Government	
	4 children	
children	Maximum 4 in case of those who have 2	
children	Maximum 3 in case of those who have no	
	Maximum 2 for bachelors	
Dinning table	1	1
Dining chairs	6	4
Almirah (hanging shelf)	2	1
Cupboard (small)	1	-
Tea poys or centre table	3	2
Writing table	1	1
Writing chairs or straight chairs	2	4
Small table (without lamp)	1	1
Dressing table (with sitting chairs or stool	1	1
Chest of drawers or side board	1	1
Kitchen table	1	-
Meat safe (only in countries where they are normally used)	1	1
Refuse Bin	1	1
Wooden chair or stool	1	-
Book case & book-shelf	1	-

Durries or cheap quality

Rugs from Pakistan (12ft x 9ft x 6ft)	3	2
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Commodes (only in countries where they are necessary)	2	1
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[MOFANo. EQ(I)-65/1/66, dated 7.10.1968]

## Home Based Drivers And B-1 to 4 Officials

Bed	1	If accompanied by family (2) two
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Chair	2	
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Table	1	Not exceeding 1x1 meter in size
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[MOFA Rules-7/13/62, dated 18.5.1964]

Annex - III

No. F.1(5)-Reg.7/87-318  
GOVERNMENT OF PAKISTAN  
FINANCE DIVISION  
(REGULATIONS WING)

Islamabad, the 20<sup>th</sup> July, 2011.

OFFICE MEMORANDUM

SUBJECT: UNIFORM RATES OF SUBSCRIPTION TOWARDS GENERAL PROVIDENT FUND

The undersigned is directed to refer to Finance Division's O.M. No.F.1(5)-Reg 7/87(Vol-I)-482, dated 12<sup>th</sup> August, 2008 on the above subject and to state that consequent upon the revision of basic pay scales for the civil employees of the Federal Government circulated vide Finance Division's O.M. No. F.1(5)/Imp/2011-419, dated 04<sup>th</sup> July, 2011, it has been decided to revise the rates of subscription towards General Provident Fund as shown in column 5 of the following table:-

Scale	Minimum	Maximum	Mean	Rate of monthly Subscription	Remarks	
1	2	3	4	5	6	
BPS-1	4,800	9,300	7,050	212	<u>Minimum rates of subscription</u> (on mean) will be as under:-	
BPS-2	4,900	10,000	7,450	373		
BPS-3	5,050	11,050	8,050	403		
BPS-4	5,200	12,100	8,650	433	BPS	Subscription
BPS-5	5,400	13,200	9,300	465	BPS-1	3.00%
BPS-6	5,600	14,300	9,950	498	BPS 2-11	5%
BPS-7	5,800	15,400	10,600	530	BPS 12-22	8%
BPS-8	6,000	16,500	11,250	563		
BPS-9	6,200	17,600	11,900	595		
BPS-10	6,400	19,000	12,700	635		
BPS-11	6,600	20,400	13,500	675		
BPS-12	7,000	22,000	14,500	1,160		
BPS-13	7,500	24,000	15,750	1,260		
BPS-14	8,000	26,300	17,150	1,372		
BPS-15	8,500	29,500	19,000	1,520		
BPS-16	10,000	34,000	22,000	1,760		
BPS-17	16,000	40,000	28,000	2,240		
BPS-18	20,000	50,000	35,000	2,800		
BPS-19	31,000	63,000	47,000	3,760		
BPS-20	36,000	68,900	52,450	4,196		
BPS-21	40,000	76,400	58,200	4,656		
BPS-22	43,000	85,700	64,350	5,148		

2. The deductions from the pay of employees on the basis of new rates shall be made in August to be paid on 1<sup>st</sup> September, 2011, until further orders. There shall be no option to postpone subscription to the above fund either during leave (except extraordinary leave without pay) or during the training period.



(1) All eligible Government servants in permanent pensionable and non-pensionable service and those temporary or officiating Government servants who have completed two years continuous temporary and / or officiating service shall join the fund as compulsory subscribers.

(2) All other eligible Government servants may elect to join the fund as optional subscribers. Government Decision: as doubts have been expressed on certain points arising out of the introduction of the compulsory General Provident Fund Scheme, it has been decided as follows:

i. Government servants who have been re-employed after retirement should be treated as compulsory subscribers to the General Provident Fund if the period of such re-employment exceeds two year:-

ii. Government Servants who have been re-employed after retirement without any stipulation as regards the period but are likely to be replaced at any time as soon as suitable officers are available may be treated at par with temporary Government servants similarly placed.

iii. Contract officers whose contract does not provide for subscribing to General Provident Fund may be invited by the appointing authority to join the scheme as compulsory subscribers.

iv. Persons who are not career officers but are appointed in Missions abroad as ambassadors, ministers and to other diplomatic posts may also be brought within the purview of the compulsory Provident Fund Scheme as a whole.

vi. The compulsory savings scheme is not applicable to the locally recruited staff in Missions abroad.

## Annex - IV

**THE SEVENTH SCHEDULE  
BENEVOLENT FUND**

{See Rule 6(4)}

The rates of subscriptions to the Benevolent Fund and the amount of monthly benevolent grant payable under sub-rule (4) of Rule-6 with effect from 1<sup>st</sup> day of July, 2013.

Sr. No.	Pay Slabs		Monthly Contribution Rate	Monthly Grant Rate
	Minimum	Maximum		
(1)	(2)	(3)	(4)	(5)
1	Upto	5,000	120	4,000
2	5,001	5,500	120	4,150
3	5,501	6,000	130	4,300
4	6,001	6,500	150	4,450
5	6,501	7,000	162	4,600
6	7,001	7,500	174	4,750
7	7,501	8,000	186	4,900
8	8,001	8,500	190	5,050
9	8,501	9,000	210	5,200
10	9,001	9,500	222	5,350
11	9,501	11,000	246	5,600
12	11,001	13,000	288	5,900
13	13,001	15,000	336	6,200
14	15,001	17,000	384	6,500
15	17,001	19,000	432	6,800
16	19,001	21,000	480	7,100
17	21,001	23,000	528	7,400
18	23,001	25,000	576	7,700
19	25,001	27,000	624	8,000
20	27,001	29,000	672	8,300
21	29,001	31,000	720	8,600
22	31,001	33,000	768	8,900
23	33,001	35,000	816	9,200
24	35,001	37,000	864	9,500
25	37,001	39,000	912	9,800
26	39,001 and above		960	10,100

Note: -

- (i) Pay includes emoluments which reckon for pension and the pay an employee would have drawn but for his deputation, suspension or leave.
- (ii) Deduction of Benevolent Fund and Group Insurance Fund will also be made from the officials re-employed after retirement on contract and officials on deputation for provincial to federal government. The deduction shall however, not be effected after the age of sixty years. Estt. Div. O.M. No. 14-Bt-RP/70(Part), dated 8.7-71. Board of Trustee O.M.No. 14-11 Admn. Dated 16.8.84

## Annex - V

## THE THIRD SCHEDULE

{See Rule 6(4)}

## GROUP INSURANCE

The rates of subscriptions to the Group Insurance Fund and the amount of sum assured to be paid to the family of an employee, with effect from 1<sup>st</sup> January, 1996 shall be as under:-

Sr. No.	Monthly Pay (Rs.)	Rate of Monthly Contribution (Rs.)	Sum Assured (Rs.)
(1)	(2)	(3)	(4)
1	Up to 1,500	24.50	70,000
2	1,501-2,000	29.75	85,000
3	2,001-2,500	35.00	10,000
4	2,501-3,000	40.25	115,000
5	3,001-3,500	45.50	130,000
6	3,501-4,000	50.75	145,000
7	4,001-4,500	56.00	160,000
8	4,501-5,000	61.25	175,000
9	5,001-5,500	66.50	190,000
10	5,501-6,000	71.75	205,000
11	6,001-6,500	77.00	220,000
12	6,501-7,000	82.25	235,000
13	7,001-7,500	87.50	250,000
14	7,501-8,000	92.75	265,000
15	8,001-8,500	98.00	280,000
16	8,501-9,000	103.25	295,000
17	9,001-9,500	108.50	310,000
18	9,501-10,000	113.75	325,000
19	10,001-10,500	119.00	340,000
20	10,501-11,000	124.25	355,000
21	11,001-11,500	129.50	370,000
22	11,501-12,000	134.75	385,000
23	12,001-12,500	140.00	400,000
24	12,501-13,000	145.25	415,000
25	13,001-13,500	150.50	430,000
26	13,501-14,000	155.75	445,000
27	14,001-14,500	161.00	460,000
28	14,501-15,000	166.25	475,000
29	15,001-15,500	171.50	490,000
30	15,501-16,000	176.75	505,000
31	16,000 & above	182.00	520,000

- Rates revised vide Ord. No. XIII OF 1981 w.e.f 01.07.1980
- Rates revised vide Notification No. S.R.O 754(I)/88, dated 04.09.1988 w.e.f 04.09.1988
- Rates revised vide Notification No. S.R.O 21(I)/96, dated 28<sup>th</sup> December, 1995 w.e.f 01.01.1996

Annex - VI

**Government of Pakistan**  
**Finance Division**  
**(Regulations Wing)**

No. F.1 (5) Imp/2011-419  
4<sup>th</sup> July, 2011.

