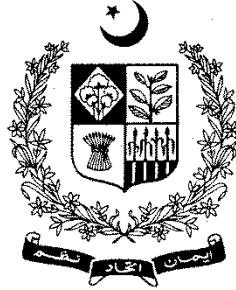


GOVERNMENT OF PAKISTAN
FINANCE DIVISION



COMPILATION OF THE
FUNDAMENTAL RULES
AND THE
SUPPLEMENTARY RULES

VOLUME II. APPENDICES AND FORMS

UPDATED EDITION

2018

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PREFACE TO THE UPDATED EDITION

The Fundamental Rules and Supplementary Rules (FR & SR) define and determine the financial terms and conditions of government employees like pay, allowances, leave and travelling allowances etc.

2. FR&SR Volume II was last published in 1985. Updated edition 2018 incorporates all the amendments authorized in the Rules upto June, 2018. Editing and printing errors of 1985 editions have also been corrected and omissions rectified. The important orders issued and decisions taken by the government have also been incorporated in it. In order to meet the pressing demand for this compilation, the existing rules are being published as they stand with modifications.

3. I appreciate the hard work done by the team of Ministry of Finance (Regulation Wing) for their diligent efforts in the compilation and revision of FR&SR. This work is certainly a step forward in the direction of good governance, transparency, openness and regulatory convenience. This compilation of FR and SR will also be available on Finance Division's web www.mof.gov.pk.

4. It would be appreciated if any errors or omissions, found in FR&SR Volume-II, are brought to the notice of Ministry of Finance.

**Finance Secretary
Government of Pakistan**

Islamabad, Dated: 14-11-2018.

FUNDAMENTAL & SUPPLEMENTARY RULES

APPENDICES AND FORMS

APPENDIX No. 1

Memorandum explanatory of each rule in the Fundamental Rules.

(Not Printed)

APPENDIX No. 2

Memorandum explanatory of the treatment accorded in the Fundamental Rules to each Article in the Civil Service Regulations.

(Not Printed)

APPENDIX No. 3

Administrative instructions in connection with the Fundamental Rules

The President is pleased to make the following rules, in connection with the Fundamental Rules, in respect of Government servants under his administrative control.

1. CONDITIONS OF AGE ON APPOINTMENT TO GOVERNMENT SERVICE

A person whose age exceeds 25 years may not ordinarily be admitted into the pensionable service of the State without the sanction of the Head of a Department. The ordinary limit is extended to thirty years in the case of a person appointed to a Judicial office.

Note.—This Rule does not apply to the employment in civil capacities of reservists and pensioners of the Pakistan Army.

Government Decisions.—(1) It is intended, as far as possible, to eliminate persons entering service at advanced ages and subsequently entertaining grievances that they are not allowed to continue in service till they earn the full pension. If in any special case, therefore, the Head of a Department should desire to make an exception to this age limit, the recruit should be made aware, at the time of recruitment, of the fact that he is unlikely to be able to earn full pension.

[G.I. F.D., endorsement No. F. 6 (23)-R. II/40, dated 21st May, 1940]

¹ Minors, i.e. persons who have not attained the age of 18 years should not be appointed to posts for which security is required. [Note below Rule 192 (2) of Posts and Telegraphs Manual Vol. II].

(2) It has been decided in consultation with the Federal Public Service Commission that both minimum and maximum age limits should be prescribed for direct appointment to various posts under Government in the recruitment rules for the posts concerned. It has also been decided that in the cases in which minimum age limit has not been prescribed in the existing recruitment rules, such limit should be laid down in consultation with the Establishment Division and the Commission.

[Estt. Divn. O. M. No. 9/2/71-DV, Dated the 5th June, 1972].

(3) In supersession of all existing instructions on the subject of age concession to tribal candidates it has been decided that the upper age limit for recruitment to the service/posts under the Federal Government should be relaxed by three years in the case of tribal candidates belonging to the recognised tribes who are permanently residing in the areas mentioned in the Schedule A to this office Memorandum and whose families have been living in those areas.

[Authority.— OM. No. 2/6/66/DV, dated 23rd July, 1968]

SCHEDULE 'A'

1. Quetta Division.
2. Kalat Division.
3. Las Bela District of Karachi Division.
4. Tribal areas of D. I. Khan & Peshawar Divisions (including Frontier States of Dir, Swat, Chitral and Amb).
5. Former Excluded (Baluch) Area forming part of the Dera Ghazi Khan District.
6. Former tribal areas of Mardan & Hazara Districts.
7. Nasirabad Sub-Division of Khairpur Division.
8. Upper Tanawal Area of Hazara District.

(4) Attention of the Ministries/Divisions etc., is invited to the Establishment Division O. M. No. 10/5/60-DV, dated 6-11-1962, and Memo. No. 10/2/60-DV, dated 17-9-1964 (printed at pages 462-463, Establishment Manual, Vol. III), and it is requested that in the light of the decisions contained therein provisions on the following lines may be made in the recruitment rules:-

- (i) In case of ex-cadre Gazetted posts.—“The maximum age limit will be relaxed in the case of released/retired officers of the Armed Forces of Pakistan up to a maximum of 10 years or by the number of years an officer has actually served the Armed Forces, whichever is less”.
- (ii) In case of non-gazetted civil posts which are filled otherwise than by a competitive examination held by FPSC.—“The maximum age limit will be relaxed in the case of released/retired personnel of the Armed Forces of

Pakistan up to a maximum of 10 years or by the number of years a person has served the Armed Forces, whichever is less”.

- (iii) In case of both ex-cadre gazetted posts and non-gazetted civil posts.— Released/Retired officers/personnel of the Armed Forces will be preferred to candidates from the open market provided they possess the requisite educational and other qualifications and are otherwise suitable.

Note:—For the purpose (i) above, ex-cadre posts means odd jobs or isolated posts.

[Authority. O. M. No. 5 (I) 2/65-DV, dated the 10th March, 1966].

Annexure I

(Establishment Division O. M. No. 10/5/60-DV., dated the 6th November, 1962)

The Government of Pakistan have decided that:

- (i) in filling ex-cadre posts, released/retired officers of the Armed Forces should be preferred to candidates from the open market, provided they possess the requisite educational and other qualifications and are otherwise suitable, and
- (ii) the maximum age limit, if any, may be relaxed up to a maximum of years or the number of years an officer has actually served, whichever is less.

2. The decision is brought to the notice of all Ministries/Divisions with the request that all concerned under them may be informed of the decision for compliance.

Annexure II

(Establishment Division Office Memorandum No. 10/2/60-D.V., dated the 17th September, 1964).

The question of employment of Armed Forces (non-commissioned) personnel in civil posts has been under consideration for sometime past and it has now been decided that in filling civil posts, released/retired personnel of the Armed Forces should be preferred to candidates from the open market, provided they possess the requisite educational and other qualifications and are otherwise suitable. It has further been decided that the maximum age limit, if any, may be relaxed up to a maximum of 10 years or the number of years a person has actually served the Armed Forces, whichever is less.

2. It is requested that the above decisions may please be brought to the notice of all concerned for compliance.

3. In accordance with the rule contained in Section I of the Rules framed in connection with the Fundamental Rules vide Appendix 3 to the Fundamental and Supplementary Rules, Vol. II, a person whose age exceeds 25 years should not ordinarily be admitted into pensionable service of the State without the sanction of the Head of the Department concerned. As a result of the upper age limit for admission of candidates to appear in the Ministerial Services Examinations conducted by the Federal Public Service Commission having been prescribed beyond the age of 25 years, some persons have been taken into pensionable service on the results of those Examinations at an age exceeding 25 years. The question as to whether individual sanction admitting such persons into pensionable service should be issued by the Department concerned has been under consideration and the President has been pleased to decide that the appointment of the persons who are nominated on the results of the Federal Public Service Examinations and whose age at the time of entry into pensionable service exceeds 25 years may be deemed to have been sanctioned by the competent authority in terms of the Rule contained in Section I, Appendix-3 to Fundamental and Supplementary Rules and no individual sanction in this behalf is necessary in such cases.

[G.P., M.F., O.M. No.F.6(1)-R.I(I)/57, dated the 6th March, 1957].

II. —(a) CHARGE OF OFFICE

²1. Unless for special recorded reasons (which must be of a public nature) the authority under whose orders the transfer takes place permits or requires it to be made in any particular case elsewhere, or otherwise, the charge of an office must be made over at the headquarters, both the relieving and the relieved Government servants being present.

(1) The Auditor General of Pakistan may delegate to a subordinate authority the power to relax, for special and recorded reasons of a public nature, the provisions of this rule in the case of any class of Government servants serving under him whose transfer has been ordered by competent authority not higher than that of the Auditor General of Pakistan.

(2) Sanction to the delivery of charge away from headquarters but within the jurisdiction of the officer relieved, may be accorded by Minor Local Government and by heads of ³Federal Departments in respect of all Government servants serving under them

² The Governor General in Council has had under consideration the question whether in cases involving transfer of charge of an office elsewhere than at headquarters the exact nature of the reasons should be expressed on the fact of the record. He has decided that this should be done and audit officers have been instructed to challenge all orders in which the exact nature of the reasons underlying them has not been explained. Authorities exercising the power are expected to take into consideration, before issuing the orders, the exact financial effect which such orders will produce.

[G.I.F.D., No.F.227-C.S.R./26, dated 23rd July, 1926]

³Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

who are transferred under competent authority. In special case where the Head of the Minor Local Government or ⁴Federal Government Department desires, for particular reasons connected with the public service, to confer at his own headquarters with the relieving Government servant before the latter enters upon his local duties, he may permit the transfer to be made at his own headquarters.

(3) The condition imposed by this rule that both the relieving and the relieved Government servants must be present is not enforced in the case of Government servants who are permitted to combine vacation with long leave under Fundamental Rule 81. In such cases the following procedure has been laid down:—

- (a) When vacation is prefixed to leave the outgoing Government servant will report, before leaving headquarters, or if for urgent reasons the leave is granted during vacation, as soon as it is granted that he makes over charge with effect from the end of the vacation. The relieving Government Servant will then take over charge at the end of the vacation in the ordinary way.
- (b) When vacation is affixed to leave the Government servant to be relieved will make over charge in the ordinary way before the vacation, the incoming Government Servant on return at the end of the vacation taking over charge with effect from the beginning of the vacation.

Note.—It has come to notice that cases of transfer of charge of an office elsewhere than at headquarters are becoming somewhat more frequent than formerly. In the circumstances it has been decided that to ensure the prevention of any possible abuse of the spirit of the rules the necessary orders in all such cases should either be issued by the Secretary of the Ministry concerned or embody the fact of his approval having been given.

2. As a general rule, and subject to any special orders to the contrary in particular cases, the headquarters of a Government servant or the staff of a Government, as, for instance, a Secretary to a Government, or a clerk in a Government secretariat are the headquarters, for the time being, of the Government, to which he is attached.

3. The headquarters of any other Government servant are either the station which has been declared to be his headquarters by the authority which appoints him, or, in the absence of such declaration, the station where the records of his office are kept.

Note.—An authority mentioned in the annexed schedule may, to the extent indicated therein delegate its powers under this rule to Heads of Departments.

⁴Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

(b) LEAVING JURISDICTION

1. No Government servant (other than a police officer acting within his legal powers) is entitled to pay or allowances for any time he may spend beyond the limits of his charge without proper authority.

2. An authority mentioned in the annexed schedule may authorise any Government servants under its control to proceed on duty to any part of Pakistan whether within or beyond its own jurisdiction, or to any State which has acceded to Pakistan.

A Government servant permitted under this rule to proceed to any place on duty may take with him such establishment and records as are absolutely necessary for the efficient discharge of his duties.

3. A controlling officer (see Supplementary Rule 191) may allow any Government servant subordinate to him to proceed on duty to any part of the territories of his local Government or to a District or Foreign State adjoining the jurisdiction of the controlling officer and to draw travelling allowance under rule.

Note.—Any authority mentioned in the annexed schedule may, to the extent indicated therein, delegate to a subordinate authority the power to fix, or change, the headquarters of Government servants serving under the letter who are appointed by higher authority.

4. An Accountant General may pass pay and allowances to the Head of an Administration under the latter's own orders for any period during which he may be absent from his jurisdiction and to any member of his personal or secretariat staff.

III. SUBSISTENCE GRANTS. (Deleted.)

IV. COMMITTALS TO PRISON (Deleted.)

V. LEAVE

(1) Probationers and Apprentices

Leave on medical certificate under Fundamental Rule, 104 (a) (ii) shall not be granted for a period extending beyond the term of a Government servant's contract unless or until it has been decided to retain him in permanent employment.

(2) Casual Leave

Fundamental Rule 85 does not refer to casual leave for short period. Such leave is not recognised and is not subject to any rule. Technically, therefore, a Government

⁵ Deleted vide G.P.F.D., O.M. No.F.1(3)-R.1/80, dated 20-04-1982.

servant on casual leave is not treated as absent from duty, and his pay is not intermitted. Casual leave, however, must not be given so as to cause evasion of the rules regarding.—

- (i) date of reckoning pay and allowances,
- (ii) charge of office,
- (iii) commencement and end of leave,
- (iv) return to duty,

or so as to extend the term of leave beyond the time admissible by rule.

It has been ruled that the State should not be put to extra expense in consequence of the absence of an officer during holidays or on casual leave.

(G.I., F.D., No.215, dated 14th March, 1894).

Overtime allowance granted to the staff in the Telegraph Engineering and Traffic Branches of the Posts and Telegraphs Department should be excluded from the scope of these orders.

[Financial Adviser (Communications) endorsement No. A. 10-9/43, dated the 30th March, 1946].

As an exception to the general principle laid down in this footnote, the President has decided that in the R. M. S. if no leave preserve sorter is readily available to perform the work of an absentee on casual leave and work of the absentee cannot be held up or distributed amongst the staff on duty and a substitute (i. e., a sorter at rest) should not be recovered from the absentee, but should be paid by the Pakistan Posts and Telegraphs Department.