Islamabad, the

**OFFICE MEMORANDUM**  
**Subject: REVISION OF BASIC PAY SCALES,**  
**ALLOWANCES, AND PENSION OF CIVIL**  
**SERVANTS OF THE FEDERAL GOVERNMENT**

The President has been pleased to sanction the revision of Basic Pay Scales, Allowances and Pension with effect from 1<sup>st</sup> July, 2011 for the Civil Servants of the Federal Government, paid out of Civil Estimates and out of Defence Estimates as detailed in the succeeding paragraphs:-

**PART-I (PAY)**

2. **Revision Basic Pay Scales:**

The Basic Pay Scales-2011 shall replace the Basic Pay Scales-2008 with effect from 01.07.2011 as contained in the Annexure to this Office Memorandum.

3. **Fixation of Pay of the Existing Employees (w.e.f 01.07.2011):**

- i. The basic pay of an employee who was in service on 30.06.2011 shall be fixed in Basic Pay Scale-2011 on point to point basis i.e. at the stage corresponding to that occupied by him/her above the minimum of Basic Pay Scales-2008.
- ii. In case of Personal Pay being drawn by an employee as part of his/her basic pay beyond the maximum of his/her pay scale on 30.06.2011, he/she shall continue to draw such pay in the Basic Pay Scales-2011 at the revised rates.

4. **Annual Increment:**

Annual increment shall continue to be admissible, subject to the existing conditions, on 1<sup>st</sup> of December each year.

## **PART-II (ALLOWANCES)**

### 5. **Ad hoc Relief Allowances granted upto 01.07.2009:**

The following Ad hoc Relief Allowances granted upto 01.07.2009 shall stand discontinued with effect from 01.07.2011 having been merged in the Basic Pay Scales-2008 so as to introduce Basic Pay Scales-2011:-

<b>Sr. No.</b>	<b>Name of Ad hoc Allowance</b>	<b>Office Memorandum and Date</b>	<b>Admissible Rates</b>
i.	Special Additional Allowance – 1999 (01.07.1999)	F.1(7)Imp/99, dated 23.07.1999	25% (BPS 1-16) AND 20% (bps 17-22 on BPS-1994)
ii.	Special Relief Allowance – 2003 (01.07.2003)	F.1(4)Imp/2003, dated 30.06.2003	15% of the basic pay on BPS-2001
iii.	Ad hoc Relief – 2004 (01.07.2004)	F.1(8)Imp/2004, dated 01.07.2004	15% of the basic pay on BPS-2001
iv.	Dearness Allowance – 2006 (01.07.2006)	F.1(4)Imp/2006, dated 24.06.2006	15% of the basic pay on BPS-2005
v.	Ad hoc Relief Allowance – 2009 (01.07.2009)	F.1(7)Imp/2009-1, dated 21.07.2009	20% (BPS 1-16) and 15% BPS 17-22 on BPS-2008

### 6. **Ad hoc Allowances – 2010 (if admissible):**

- i. The Ad hoc Allowance – 2010 @ 50% of the running basic pay of Basic Pay Scale-2008 admissible to the Civil Servants including FBR employees (if admissible in that organization) shall stand frozen at the level of its admissibility as on 30.06.2011.
- ii All the new entrants shall be allowed Ad hoc Allowance – 2010 @ 50% of the minimum of relevant Basic Pay Scale – 2008 (if admissible in that organization) on notational basis with effect from 01.07.2011, till further orders, and shall stand frozen at the same level.

7. **Ad hoc Relief Allowances – 2011:**

- i. An Ad hoc Relief Allowance – 2011 @ 15% of the running basic pay of Basic Pay Scale-2008 to all the Civil Servants of the Federal Government as well as civilians paid out of Defence Estimates including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment shall be allowed with effect from 01.07.2011 and shall stand frozen at the same level.
- ii. All the new entrants shall be allowed Ad hoc Relief Allowance – 2011 @ 15% of the minimum of relevant Basic Pay Scales-2008 on notional basis with effect from 01.07.2011, till further orders, and shall stand frozen at the same level.
- iii. The Ad hoc Relief Allowance will be subject to Income Tax.
- iv. The Ad hoc Relief Allowance will be admissible during leave and entire period of LPR.
- v. The Ad hoc Relief Allowance will not be treated as part of emoluments of the purpose of calculation of Pension / Gratuity and recovery of House Rent.
- vi. The Ad hoc Relief Allowance will not be admissible to the employees during the tenure of their posting / deputation abroad.
- vii. The Ad hoc Relief Allowance will be admissible to the employees on their repatriation from posting / deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.
- viii. The Ad hoc Relief Allowance will be admissible during the period of suspension.
- ix. The term “Basic Pay” will also include the amount of Personal Pay granted on account of annual increment(s) beyond the maximum of the existing pay scales.

8. **Medical Allowances:**

- i. Medical Allowance admissible to Civil Servants in BPS-16 to BPS-22 @ 15% of the existing basic pay in Basic Pay Scales-2008 shall continue to be admissible at the frozen level of its admissibility as on 30.06.2011.
- ii. All the new entrants in BPS-16 to BPS-22 shall be allowed Medical allowance @ 15% of the minimum of relevant Basic

Pay Scales-2008 on notional basic with effect from 01.07.2011, till further orders, and shall stand frozen at the same level.

9. **Special Pays and Allowances:**

All the Special Pays, Special Allowances or the Allowances admissible as percentage of pay (excluding those which are capped by fixing maximum limit) including House Rent Allowance and the Allowance/Special Allowance equal to one month Basic Pay granted to any federal Government/FBPR/Police employees irrespective of his/her posting in Ministry/Division/Department/FBR including civil employees in BPS 1-22 of Judiciary shall stand frozen at the level of its admissibility as on 30.06.2011.

10. **Conveyance Allowances:**

- i. Conveyance Allowance shall be admissible to all the Civil Servants in BPS-1 to BPS-16 on revised rates as under:-

BPS	EXISTING	REVISED (Rs. P.M.)
BPS 1-4	Rs. 680.00 p.m.	Rs. 850.00 p.m.
BPS 5-10	Rs. 920.00 p.m.	Rs. 1,150.00 p.m.
BPS 11-15	Rs. 1,360.00 p.m.	Rs. 1,700.00 p.m.

- ii. All the Civil Servants of the Federal Government (excluding those who are allowed monetized value of Transport or availing Transport Facility) shall be allowed Conveyance Allowance at the prescribed rates **irrespective of their place/station of duty.**

11. **Miscellaneous Allowances:**

Rates of the following Allowances have been revised as noted against each:-

Sr. No.	Name of Allowance	Existing Rates	Revised Rates
i.	Integrated Allowance for N/Qasid, Qasid and Daftaries	Rs. 150.00 p.m.	Rs. 150.00 p.m.
ii.	Washing Allowance	Rs. 30.00 p.m.	Rs. 150.00 p.m.
iii.	Dress Allowance	Rs. 35.00 p.m.	Rs. 150.00 p.m.

iv.	Special Pay for Confidential Assistant	Rs. 65.00 p.m.	Rs. 150.00 p.m.
v.	Uniform Allowance for Nurses	Rs. 300.00 p.m.	Rs. 150.00 p.m.
vi.	Special Area Compensatory Allowance	Rs. 150.00 p.m.	Rs. 150.00 p.m.
vii.	Hill Allowance	@ 25% of pay upto a maximum of Rs. 100.00 p.m	At a fixed rate of Rs. 200.00 p.m.
viii.	Firewood Allowance	Rs. 4.50 per head per day.	Rs. 10.00 per head per day.

12. **Revision of Pension:**

All the existing civil Pensioners of the Federal Government including Civilianns paid out of Defence Estimates have been allowed an increase in their pension at the following rates with effect from 1<sup>st</sup> July, 2011, until further orders:-

- i. Pensioners who retired on or after 01.07.2002 @ 15% of the net pension.
- ii. Pensioners who retired on or after 30.06.2002 @ 20% of the net pension.

13. On introduction of the Basic Pay Scales-2011, the increases in pension allowed vide para-3 of the Finance Division Office Memorandum No. F.4(i) Reg-6/2010/721, dated 05.07.2010 shall be discontinued to the new pensioners who would retire on or after 01.07.2011 who opts to draw pension under the Scheme of Basic Pay Scales-2011.

14. However, 15% increases in pension allowed vide para-2 of the Finance Division Office Memorandum No. F.4 (1) Reg-6/2010/721, dated 05.07.2010 shall continue to be admissible to the new pensioners who would retire on or after 01.07.2011 who opts to draw pension under the Scheme of Basic Pay Scales-2011.

15. The 15% increase in pension as mentioned at Paras-12(1) above shall also be admissible to the pensioners who would retire on or after 01.07.2011.



16. For the purpose of admissibility of increase in pension for the Civil Pensioners sanctioned in this Office Memorandum the term “Net Pension” means “Pension being drawn” minus “Medical Allowance”, which shall be continued to be admissible at the level of its admissibility as on 30.06.2011.

17. The increase shall also be admissible on family pension granted under the Pension-cum-Gratuity Scheme, 1954, Liberalized Pension Rules, 1977, on pension sanctioned under the Central Civil Services (Extra Ordinary Pension) Rules as well as on the Compassionate Allowance under CSR-353.

18. If the gross pension sanctioned by the Federal Government is shared with any Government in accordance with the rules laid down in part-IV of Appendix III to the Account Code, Volume-I, the amount of the increase in pension shall be apportioned between the Federal Government and the other Government concerned on proportionate basis.

19. The increase in pension sanctioned in this office Memorandum shall not be admissible on Special Additional Pension allowed in lieu of pre-retirement Orderly Allowance.

20. The increase in pension shall not be admissible during the period of their re-employment, but the same shall be allowed after the termination of the re-employment contract. However, the increase in pension admissible to the pensioners of the Federal Government before their re-employment on contract basis shall continue to be admissible to them provided that they are not in receipt of any increases allowed as allowances with their pay in lieu of increases in pension.

21. The benefit of increase in pension sanctioned in this Office Memorandum shall also be admissible to those Civil Pensioners of the Federal Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15.08.1947 and are not entitled to, or are not in receipt of pension increase under the British Government’s Pension (increase) Acts. The payment shall be made at the applicable rate of exchange.

22. **Medical Allowances for the Pensioners:**

- i. Medical Allowance admissible to the existing retired Civil Servants in BPS-1 to BPS-15 and BPS-16 to BPS-22 @ 25% and @ 20% of the net pension respectively shall continue to be admissible at the frozen level of its admissibility as on 30.06.2011 and till further orders.
- ii. All the Civil Servants in BPS-1 to BPS-15 and BPS-16 to BPS-22, who shall retire on or after 01.07.2011 onwards, shall be allowed Medical Allowance @ 25% and @ 20% of the net pension respectively and shall stand frozen at the same level.

23. **Option:**

- i. The Ministry / Division / Department / Office to which an employee belongs and / or on whose pay roll he/she is borne shall obtain an option in writing from such employees with **60 days** commencing from the date of issue of this Office Memorandum and communicate into the concerned Accounts Office / DDO, as the case may be, either to continue to draw salary in the Scheme of Basic Pay Scales-2008 or in the Scheme of Basic Pay Scales-2011 as specified in this Office Memorandum. Option once exercised shall be considered final.
- ii. An existing employee, as aforesaid, who does not exercise and communicate his/her option within the specified time limit, shall be deemed to have opted for the Scheme of Basic Pay Scales-2011.

24. All the existing rules/orders on the subject shall be considered to have been modified to the existent indicated above. All the existing rules/orders not so modified shall continue to be in force under this scheme.

25. **Anomalies:**

An Anomaly Committee shall be set up in the Finance Division (Regulations Wing) to resolve the anomalies, if any, arising in the implementation of the Basic Pay Scales-2011 and Pension.

(Owais Nauman Kundi)  
Joint Secretary (Regs)  
Ph: 9262525

**All Ministries/Divisions/Departments.**

Annexure to O.M. No. F.1(5) Imp/2011419, dated 4<sup>th</sup> July, 2011**BASIC PAY SCALES OF THE CIVIL SERVANTS**

Basic Pay Scales-2008					Basic Pay Scales-2011				
BPS	MIN	INCR	MAX	STG	BPS	MIN	INCR	MAX	STG
1	2,970	90	5,670	30	1	4,800	150	9,300	30
2	3,035	100	6,035	30	2	4,900	170	10,000	30
3	3,140	120	6,740	30	3	5,050	200	11,050	30
4	3,240	140	7,440	30	4	5,200	230	12,100	30
5	3,340	160	8,140	30	5	5,400	260	13,200	30
6	3,430	175	8,680	30	6	5,600	290	14,300	30
7	3,530	190	9,230	30	7	5,800	320	15,400	30
8	3,665	210	9,965	30	8	6,000	350	16,500	30
9	3,820	230	10,720	30	9	6,200	380	17,600	30
10	3,955	260	11,755	30	10	6,400	420	19,000	30
11	4,115	275	12,365	30	11	6,600	460	20,400	30
12	4,355	310	13,655	30	12	7,000	500	22,000	30
13	4,645	340	14,845	30	13	7,500	550	24,000	30
14	4,920	380	16,320	30	14	8,000	610	26,300	30
15	5,220	420	17,820	30	15	8,500	700	29,500	30
16	6,060	470	20,160	30	16	10,000	800	34,000	30
17	9,850	740	24,650	20	17	16,000	1,200	40,000	20
18	12,910	930	31,510	20	18	20,000	1,500	50,000	20
19	19,680	970	39,080	20	19	31,000	1,600	63,000	20
20	23,345	1,510	44,485	14	20	36,000	2,350	68,900	14
21	25,880	1,700	49,680	14	21	40,000	2,600	76,400	14
22	27,680	1,985	55,470	14	22	43,000	3,050	85,700	14

## Annexure-VIII

**I. Payment of 80% of Transportation and Packing/ Crating Charges of Un-Accompanied Personal and Household Effects to the Government Servants and their Transfer from Pakistan to the Missions Abroad and Vice Versa and also from Mission to Mission.**

1. The matter regarding payment of packing/crating and transportation charges of personal effects of Government servants on their transfer from Pakistan to the missions abroad and vice versa and also from mission to mission has been under consideration in consultation with the Finance Division.
2. In order to minimize the workload and to economies on expenditure, it has been decided that Government servants on their transfer from/ to Pakistan to/from missions abroad and on inter mission transfer will at their option, be paid transportation grant equal to 80% of the packing/crating and transportation charges of their un- accompanied personal effects according to their existing entitlement (minus insurance and agency fees).
3. In determining the entitlement the following procedure will be adopted:
  - i(a) Packing/crating charges at Headquarters: These will be fixed for a given year and circulated by the Passage Section after inviting quotations from packing companies on the 1st of January. Initially (for July-Dec., 92) this rate will be determined by the actuals paid in June 1992. The rates will be approved by AS(A) assisted by CAO before being circulated within the Ministry, to other Ministries and to our missions.
  - i(b) Packing/crating in missions abroad: The missions abroad will follow the same procedure with the initial rate being fixed by the actuals paid for the last transfer. In cases where the clearing and forwarding agents have quoted/charged lump sum for all moving expenses without providing a detailed breakup such a breakup may be obtained by asking for separate figures on (a) Packing/crating including the stuffing of a 20 foot container and other container charges if any (In countries where container transportation is not available the charge for the construction of lift vans of 900 cubic feet capacity in the case of officials of grade 17 and above and 450 cubic feet in the case of others may be substituted for the cost of container) (b) Inland transport (c) Port charges including wharfage, customs clearance fees, crantage etc. (d) Sea freight—this must be authorized on the quotation from a shipping company. The rates will be recommended by HOM and approved as in sub para 1(a).
  - ii(a) Inland transportation charges within Pakistan (Islamabad to Karachi): These will be determined by the goods, train rate of the PWR for a 20 cubic feet container to which would be added the cost of transportation by truck from residence to railway station and from Karachi railway station to Karachi port. If the transfer is to a country where containers do not go the

cost of transport of a lift van of 900 cubic feet capacity in the case of officials of grade 17 and above or of 450 cubic feet capacity in the case of others will be used. In addition would be the cost of wharfage, crantage and other port charges (the figure for port expenses will be obtained from the KPT) These rates will be initially based for July—December 92 on the rates actually paid in June and will in future be determined by inviting quotations annually from inland transportation Islamabad/Karachi respectively. These rates will be changed only when Railways authorities change their freight rates or other concerned agencies charge their rates.

ii(b) Inland transportation in missions abroad:—The same procedure will be followed by missions abroad except that where necessary the entire inland transport may be by truck or other available means.

iii(a) Sea Freight in Pakistan:—Sea freight will be determined by seeking a quotation from the PNSC in the month of July each year and will be valid for that financial year.

iii(b) Sea freight in missions abroad:—Quotations will be invited from regular shipping companies providing schedule freight service between the country's port and Karachi (in case where no direct shipping service is available a transshipment quotation may be accepted).

4. The same process will be followed for determining the entitlement on intermission transfers.
5. Mode of payment:—(a) In case of transfer from a mission to Headquarters the CAO will on being informed by the officer/mission concerned, credit the bank a/c of the official concerned in Pak. Rupees to the extent of the entitlement for the expenses to be incurred in Pakistan. The Mission will pay the officer in foreign exchange to the extent of the entitlement for expenses abroad.
  - (b) In case of transfer from Headquarters to missions the payment will be made by the CAO against a bill signed by DG (Personnel/S&F) for the entitlement against inland transport and sea freight charges. The entitlement against inland transport and other expenses incurred in the country of posting will be paid in foreign exchange by the mission immediate after the official's arrival.
  - (c) In case of intermission transfer the entire amount will be paid by the mission from which the official is being transferred under the CAO's authority.
6. The quotations and supporting documents on the basis of which rates have been fixed will be sent to the Chief Accounts Officers in the first week of January every year by the missions concerned.
7. The officers/officials opting for encashment of their entitlement as determined by the procedure above will not be required to render any T.A. adjustment bill. There

will be a provision of certification by the officers/officials concerned to the effect that they have availed this facility in accordance with their entitlement.