This has effect from the 1st March, 1938.

(F. O. Communication, endorsement No. Es. A.-26/36-Coll 2, dated 18th February, 1938).

Note 1.—*In the Postal Department substitutes may be employed in the place of postmen and postal ⁶(Grade 1-2) servants (other than runners) who may be granted casual leave, under the rules laid down in the enclosure to Industries and Labour Department letter No. 20-P.T.E., dated the 28th August, 1926, as subsequently modified vide Government of India, Department of Communications corrigendum No. Es. B60-2/34, dated the 30th March, 1938.*

[Finance Officer (Communications) endorsement No. E.S.A.147/39/24, dated the 18-11-1939.]

⁶ Substituted vide Estt. Division's Notification No.S.R.O.1530(I)/73, dated 3-11-1973.

Note 2.—In the Railway Mail Service substitutes may be employed in the place of mail guards, van peons, porters and other inferior servants who may be granted casual leave, under the rules laid down in the enclosure to Industries and Labour Department letter No. Est. B./APC. 66/28, dated the 11th January, 1930.

Note 3.—In departmental telegraph offices substitutes may be employed in place of Grade 1-2 servants (other than boy peons) who may be granted casual leave under the rules laid down in the enclosure to Industries and Labour Department (Posts and Telegraphs Branch) letter No. Es. B. 60-2/34, dated the 30th July, 1936, as amended by the Government of India, Department of Communications Corrigendum No. Es. B-60-2/34, dated the 30th March, 1938.

[G.I., F.D., Resolution No. F.7(39)R.I/36, dated the 20th August, 1936 and F.O. Communications Endorsement No. Es. B. 60-2/34, dated the 30th March 1938].

Government Orders.—(1) It has been decided that ‘Thari’ employees of the Posts and Telegraphs Department serving in the desert talukas of the Thar Parkar District proceeding on casual leave to their native places in the desert, may be allowed whenever the journey from their headquarters to their native places and back takes more than 3 days, allowing 20 miles a day as the rates of travelling, an extra day for every extra 20 miles of the journey.

(F.O.C’s endorsement No. Es. B-51-5/38, dated the 16th February, 1939).

(2) According to the administrative instructions in para V (2) of Appendix 3 of the Fundamental and Supplementary Rules Volume II, casual leave should not be granted to a Government servant so as to cause evasion of the rules regarding return to duty. Similarly, according to Govt. Order under F. R. 51-A the grant of return passage to Pakistan on conclusion of deputation abroad is conditional on the official’s return to duty forthwith on the conclusion of the deputation, unless the arrangement to the contrary effect had been specially permitted at the time of the deputation closes, or is about to close, and the proposed leave is begun. A question has been raised as to whether in view of these instructions the grant of casual leave to a Government servant deputed outside Pakistan on temporary official duty or on training, either before the commencement or after the expiry of the sanctioned period of deputation, which would have the effect of extending his stay outside Pakistan, would be in order. The matter has been considered in this Ministry and it is clarified that although there is no absolute bar on the grant of casual leave outside Pakistan in such cases, it should ordinarily be discouraged and should be allowed only in exceptional circumstances.

[G.P.M.F. O.M. No. F.8(7)-R.2 (RWP)/61, dated the 17th November, 1961].

Auditor-General’s decision.—It has been decided by the Auditor General, with the concurrence of the Government, that the practice of granting casual leave on half pay

or without pay is not covered by paragraph (V) 2 of the Administrative Instructions. Under that paragraph as it stands, full pay can be allowed to Government Servants on casual leave. If, in any case, less than full pay is allowed, it would amount to an imposition of a penalty not provided for in rule 3 of the rules issued with the Government of India Home Department, Notification No. F. 9-19-30, dated the 27th February, 1932

[Auditor-General's letter No. T. 797-A/108-34, dated the 1st August, 1934].

(3) Quarantine Leave

⁷(1) Quarantine leave is in the nature of extra casual leave and a substitute shall normally not be employed during the absence of a civil servant on such leave.

Provided that where the exigencies of service are compelling the head of the office may employ a substitute for reasons to be recorded in writing.

(2) A civil servant may be granted quarantine leave outside his leave account to the extent that his authorized medical attendant recommends and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

(4) Recall from leave.

Orders recalling a Government servant on leave out of Pakistan should be communicated to him officially through the Ambassador of Pakistan.

VI. —FOREIGN SERVICE

(1) **Procedure for payment of contribution.**—A copy of the orders sanctioning a Government servant's transfer to foreign service must always be communicated to the Accounts Officer (referred to in rule 2) by the authority by whom the transfer is sanctioned. The Government servant himself should, without delay, communicate a copy to the officer who audits his pay, and take his instructions as to the officer to whom he is to account for the contribution; report to the latter officer the time and date of all transfers of charge to which he is a party when proceeding on, while in, and on return from, foreign service; and furnish from time to time particulars regarding his pay in foreign service, leave taken by him, his postal address and any other information which that officer may require.

⁸(The authority by whom the transfer is sanctioned or the authority which is competent to sanction promotion or reversion in the parent department, if such authority

⁷ Substituted by rule 37 of the 'Revised Leave Rules, 1980' issued vide S.R.O.1313(I)/80, dated 20-12-1980.

⁸ Inserted by G.P., M.F. Notification No.F.10(10)-R.II(II)/57, dated the 25-3-1959.

be different from the authority sanctioning the transfer, shall send an intimation to the Accounts officer (referred to in Rule 2) about the Government servant's promotion or reversion, in his parent department, in order to enable the latter to effect the recovery of monthly contribution of pension on the basis of the grade which the Government servant would have held in a temporary, officiating or substantive capacity in his parent department, from time to time, if he had not been transferred to foreign service).

2. (a) In the case of foreign service out of Pakistan, the "Account Officer" is the Accountant General, Pakistan Revenues.

(b) In the case of foreign service in Pakistan.

- (i) If pay in foreign service is paid from a Government treasury, and is subject to audit by an audit officer of Government, the Account Officer is such audit officer;
- (ii) otherwise, the Account Officer is the Accountant General of the province in which the Municipality, Port Trust or other body concerned is situated, or in the case of service under a State which has acceded to Pakistan, the Accountant General who is in account with the State concerned.

Note.—In the cases of Governments in Commercial Departments (e. g., Railways and Posts and Telegraphs) employed on foreign service in or out of Pakistan the "Account Officer" is the Account Officer of the Department concerned.

Auditor-General's decision.—Branch Audit Officers being the Account Officers of the Posts and Telegraphs Audit Office Establishments are responsible for watching and adjusting recoveries of contributions (on account of leave salary or pension or both as the case may be) in respect of the personnel lent from their offices to other Governments or Departments or on foreign service.

(Auditor General's C. O. No. Admn. 29/327-41, dated the 10th Jan. 1942).

Accountant-General's Instructions. In respect of the Post and Telegraph Department, the Account Officers are the Deputy Accountants General in independent charge of the Branch.

[A.G.P. & Ts. endorsement No. Mis.-1971/F-90-II (Vol. 2), dated 16th December, 1924].

Government Decision.—All Ministries/Divisions should ensure that in future all sanctions regarding the deputation on foreign service are invariably addressed to Account Offices concerned. While sanctioning the transfer of a government servant on foreign service, the monthly rates of pension contribution should be invariably indicated in the

sanction. These rates are given in Appendix 11-A of FRs & SRs Vol. II and may be referred to by the Departments concerned. The rates so indicated by the Departments concerned may be provisionally adopted for depositing the contributions promptly and regularly every month till the final rates are intimated by the Audit and Accounts Offices on receipt of which the excesses/deficiencies, if any, can be adjusted. The Audit and Account Officers will check the accuracy of the rates and watch the recoveries of the contributions and their proper accounting in the government accounts.

(2) Rules regarding leave and grant of leave.

1. A Government servant on foreign service in Pakistan is himself personally responsible for the observance of the rule contained in Fundamental Rule 122; by accepting leave to which he is not entitled under the rules he renders himself liable to refund leave-salary irregularly drawn, and in the event of his refusing to refund, to forfeit his previous service under Government, and to cease to have any claim on Government in respect of either pension or leave-salary.

VII. TRAVELLING ALLOWANCES

(1) Transfer not on public grounds.

- (a) When a Government servant is transferred otherwise than for the public convenience, a copy of the order of transfer shall be sent to the Audit Officer of the Circle of Audit in which he is serving with an endorsement stating the reason of the transfer. In the absence of such an endorsement the Audit Officer shall assume that the Government servant has been transferred for the public convenience.
- (b) In the case of non-gazetted Government servants a certificate from the head of the office may be accepted in lieu of the copy of the order prescribed by clause (a).

(2) Grant of travelling allowance to persons not in the civil service of the Government who are required to attend Commissions of Enquiry etc.

The grant of travelling allowance under the rules is desirable as far as possible in all cases falling under Supplementary Rule 190, as it avoids correspondence and tends to facility of audit.

⁹VIII. RULES GOVERNING THE APPOINTMENT AND PAY OF SETTLEMENT OFFICERS AND ASSISTANT SETTLEMENT OFFICERS.

(Deleted)

⁹ Deleted by G. P. M. F Resolution No. F. 9(2)-R2(RWP)62, dated 22-06-1962.

SCHEDULE

<i>Administration, Department or Officer</i>	<i>(Powers)</i>
1. Deleted	
2. Deleted (Powers)	
3. Ministries and Divisions of the Government of Pakistan.	Full powers,
3(a) ¹⁰ Federal Board of Revenue	Full powers in respect of Rule 2 in sub-section '(b)–Leaving Jurisdiction' of Section II.

- 4. Director-General, Posts and Telegraphs.
- 5. Inspector-General of Forests.
- 6. Collectors, ¹¹Federal Excise and Land Customs.
- 7. Deleted.
- 8. Auditor-General of Pakistan

Full powers in respect of Government servants under their orders who are not appointed directly by the Government of Pakistan.

¹⁰Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹¹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

APPENDIX NO. 4**DELEGATION MADE BY THE PRESIDENT UNDER FUNDAMENTAL RULES 4 AND 6**

S. No.	Number of fundamental rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
1.	9(17)	Power to declare a Government servant to be a ministerial servant.	All heads of departments.	Full power.
2.	9(19)	Power to appoint a government servant to officiate in a vacant post.	Any authority which has power to make a substantive appointment to the post.	Full Power.
3.	10	Power to dispense with a medical certificate of fitness, before appointment to Government service, in individual cases.	1. Ministries and Divisions. 2. All heads of departments.	Full Power. Full power, provided that they are authorized to make appointments to the post.
4.	14	Power to suspend a Lien.	1. Ministries and Divisions. 2. Auditor-General of Pakistan. 3. All heads of departments.	Full Power. Full power, provided that they are authorized to make appointments to the post on which the lien is held.
5.	14-B	Power to transfer a lien.	1. Auditor-General of Pakistan. 2. All heads of departments.	Full Power Full power, provided that they are authorized to make appointments to both the posts concerned.

S. No.	Number of fundamental rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
6.	15	Power to transfer a government servant from one post to another.	All heads of departments.	Full power, except in the case of his deputy.
7.	20	Power to fix the pay and allowances of a government servant treated as on duty.	Any authority which has power to make substantive appointment to the post with reference to which the pay and allowances of the government servant are to be fixed.	Full Power.
8.	24	Power to withhold increments.	<ol style="list-style-type: none"> 1. All heads of departments. 2. Any authority which has power to make a substantive appointment to the post, which the government servant holds. 3. Director, Telegraphs Engineering. 4. Divisional Telegraph Engineers. 5. Officers in-charge of Telegraph Engineering Sub-Divisions. 	<p>Full Power</p> <p>Full power in respect of non-gazetted government servants.</p> <p>Full powers in respect of all establishment under them below the rank of sub-Inspectors, provided that a report is sent to the Divisional Engineer, Telegraphs, in each case.</p>

S. No.	Number of fundamental rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
			6. Accounts officers, in-charge of Telephone Revenue Accounting Offices.	Full powers in respect of the clerical establishments class IV and under their control, provided that a report is sent to the Director of the circle concerned in each case.
9.	26	Power to allow government servants to count extraordinary leave for increments.	<ol style="list-style-type: none"> 1. All heads of departments. 2. Any authority which has power to make a substantive appointment to the post which the government servant holds. 3. Deleted. 4. Directors of Telegraphs. 5. Divisional Engineers, Telegraphs and Wireless. 	<p>Full power in respect of the posts for which they are the appointing authorities.</p> <p>Full power</p> <p>Full power in respect of non-gazetted government servants.</p>
10.	33	Power to fix, within certain limits, the pay of a government servant officiating in a post the pay of which is personal.	All heads of departments.	Full power.
11.	35	Power to reduce the pay of an officiating government servant.	<ol style="list-style-type: none"> 1. All heads of departments 2. Any authority which has power to make an officiating appointment to the post concerned. 	Full Power.

S. No.	Number of fundamental rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
12.	36	Power to issue general or special orders allowing acting promotions to be made in the place of government servants treated as on duty under F. R. 9(6)(b).	All heads of departments.	Full power.
13.	40	Power to fix the pay of a temporary post which will probably be filled by a government servant.	Any authority which has power to create a temporary post on the pay fixed.	Full Power.
As revised by G.I.G.D. corrections No. 482 (S.R), dated the 1 st July, 1939 and No. 494 (S.R.) dated 1 st October, 1939. This amendment, so far as the Auditor General is concerned, takes effect from the 30 th December, 1925.				
14.	46(b)	Power to sanction the undertaking of work for which an honorarium is offered and the grant or acceptance of an honorarium.	1. Ministries/Divisions. 2. All heads of departments.	Full powers up to a maximum of Rs.2,000 in each case. 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 above, subject to a maximum of Rs.1,000 in each case.