8. It needs to be emphasized that the foregoing is a facility for the convenience of officials. It does not impinge upon the right of officers/officials to avail the existing procedure and to utilize their entitlement in full, as at present.

(M/o Foreign Affairs No. Rules-4/1/99 dated 30-7-92)

## **II. 80% Grant of Transportation Charges of Personal House-hold Goods to Officers/Officials from Karachi to Islamabad on transfer back from Pakistan Mission Abroad to Hqs**

1. According to the circular No. Rules-4/1/91, dated 30 July, 1992 80% grant is paid partly by the Pak Missions abroad and partly by the Ministry of Foreign Affairs. On transfer back from Missions the officers/officials are paid 80% grant upto Karachi by the respective Missions. The remaining part of the 80% grant i.e. from Karachi to Islamabad is payable by the Ministry of Foreign Affairs. Since the start of the scheme provisional payment restricted to transportation charges only from Karachi to Islamabad has been making till to-date. A case for approval of 80% of misc. handling charges being paid at the sea port Karachi was taken up with the competent authority.
2. After careful consideration and approval of the competent authority in the Ministry and with the concurrence of C.A.O. vide u.o. No. Coord/1-42/Vol-xii/538 dated 13-2-1993 and u.o. No. Coord/1-42/Vol-xii dated 4-5-1993 the following rates/entitlements are notified for information of all concerned:-
  - (a) Wharfage ..... Rs. 48/M3  
(Fixed)
  - (b) Cranage ..... Rs. 1400/-
  - (c) Container destuffing charges.
 

GRADE 17 & Above	
Married	Rs. 3000/-
Single	Rs. 2040/-
GRADE 11 to 16	
Married	Rs. 1560/-
Single	Rs. 960/-
GRADE 3-10	
Married	Rs. 720/-
Single	Rs. 600/-
GRADE 1-2	
Married	Rs. 500/-
Single	Rs. 500/-
  - (d) Transportation charges from Rs. 0.148 per Kg. per Km. Karachi to Islamabad, a

distance of 1580 Kilometer.

3. The above rates, being a part of 80% scheme, will take effect from 30 July, 1992, the initial date of the scheme. (M/o F/Affair circular No. 3 (1)-Passage/92 dt. 23/5/93).

**iii. Payment of 70% Transportation and Packing/ Crating Charges of Unaccompanied Personal and Household Effects to the Government Servants on their Transfer from Pakistan to Missions Abroad and Vice Versa and also from Mission to Mission**

It has been decided that henceforth the amount available to be claimed in cash will be 70% instead of 80% (MOFA No. Rules-4/1/9,1, dated 2 October, 1993).

**Iv. Reference MOFA Telex of Even Number Dated 15 December 1992, regarding Payment of 80% of Transportation of Baggage Charges in the Pakistan Missions Abroad**

Payment of the basis of the last approved T.A. bills will continue to be made till 31 December 1993 . (MOFA No. 3(1)-Passage/92, dated 03 February 1993).

**V. Payment of 80% of Transportation and Packing/ Crating Charges of Personal/household Goods from Pak-Missions Abroad to Ministry of Foreign Affairs, Islamabad**

1. Reference circulars of even number dated 15 December, 1992 and 3 February, 1993 conveying the decision of the Ministry that 80% grant to those officials coming back from Mission to HQs (Ministry of Foreign Affairs, Islamabad) may be paid on the basis of last approved T.A. bills in the Missions till 31 December, 1993. To clarify the matter further it is intimated that the cut off point for the last approved T.A. bill has been fixed as 01 January, 1990. In case no official with the same entitlement has shipped his personal/House-hold effects on or after 01 January, 1990, the missions may submit three fresh quotations from different reputable firms with comparative statements and recommendation of H.O.Ms. to the Ministry for approval.
2. It has also been noticed that in some countries lift-vans are not accepted by shipping companies instead transportation of personal effects is only possible in 20Ft Containers. To overcome this difficulty it has been decided that in such cases the entitlement of members of staff may be calculated proportionately in the ratio as their entitlement in terms of cubic meters. A 20Ft Container is equal to 25 C.M. The formula to be applied in the matter will be as follows:—



Freight cost of 20 Ft Container x entitlement  
25 Cubic meter.

[M/o F. Affair Circular No. 3(1)-Passage/92, dated 19/8/1993].

**VI. Payment of 70% of Transportation Charges of Personal Effects on Transfer to and from Pakistan—Inland Transportation Charges Within Pakistan (Karachi—Islamabad) — (Islamabad—Karachi)**

It has been decided in consultation with the Finance Division that Government servant going abroad or returning to Headquarter from abroad will be entitled to the re-imbursement of transportation etc. charges of personal effects within Pakistan on the basis of weight per maund or per Kg. and not by volume irrespective of the mode of transportation;

Para-3 (ii) (a) of this Ministry's O.M. No. Rules-4/9/91, dated 30-7-1992 on the above subject may be treated as amended to the extent mentioned above. [MOFA No. Rules-4/1/92, dated 1st January 1994].

**VII. 70% of Transportation Charges from Pak. Missions Abroad to Islamabad to be made on the basis of last approved TA Bills**

It has been observed that Missions, where precedents of last approved TA bills are not available provide rates in foreign currency for all items or more than one item together including insurance & agency fees, whereas rates in US dollars or Pak Rupees from at least three reputable companies are required to be provided for each item separately, such as packing/crating charges, inland transportation, wharfage, cranage stuffing and sea freight charges from the sea port nearest to the Mission upto Karachi, excluding insurance and agency fees alongwith a comparative statement duly recommended/signed by the Head of Mission for consideration/approval of the Ministry.

Copy of the Form of a comparative statement is sent herewith.

It is requested that rates may kindly be sent in future for approval of the Ministry as required. [MOFA No. 3(1)—Passage/92, dated 9 March, 1994].



# COMPARATIVE STATEMENT OF RATES FOR 70% GRANT OF TRANSPORTATION AND OTHER CHARGES OF PERSONAL EFFECTS/HOUSE HOLD GOODS FROM

Particular	Entitlement both in Volume & Weight	M/s US\$ or Pak	M/s US\$ or Pak	M/s US\$ or Pak	70% of 1 Lowest
1. Packing/crating charges					
2. Inland transportation charges (from residence to sea port)					
3. Warfage					
4. Cranage					
5. Stuffing					
6. Sea freight charges from ----- to Karachi					

Recommend by  
Signature of head of Mission \_\_\_\_\_

VIII. REFERENCE MOFA TELEX OF EVEN NUMBER DATED 03 FEBRUARY, 1993 REGARDING PAYMENT OF 80% NOW 70% OF TRANSPORTATION OF BAGGAGE CHARGES IN THE PAKISTAN MISSIONS ABROAD (.) Payment of the basis of Just approved T.A. bills Will continue to be made till 31 December 1994 (.) This has the approval of the competent authority(.) [M/o F/Affairs Fax No. 3(1)-Passage/92 dt. 17-1-1994]

**\*ix. Packing/cratin G, Insurance, Despatch and Clearance of Personal Effects**

The existing entitlement of the officers/officials for Packing Crating, Insurance dispatch and clearance of personal effects, while posted abroad or transferred to Headquarters, is as under:—

By Sea (Rate Rs. 12/- Per Kg.

Agency Charges

\*A

Entitlement

Out going

Incoming

**Grade B-17 and above:**

Married	2240 Kg.	Rs. 2700/-	Rs. 5400/-
Single	1490 Kg.	Rs. 2700/-	Rs. 5400/-

**Grade B-11 to 16:**

Married	1120 Kg.	Rs. 1800/-	Rs. 3600/-
Single	750 Kg.	Rs.1800/-	Rs. 3600/-

**Grade B-6 to 10:**

Married	560 Kg.	Rs. 1350/-	Rs. 1800/-
Single	450 Kg.	Rs. 1350/-	Rs. 1800/-

**Grade B-3 to 5:**

Married	560 Kg.	Rs. 900/-	Rs. 900/-
Single	450 Kg.	Rs. 900/-	Rs. 900/-

**Grade B-1 to 2:**

Married	375 Kg.	Rs. 900/-	Rs. 900/-
Single	190 Kg.	Rs. 900/-	Rs. 900/-

[MOFA No. 3(1)-Passage/2010 dated 08-04-2010]

**B**

By AIR (Rate Rs. 4/- Per Kg.