S. No.	Number of fundamental rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
			<p>3. Federal Public Service Commission.</p> <p>4. Divisional Engineers, Telegraphs and Gazetted Officers in-charge of the Telegraph Office at Karachi, Rawalpindi and Lahore.</p>	<p>Full Powers.</p> <p>Full powers to sanction overtime pay to the officials of the Engineering and Traffic Branches of the Pakistan Posts and Telegraphs Department under their control, in accordance with the Departmental Rules and subject to the existence of budget provision.</p> <p>Full powers provided that they obtain the pre-assent of the President to the exercise of power in respect of officers of the agency Surgeons.</p>
15.	49	Powers to appoint a Government servant to hold temporarily or to officiate in more than one post, and to fix the pay of subsidiary posts and the amount of compensatory allowance to be drawn.	All heads of departments.	Full powers provided that they have power to appoint a Government servant permanently to each of the posts concerned.
16.	71	Power to require a medical certificate of fitness before return from leave.	The authority granted the leave.	Full power.

S. No.	Number of fundamental rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
17.	73	Power to extend leave.	The authority which granted the leave.	Full power provided that the Government servant on leave will, on his return, be under the authority's administrative control.
18.	83	Power to grant special disability leave.	Ministries/Divisions of the Government of Pakistan.	Full powers, provided that the disability manifests itself within three months after occurrence of its cause.
19.	89	Deleted.		
20.	100	Power to grant leave to a military officer subject to the military leave rules.	All heads of Departments.	Full power, provided that they are empowered to appoint the officer to the post in civil employ which he holds.
*21.	103	Power to grant leave terms to officers on contract.	Ministries and Divisions of the Government of Pakistan	Full Powers to grant leave terms in accordance with the provisions of Appendix No. 10. * Added by G.P.M.F.O.M. No. F. 5(1)-RS. 2/65, dated 1-7-1965.
**22	110(c)	Power to sanction transfer to foreign service in Pakistan.	1. Ministries and divisions of the Government of Pakistan	Full Power, subject to the conditions in Appendix No. 11. ** As revised and substituted by G. P. M. F. O. M. No. 401-Regs (RWP)/60, dated the 14-5-1960.

S. No.	Number of fundamental rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
23.	114	Power to fix pay in foreign service.	<p>2. Auditor-General of Pakistan</p> <p>3. All heads of departments</p> <p>Ministries and Divisions of the Government of Pakistan</p>	<p>Full power, subject to the conditions in Appendix No. 11 in the case of officers of class II of the General list of the Pakistan Audit and Accounts Service and Assistant Audit Officers.</p> <p>Full powers, subject to the conditions in Appendix No. 11 in the case of non-Gazetted Government servants.</p> <p>Powers will be regulated in accordance with the prescribed rates contained in Finance Division's O.M. No. 321-R.4/79. F. 12 (3)-RI/79, dated 13-6-1979.</p>
24.	125	Power to decide the date of reversion of a Government servant returning after leave from foreign service.	<p>1. Ministries and Divisions of the Government of Pakistan.</p> <p>2. Auditor General of Pakistan.</p>	Full powers.
25.	130	Power to allow previous service under a local fund to count as duty in Government services.	Ministries and Divisions of the Government of Pakistan.	Full power.

APPENDIX No. 5

[Fundamental Rule 9 (20)]

Rules regulating the grant of Overseas Pay

(G. I. F. D. Resolution No. 1533-Ex., dated the 5th July 1923)

(Not printed)

APPENDIX No. 5-A.

(Fundamental Rule 22-A)

Re-employed Personnel (Conditions of Service) Rules, 1932.

(Not printed)

APPENDIX No. 5-B

SECTION I

[F. Rs. 9(20) and 75-A.]

“Domicile Questionnaire”

(Not printed)

APPENDIX No. 6

(Fundamental Rule 9 (5))

**Rules regarding the grant of free passages framed by the
Secretary of State in Council.**

(Not printed)

APPENDIX No. 7

Travelling, etc., Allowances of persons proceeding to places outside Pakistan on official business and those posted in Pakistan Missions abroad while travelling on their duty abroad except on transfer.

In supersession of all the orders on the subject issued from time to time the following terms will be allowed to Government officials and non-officials proceeding to places outside Pakistan on official business and Pak-based officers and staff posted in various Missions abroad while travelling on duty abroad except on transfer.

2. For the purpose of these instructions, officers are categorised as follows:-
 - (i) ¹²Ministers; Heads of Diplomatic Missions; Chairman Joint Chiefs of Staff Committee, the three Services Chief, Secretaries to the Government of Pakistan; Officers above the rank of Joint Secretary, ¹³BPS 21 officers serving in Federal Government, ¹⁴Military Officers of the rank of Major General/equivalent and above in the Armed Forces corresponding to BPS 21 and 22 officers on the Civil side and non-officials leaders of delegations.
 - (ii) Officers of the rank of Joint Secretary to the Government of Pakistan, Ministers (Diplomatic rank), ¹⁵Military officers of the rank of Brigadier, ¹⁶BPS-20 officers in Federal Government Departments/offices outside the Secretariat and non-officials other than leaders of delegations. ¹⁷[An officer holding current charge of the post of Joint Secretary draws pay and allowances of his own post in Basic Scale-19, he is not entitled to TA/DA etc. admissible to Category-II officers.]
 - (iii) Other diplomatic and non-diplomatic officers in BPS-17 and above and other Military Commissioned Officers ¹⁸[excluding officers who draw pay in BPS-17 on account of move-over from lower scale].
 - (iv) Officials in BPS 3-16 and Military Officials of corresponding ranks.
 - (v) Grades 1 & 2 Government officials and Military Personnel in corresponding positions.

3. (a) When travelling abroad by air, road or sea, each officer will be entitled to actual cost of passage by public transport in accordance with the class of accommodation to which he is entitled in Pakistan. Non-officials will, for this purpose, be treated as officers of the first grade. When travelling abroad by rail, officials and non-officials will

¹² Finance Division O.M. No. F. 2(6)-R.10/72, dated the 18th January, 1972.

¹³ Finance Division O.M. No. F.1(7)-R.10/80, dated the 10th May, 1980.

¹⁴ Finance Division O.M. No. F.1(16)-R.10/81, dated the 30th July, 1981.

¹⁵ Finance Division O.M. No. F. 1(48)-R.10/74-834, dated the 7th July, 1975.

¹⁶ Finance Division O.M. No. F.1(7)-R.10/80, dated the 2nd August, 1980.

¹⁷ Added vide Finance Division O.M. No. F.1(60)-R.10/83, dated 4th April, 1984.

¹⁸ Added vide Finance Division O.M. No. F.1(60)-R.10/83, dated 4th April, 1984.

be entitled to actual fare of the class to which they are entitled under para 13 below. No extra incidental fares will be admissible as for journeys in Pakistan. Travel by sea will not be undertaken except with the prior permission of the Head of Department and in the case of Heads of Missions, the Ministry of Foreign Affairs; the permission will not be accorded except for valid reason and only after taking into account the extra cost involved (including emoluments during the journey period). In such cases the period spent in waiting for a passage by ship and on the journey by sea should not be treated as duty, joining time, etc., but may be treated as leave if duly applied for and sanctioned.

(b) When an officer performs journey by road, travelling allowance shall be admissible as under:-

(I) Journeys between places connected by rail:

- (i) By conveyance provided by Government; Under S.R. 182.
- (ii) By own car or under own arrangements. Actual cost of railway fare by the shortest route for the class of accommodation to which the officer is entitled.
- (iii) By public conveyance plying for hire: Charges for a single seat in the public conveyance or railway fare of the grade to which the officer is entitled, whichever is less.

(II) Journeys between places not connected by rail:

- (i) By conveyance provided by Government: Under S.R. 182.
- (ii) By own car or under own arrangements:

Officers of categories I, II and III will be entitled to mileage allowance @ 50 paisa per mile, provided that the officer certifies that he had not performed the road journey by taking a single seat in a taxi motor, omnibus or motor lorry plying for hire.

There will be no occasion for travelling under own arrangements by official of categories IV and V.

- (iii) By public conveyance plying for hire; Officials of categories I to II will not adopt this mode of travel.

Officials of categories IV and V will be entitled to the fare of a single seat by omnibus or taxi plying for hire between the places involved.

Note:-- For the purpose of S.R. 182, daily allowance will be admissible at the rates prescribed for the time being in force.

(c) The instructions issued by Government from time to time regarding insurance of the lives of Government servants travelling by air on duty will continue to apply.

(d) If an officer travels by rail and a night journey is involved, he may claim the cost, if incurred, of sleeper accommodation in the plane.

Government decisions:

(1) An official when travelling by rail on tour outside Pakistan shall be entitled, in addition to actual rail fare, to daily allowance, subject to the following conditions:--

- (a) 50% of the normal rate of daily allowance shall be paid for every 24 hours of the rail journey and 25% of the transit rate of daily allowance for every six hours or fraction thereof, calculated from time of departure from the last station to the time of arrival at the next station of duty; and
- (b) On the outward journey, daily allowance will be allowed at the rate admissible at the next place of duty and on the return journey at the rate admissible for the last place of duty.

[G.P., M.F. O.M. No. F.7(9)-R-2(RWP)/62, dated 30th June, 1962.]

(2) The rate at which the daily allowance is to be calculated when more than one place is to be visited in a single day is not mentioned in Government decision No.(1).

In order to clarify the position, it has been decided in consultation with the Ministry of Finance that in such cases the period of Journey should be added together for calculating the daily allowance for transit at the rates mentioned in the Government decision No.(1).

[G.P., M.E.A. Letter No. Rules 4/1/62, dated 31-10-1962.]

4. During travel, carriage of luggage will not be allowed at Government expense, provided that reimbursement may be claimed in respect of official record and equipment carried for purposes of officials work, but prior permission of the competent authority should be obtained for this; provided further that persons in category (I) above may claim reimbursement of excess baggage fare upto a total of 14 lbs. of luggage (in addition to the free allowance on air ticket) for journeys performed by air:

- (1) It has been decided that civil servants and non-officials who, while on temporary duty abroad, are treated as state guests shall not henceforth be allowed 15% of daily allowance. They will, however, continue to draw daily allowance @ 30% of the normal rate as admissible under the existing orders:

[G.P., F.D. No.1(10)-R.10/75, dated the 3rd November, 1975.]

- (2)(A) Officers on duty abroad may be allowed 15% of D.A. for miscellaneous expenditure including local transport, terminal taxes, telephone and telegram charges. This 15% of D. A. will be in the nature of an advance and officers could incur expenditure on these items, in excess of 15% of D.A. by claiming it from the local Embassy and the Embassy would then get the reimbursement from the Ministry concerned. Only actual expenditure on these items will be reimbursed. The officers will have to certify the actual expenditure incurred on these items and submit vouchers, if possible. If actual expenditure is less than 15%, the officer will refund the balance.

In the case of State Guests and Category I Officers, the advance of 15% of D.A. for miscellaneous expenditure will be calculated on the basis of the normal daily allowance which would have been admissible to the officer but for the fact that he was either treated as a State Guest or provided with hotel accommodation by the Government.

- (B) Whenever the official is treated as State Guest and boarding and lodging arrangements abroad are made by the host, will be entitled to 30% of the Daily Allowance. Where the host country provides cash subsistence allowance, present practice of allowing difference between the prescribed D.A. and the subsistence allowance will continue.
- (C) Entertainment Allowance will be limited to Chief of Defence Services, Ministers / Advisers and Secretaries of ¹⁹Federal Government. In these cases also each and every case will have to be referred to this Ministry for clearance.

[G.P., M.F. O.M. No.2(6)-R.10/72, dated 18-1-1982].

5. The President has been pleased to decide that Government officials visiting Saudi Arabia on official temporary duty during the Hajj season shall be entitled to the following facilities:-

- (a) Free government or hired accommodation.
 (b) Free transport.
 (c) (i) Daily allowance for officials in Grade-17 and above:- U.S. \$ 50 per day.
 (ii) Daily allowance for officials in Grade 16 and below:-U.S.\$ 35 per day.

6. These orders shall take immediate effect.

[G.P., F.D. O.M. No. F.1(I)-R.10/83, dated 20-2-1983].

6. (a) In respect of each night spent at a place of halt outside the headquarters on official duty, daily allowance will be admissible at rates as prescribed for the time

¹⁹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra, Pp.435-436, dated 01-8-1975.

being in force. Except for Category (1), the daily allowance rates are consolidated rates to cover the cost of accommodation, of meals and of incidental items, like tips, taxi hire, porter-age, etc., while at the place of halt.

²⁰Note:-A Government servant in category-V shall be entitled to the daily allowance at the rate and for the station applicable respectively to a Government servant in category-IV.

(b) Whenever the officer is a State Guest, *i.e.*, when the expenses for his accommodation and meals are paid for by another Government or international organization, etc., sub-para (a) will not apply and the daily allowance admissible will be 30% of the normal rate at the station concerned.

(c) 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 at the State Guest rate for the next place of his duty. Similarly, on the return journey, daily allowance will be allowed for each day of transit at the State Guest rate for the place where he last stayed on duty.

Government decisions:

(1) An official when treated as a State Guest receives 30% of the normal rate of daily allowance at the station concerned. It was represented that this rate of daily allowance was not sufficient to meet incidental expenses in Saudi Arabia. The President was pleased to decide that Government officials who were treated as State Guests in Saudi Arabia should, as a special case be allowed the actual incidental expenses limited to 50% of the normal rate of daily allowance at the station concerned in that country.

[G.P., M.F. O.M. No. F.20(3)R-2(RWP)/60, dated the 8th December, 1960]

(2) A doubt had arisen whether in the case of Government servants who performed air journeys during the day time and were required to spend the following night at the place of duty, daily allowance as for State Guests under para 6(c) would be admissible in addition to the normal daily allowance under para 6(a) or (b) *ibid.*, as the case may be, for the following night. The correct position is that the daily allowance for the transit period is admissible to Government servants only if they perform an overnight journey by air and do not, therefore, become entitled to daily allowance under para 6(a) or (b). If no overnight journey is involved, no daily allowance is admissible for the transit period under para 6 (a) *ibid.*, but daily allowance at the appropriate rate for each night of halt on duty shall be permissible.

[G.P., F.D. O.M. No.7(4)-R.2(RWP)/61, dated the 14th April, 1961].

²⁰ Substituted *vide* G.P., M.F. S.R.O. 491(I)/2018 Notification No. F.1(10)-R-10/2010-Vol-I, dated 22nd March, 2018, Gaz. Of Pakistan, Extra., Page 987, dt: 19-4-2018.

(3) *Deleted.*

7. In the case of Category (I), accommodation will consist of a room plus bathroom in a first class hotel, except where for representational reasons, a suite of rooms has to be hired, but the cost of accommodation should ordinarily not exceed the daily allowance rate admissible to Category (II) officers at that station. It will be permissible to an officer of Category I to convert himself to Category II at his option.

Note.- In the case of officers of Categories II to V, the diplomatic or Consular Missions, if requested to book accommodation for them, may do so but all liabilities arising from any arrangements so made will be borne by the Officer who made the request.

Government decisions:

(1) A doubt has been raised as to whether a Category (1) officer who makes his own arrangement for accommodation during his stay abroad can claim cost of accommodation equal to the daily allowance admissible to a category (II) officer. It is clarified that accommodation for Category (1) officers should be arranged through the Pakistan Mission in the country concerned. Where, however, a Category (I) officer wants to make his own arrangement for accommodation, he can exercise the option to convert himself to Category (II) and claim daily allowance accordingly. It is not intended that payment of the cost of accommodation should be made to the officer concerned in such case.

[G.P., M.F. O.M. No. F.7(18)-R.2/64, dated the 1st October, 1964].

(2) The cost of accommodation in respect of Category (I) Officers should not ordinarily exceed the daily allowance rates admissible to Category (II) official at a particular station. In exceptional cases where accommodation on cheaper rates could not be arranged, the Mission has the discretion to exceed the prescribed limit. It is not necessary to obtain Government sanction where daily allowance exceeds the prescribed limit in such exceptional cases.

(G.P., M.F.A. Memo No. Rules 6/7/62, dated the 9th December, 1964).

(3) It has further been decided that:

- (i) a Category 1 officer for whom accommodation in a hotel is not arranged by the Pakistan Embassy concerned and who 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 officer on production of hotel bills, provided that where no receipt produced, daily allowance will be admissible as prescribed for category II officers. In such a situation the concerned officer will be allowed

advance of foreign exchange equal to daily allowance of category I plus category II and this advance will be adjusted on return of the officer to Pakistan by producing the hotel bills.

- (ii) the extra amount spent by a Government servant proceeding abroad on the purchase of foreign exchange in the form of Traveller's Cheques equivalent to the amount of daily allowance in US dollars against the advance of daily allowance sanctioned to him, shall be reimbursed on production of necessary receipt.
- (iii) Government officials visiting Saudi Arabia on official temporary duty during the Hajj season shall be entitled to the D.A. and other facilities as laid down in this Division's O.M. No. F.1(1)-R.10/83, dated 20th February, 1983.
- (iv) The daily allowance in Pakistan rupees will be calculated on the basis of selling rates applicable to U.S. \$ in cash or travellers cheques on the date of purchase as notified by the State Bank of Pakistan. Original receipt from the Bank from which foreign exchange has been purchased will be attached with the T.A. bill.

[G.P., M.F. O.M. No.1(2)-R.10/84, dated 15-8-1984].

8. It is clarified that travel from airport to residence (or *vice versa*) should be treated as a single journey and transport charges allowed accordingly even though the journey may be performed in two (or more) bits by different modes of transport, *e.g.*, from airport to the city terminal by public bus or by air transport company bus and from the city terminal to residence by taxi cab.

[No. F.1(50)-R.10/78, dated the 17th May, 1979].

9. For periods not involving the spending of a night at the place of halt to but exceeding to duration 12 hours and in the case of officers of the Missions abroad also requiring journey beyond 5 miles of the headquarters one half of the normal rates of daily allowance will be admissible. Likewise, for periods exceeding 6 hours only, one-fourth of the normal rates will be admissible.

Government decisions:

It is clarified that one half of the normal rate of daily allowance or one-fourth of that rate is not admissible for periods exceeding 12 hours or 6 hours, respectively, in cases where spending of night at the place of halt is involved. In other words, one-half of the normal rate of daily allowance or one fourth of that rate for the specified periods is admissible only in cases where spending of a night at the place of halt is not at all involved.

[F.1(13)-R.10/81, dated the 10th May, 1981].

10. Whenever the period of continuous stay at one station exceeds 28 nights, the rate of daily allowance will be reduced by 10% beyond the period of 28 nights. If the duration of stay exceeds 56 nights, the rate will be reduced by 15% beyond the period of 56 nights.

11. In the case of Category I the “normal rate of daily allowance” mentioned in paragraphs 5, 6(b), 8 and 9 means the all-in-rate for Category II.

12. In the absence of specific orders to the contrary, officials or non-officials accompanied by their wives will receive charges only for single accommodation, anything extra being paid by the persons concerned themselves.

13. For the purpose of railway journeys within a country abroad referred to in paragraph 3(a), the Government officials of the First, Second, Third and Fourth Grades (as defined in Supplementary Rule 17), and non-officials will be entitled to the class of accommodation against each:-

(a)	Officer of the first grade drawing pay above Rs.2200. p.m. and non-officials.	First Class. (Pullman).
(b)	Officer of the first grade drawing pay not exceeding Rs. 2200 p.m.	First Class (Ordinary).
(c)	Officer of the second grade	Second Class.
(d)	Officer of the third and fourth grades	Third Class.

In cases where the Railways of any country provide only two classes of accommodation, the Second, Third and Fourth Grade Officers will be entitled to the lower class of accommodation.

14. For countries for which rates of daily allowance have not been prescribed shall be determined in each case in consultation with the Ministry of Finance.

15. (a) The following supplementary provisions will apply to Government officials proceeding abroad on temporary duty:-

- (i) Pay may be drawn as defined in F.R. 9 (21), *i.e.* including special pay, personal pay, etc., which would have been admissible in Pakistan but for deputation outside Pakistan.

Note.--Drawal of pay in foreign currency will be subject to any limits imposed by Government from time to time.

Government decisions:

(1) Government servants who proceed abroad on temporary duty will be allowed to draw, in foreign currency, 50% of their pay for the actual period of their stay abroad.

Government servants who are authorised under the rules, or by special orders, to take their families with them will, for the period of the stay of their families abroad, be allowed to draw their full pay and allowance in foreign currency.

[G.P., M.F. O.M. No.11(I)-R.II(II)/58, dated 28-1-58 & 26-7-58].

(2) A question was raised whether a Government servant who was doing some extra work which constituted a specified condition to his duties in terms of F. R. 9 (25), or was holding more than one post at the same time in terms of F.R. 9 (25), or was holding more than one post at the same time in terms of F.R. 49, or was holding charge of the current duties of a higher post in addition to his own duties, and was in that connection drawing special pay or additional pay, should continue to draw such special or additional pay in addition to the pay of his own post during the period of deputation abroad and, if so, whether he should draw it irrespective of the fact that the charge of the additional post or duties was entrusted to another Government servant for the period of his deputation. It was decided that in such cases, the Government servant concerned might be permitted to draw special or additional pay during the period of his deputation outside Pakistan. upto a maximum of four months.

[G.P., M.F. O.M. No.11(5)-R.II(II)/58, dated the 25th August, 1960].

(3) In partial modification of the orders issued in the Ministry of Finance Office Memorandum No.11(I)-R.II (II)/58, dated 28th January 1958. [Item (I) above] it has been decided that:-

- (i) Members of the President's party on trips abroad shall be entitled to draw, in foreign currency, their full salary for the period of stay abroad subject to a maximum of Rs.3,000/- pm. and the following *minima*:-
 - (a) Joint Secretaries and above; officers of the Armed Forces of the rank of Brigadier (or equivalent rank in the Air Force and Navy) above. \$ 100
 - (b) Other Class I officers \$ 50
 - (c) Government servants other than those mentioned at (a) and (b) above. \$ 25
- (ii) Ministers (Deputy Chairman, Planning Division) and the Commanders-in-Chief of the Pakistan Army, the Pakistan Air Force and the Pakistan Navy, while on deputation on official duty abroad, whether as member of President's party or otherwise, shall be entitled to draw their full salary in foreign exchange subject to a maximum of Rs.3,000/ p.m. and a minimum of \$.150.

[G.P., M.F. O.M. No.7(3)-EF(Exp)/65, dated the 15th September, 1965].

(4) According to the instructions contained in Ministry of Finance Office Memorandum No. 7(3)-EF(Exp)/65, dated the 15th September, 1965, [Item (3) above] the Ministers, the Deputy Chairman, Planning Division, the Commanders-in-Chief of the Pakistan Army, the Pakistan Air Force and the Pakistan Navy and the members of the President's party are entitled to draw, while on official duty abroad, their full salary in foreign exchange subject to a maximum of Rs.3,000/p.m. It has come to the notice of this Ministry that the position with regard to the calculation of the amount of salary admissible in foreign exchange is not clearly understood in certain quarters. It is clarified that in the case of the above-mentioned officers:

- (i) Full salary can be drawn in foreign exchange for the period spent abroad on deputation;
- (ii) Salary can be drawn in foreign exchange only for the actual number of days spent abroad on deputation; and
- (iii) Rs.3,000/- is the maximum rate *per mensem* at which the foreign exchange entitlement will be calculated.

This is in line with the instructions applicable to all other categories of officials, *vide* this Ministry's O.M. No. F.7(24)-R.2/65, dated the 31st January, 1966 [Item (4) above].

[G.P., M.F. O.M. No.7(3)-EF(Exp.)/65, dated the 26th April, 1969].

- (a) An outfit allowance ²¹of Rs.750/- may be allowed to Government officials whose pay does not exceed Rs.1000/- p.m. payable in Pakistan currency only, subject to production of a certificate to the effect that the amount has been actually spent on the purchase of clothes, etc., necessary in connection with their deputation abroad. The outfit allowance is admissible only once during the entire service of the Government official concerned. It will not be admissible to a Government servant who has drawn an outfit allowance under any other rules or to an officer deputed to India, Burma or Ceylon.
- (b) Pending the receipt of their last pay certificate by the Missions, etc., Government servants proceeding abroad on temporary official duty may, if they so desire, be allowed to draw immediately on their arrival in a foreign country, advance of pay for the period of their stay abroad as sanctioned or for a period of 15 days, whichever is less. For this purpose, the rate of pay admissible to a Government servant may be determined on the basis of his own statement. The amount so advanced should be adjusted against the amount due on receipt of the last pay certificate and the Government sanction regarding the terms of deputation.

²¹ Amended *vide* O.M. No.2 (3)-Imp. 1/77, dated 5-5-1977.

16. Government servants proceeding abroad under foreign Technical Assistance Programme or as trainees otherwise will continue to be governed by the instructions contained in the Ministry of Finance's Office Memorandum No. F.8(2)-R.II(II)/58, dated the 31st October, 1958, as amended from time to time. The instructions contained in this Appendix will not apply to them.

17. These orders take effect from the 1st of September, 1959.

SCHEDULE

**TO FINANCE DIVISION'S OFFICE MEMORANDUM
NO. F.1 (10) R-10/2006-745, DATED THE 30TH DECEMBER, 2006**

NOTE:

1. All rates are expressed in US Dollars.
2. In addition to the rates of Daily Allowances given below, category-I officers are entitled to accommodation to be arranged by Pakistan Mission concerned at a cost not ordinarily exceeding the daily allowance rate admissible to category-II officers at that station.

(Effective from 01-01-2007)

Sl. No.	Country (Town)	Category			
		I	II	III	IV
1	Afghanistan				
	Kabul (Gandarmack and Intercontinental)	60	119	107	79
	Kabul (Elsewhere)	51	101	91	67
	Mazar-e-Sharif	28	56	50	37
	Jalalabad	25	49	44	33
	Elsewhere	23	46	41	31
2	Albania				
	Tirana (Ranger Europapark and Sheraton)	95	190	171	127
	Tirana (Elsewhere)	65	130	117	87
	Durres	50	99	89	66
	Lezha	48	96	86	64
	Gjirokastra	46	92	83	61
	Shaostra	41	81	73	54
	Elsewhere	40	79	71	53
3	Algeria				
	Algiers	65	130	117	87
	Oran (Phoenix)	102	203	183	135
	Tamanrasset (Hotel Tahat)	59	117	105	78
	Annaba (Hotel Seubouse)	63	126	113	84
	Constantine (Hotel Panoramic)	41	81	73	54
	Elsewhere	32	63	57	42
4	American Samoa				
	All areas	64	127	114	85
5	Angola				
	Luanda	117	233	210	155
	Benguela	82	164	148	109
	Cabinda	72	143	129	95
	Lobito	57	114	103	76

	Lubango	57	114	103	76
	Menogue	65	130	117	87
	Uige	55	109	98	73
	Elsewhere	49	97	87	65
6	Anguilla				
	All areas (15 December to 14 April)	169	337	303	225
	All areas (15 April to 14 December)	138	276	248	184
7	Antigua Barbuda				
	Antigua all areas	105	210	189	140
	Barbuda all areas (15 December to 14 April)	74	147	132	98
	Barbuda all areas (15 April to 14 December)	31	62	56	41
8	Argentina				
	Buenos Aires	102	203	183	135
	Bariloche	84	168	151	112
	Chubut, Cordoba, Mar del Plata, Mendoza and Ushuaia	68	136	122	91
	Elsewhere	58	116	104	77
9	Armenia				
	All areas	65	129	116	86
10	Australia				
	Canberra and Hobart	102	204	184	136
	Melbourne, Drawing, Surfers and Paradise	103	206	185	137
	Brisbane	101	202	182	135
	Adelaide	100	200	180	133
	Sydney	100	199	179	133
	Alice Springs	97	193	174	129
	Launceston	86	172	155	115
	Perth	95	190	171	127
	Elsewhere	79	158	142	105
11	Austria				
	All areas	124	248	223	165
12	Azerbaijan				
	Baku (Hayatt Park)	129	257	231	171
	Baku (Elsewhere)	106	211	190	141
	Elsewhere	30	60	54	40
13	Bahamas				
	All areas (20 December to 20 April)	136	271	244	181
	All areas (21 April to 19 December)	129	258	232	172
14	Bahrain				
	All areas	109	217	195	145
15	Bangladesh				
	Dhaka (Hotel Sheraton and Sonargaon)	91	181	163	121