Agency Charges

**Grade B-17 and above:**

Married	1200 Kg.	Rs. 1500/-	Rs. 3000/-
Single	800 Kg	Rs. 1500/-	Rs. 3000/-

**Grade B-11 to 16:**

Married	600 Kg.	Rs. 1000/-	Rs. 2000/-
Single	400 Kg.	Rs. 1000/-	Rs. 2000/-

**Grade B-6 to 10:**

Married	300 Kg.	Rs. 750/-	Rs. 1000/-
Single	240 Kg.	Rs. 750/-	Rs. 1000/-

**Grade B-3 to 5:**

Married	300 Kg.	Rs. 500/-	Rs. 500/-
Single	240 Kg.	Rs. 500/-	Rs. 500/-

**Grade B-1 to 2:**

Married	200 Kg.	Rs. 500/-	Rs. 500/-
Single	100 Kg.	Rs. 500/-	Rs. 500/-

**C. Insurance Cover:**

<u>Ambassador</u>	Rs. 2,50,000/-	<u>Staff Member</u>	
Officer (Married)	Rs. 2,00,000/-	Married	Rs. 60,000/-
Officer (Single)	Rs. 1,50,000/-	Staff Member (Single)	Rs. 30,000/-

[It supersedes MOFA circular No. 2(9)-Passage/88 dated 26-9-1998].

[MOFA Letter No. 3(1)-Passage/92 dated 20-9-1994]

**X. 70% of Packing/crating and Transportation Charges**

1. Last date for the payment of 70% grant on the basis of last approved TA bill, was extended upto 31.12.1994, vide our circular of even number dated 17.01.1994 which has since expired. It has been decided that fresh quotations be called for from Pakistan Missions abroad for approval of the Ministry and concurrence of the CAO's office.
2. In view of the above, the Missions are requested to send three quotations on the prescribed proforma which has already been forwarded vide Ministry's circular of even number dated 09.03.1994. The Head of Mission will sign the proforma and record a certificate that the rates quoted by the firms are most economical, reasonable and conformity with the local market rates. The following points should be kept in view while sending in quotations :—

- a. Rates may be shown in US Dollar and local currency.
  - b. Sea Freight rates may be obtained from the shipping lines and not the Freight Forwarding Agencies.
  - c. Separate proforma is required for each service such as packing/crating and transportation charge from residence to Karachi Sea-port and custom clearance and inland transportation from local sea port to residence. Name of the nearest port may be mentioned.
  - d. In the presence of container service, cost and construction lift vans will not be allowed.
  - e. Instructions contained in our circulars No. Rule-4/9/83, dated 17.04.85 and No. 4(14)-Passage/89 dated 6.11.1989, regarding packing/crating and transportation charges should be strictly followed.
  - f. A certified copy of local price index should accompany the quotations.
  - g. Quotations be supplied for 25 and 13 M3 only. Single/bachelor officers in B-17 and above, will be paid proportionately on the basis of amount approved for 25 M3 and other categories on the basis of amount approved for 13 M3.
3. It will not be out of place to mention that reasonable rates facilitate early approval of the Ministry and concurrence of the CAO. Inflated rates and inclusion of inadmissible items entail un-necessary delay. [MOFA No.3(1)-Passage/92 dated 2.02.1995]

#### **Xi. Payment of 70% of Packing/crating and Transportation Charges**

1. Vide Para 5(i) of Ministry's circular No. 3(1)-Passage/92 of June 25, 1997 (Copy enclosed for ready reference) it was conveyed that "settled/adjusted cases of 70% of Transportation charges should not be reopened for the payment of difference thereof". Subsequently, vide Ministry's circular of even Number of March 25, 1998 (copy enclosed for ready reference), para 5(i) of the above mentioned circular was slightly amended to read as "paid cases of 70% of transportation charges should not be reopened for payment of difference/recoveries thereof". This created the impression that no recoveries/payments were to be made of over/under payments of provisional 70% transportation charges made by Missions prior to fixation of their respective 70% transportation charges. The CAO has pointed out that this was not the spirit of the above circulars.
2. In view of the above, both the circulars mentioned above are hereby withdrawn. Accordingly, where applicable, the CAO will entertain claims of differences between the provisional payments and sanctioned amount of 70%

transportation charges. Similarly, recoveries of overpayment will also be effected.

3. Keeping in view some problems being faced by Ministry's personnel and suggestions made by the CAO to overcome them, it has also been decided as follows:—
  - (a) Henceforth the date of effect of 70% transportation charges will be separately mentioned in the sanction letter.
  - (b) Officers/officials only have a choice between availing the 70% transportation charges and actual transportation of their personal effects as per entitlement. A combination of the two is not allowed.
  - (c) Payment of 70% transportation charges will now be adjusted through TA adjusted bill.
4. The above is issued with the concurrence of CAO, vide their u.o. No. Coord/142/70%/Vol. XIV/318, dated 26-10-1998. [M/o F/Affairs circular No. 3(1) Passage/92, dated. 26/1/1999]

## **Xii. Payment of 70% of Packing/crating and Transportation Charges**

1. In continuation of our earlier telex messages and circular of even number dated 03 February, 1993, 17 January 1994 and 22 February 1995 on the above subject.
2. Payment of 70% of transportation charges of personal/house-hold effects on transfer from Pakistan, Missions abroad to the Ministry on the basis of last approved bill was extended upto December 31, 1994. On the expiry of the above dead line. Missions were instructed to send three quotations each for the entitlement of 25 M3 and 13 M3 in terms of volume and (2240 Kgs and 1120 Kgs) in weight, so that 70% transportation grant/charges can be re-fixed effective January 1, 1995.
3. A number of Missions have not yet sent the quotations while some have furnished incomplete information with the result that these cases could not be processed/submitted to the competent authority for approval. However, in some cases sanctions were issued taking effect from the date of concurrence of C.A.O.
4. During the period January 1, 1995 till date provisional payment of 70% of transportation charges was allowed to officials returning from Missions. Their cases are still pending for approval of the competent authority. In such cases C.A.O's office was not admitting T.A. adjustment bills on the ground that sanction was valid from the date of its concurrence. In a number of cases where T.A. bills were settled, the officials concerned claimed payment of difference of the amount sanctioned subsequently. Because of this situation, a number of T.A. adjustment bills of the officials remained unsettled.
5. In view of the above, following has been decided in consultation with the Chief

Accounts Office:—

- (i) Settle/adjusted cases of 70% of transportation charges should not be re-opened for the payment of difference thereof.
  - (ii) Unpaid cases of 70% of transportation charges will be adjusted on the basis of sanction issued at later stage, but its validity will take place w.e.f. January, 1, 1995 onwards.
6. This issues with the concurrence of C.A.O. vide their U.O. No. Co-ord/142/70%/1069, dated 24-6-1997. [M/o F/Affairs circular No. 3(1)-Passage/92, dated. 25/6/97]

**Xiii. Payment of 70% of Packing/Crating and Transportation Charges of Personal/Household Effects from Pakistan Missions Abroad to Karachi Seaport**

1. In partial modification of this Ministry's circular letter of even number dated 25 June, 1997, sub para 5(1) of the above mentioned circular may please be substituted as under :—  
 “Paid cases of 70% of transportation charges should not be re-opened for payment of difference/recovery there off”.
2. This issues with the concurrence of CAO, vide their U.O. No. Co-ord/1-42/Vol.IV/71 dated 24.11.1997. [MOFA Circular No. 3(1)-Passage/92, dated 25 March, 1998].

**\*xiv. Revision of the Existing Entitlement of the Officers/officials, for Packing/crating G, Agency Commission, Despatch and Clearance of Personal Effects, within Pakistan or on their Transfer from Pakistan to Missions Abroad and Vice Versa by Sea**

1. The matter pertaining to the revision of the existing entitlement of the officers/officials, for packing/crating, agency commission, despatch and clearance of personal effects, within Pakistan or on their transfer from Pakistan to missions abroad and vice versa by sea, in consultations with different shipping agents and packing companies, was taken up with the relevant quarters.
2. After careful considerations and approval of the competent authority in the Ministry and with concurrence of CAO vide U.O. No. GAD/70% TPT/2009-10, dated 20-03-2010 and MOFA letter No. 3(1)-Passage/2010 dated 08-04-2010 the following revised rates/entitlement of Government servants are notified for information of all concerned.

<b>I Packing/Crating Rs. 12/- per Kg.</b>			Rs.
	Grade 17 & above		
		Married	26,880/-
		Single	17,880/-
	Grade 11-16	Married	13,440/-
		Single	9000/-
	Grade 3-10	Married	6,720/-
		Single	5,400/-
	Grade 1-2	Married	4,500/-
		Single	2,280/-
ii.	Cranage (For all)		5,500/-
iii.	Stuffing/de-stuffing		
	Grade 17 & above	Married	6,500/-
		Single	4,420/-
	Grade 11-16	Married	3,380/-
		Single	2,080/-
	Grade 3-10	Married	1,560/-
		Single	1,300/-
	Grade 1-2	Married	1,040/-
		Single	520/-
iv.	Wharfage		
	Grade 17 & above	Married	6000/-
		Single	4,080/-
	Grade 11-16	Married	3,120/-
		Single	1,920/-
	Grade 3-10	Married	1,440/-
		Single	1,200/-
	Grade 1-2	Married	960/-
		Single	480/-
v.	Agency Commission		

Grade	Outgoing Rs.	Incoming Rs.
17 & above	2,700/-	5,400/-
11-16	1,800/-	3,600/-
6-10	1,350/-	1,800/-
1-5	900/-	900/-

3. Other charges payable to the Agency in cases of transportation charges of personal effects are payable as per actual receipt and as admissible under the existing rules.