	Dhaka (Elsewhere)	44	87	78	58
	Chittagong (Agrabad and Harbour View)	49	98	88	65
	Chittagang (Elsewhere)	26	52	47	35
	Cox's Bazar (Parjatan Shalbal, Sessgull, Sea Palace)	29	58	52	39
	Elsewhere	15	30	27	20
16	Barbados				
	All areas (16 December to 15 April)	145	289	260	193
	All areas (16 April to 15 December)	121	241	217	161
17	Belarus				
	Minsk	87	173	156	115
	Elsewhere	34	67	60	45
18	Belgium				
	All areas	146	291	262	194
19	Belize				
	Belize city	89	177	159	118
	Elsewhere	70	139	125	93
20	Belmopan				
	Belmopan	56	112	101	75
	Elsewhere	48	96	86	64
21	Benin				
	Cotonou (Marina and Novatel)	91	182	164	121
	Cotonou (Elsewhere)	62	123	111	82
	Parakou	47	93	84	62
	Possotome	36	72	65	48
	Elsewhere	30	60	54	40
22	Bermuda				
	All areas (15 March to 30 November)	115	230	207	153
	All areas (1 December to 30 April)	83	166	149	111
23	Bhutan				
	Thimpu	40	80	72	53
	Bumthang, Phuntsholing	39	78	70	52
	Paro (Ocatchong)	34	67	60	45
	Paro	25	49	44	33
	Punakha	39	77	69	51
	Elsewhere	30	59	53	39
24	Bolivia				
	La Paz	64	127	114	85
	Santa Cruz	53	106	95	71
	Cochabamba	46	92	83	61

	Potosi	30	60	54	40
	Tarija	32	64	58	43
	Oruro, Sucre and Cobija	35	70	63	47
	Trini (Beni)	41	82	74	55
	Elsewhere	19	38	34	25
25	Bosnia-Herzegovina				
	Sarajevo	71	141	127	94
	Elsewhere	45	90	81	60
26	Botswana				
	Gaborones	77	153	138	102
	Maun	70	140	126	93
	Francistown	74	148	133	99
	Kasane	139	278	250	185
	Palape	79	157	141	105
	Selebe Phikwe	67	134	121	89
	Lobatse	66	132	119	88
	Elsewhere	42	84	76	56
27	Brazil				
	Brazilia	90	180	162	120
	Rio De Janeiro	99	197	177	131
	Maccio	90	180	162	120
	Aracaju, Recife, Alegria, Teresina	99	197	177	131
	Natal	90	180	162	120
	Porto	90	180	162	120
	Sao Paule	97	193	174	129
	Teresina	90	180	162	120
	Salvador	96	192	173	128
	Curitiba	65	129	116	86
	Manaus	65	129	116	86
	Campinas, Goiania, Joad Pessea, Campo, Grande Belem	65	129	116	86
	Florianopolis	65	129	116	86
	Belo Horizonte	65	129	116	86
	Elsewhere	51	101	91	67
28	British Virgin Island				
	All areas (15 December to 15 April)	122	243	219	162
	All areas (16 April to 14 December)	96	192	173	128
29	Brunei				
	Bandar Seri Begwan	106	212	191	141
	Elsewhere	67	134	121	89
30	Bulgaria				
	Sofia	76	151	136	101
	Burgas, Plovdiv, Shumen, Sliven, Varna and Veliko Tamovo	68	136	122	91
	Elsewhere	64	127	114	85

31	Burkina Faso				
	Ouagadougou	83	166	149	111
	Babo-dioulasso	59	117	105	78
	Banfora	44	88	79	59
	Elsewhere	42	83	75	55
32	Burundi				
	Bujumbura	100	200	180	133
	Elsewhere	31	62	56	41
33	Cambodia				
	Phnom-Penh (Intercontinental and L royal)	97	194	175	129
	Phnom-Penh (Elsewhere)	64	128	115	85
	Siem Reap	46	92	83	61
	Sihanouk Village	36	71	64	47
	Elsewhere	19	38	34	25
34	Cameroon				
	Yaounde (Hotel Hilton)	121	241	217	161
	Yaounde (Elsewhere)	54	108	97	72
	Douala	76	151	136	101
	Bertoua	66	132	119	88
	Bamenda	54	107	96	71
	Kribi, Limbe, edea and Buea	51	101	91	67
	Ngaoundera	49	98	88	65
	Maroua	42	83	75	55
	Garoua	40	80	72	53
	Elsewhere	36	72	65	48
35	Canada				
	Ottawa	96	192	173	128
	Toronto	116	232	209	155
	Montreal	105	209	188	139
	Vancouver	110	220	198	147
	Quebec City	92	183	165	122
	Calgary	121	241	217	161
	Winnipeg	102	203	183	135
	Elsewhere	77	153	138	102
36	Canary Islands				
	All Areas	75	150	135	100
37	Cape Verde				
	Praia	81	162	146	108
	Santa Maria	79	158	142	105
	Mindelo	63	126	113	84
	Elsewhere	45	90	81	60
38.	Cayman Islands				
	All areas (1 st December to 30 th April)	146	291	262	194
	All areas (1 st May to 30 th November)	122	243	219	162

39	Central African Republic				
	Bangui	84	167	150	111
	Bambari	38	76	68	51
	Bouar	36	71	64	47
	Elsewhere	31	61	55	41
40	Chad				
	Ndjamena	105	210	189	140
	Sarb	48	96	86	64
	Elsewhere	35	70	63	47
41	Chile				
	Santiago	83	166	149	111
	Easter Island	73	146	131	97
	Punta Aarena	90	179	161	119
	Concepcion	87	174	157	116
	Elsewhere	69	138	124	92
42	China				
	Beijing	90	179	161	119
	Shanghai	111	222	200	148
	Chong Qing	85	170	153	113
	Nan Jing	102	203	183	135
	Tianjin	82	164	148	109
	Guangzhou	105	210	189	140
	Shenzhen	98	196	176	131
	Qingdao	86	172	155	115
	Dalian	104	208	187	139
	Fuzhou	79	157	141	105
	Lhasa	111	222	200	148
	Guilin	98	196	176	131
	Kunming	90	179	161	119
	Xiamen	104	207	186	138
	Zhengzhou	92	184	166	123
	Chengdu	77	153	138	102
	Suzhou	101	202	182	135
	Wuxi	69	137	123	91
	Hangzhou	92	183	165	122
	Xi'An	86	171	154	114
Urumqi	71	142	128	95	
Haikou	94	187	168	125	
	Elsewhere	44	88	79	59
43	Colombia				
	Bogota	86	171	154	114
	Cartagena	90	179	161	119
	Cali	74	148	133	99
	Medellin	70	140	126	93
	Buenaventura	55	110	99	73

	Bucaramanga	55	109	98	73
	Barranquilla	60	120	108	80
	Santa Marta	70	139	125	93
	Paipa	53	106	95	71
	Monteria	57	113	102	75
	Elsewhere	36	71	64	47
44	Comoros				
	Moroni (Galway Beach and Itsandra Hotels)	113	226	203	151
	Moroni	79	157	141	105
	Mutsamudu	58	116	104	77
	Elsewhere	39	78	70	52
45	Congo				
	Brazaaville (Hotels Le Meridien, Olympic and Residence Marina)	124	247	222	165
	Brazaaville (Elsewhere)	60	120	108	80
	Pointe-Noire	66	132	119	88
	Elsewhere	44	87	78	58
46	Congo, Democratic Republic (Zaire)				
	Kinshasa	129	258	232	172
	Mbuji-Mayi	79	158	142	105
	Bukavu	67	133	120	89
	Goma	58	116	104	77
	Uvira	66	132	119	88
	Lubumbashi	72	143	129	95
	Shaba (Kamina, Kisenga, Kaniama, Kalem, and Likassi)	54	108	97	72
	Elsewhere	27	54	49	36
47	Cook Islands				
	Rarotonga	62	124	112	83
	Aitutaki	61	121	109	81
	Aitu	51	102	92	68
	Elsewhere	33	66	59	44
48	Costa Rica				
	Liberia	54	107	96	71
	Puntaremas City	59	117	105	78
	Limon City	58	116	104	77
	Guanacaste	60	119	107	79
	San Jose	72	143	129	95
	Elsewhere	40	80	72	53
49	Cote D' Ivoire				
	Abidjan	72	144	130	96
	Yamoussoukro	65	129	116	86
	Bouake	49	97	88	65
	San padre	56	112	101	75
	Elsewhere	33	66	59	44

50	Croatia				
	Zagreb	110	220	198	147
	Dubrovnik	99	198	178	132
	Elsewhere	72	144	130	96
51	Cuba				
	Havana	90	180	162	120
	Santiago-De-Cuba	91	181	163	121
	Elsewhere	51	102	92	68
52	Cyprus				
	Nicosia	86	172	155	115
	Elsewhere	78	156	140	104
53	Czech Republic				
	Prague	122	244	220	163
	Karlovy Vary	90	179	161	119
	Brno	77	154	139	103
	Plzen	45	89	80	59
	Hradec Kralove	39	77	69	51
	Ceske Budejovice	47	94	85	63
	Elsewhere	32	64	58	43
54	Denmark				
	All areas	131	262	236	175
55	Djibouti				
	Djibouti (Hotel Sherton)	116	231	208	154
	Djibouti (Elsewhere)	66	131	118	87
	Tadjourah	46	92	83	61
	Elsewhere	36	72	65	48
56	Dominica				
	All areas (All Seasons)	93	186	167	124
57	Dominican Republic				
	Santo Domingo	79	157	141	105
	La Romana (Casa de Campo)	84	168	151	112
	Puerto Plata	60	120	108	80
	Samana	65	129	116	86
	Santiago	50	99	89	66
	Elsewhere	24	48	43	32
58	Ecuador				
	Quito	74	147	132	98
	Guayaquil	77	153	138	102
	Cuenca	60	120	108	80
	Elsewhere	42	83	75	55
59	Egypt				
	Cairo	88	176	158	117
	Alexandria	85	169	152	113
	Sharm El Sheikh	85	170	153	113

	Luxor	85	170	153	113
	Elsewhere	56	111	100	74
60	El-Salvador				
	San Salvador	65	130	117	87
	San Miguel (El Mandarin and Tropico Inn)	36	72	65	48
	San Miguel (Elsewhere)	29	58	52	39
	Elsewhere	19	38	34	25
61	Equatorial Guinea				
	Malabo	85	170	153	113
	Bata	56	111	100	74
	Elsewhere	30	59	53	39
62	Eritrea				
	Asmara	46	92	83	61
	Assab	44	87	78	58
	Massawa	31	62	56	41
	Keren	25	50	45	33
	Elsewhere	14	27	24	18
63	Estonia				
	Tallin	93	186	167	124
	Parnu	65	130	117	87
	Tartu	71	141	127	94
	Elsewhere	39	78	70	52
64	Ethiopia				
	Addis Ababa (Hilton)	86	171	154	114
	Addis Ababa (Elsewhere)	41	82	74	55
	Elsewhere	26	51	46	34
65	Fiji				
	Suva	66	132	119	88
	Nadi	66	131	118	87
	Elsewhere (Where commercial hotels exist)	38	76	68	51
	Elsewhere (Where no commercial hotels exist)	17	34	31	23
66	Finland				
	Helsinki	130	260	234	173
	Elsewhere	107	213	192	142
67	France				
	Paris	135	270	243	180
	Elsewhere	119	237	213	158
68	French Guiana				
	Cayenne	93	186	167	124
	Elsewhere	63	126	113	84
69	Gabon				
	Libreville	105	209	188	139
	Port Gentil	92	184	166	123
	Lambarene	63	126	113	84

	Franceville	65	129	116	86
	Elsewhere	51	101	91	67
70	Gambia				
	Banjul	90	180	162	120
	Elsewhere	30	59	53	39
71	Georgia				
	Tbilisi	119	237	213	158
	Elsewhere	50	99	89	66
72	Germany				
	Berlin	126	252	227	168
	Frankfurt	132	264	238	176
	Bonn	121	241	217	161
	Leipzig	126	252	227	168
	Elsewhere	107	213	192	142
73	Ghana				
	Accra	56	112	101	75
	Akesombo	47	94	85	63
	Kumasi	51	101	91	67
	Takoradi	42	83	75	55
	Tamale	39	78	70	52
	Elsewhere	29	57	51	38
74	Gibraltar				
	All areas	70	139	125	93
75	Greece				
	Athens	108	216	194	144
	Elsewhere	74	147	132	98
76	Greenland				
	All areas	127	254	229	169
77	Grenada				
	All areas (15 December to 15 April)	121	241	217	161
	All areas (16 April to 14 December)	94	188	169	125
78	Guadeloupe				
	All areas	99	198	178	132
79	Guam				
	All areas	97	193	174	129
80	Guatemala				
	Guatemala City	75	150	135	100
	Antigua	72	143	129	95
	Panajachel	57	113	102	75
	Elsewhere	42	83	75	55
81	Guinea				
	Conakry	91	182	164	121
	Nzerekore	25	50	45	33
	Kamsar	26	51	46	34
	Mamou	43	86	77	57