[MOFA Circular No. 3(1)-Passage/92 dated 23-09-2004]



**\*Annexure - IX****Revised PPRA Rules 2004**

Islamabad, June 9, 2004

**Notification**

S.R.O. 432(1)/2004- In exercise of the powers conferred by section 26 of Public Procurement Regulatory Authority Ordinance, 2002 (XXII of 2002), the Federal Government is pleased to make the following rules, namely:-

**1. Short title and commencement:-**

- (1) These rules may be called the Public Preachment Rules, 2004
- (2) They shall come into force at once.

**General Provisions****2. Definitions:-**

- (1) In these rules, unless there is anything repugnant in the subject or context,-
  - (a) "bid" means a tender, or an offer, in response to an invitation, by a person, consultant, firm, company or an organization expressing his or its willingness to undertake a specified task at a price;
  - (b) "bidder" means a person who submits a bid;
  - (c) "competitive bidding" means a procedure leading to the award of a contract whereby all the interested persons, firms, companies or organizations may bid for the contract and includes both national competitive bidding and international competitive bidding;
  - (d) "contractor" means a person, consultant, firm, company or an organization who undertakes to supply goods, services or works;
  - (e) "contract" means an agreement enforceable by law;
  - (f) "corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty;

- (g) "emergency" means natural calamities, disasters, accidents, war and operational emergency which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person, property or the environment;
  - (h) "lowest evaluated bid" means,
  - (i) a bid most closely conforming to evaluation criteria and other conditions specified in the bidding document; and
  - (ii) having lowest evaluated cost;
  - (i) "Ordinance" means the Public Procurement Regulatory Authority Ordinance, 2002 (XXII of 2002);(j) "repeat orders" means procurement of the same commodity from the same source without competition and includes enhancement of contracts;
  - (k) "supplier" means a person, consultant, firm, company or an organization who undertakes to supply goods, services or works; and
  - (l) "value for money" means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet the procuring agency's requirements.
2. The expressions used but not defined in these rules shall have the same meanings as are assigned to them in the Ordinance.
  3. **Scope and applicability:-** Save as otherwise provided, these rules shall apply to all procurements made by all procuring agencies of the Federal Government whether within or outside Pakistan.
  4. **Principles of procurements:-** Procuring agencies, while engaging in procurements, shall ensure that the procurements are conducted in a fair and transparent manner, the object of procurement brings value for money to the agency and the procurement process is efficient and economical.
  5. **International and inter-governmental commitments of the Federal Government:-** Whenever these rules are in conflict with an obligation or commitment of the Federal Government arising out of an international treaty or an agreement with a State or States, or any international financial institution the provisions of such international treaty or agreement shall prevail to the extent of such conflict.
  6. **Language:-**
    - (1) All communications and documentation related to procurements of the Federal Government shall either be in Urdu or English or both. Except where a procuring agency is situated outside the territories of Pakistan and procurements are to be

made locally, the procuring agency may use the local language in addition to Urdu or English.

(2) Where the use of local language is found essential, the original documentation shall be in Urdu or English, which shall be retained on record; for all other purposes their translations in local language shall be used:

Provided that such use of local language ensures maximum economy and efficiency in the procurement. \*Amended vide Cabinet Division No.5/37/2005-M-III/Admn(PPRA), dated 13-12-2006 31

(3) In case of the dispute reference shall be made to the original documentation retained on record.

7. **Integrity pact:-** Procurements exceeding the prescribed limit shall be subject to an integrity pact, as specified by regulation with approval of the Federal Government, between the procuring agency and the suppliers or contractors.

## Procurement Planning

8. Procurement planning.- Within one year of commencement of these rules, all procuring agencies shall devise a mechanism, for planning in detail for all proposed procurements with the object of realistically determining the requirements of the procuring agency, within its available resources, delivery time or completion date and benefits that are likely to accrue to the procuring agency in future.
9. Limitation on splitting or regrouping of proposed procurement.- Save as otherwise provided and subject to the regulation made by the Authority, with the prior approval of the Federal Government, a procuring agency shall announce in an appropriate manner all proposed procurements for each financial year and shall proceed accordingly without any splitting or regrouping of the procurements so planned. The annual requirements thus determined would be advertised in advance on the Authority's website as well as on the website of the procuring agency in case the procuring agency has its own website.
10. \*Specifications.- Specifications shall allow the widest possible competition and shall not favour any single contractor or supplier nor put others at a disadvantage. Specifications shall be generic and shall not include references to brand names, model numbers, catalogue numbers or similar classifications. However if the procuring agency is convinced that the use of or a reference to a brand name or a catalogue number is essential to complete an otherwise incomplete specification, such use or reference shall be qualified with the words "or equivalent".

\*Provided that this rule shall not apply to procurement made by public sector commercial concerns on the demand of private sector client specifying, in writing, a particular brand, model or classification of equipment, machinery or other

objects.

- 11. Approval mechanism:-** All procuring agencies shall provide clear authorization and delegation of powers for different categories of procurement and shall only initiate procurements once approval of the competent authorities concerned has been accorded.

## Procurement Advertisements

### 12. Methods of advertisement:-

\*(1) Procurements over one hundred thousand rupees and up to the limit of two million rupees shall be advertised on the Authority's website in the manner and format specified by regulation by the Authority from time to time. These procurement opportunities may also be advertised in print media, if deemed necessary by the procuring agency:

\*Provided that the lower financial limit for advertisement on Authority's website for open competitive bidding shall be the prescribed financial limit for request for quotations under clause (b) of rule 42.

\*(2) All procurement opportunities over two million rupees should be advertised on the Authority's website as well as in other print media or newspapers having wide circulation. The advertisement in the newspapers shall principally appear in at least two national dailies, one in English and the other in Urdu.

(3) In cases where the procuring agency has its own website it may also post all advertisements concerning procurement on that website as well.

(4) A procuring agency utilizing electronic media shall ensure that the information posted on the website is complete for the purposes for which it has been posted, and such information shall remain available on that website until the closing date for the submission of bids.

### 13. Response time:-

\*(1) The procuring agency may decide the response time for receipt of bids or proposals (including proposals for pre-qualification) from the date of publication of an advertisement or notice, keeping in view the individual procurement's complexity, availability and urgency. However, under no circumstances the response time shall be less than fifteen days for national competitive bidding and thirty days for international competitive bidding from the date of publication of advertisement or notice.

All advertisements or notices shall expressly mention the response time allowed for that particular procurement along with the information for collection of bid documents which shall be issued till a given date, allowing sufficient time to complete and submit the bid by the closing date:

Provided that no time limit shall be applicable in case of emergency.

(2) The response time shall be calculated from the date of first publication of the advertisement in a newspaper or posting on the web site, as the case may be.

(3) In situations where publication of such advertisements or notices has occurred in both electronic and print media, the response time shall be calculated from the day of its first publication in the newspapers.

**14. Exceptions:-** \*It shall be mandatory for all procuring agencies to advertise all procurement requirements exceeding prescribed financial limit which is applicable under sub-clause (i) of clause (b) of rule 42. However under following circumstances deviation from the requirement is permissible with the prior approval of the Authority:

- (a) the proposed procurement is related to national security and its publication could jeopardize national security objectives; and
- (b) the proposed procurement advertisement or notice or publication of it, in any manner, relates to disclosure of information, which is proprietary in nature or falls within the definition of intellectual property which is available from a single source.

## Pre-Qualification, Qualification and Dis-qualification of Suppliers and Contractors

**15. Pre-qualification of suppliers and contractors:-**

(1) A procuring agency, prior to the floating of tenders, invitation to proposals or offers in procurement proceedings, may engage in pre-qualification of bidders in case of services, civil works, turnkey projects and in case of procurement of expensive and technically complex equipment to ensure that only technically and financially capable firms having adequate managerial capability are invited to submit bids. Such pre-qualification shall solely be based upon the ability of the interested parties to perform that particular work satisfactorily.

(2) A procuring agency while engaging in pre-qualification may take into consideration the following factors, namely:

- (a) relevant experience and past performance;
- (b) capabilities with respect to personnel, equipment, and plant;
- (c) financial position;
- (d) appropriate managerial capability; and
- (e) any other factor that a procuring agency may deem relevant, not inconsistent with these rules.

**16. Pre-qualification process:-**

- (1) The procuring agency engaging in prequalification shall announce, in the pre-qualification documents, all information required for pre-qualification including instructions for preparation and submission of the prequalification documents, evaluation criteria, list of documentary evidence required by suppliers or contractors to demonstrate their respective qualifications and any other information that the procuring agency deems necessary for pre-qualification.

(2) The procuring agency shall provide a set of pre-qualification documents to any supplier or contractor, on request and subject to payment of price, if any.

Explanation.- For the purposes of this sub-rule price means the cost of printing and providing the documents only.

(3) The procuring agency shall promptly notify each supplier or contractor submitting an application to pre-qualify whether or not it has been pre-qualified and shall make available to any person directly involved in the pre-qualification process, upon request, the names of all suppliers or contractors who have been pre-qualified. Only suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings.