	Fria	26	52	47	35
	Labe	36	72	65	48
	Dubreka	34	68	61	45
	Kindia	25	50	45	33
	Elsewhere	16	32	29	21
82	Guinea-Bissau				
	Bissau	75	149	134	99
	Bubaque	43	86	77	57
	Bafata	32	64	58	43
	Elsewhere	24	48	43	32
83	Guyana				
	Georgetown	75	149	134	99
	Linden	26	52	47	35
	New Amsterdam	26	52	47	35
	Elsewhere	20	39	35	26
84	Haiti				
	Port-au-Prince	87	174	157	116
	Elsewhere	42	84	76	56
85	Honduras				
	Tegucigalpa	77	153	138	102
	San Pedro Sula	70	140	126	93
	Roatan Island	68	136	122	91
	Elsewhere	40	79	71	53
86.	Hong Kong				
	All areas	140	279	251	186
87	Hungary				
	All areas	107	214	193	143
88	Iceland				
	All areas (May – September)	136	271	244	181
	All areas (October – April)	117	233	210	155
89	India				
	New Delhi	70	139	125	93
	Hyderabad	79	157	141	105
	Calcutta	84	167	150	111
	Mumbai (Bombay)	98	196	176	131
	Bangalore	109	217	195	145
	Chennai (Madras)	89	177	159	118
	Agra	69	137	123	91
	Mysore	42	83	75	55
	Udaipur	57	113	102	75
	Goa	79	158	142	105
	Lucknow	70	139	125	93
	Jaipur	65	129	116	86
	Varanasi	48	96	86	64
	Aurangabad	36	71	64	47

	Shimla	36	72	65	48
	Elsewhere	45	90	81	60
90	Indonesia				
	Jakarta	81	162	146	108
	Mataram	69	137	123	91
	Bali Island	80	159	143	106
	Surabaya	71	141	127	94
	Batam Island	72	143	129	95
	Bandar Lampung	56	112	101	75
	Semarang	54	107	96	71
	Medan	57	114	103	76
	Yogyakarta	63	126	113	84
	Menado	59	118	106	79
	Solo	51	102	92	68
	Bandung	57	113	102	75
	Bogor	46	91	82	61
	Jayapura	45	89	80	59
	Malang	50	99	89	66
	Kupang	23	46	41	31
	Bengkula	34	67	60	45
	Ujang Pandang	49	98	88	65
	Palembagn	32	64	58	43
	Banjarmansin	32	63	57	42
	Tanjung Pinang	31	61	55	41
	Ambon	31	61	55	41
	Elsewhere	38	76	68	51
91	Iran				
	All areas	92	183	165	122
92	Iraq				
	Baghdad	70	139	125	93
	Elsewhere	54	107	96	71
93	Ireland				
	All areas	136	272	245	181
94	Italy				
	Rome	129	258	232	172
	Milan	131	262	236	175
	Venice	124	247	222	165
	Florence	115	229	206	153
	Elsewhere	110	220	198	147
95	Jamaica				
	Kingston	110	219	197	146
	Elsewhere (15 December – 15 April)	107	213	192	142
	Elsewhere (16 April –14 December)	90	179	161	119
96	Japan				
	Tokyo	190	380	342	253

	Osaka	149	297	267	198
	Kyoto	147	294	265	196
	Yokohama	159	317	285	211
	Okinawa	137	274	247	183
	Kobe	127	253	228	169
	Nogoya	112	224	202	149
	Hiroshima	101	202	182	135
	Hakone	155	310	279	207
	Shimoda	150	300	270	200
	Furano	145	290	261	193
	Shodoshima	139	277	249	185
	Hakata	137	274	247	183
	Saporro	153	306	275	204
	Nara	128	256	230	171
	Tsuruoa	127	253	228	169
	Miyazaki	122	243	219	162
	Kokowue, Kanazwa and Karatsu	119	237	213	158
	Saga, Nagasaki and Narita	111	222	200	148
	Chitose	110	220	198	147
	Kawasaki	110	219	197	146
	Sendaicity	109	218	196	145
	Okayama	107	213	192	142
	Shizuok City	104	208	187	139
	Matsuyama	101	201	181	134
	Elsewhere	100	199	179	133
97	Jordan				
	Amman	73	146	131	97
	Jerusalem	109	217	195	145
	Aqaba	50	99	89	66
	Elsewhere	52	104	94	69
98	Kazakhstan				
	Astana (Comfort and Okan Intercontinental)	109	217	195	145
	Astana (Elsewhere)	74	148	133	99
	Alma Ata (Ankara and Hayat Regency)	131	262	236	175
	Alma Ata (Elsewhere)	86	171	154	114
	Elsewhere	72	143	129	95
99	Kenya				
	Nairobi	89	178	160	119
	Lamu	77	153	138	102
	Mombasa	61	121	109	81
	Naivasha	55	110	99	73
	Baringo and Nyeri	47	94	85	63
	Elsewhere	38	76	68	51
100	Kiribati				
	Kiribati/Christmas Island	91	181	163	121

	Outer Island	19	38	34	25
	Elsewhere	61	122	110	81
101	Korea, Democratic Peoples Republic				
	Pyongyang	77	153	138	102
	Elsewhere	71	141	127	94
102	Korea, Republic of				
	Seoul	150	299	269	199
	Cheju Island	142	283	255	189
	Pusan	129	258	232	172
	Kyungjiv	127	253	228	169
	Daejon	106	211	190	141
	Changwon and Yousong	99	198	178	132
	Elsewhere	88	176	158	117
103	Kuwait				
	All areas	147	294	265	196
104	Kyrgystan				
	Bishkek	62	124	112	83
	Elsewhere	60	120	108	80
105	Lao People's Democratic Republic				
	Vientiane	38	76	68	51
	Bokeo, Oudomxay and Thakhaek)	17	33	30	22
	Luang Prabang	22	43	39	29
	Pakse	25	49	44	33
	Savannakhet	24	48	43	32
	Phonsavanh	34	67	60	45
	Elsewhere	15	30	27	20
106	Latvia				
	Riga	106	211	190	141
	Elsewhere	50	100	90	67
107	Lebanon				
	Greater Beirut	104	207	186	138
	Al Metn	104	207	186	138
	Bekka/Baalbeck	48	96	86	64
	Bekaa/Chitaura	90	180	162	120
	Jounieh	51	102	92	68
	Khayzaran/Tyr	64	128	115	85
	Tripoli	64	128	115	85
	Elsewhere	39	78	70	52
108	Lesotho				
	Maseru	77	153	138	102
	Elsewhere	38	76	68	51
109	Liberia				
	Monrovia	109	217	195	145
	Elsewhere	27	54	49	36

110	Libyan Arab Jamahiriya				
	Tripoli	103	206	185	137
	Benghazi, Sirte and Misurate	82	163	147	109
	Elsewhere	66	131	118	87
111	Lithuania				
	Vilnius	97	193	174	129
	Elsewhere	76	151	136	101
112	Luxembourg				
	All areas	112	223	201	149
113	Macedonia, Republic of				
	Skopje (Aleksandar Palace)	96	192	173	128
	Skopje (Elsewhere)	63	126	113	84
	Elsewhere	43	86	77	57
114	Macro				
	All areas	88	176	158	117
115	Madagascar				
	Antananarivo (Hilton Mear)	105	210	189	140
	Antananarivo (Elsewhere)	66	131	118	87
	Antsirabe	24	47	42	31
	Diego Suarez	81	162	146	108
	Fort Dauphin	22	44	40	29
	Tellear	22	43	39	29
	Fianarantsoa	20	40	36	27
	Mahajanga	25	49	44	33
	Antsiranana	21	42	38	28
	Morondave/Toliary	22	44	40	29
	Nosy-Be	56	112	101	75
	Toamasina	27	53	48	35
	Tolagnaro	30	59	53	39
	Elsewhere	15	29	26	19
116	Malawi				
	Lilongwe (Capital and Cresta)	61	121	109	81
	Lilongwe (Elsewhere)	29	58	52	39
	Blantyre	51	102	92	68
	Mangochi	39	77	69	51
	Mzuzu	40	79	71	53
	Salima	57	114	103	76
	Zomba	39	77	69	51
	Elsewhere	20	40	36	27
117	Malaysia				
	Kuala Lumpur	69	137	123	91
	Kota Kinabalu (Sabah)	65	130	117	87
	Kuching (Sarawak)	54	108	97	72
	Langkawi	56	111	100	74
	Penang	61	122	110	81

	Putra Jaya	50	99	89	66
	Elsewhere	42	83	75	55
118	Maldives				
	Male	62	123	111	82
	Elsewhere Resorts (Aug - April)	82	163	147	109
	Elsewhere Resorts (May - July)	62	124	112	83
	Elsewhere	15	29	26	19
119	Mali				
	Bamako (Sofitel Amitie)	90	179	161	119
	Bamako (Elsewhere)	81	162	146	108
	Timbuctou and Mopati	56	111	100	74
	Elsewhere	47	94	85	63
120	Malta				
	All areas	104	207	186	138
121	Maritnique				
	All areas	102	203	183	135
122	Mauritania				
	Nouakchot (Hotel Novotal and Marhaba)	83	166	149	111
	Nouakchott (Elsewhere)	75	150	135	100
	Nouadhidou	57	114	103	76
	Zouerate	49	98	88	65
	UNDP base in Kaedi	36	72	65	48
	Kiffa base	41	81	73	54
	Rosso	34	67	60	45
	Elsewhere	30	60	54	40
123	Mauritius				
	Port-Louis/Mauritius	102	204	184	136
	Elsewhere - Rodrigues Island and Outer Island.	42	83	75	55
124	Mexico				
	Mexico City	116	231	208	154
	Manzanillo, Colima	81	161	145	107
	Cancun, Quintana Roo	106	211	190	141
	Ixtapa, Guerrero	75	149	134	99
	Acapulco, Guerrero	82	163	147	109
	Agascalientes	71	141	127	94
	Ciudad Juarez, Chihuahua	74	147	132	98
	Coatzacoalcos, Veracruz	80	159	143	106
	Cocoyoc, Morelos	62	123	111	82
	Culiacan, Sinaloa	80	159	143	106
	Durango	80	159	143	106
	Guadalajara, Jalisco	86	171	154	114
	Guanajuato	80	159	143	106
	Hemosillo, Sonora	80	160	144	107
	Leon, Guanajuato	73	146	131	97
	Mazatlan, Sinaloa	80	159	143	106

	Merida, Yucatan	80	159	143	106
	Mexicali, Baja California Norte	65	130	117	87
	Monterrey, Nuevo Leon	74	148	133	99
	Morelia, Michoacan	67	134	121	89
	Oaxaca	69	138	124	92
	Pachuca, Hidalgo	65	129	116	86
	Puebla, Puebla	78	156	140	104
	Puerto Vallarta, Jalisco	84	168	151	112
	Queretaro, Queretaro	79	158	142	105
	Saltillo, Coahuila	76	152	137	101
	San Luis Potosi, San Luis Potosi	65	129	116	86
	Tapahula, Chiapas	80	159	143	106
	Baja California Norte	66	131	118	87
	Tlaxcala, Tlaxcala	54	107	96	71
	Toluca Edo de Mexico	61	121	109	81
	Torreon, Coahuila	62	123	111	82
	Tuxtla, Gutierrez	80	159	143	106
	Beracruz, Veracruz	57	114	103	76
	Villahermosa, Tabasco	65	130	117	87
	Zacatecas, Zacatecas	74	147	132	98
	Cozumel, Quintana Roo	69	138	124	92
	Cuerravaca, Morelos	62	123	111	82
	Cabo San Lucas, Baja California Sur	59	118	106	79
	Loreto, Baja California Sur	52	103	93	69
	San Cristobal De la Casas, Chiapas	52	104	94	69
	Campeche, Campeche Neuvo Laredo, Tamaulipas Merida	77	153	138	102
	Matamoros, Tamaulipas	47	94	85	63
	Tepic, Nayarit	45	90	81	60
	Nogales, Sonora	42	83	75	55
	Chetumal, Quintana Roo	42	83	75	55
	Reynosa, Tamaulipas Comitán, Chiapas	41	82	74	55
	Ensenada Baja	41	81	73	54
	Elsewhere	40	79	71	53
125	Moldova				
	Kishinev	107	214	193	143
	Elsewhere	65	130	117	87
126	Monaco				
	All areas	115	230	207	153
127	Mongolia				
	Ulan Bator	71	141	127	94
	Elsewhere	18	36	32	24
128	Montserrat				
	All areas (15 April – 14 December)	76	152	137	101
	All areas (15 December – 14 April)	84	167	150	111

129	Morocco				
	Rabat	84	167	150	111
	Agadir	70	139	125	93
	Casablanca	102	204	184	136
	Fes	91	181	163	121
	Laayoune	67	133	120	89
	Marrakech	83	166	149	111
	Quarzazate	75	149	134	99
	Tangiers	70	140	126	93
Elsewhere	61	121	109	81	
130	Mozambique				
	Maputo	87	173	156	115
	Beira and Sofala	50	99	89	66
	Chimoio and Manica	44	88	79	59
	Nampula	36	72	65	48
	Pmba and Coba Delgado	60	120	108	80
	Quelimane and Nissa Zambezia Lilchinga	37	73	66	49
	Elsewhere	30	59	53	39
131	Myanmar				
	Yangoon and Nay Pye Taiw	60	120	108	80
	Sandoway	61	121	109	81
	Maymo	55	109	98	73
	Lashio	40	80	72	53
	Pagan	55	109	98	73
	Kentung	61	121	109	81
	Kyaing Tong	46	91	82	61
	Taunggyi	43	86	77	57
	Mandalay	46	91	82	61
	Elsewhere	35	70	63	47
132	Namibia				
	Windhoek	69	138	124	92
	Luderitz and Otavi	61	121	109	81
	Grootfontein	59	118	106	79
	Karasburg	61	121	109	81
	Katima Mulilo and Maltahohe	43	86	77	57
	Keetmanshoop	71	141	127	94
	Omaruru	65	129	116	86
	Ondangwa	51	101	91	67
	Opuwo	70	139	125	93
	Oshakati	56	112	101	75
	Otjiwarongo	55	110	99	73
	Swakopmund	60	119	107	79
	Walvis Bay	60	119	107	79
	Elsewhere	37	74	67	49

133	Nauru				
	All areas	51	102	92	68
134	Nepal				
	Katmandu	60	120	108	80
	Nepalgunj	22	44	40	29
	Pokhara	57	113	102	75
	Elsewhere	20	39	35	26
135	Netherlands				
	All areas	148	296	266	197
136	Netherlands Antilles (15 April to 15 December)				
	Aruba	145	290	261	193
	St. Eustasius	107	213	192	142
	St. Maarten	115	230	207	153
	Curacao	131	262	236	175
	Bonaire	101	202	182	135
	Saba	112	223	201	149
	Elsewhere	51	101	91	67
		16 December to 14 April			
	Aruba	166	332	299	221
	St. Eustasius	124	247	222	165
	St. Maarten	147	294	265	196
	Curacao	146	292	263	195
	Bonaire	126	251	226	167
	Saba	136	272	245	181
	Elsewhere	55	109	98	73
137	New Caledonia				
	All areas	91	182	164	121
138	New-Zealand				
	Wellington, Auckland and Christchurch	94	188	169	125
	Elsewhere	89	177	159	118
139	Nicaragua				
	Managua	110	220	198	147
	Elsewhere	34	68	61	45
140	Niger				
	Niamey (Hotel Gaweye)	104	207	186	138
	Niamey (Elsewhere)	62	124	112	83
	Agadez	47	94	85	63
	Maradi	42	84	76	56
	Elsewhere	29	58	52	39
141	Nigeria				
	Abuja	92	183	165	122
	Lagos (Le Meridien and Sheraton)	150	299	269	199
	Lagos (Federal Palace)	124	247	222	165
	Lagos (Hotel Hilton)	108	216	194	144
	Lagos (Elsewhere)	69	138	124	92

	Port Harcourt	57	113	102	75
	Ota	71	142	128	95
	Katsina	54	107	96	71
	Ibadan	52	104	94	69
	Kano	52	103	93	69
	Maiduguri	45	90	81	60
	Sokoto	45	89	80	59
	Yola	44	88	79	59
	Minna	41	82	74	55
	UNDP Guest House Lagos	61	122	110	81
	Kaduna	39	77	69	51
	Ilorin	35	70	63	47
	Enugu	34	67	60	45
	Ijebu-Ode	34	68	61	45
	Benin City	35	70	63	47
	Bauchi	31	61	55	41
	Jos	31	62	56	41
	Owerri	30	59	53	39
	Makurdi	25	50	45	33
	Calabar	23	46	41	31
	Abeokuta	20	40	36	27
	Elsewhere	34	68	61	45
142	Niue				
	All areas	57	113	102	75
143	Norway				
	All areas	120	240	216	160
144	Oman				
	Muscat	102	204	184	136
	Salalah	68	136	122	91
	Nizwa	66	132	119	88
	Elsewhere	58	116	104	77
145	Panama				
	Bambita	76	152	137	101
	Panama City	80	159	143	106
	Colon	62	124	112	83
	Contadora Island	76	152	137	101
	Elsewhere	35	69	62	46
146	Papua New Guinea				
	Port Moresby	123	246	221	164
	Alotau	77	153	138	102
	Buka	63	126	113	84
	Bulolo	75	149	134	99
	Daru	68	136	122	91
	Goroka	89	178	160	119
	Kainantu	64	127	114	85

	Kavieng	64	127	114	85
	Kimbe	57	113	102	75
	Kinuga	80	160	144	107
	Kundiawa	87	173	156	115
	Lae	80	160	144	107
	Lorengau	64	127	144	85
	Madang	75	149	134	99
	Mendi	64	127	114	85
	Minj	49	97	87	65
	Mt. Hagen	88	176	158	117
	Popondetta	69	137	123	91
	Rabaul	70	139	125	93
	Vanimo	50	99	89	66
	Wewak	71	142	128	95
	Tabubil	66	132	119	88
	Kieta	94	188	169	125
	Laloata	67	134	121	89
	Elsewhere	42	84	76	56
147	Paraguay				
	Asuncion	58	116	104	77
	Elsewhere	27	53	48	35
148	Peru				
	Lima	103	206	185	137
	Cuzco	71	141	127	94
	Puno	60	120	108	80
	Elsewhere	52	104	94	69
149	Philippines				
	Manila	80	159	143	106
	Bacolod City	45	90	81	60
	Cagayan De Oro	53	106	95	71
	Calatagan	46	91	82	61
	Cebu City	50	100	90	67
	Dava City	55	110	99	73
	Laoag	46	91	82	61
	Olongapo City	44	87	78	58
	Tagatay	38	76	68	51
	Ternate	47	94	85	63
	Taeloban/Banaue	40	79	71	53
	Baguio City	36	71	64	47
	Elsewhere	25	50	45	33
150	Poland				
	Warsaw (Sheraton, Holiday Inn and Victoria)	128	256	230	171
	Warsaw (Elsewhere)	89	178	160	119
	Elsewhere	82	163	147	109

151	Portugal				
	All areas	138	276	248	184
152	Puerto Rico				
	All areas (20 December – 30 April)	84	167	150	111
	All areas (1 st May to 19 December)	74	147	132	98
153	Qatar				
	All areas	77	154	139	103
154	Reunion				
	All areas	93	186	167	124
155	Romania				
	Bucharest (Marriott)	164	327	294	218
	Bucharest (Elsewhere)	109	217	195	145
	Brasov City (Hotel Aro)	97	194	175	129
	Brasov City (Elsewhere) and Elsewhere	62	123	111	82
156	Russian Federation				
	Moscow	142	284	256	189
	St. Petersburg	112	224	202	149
	Sochi (1 June to 15 October)	96	192	173	128
	Sochi (16 October to 31 May)	84	168	151	112
	Elsewhere	63	126	113	84
157	Rwanda				
	Kigali	99	197	177	131
	Butare	28	56	50	37
	Kisenyi	56	111	100	74
	Kibungo	40	79	71	53
	Elsewhere	26	51	46	34
158	St. Kitts/Nevis				
	All areas (15 April – 14 December)	101	202	182	135
	All areas (15 December – 14 April)	114	227	204	151
159	St. Lucia				
	All areas (15 April – 14 December)	101	201	181	134
	All areas (15 December – 14 April)	116	232	209	155
160	St. Vincent				
	All areas (15 April – 14 December)	97	193	174	129
	All areas (15 December – 14 April)	113	226	203	151
161	Samoa				
	Upolo – Apia	61	121	109	81
	Savaii/Salelologa	41	81	73	54
	Salelologa (Hotel Safua/Bay View)	48	96	86	64
	Salelologa (Elsewhere)	29	57	51	38
	Elsewhere	15	29	26	19
162	Sao Tome and Principe				
	All areas	87	173	156	115
163	Saudi Arabia				
	Riyadh	96	191	172	127

	Al-Khobar	85	169	152	113
	Jeddah	82	164	148	109
	Makka	89	178	160	119
	Dammam	87	173	156	115
	Al-Jubail	101	202	182	135
	Madina Munawara	97	193	174	129
	Taif	97	193	174	129
	Dhahran and Al Baha	89	177	159	118
	Yanbu	81	161	145	107
	Abha	86	172	155	115
	Qasim	77	154	139	103
	Gizan	63	126	113	84
	Elsewhere	62	124	112	83
164	Senegal				
	Dakar	92	183	165	122
	Cap Skirring	66	131	118	87
	Sally M'Bour	56	111	100	74
	Ziguinchor	50	99	89	66
	Poubacounta	48	96	86	64
	Kaolack	47	93	84	62
	Tam Bacounda	45	89	80	59
	St. Louis	44	88	79	59
	Diovrbel	41	82	74	55
	Kolda and Thies	36	72	65	48
	Elsewhere	33	66	59	44
165	Serbia and Montenegro (Yugoslavia)				
	Belgrade	86	171	154	114
	Podgorica	61	121	109	81
	Pristina	70	139	125	93
	Montenegro Elsewhere	55	110	99	73
	Serbia Elsewhere	45	90	81	60
166	Seychelles				
	All areas	134	268	241	179
167	Sierra Leone				
	Freetown (Hotels Cape Sierra and Mammy Yoki, Tokey Vill St Michael, Zakka Cotton, Cl. Softel, Bintumani)	81	161	145	107
	Freetown (Elsewhere)	52	103	93	69
	Bo and Makeni	25	50	45	33
	Kenama	25	49	44	33
	Elsewhere	24	47	42	31
168	Singapore				
	All areas	118	236	212	157
169	Slovak Republic				
	Bratislava	120	240	216	160
	Elsewhere	39	77	69	51

170	Slovenia				
	Ljubljana	85	170	153	113
	Bled	59	117	105	78
	Elsewhere	54	107	96	71
171	Solemn Island				
	Honiara	53	106	95	71
	Auki	35	69	62	46
	Gizo	39	78	70	52
	Munda	45	90	81	60
	Elsewhere	13	26	23	17
172	Somalia				
	All areas	49	98	88	65
173	South Africa				
	Pretoria	77	153	138	102
	Cape Town	87	174	157	116
	Durban	77	153	138	102
	East London	67	133	120	89
	Johanesburg	83	166	149	111
	Rustenburg	69	137	123	91
	Ulindi	55	109	98	73
	Port Elizebeth, Blose Mofwtein Kimberley and Withbank	62	123	111	82
	Transvaal	61	121	109	81
	Elsewhere	49	98	88	65
174	Spain				
	Madrid	148	296	266	197
	Barcelona	125	249	224	166
	Valencia	105	209	188	139
	Elsewhere	86	172	155	115
175	Sri Lanka				
	Colombo	56	111	100	74
	Kandy	48	96	86	64
	Elsewhere	34	67	60	45
176	Sudan				
	Khartoum (Hilton, Grand Holiday, Khartoum Plaza, Friendship Palace and Meridien)	117	234	211	156
	Khartoum (Elsewhere)	63	126	113	84
	Jubba	63	126	113	84
	Port Sudan	60	120	108	80
	Rumbek	32	64	58	43
	Gedaref	52	103	93	69
Elsewhere	30	60	54	40	
177	Suriname				
	All areas	78	156	140	104

178	Swaziland				
	Mbabne	86	171	154	114
	Ezulvini (Royal Swazi Hotel)	170	340	306	227
	Ezulvini (Elsewhere)	110	220	198	147
	Manzini	60	120	108	80
	Mhlambanyatsi	84	167	150	111
	Nhlangano	89	178	160	119
	Piggs Peak	116	231	208	154
Elsewhere	52	103	93	69	
179	Sweden				
	Stockholm	132	264	238	176
	Gothenburg	77	154	139	103
	Malmö	123	246	221	164
	Elsewhere	89	178	160	119
180	Switzerland				
	All areas	125	249	224	166
181	Syrian Arab Republic				
	Damascus	89	178	160	119
	Aleppo	61	122	110	81
	Deir-Ezzor	82	164	148	109
	Lattakia	72	144	130	96
	Palmyra	99	197	177	131
	Elsewhere	51	101	91	67
182	Tahiti				
	All areas	132	264	238	176
183	Tajikistan				
	Dushambe	84	167	150	111
	Elsewhere	70	140	126	93
184	Tanzania Republic of				
	Dar-es-Salam (Golden Tulip, Holiday Inn, Protea, Royal Palm, Sea Cliff)	100	199	179	133
	Dar-es-Salaam (Elsewhere)	60	120	108	80
	Arusha	47	94	85	63
	Mwanza	60	119	107	79
	Zanzibar (Blue Bay, Emerson and Green, Serena)	122	244	220	163
	Zanzibar	81	161	145	107
	Tanga	72	143	129	95
Elsewhere	49	98	88	65	
185	Thailand				
	Bangkok	74	147	132	98
	Cha Am	60	120	108	80
	Chiang Mai	41	81	73	54
	Hua Hin	69	137	123	91
	Kanchanaburi	26	52	47	35
	Nakorn Phatom (Hotel Rose Garden)	47	94	85	63

	Pattaya	54	107	96	71
	Phuket	51	102	92	68
	Rayong	51	102	92	68
	Songkla and Hat-Yai	30	59	53	39
	Nae Hong Son	41	82	74	55
	Chinng Rai	32	64	58	43
	Ait, Pathumthani	36	71	64	47
	Surat Thani	29	57	51	38
	Nakom Phatom (Elsewhere) and Elsewhere	25	49	44	33
186	Togo				
	Lome	79	158	142	105
	Kara	45	89	80	59
	Elsewhere	25	50	45	33
187	Tokelau				
	All areas	42	83	75	55
188	Tonga				
	Nuku'Alofa	42	83	75	55
	Vava'U	53	106	95	71
	Elsewhere	37	74	67	49
189	Trinidad/ Tobago				
	Trinidad (All areas)	94	187	168	125
	Tobago All areas (15 April to 15 December)	102	203	183	135
	Tobago All areas (16 December to 14 April)	116	232	209	155
190	Trust Territory of the Pacific Island				
	Saipan	127	254	229	169
	Keror (Palau)/Turk/ Majuro/Yap/ Ponape	91	182	164	121
	Kosrae	53	106	95	71
	Elsewhere	11	21	19	14
191	Tunisia				
	Tunis	66	132	119	88
	Elsewhere	49	97	87	65
192	Turkey				
	Ankara	62	123	111	82
	Antalya	76	152	137	101
	Bursa	66	131	118	87
	Istanbul	112	223	201	149
	Izmir	60	120	108	80
	Southeastern Anatolia	31	62	56	41
	Elsewhere (Commercial Accommodation)	45	89	80	59
	Elsewhere (Government Guest Hotel)	12	24	22	16
193	Turkmenistan				
	All areas	95	189	170	126
194	Turks and Caicos Islands				
	Grand Turk (14 April to 21 December)	101	201	181	134
	Grand Turk (22 December to 13 April)	104	207	186	138