(4) The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them.

- 17. Qualification of suppliers and contractors:-** A procuring agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in supplier's or contractor's capacities, may require the suppliers or contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not:

Provided that such qualification shall only be laid down after recording reasons therefor in writing. They shall form part of the records of that procurement proceeding.

- 18. Disqualification of suppliers and contractors:-** The procuring agency shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.

- 19. Blacklisting of suppliers and contractors:-** The procuring agencies shall specify a mechanism and manner to permanently or temporarily bar, from participating in their respective procurement proceedings, suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the Authority:

Provided that any supplier or contractor who is to be blacklisted shall be accorded

adequate opportunity of being heard.

## Methods Of Procurement

**20. Principal method of procurement:-** Save as otherwise provided hereinafter, the procuring agencies shall use open competitive bidding as the principal method of procurement for the procurement of goods, services and works.

**21. Open competitive bidding:-**

\*Subject to the provisions of rules 22 to 37 the procuring agencies shall engage in open competitive bidding if the cost of the object to be procured is more than the prescribed financial limit which is applicable under sub-clause (i) of clause (b) of rule 42.

**22. Submission of bids:-**

(1) The bids shall be submitted in a sealed package or packages in such manner that the contents are fully enclosed and cannot be known until duly opened.

(2) A procuring agency shall specify the manner and method of submission and receipt of bids in an unambiguous and clear manner in the bidding documents.

**23. Bidding documents:-**

(1) Procuring agencies shall formulate precise and unambiguous bidding documents that shall be made available to the bidders immediately after the publication of the invitation to bid.

(2) For competitive bidding, whether open or limited, the bidding documents shall include the following, namely:

- (a) invitation to bid;
- (b) instructions to bidders;
- (c) form of bid;
- (d) form of contract;
- (e) general or special conditions of contract;
- (f) specifications and drawings or performance criteria (where applicable);
- (g) list of goods or bill of quantities (where applicable);
- (h) delivery time or completion schedule;
- (i) qualification criteria (where applicable);
- (j) bid evaluation criteria;
- (k) format of all securities required (where applicable);



- (l) details of standards (if any) that are to be used in assessing the quality of goods, works or services specified; and
- (m) any other detail not inconsistent with these rules that the procuring agency may deem necessary.

(3) Any information, that becomes necessary for bidding or for bid evaluation, after the invitation to bid or issue of the bidding documents to the prospective bidders, shall be provided in a timely manner and on equal opportunity basis. Where notification of such change, addition, modification or deletion becomes essential, such notification shall be made in a manner similar to the original advertisement.

(4) Procuring agencies shall use standard bidding documents as and when notified by regulation by the Authority:

Provided that bidding documents already in use of procuring agencies may be retained in their respective usage to the extent they are not inconsistent with these rules, and till such time that the standard bidding documents are specified by regulations.

(5) The procuring agency shall provide a set of bidding documents to any supplier or contractor, on request and subject to payment of price, if any.

Explanation.- For the purpose of this sub-rule price means the cost of printing and providing the documents only.<sup>24</sup> Reservations and preference.- (1) Procuring agencies shall allow all prospective bidders to participate in procuring procedure without regard to nationality, except in cases in which any procuring agency decides to limit such participation to national bidders only or prohibit participation of bidders of some nationalities, in accordance with the policy of Federal Government.

(2) Procuring agencies shall allow for a preference to domestic or national suppliers or contractors in accordance with the policies of the Federal Government. The magnitude of price preference to be accorded shall be clearly mentioned in the bidding documents under the bid evaluation criteria.

**25. Bid security:-** The procuring agency may require the bidders to furnish a bid security not exceeding five per cent of the bid price.

**26. Bid validity:-**

(1) A procuring agency, keeping in view the nature of the procurement, shall subject the bid to a bid validity period.

(2) Bids shall be valid for the period of time specified in the bidding document.

(3) The procuring agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However under



exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

(4) Bidders who:

- (a) agree to extension of their bid validity period shall also extend the validity of the bid bond or security for the extended period of the bid validity;
  - (b) agree to the procuring agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and
  - (c) do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid bonds or securities.
27. Extension of time for submission of bids.- Where a procuring agency has already prescribed a deadline for the submission of bids and due to any reason the procuring agency finds it necessary to extend such deadline, it shall do so only after recording its reasons in writing and in an equal opportunity manner. Advertisement of such extension in time shall be done in a manner similar to the original advertisement.

## Opening, Evaluation and Rejection of Bids

### 28. Opening of bids:-

(1) The date for opening of bids and the last date for the submission of bids shall be the same. Bids shall be opened at the time specified in the bidding documents. The bids shall be opened at least thirty minutes after the deadline for submission of bids.

(2) All bids shall be opened publicly in the presence of the bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding. The procuring agency shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders in attendance shall sign an attendance sheet. All bids submitted after the time prescribed shall be rejected and returned without being opened.

### 29. Evaluation criteria:-

Procuring agencies shall formulate an appropriate evaluation criterion listing all the relevant information against which a bid is to be evaluated. Such evaluation criteria shall form an integral part of the bidding documents. Failure to provide for an unambiguous evaluation criteria in the bidding documents shall amount to mis-procurement.

### 30. Evaluation of bids:-

(1) All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the prescribed bidding documents. Save as provided for in sub-clause (iv) of clause (c) of rule 36 no evaluation criteria shall be used for evaluation of bids that had not been specified in the bidding documents.

(2) For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.

(3) A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.

**31. Clarification of bids:-**

(1) No bidder shall be allowed to alter or modify his bid after the bids have been opened. However the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.

(2) Any request for clarification in the bid, made by the procuring agency shall invariably be in writing. The response to such request shall also be in writing.

**32. Discriminatory and difficult conditions:-** Save as otherwise provided, no procuring agency shall introduce any condition, which discriminates between bidders or that is considered to be met with difficulty. In ascertaining the discriminatory or difficult nature of any condition reference shall be made to the ordinary practices of that trade, manufacturing, construction business or service to which that particular procurement is related.

**33. Rejection of bids:-**

(1) The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.

(2) The procuring agency shall incur no liability, solely by virtue of its invoking sub-rule (1) towards suppliers or contractors who have submitted bids or proposals.

(3) Notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractors that submitted bids or proposals.

**34. Re-bidding:-**

(1) If the procuring agency has rejected all bids under rule 33 it may call for a re-bidding.

(2) The procuring agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for bidders as it may deem necessary.

**35. Announcement of evaluation reports:-** Procuring agencies shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.

**36. Procedures of open competitive bidding:-** Save as otherwise provided in these rules the following procedures shall be permissible for open competitive bidding, namely:

**(a) Single stage – one envelope procedure:-** Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

**(b) Single stage – two envelope procedure:**

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) the envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) the envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
- (v) the procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (vi) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) the financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) after the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be

returned un-opened to the respective bidders; and

(ix) the bid found to be the lowest evaluated bid shall be accepted.

**(c) Two stage bidding procedure:**

**First stage**

- (i) the bidders shall first submit, according to the required specifications, a technical proposal without price;
- (ii) the technical proposal shall be evaluated in accordance with the specified evaluation criteria and may be discussed with the bidders regarding any deficiencies and unsatisfactory technical features;
- (iii) after such discussions, all the bidders shall be permitted to revise their respective technical proposals to meet the requirements of the procuring agency;
- (iv) the procuring agency may revise, delete, modify or add any aspect of the technical requirements or evaluation criteria, or it may add new requirements or criteria not inconsistent with these rules:

Provided that such revisions, deletions, modifications or additions are communicated to all the bidders equally at the time of invitation to submit final bids, and that sufficient time is allowed to the bidders to prepare their revised bids:

Provided further that such allowance of time shall not be less than fifteen days in the case of national competitive bidding and thirty days in the case of international competitive bidding;

- (v) those bidders not willing to conform their respective bids to the procuring agency's technical requirements may be allowed to withdraw from the bidding without forfeiture of their bid security;

**Second stage**

- (vi) the bidders, whose technical proposals or bids have not been rejected and who are willing to conform their bids to the revised technical requirements of the procuring agency, shall be invited to submit a revised technical proposal along with the financial proposal;
- (vii) the revised technical proposal and the financial proposal shall be opened at a time, date and venue announced and communicated to the bidders in advance; and
- (viii) the revised technical proposal and the financial proposal shall be evaluated in the manner prescribed above. The bid found to be the lowest evaluated bid shall be accepted:

Provided that in setting the date for the submission of the revised technical proposal and financial proposal a procuring agency shall allow sufficient time to the bidders to incorporate the agreed upon changes in the technical proposal and prepare their financial proposals accordingly.

**(d) Two stage - two envelope bidding procedure:**

**First stage**

- (i) the bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) the envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) the envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
- (v) the technical proposal shall be discussed with the bidders with reference to the procuring agency's technical requirements;
- (vi) those bidders willing to meet the requirements of the procuring agency shall be allowed to revise their technical proposals following these discussions;(vii) bidders not willing to conform their technical proposal to the revised requirements of the procuring agency shall be allowed to withdraw their respective bids without forfeiture of their bid security;

**Second stage**

- (viii) after agreement between the procuring agency and the bidders on the technical requirements, bidders who are willing to conform to the revised technical specifications and whose bids have not already been rejected shall submit a revised technical proposal and supplementary financial proposal, according to the technical requirement;
- (ix) the revised technical proposal along with the original financial proposal and supplementary financial proposal shall be opened at a date, time and venue announced in advance by the procuring agency:

Provided that in setting the date for the submission of the revised technical proposal and supplementary price proposal a procuring agency shall allow sufficient time to the bidders to incorporate the agreed upon changes in the technical proposal and to prepare the

required supplementary financial proposal; and

- (x) the procuring agency shall evaluate the whole proposal in accordance with the evaluation criteria and the bid found to be the lowest evaluated bid shall be accepted.

**37. Conditions for use of single stage two envelope, two stage and two stage two envelope bidding procedures:-** Single stage one envelope bidding procedure shall ordinarily be the main open competitive bidding procedure used for most of the procurement. Other appropriate procedures of open competitive bidding shall be selected in the following circumstances, namely:

- (a) single stage two envelope bidding procedure shall be used where the bids are to be evaluated on technical and financial grounds and price is taken into account after technical evaluation;
- (b) two stage bidding procedure shall be adopted in large and complex contracts where technically unequal proposals are likely to be encountered or where the procuring agency is aware of its options in the market but, for a given set of performance requirements, there are two or more equally acceptable technical solutions available to the procuring agency; and
- (c) two stage two envelope bidding method shall be used for procurement where alternative technical proposals are possible, such as certain type of machinery or equipment or manufacturing plant

## Acceptance of Bids and Award of Procurement Contracts

**38. Acceptance of bids:-** The bidder with the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Federal Government, shall be awarded the procurement contract, within the original or extended period of bid validity.

**39. Performance guarantee:-** Where needed and clearly expressed in the bidding documents, the procuring agency shall require the successful bidder to furnish a performance guarantee which shall not exceed ten per cent of the contract amount.

**40. Limitation on negotiations:-** Save as otherwise provided there shall be no negotiations with the bidder having submitted the lowest evaluated bid or with any other bidder:

Provided that the extent of negotiation permissible shall be subject to the regulations issued by the Authority.

**41. Confidentiality:-** The procuring agency shall keep all information regarding the bid evaluation confidential until the time of the announcement of the evaluation report in accordance with the requirements of rule 35.

**42. Alternative methods of procurements:-** A procuring agency may utilize the following alternative methods of procurement of goods, services and works, namely:

**(a) petty purchases:-** Procuring agencies may provide for petty purchases where the object of the procurement is below the financial limit of twenty five thousand rupees. Such procurement shall be exempt from the requirements of bidding or quotation of prices:

(i) provided that the procuring agencies shall ensure that procurement of petty purchases is in conformity with the principles of procurement prescribed in rule 4:

(ii) Provided further that procuring agencies convinced of the inadequacy of the financial limit prescribed for petty purchases in undertaking their respective operations may approach the Federal Government for enhancement of the same with full and proper justifications.

**(b) request for quotations:-** A procuring agency shall engage in this method of procurement only if the following conditions exist, namely: the cost of object of procurement is below the prescribed limit of \*one hundred thousand rupees:

\*Provided that the respective Boards of Autonomous bodies are authorized to fix an appropriate limit for request for quotations method of procurement subject to a maximum of rupees five hundred thousand which will become financial limit under this sub-rule:

(ii) the object of the procurement has standard specifications;

(iii) minimum of three quotations have been obtained; and

(iv) the object of the procurement is purchased from the supplier offering the lowest price:

Provided that procuring agencies convinced of the inadequacy of the financial limit prescribed for request for quotations in undertaking their respective operations may approach the Federal Government for enhancement of the same with full and proper justifications;

**(c) direct contracting:-** A procuring agency shall only engage in direct contracting if the following conditions exist, namely:

(i) the procurement concerns the acquisition of spare parts or supplementary services from original manufacturer or supplier: Provided that the same are not available from alternative sources;

(ii) only one manufacturer or supplier exists for the required procurement:

Provided that the procuring agencies shall specify the appropriate fora,

\* Amended vide Cabinet Division No.5/37/2005-M-III/Admn(PPRA), dated 27-01-2006



which may authorize procurement of proprietary object after due diligence; and

- (iii) where a change of supplier would oblige the procuring agency to acquire material having different technical specifications or characteristics and would result in incompatibility or disproportionate technical difficulties in operation and maintenance:

Provided that the contract or contracts do not exceed three years in duration;

- (iv) repeat orders not exceeding fifteen per cent of the original procurement;

- (v) in case of an emergency:

Provided that the procuring agencies shall specify appropriate for a vested with necessary authority to declare an emergency;

- \*(vi) when the price of goods, services or works is fixed by the government or any other authority, agency or body duly authorized by the Government, on its behalf, and

- \*(vii) for purchase of motor \*\*vehicle from local original manufacturers or their authorized agents at manufacturer's price.

**(d) negotiated tendering:-**

A procuring agency may engage in negotiated tendering with one or more suppliers or contractors with or without prior publication of a procurement notification. This procedure shall only be used when,

- (i) the supplies involved are manufactured purely for the purpose of supporting a specific piece of research or an experiment, a study or a particular development;
- (ii) for technical or artistic reasons, or for reasons connected with protection of exclusive rights or intellectual property, the supplies may be manufactured or delivered only by a particular supplier;
- (iii) for reasons of extreme urgency brought about by events unforeseeable by the procuring agency, the time limits laid down for open and limited bidding methods cannot be met. The circumstances invoked to justify extreme urgency must not be attributable to the procuring agency:

Provided that any procuring agency desirous of using negotiated tendering as a method of procurement shall record its reasons and

\*\* Amended vide Cabinet Division No.5/37/2005-M-III/Admn(PPRA), dated 13-12-2006

\*\*\* Further Amended vide Cabinet Division No.5/37/2005-M-III/Admn(PPRA), dated 23-09-2008



justifications in writing for resorting to negotiated tendering and shall place the same on record.

**43. On account payments:-** All procuring agencies shall make prompt payments to suppliers and contractors against their invoices or running bills within the time given in the conditions of the contract, which shall not exceed thirty days.

**44. Entry into force of the procurement contract:-** A procurement contract shall come into force,

- (a) where no formal signing of a contract is required, from the date the notice of the acceptance of the bid or purchase order has been given to the bidder whose bid has been accepted. Such notice of acceptance or purchase order shall be issued within a reasonable time; or
- (b) where the procuring agency requires signing of a written contract, from the date on which the signatures of both the procuring agency and the successful bidder are affixed to the written contract. Such affixing of signatures shall take place within a reasonable time:

Provided that where the coming into force of a contract is contingent upon fulfillment of a certain condition or conditions, the contract shall take effect from the date whereon such fulfillment takes place.

**45. Closing of contract:-**

(1) Except for defect liability or maintenance by the supplier or contractor, as specified in the conditions of contract, performance of the contract shall be deemed close on the issue of over all delivery certificate or taking over certificate which shall be issued within thirty days of final taking over of goods or receiving the deliverables or completion of works enabling the supplier or contractor to submit final bill and the auditors to do substantial audit.

(2) In case of defect liability or maintenance period, defect liability certificate shall be issued within thirty days of the expiry of the said period enabling the supplier or contractor to submit the final bill. Except for unsettled claims, which shall be resolved through arbitration, the bill shall be paid within the time given in the conditions of contract, which shall not exceed sixty days to close the contract for final audit.

## Maintenance of Record and Freedom of Information

**46. Record of procurement proceedings:-**

(1) All procuring agencies shall maintain a record of their respective procurement proceedings along with all associated documentation for a minimum period of five years.

(2) Such maintenance of record shall be subject to the regulations framed in this regard from time to time.

47. **Public access and transparency:-** As soon as a contract has been awarded the procuring agency shall make all documents related to the evaluation of the bid and award of contract public:

Provided that where the disclosure of any information related to the award of a contract is of proprietary nature or where the procuring agency is convinced that such disclosure shall be against the public interest, it can withhold only such information from public disclosure subject to the prior approval of the Authority.

## **Redressal of Grievances and Settlement of Disputes**

48. **Redressal of grievances by the procuring agency:-**

(1) The procuring agency shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.

(2) Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than fifteen days after the announcement of the bid evaluation report under rule 35.

(3) The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

(4) Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

(5) Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

49. **Arbitration:-**

(1) After coming into force of the procurement contracts, disputes between the parties to the contract shall be settled by arbitration.

(2) The procuring agencies shall provide for a method of arbitration in the procurement contract, not inconsistent with the laws of Pakistan.

50. **Mis-procurement:-** Any unauthorized breach of these rules shall amount to mis-procurement.

51. **Overriding effect:-** The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any other rules concerning public procurements:

Provided that the prevailing rules and procedures will remain applicable only for

the procurement of goods, services and works for which notice for invitation of bids had been issued prior to the commencement of these rules unless the procuring agency deems it appropriate to re-issue the notice for the said procurement after commencement of these rules.

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