	Providenciales (14 April to 21 December)	105	210	189	140
	Providenciales (22 December to 13 April)	115	229	206	153
195	Tuvalu				
	Funafuti	61	122	110	81
	Elsewhere	20	39	35	26
196	Uganda				
	Kampala (Sheraton and Nile)	109	217	195	145
	Kampala (Elsewhere)	78	156	140	104
	Entebba (Lake Victoria, Imperial Resort Beach)	102	203	183	135
	Entebba (Elsewhere)	82	164	148	109
	Jinja	45	89	80	59
	Mbale and Kabale	42	84	76	56
	Kasese	39	78	70	52
	Mukono	34	68	61	45
	Mweya	57	114	103	76
	Mbarara	50	99	89	66
	Elsewhere	27	54	49	36
197	Ukraine				
	Kiev (Kiev Skaya, Salut, National and Premier Palace)	132	263	237	175
	Kiev (Elsewhere)	82	163	147	109
	Elsewhere	74	147	132	98
198	United Arab Emirates				
	Abu Dhabi	99	198	178	132
	Dubai	112	223	201	149
	Elsewhere	87	173	156	115
199	United Kingdom				
	London	161	321	289	214
	Elsewhere	142	283	255	189
200	United States of America				
	New York	128	256	230	171
	Washington	124	248	223	165
	Chicago	116	231	208	154
	Bosten	130	259	233	173
	San Francisco	140	279	251	186
	Los Angeles	110	220	198	147
	Honoulu	110	220	198	147
	Philadelphia	102	203	183	135
	Miami	102	204	184	136
	Elsewhere	84	167	150	111
201	Uruguay				
	Montevideo	56	112	101	75
	Punta Del Este (December to March)	80	160	144	107
	Punta Del Este (April to November)	47	93	84	62
	Elsewhere	42	84	76	56

202	Uzbekistan				
	Tashkent	64	127	114	85
	Samarkand	50	99	89	66
	Bukhara	48	96	86	64
	Elsewhere	40	79	71	53
203	Vanuatu				
	Port Vila	107	214	193	143
	Santos	73	146	131	97
	Tana Island	61	122	110	81
	Elsewhere	32	63	57	42
204	Venezuela				
	Caracas	96	191	172	127
	Caraballeda	86	171	154	114
	Barquisimient, Puerto and La Cruz	57	114	103	76
	Barcelona and Maturin	47	93	84	62
	Maracaibo and Valencia	65	129	116	86
	Margarita	63	126	113	84
	Cumana	52	104	94	69
	Puerto Ordaz	84	168	151	112
Elsewhere	35	70	63	47	
205	Vietnam				
	Hanoi	86	171	154	114
	Da Nang and Quang Nam	54	107	96	71
	Quang Ninh and Hai Phong	52	103	93	69
	Ho Chi Minh City	65	129	116	86
	T. Thien and Hue	44	88	79	59
	Elsewhere	31	62	56	41
206	Virgin Islands U.S.				
	All areas (15 December to 30 April)	103	206	185	137
	All areas (1 st May to 14 December)	92	183	165	122
207	Wallis and Futuna Island				
	All areas	84	167	150	111
208	Yemen				
	Sana'a (Hotels Taj Sheba and Sheraton)	99	198	178	132
	Sana'a (Elsewhere)	67	133	120	89
	Aden (Moven Pick, Aden and Sheraton)	99	198	178	132
	Aden	63	126	113	84
	Mukalla	84	167	150	111
	Taiz	80	160	144	107
	Hodeida	74	148	133	99
	Elsewhere	39	78	70	52
209	Zambia				
	Kitwe	67	133	120	89
	Lusaka Livingstone	87	174	157	116
	Ndola	61	121	109	81

	Siavonga	54	108	97	72
	Mansa, Luapula Province and Solwezi	44	87	78	58
	Kabwe	47	94	85	63
	Kasama	32	64	58	43
	Elsewhere	26	51	46	34
210	Zimbabwe				
	Harare (Mickles, Sheraton, Monomotapa and Meikles Resident)	82	163	147	109
	Harare (Elsewhere)	61	121	109	81
	Victoria Falls	82	164	148	109
	Elsewhere	58	116	104	77

APPENDIX No. 7-A

REVISED LEAVE RULES, 1980

S.R.O. 1313 (I)/80.—In exercise of the powers conferred by Section 25 of the Civil Servant Act, 1973 (LXXI of 1973), the President is pleased to make the following rules, namely:—

1. Short title, application and commencement.— (1) These rules may be called the Revised Leave Rules, 1980.

(2) They shall apply to all civil servants other than those who were employed before the first day of July, 1978, and opted not to be governed by the Revision of Leave Rules issued under the Finance Division's Office Memorandum No.F.1(2)-Rev.I/78, dated the 21st September, 1978.

(3) They shall come into force at once.

2. When leave earned.—(1) All service rendered by a Civil servant qualifies him to earn leave in accordance with these rules but shall not be earned during the period of leave.

(2) Any period spent by a civil servant in foreign service qualifies him to earn leave provided that contribution towards leave salary is paid to the Government on account of such period.

3. Earning and accumulation of leave.—(1) A civil servant shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of the period of duty rendered and credited to the leave account as "Leave on Full Pay", duty period of fifteen days or less in a calendar month being ignored and those of more than fifteen days being treated as a full calendar month for the purpose.

(2) If a civil servant proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.

(3) There shall be no maximum limit on the accumulation of such leave.

4. Civil servants in vacation department.—A civil servant in vacation department may earn leave on full pay:—

(a) When he avails himself of full vacation in a calendar year..... at the rate of one day for every calendar month of duty rendered.

(b) When during any year he is prevented from availing himself of the full vacation..... as for a civil servant in a non-vacation department for that year, and

- (c) When he avails himself of only a part of the vacation.....as in (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

5. Leave on full pay.—The maximum period of leave on full pay that may be granted at one time shall be as follows:—

- | | |
|--|----------|
| (a) Without medical certificate | 120 days |
| (b) With medical certificate | 180 days |
| Plus | |
| (c) On medical certificate from
leave account in entire service | 365 days |

Note.—**Under the Prescribed Leave Rules, 1955**—leave on half average pay could be converted into leave on full pay on the strength of Medical Certificate up to a maximum of twelve months in terms of leave on full pay in the whole service. The account of this kind of leave was separately maintained in column 14 (a) of the leave account under the said Rules. Such leave availed of by the civil servants before the introduction of these rules, shall be debited against the maximum limit of 365 days fixed under this rule.

6. Leave on half pay.—(1) Leave on full pay may, at the option of the civil servant, be converted into leave on half pay, the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one-half counting as one full day's leave on full pay.

(2) The request for conversion of leave referred to in sub-rule (1) shall be specified by the civil servant in his application for the grant of leave.

(3) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

7. Leave to be applied, etc., in terms of days.—Leave shall be applied for, expressed, and sanctioned, in terms of days.

8. Carry forward of existing leave.— All leave at credit in the account of a civil servant on the first day of July, 1978, shall be carried forward and expressed in terms of leave on full pay and the leave account in such cases shall, with effect from the first day of July, 1978, or, in the case of a civil servant who was on leave on that date, with effect from the date of his return from leave, be recast as under:—

- (i) Leave on average pay:
- | | | |
|-------------|----|---------|
| (a) 1 month | .. | 30 days |
| (b) 1 day | .. | 1 day |

(ii) Leave on half average pay:

- | | | |
|------------------|----|---------|
| (a) 1 month | .. | 15 days |
| (b) 2 days | .. | 1 day |

Note.—Fractions, if any, shall be ignored.

9. Extraordinary leave (leave without pay).—(1) Extraordinary leave without pay may be granted on any ground up to a maximum period of five years at a time, provided that the civil servant to whom such leave is granted has been in continuous service for a period of not less than ten years, and, in case a civil servant has not completed ten years of continuous service, extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the head of his office:

Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extraordinary leave.

(2) Extraordinary leave up to a maximum period prescribed under sub-rule (1) may be granted, subject to the conditions stated therein, irrespective of the fact whether a civil servant is a permanent or a temporary employee.

²²(3) Extraordinary leave may be granted retrospectively in lieu of absence without leave.

10. Recreation Leave.—(1) Recreation leave may be granted for fifteen days once in a calendar year, the debit to the leave account may, however, be for ten days leave on full pay:

Provided that such leave shall not be admissible to a civil servant in a vacation department.

11. Leave not due.—(1) Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty five days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed ninety days in all.

(2) Such leave may be converted into leave of half pay.

(3) Such leave shall be granted only when there are reasonable chances of the civil servant resuming duty on the expiry of the leave.

(4) Such leave shall be granted sparingly and to the satisfaction of the sanctioning authority ²³[...].

²²Added vide S.R.O.148(I)/82 [F.D's Notification No.F.1(45)-R-4/81], dated 13-2-1982, the Gaz. Of Pak., Extra., Part II, Page No.192, dated 17-2-1982.

²³Omitted vide S.R.O.218(KE)/93 [No.1(7)R-4/93-II], dated 24-10-1993, the Gaz. Of Pak., Part II, Extr., Page No.3453, dated 30-12-1993

12. Special Leave.—(1) A female civil servant, on the death of her husband, may be granted special leave on full pay, when applied for a period not exceeding one hundred and thirty days.

(2) Such leave shall not be debited to her leave account.

(3) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority either along with her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

13. Maternity Leave.—(1) Maternity leave may be granted on full pay, outside the leave account, to a female civil servant to the extent of ninety days in all from the date of its commencement or forty-five days from the date of her confinement, whichever be earlier.

(2) Such leave may not be granted for more than three times in the entire service of a female civil servant except in the case of a female civil servant employed in a vacation department who may be granted maternity leave without this restriction.

(3) For confinement beyond the third one, the female civil servant would have to take leave from her normal leave account.

(4) The spells of maternity leave availed of prior to the coming in to force of these rules shall be deemed to have been taken under these rules.

(5) Maternity leave may be granted in continuation of, or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female civil servant.

(6) Leave salary to be paid during maternity leave shall be regulated as for other leave in accordance with the formula contained in the Finance Division's Office Memorandum No.F.9(16) R.1/69, dated the 26th July, 1969, read with its Office Memorandum of even number dated the 28th November, 1969.

(7) The leave salary to be paid during maternity leave will, therefore, remain unaffected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave.

14. Disability Leave.—(1) Disability leave may be granted, outside the leave account on each occasion, up to a maximum of seven hundred and twenty days on such medical advice as the head of office may consider necessary, to a civil servant, other than a seaman or a civil servant in part-time service, disabled by injury, ailment or disease contacted in course or in consequence of duty or official position.

(2) The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.

15. Leave ex-Pakistan.—(1) Leave ex-Pakistan may be granted on full pay to a civil servant who applies for such leave or who proceeds abroad during leave, or takes leave while posted abroad, or is otherwise on duty abroad, and makes specific request to that effect.

(2) The leave pay to be drawn abroad shall be restricted to a maximum of three thousand rupees per month.

(3) The leave pay shall be payable in Sterling if such leave is spent in Asia other than Pakistan and India.

(4) Such leave pay shall be payable for the actual period of leave spent abroad subject to a maximum of one hundred and twenty days at a time.

(5) The civil servants appointed after the 17th May, 1958, shall draw their leave salary in rupees in Pakistan irrespective of the country where they spend their leave.

(6) Leave ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in rules 5, 6 and 9.

16. Leave Preparatory to retirement.—(1) The maximum period up to which a civil servant may be granted leave preparatory to retirement shall be three hundred and sixty-five days.

(2) Such leave may be taken, subject to availability, either on full pay, or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the civil servant.

²⁴[(3) An officer of BPS-21 or BPS-22 who, on or after the 19th day of February, 1991, opts to retire voluntarily after he has completed twenty-five years of service qualifying for pension may be granted leave preparatory to retirement equal to entire leave at his credit in his leave account on full pay or till the date on which he completes the sixtieth years of his age, whichever is earlier; provided that such officer shall not be entitled to conversion of leave preparatory to retirement on full pay under rule 6 into leave on half pay.]

²⁵[**17. Encashment of refused leave preparatory to retirement.**—(1) If in case of retirement on superannuation or voluntary retirement on completion of thirty years qualifying service a civil servant cannot, for reasons of public service, be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof be granted lump-sum leave pay for the leave refused to him subject to a maximum of ²⁶{three hundred and sixty-five} days leave on full pay.

²⁴Added vide Finance Division's Notification No. 1(8)R-4/89, dated 30-5-1991.

²⁵Added vide S.R.O.281(1)/86 [F.1(73)-R.4/84], dated 10-3-1986, the Gaz. Of Pak., Extr. Part II, Page No.417, dated 20-3-1986.

²⁶In rule 17, for the words "one hundred and eighty", wherever occurring, the words "three hundred and sixty-five" substituted vide S.R.O.70(KE)/2012 [F.1(7)R-4/2004], dated 29-8-2012, the Gaz. Of Pak., Extr., Part II, Pages 243-244, dated September 01, 2012.

(2) Such leave can be refused partly and sanctioned partly but the cash compensation shall be admissible for the actual period of such leave so refused not exceeding {three hundred and sixty-five} days leave on full pay.

(3) The payment of leave pay in lieu of such refused leave may be made to the civil servant either in lump-sum at the time of retirement or may, at his option, be drawn by him month-wise for the period of leave so refused.

(4) For the purpose of lump-sum payment in lieu of such leave, only the “Senior Post Allowance” will be included in “Leave pay” so admissible.

(5) In case a civil servant on leave preparatory to retirement dies before completing {three hundred and sixty-five} days of such leave, his family shall be entitled to lump-sum payment equal to the period falling short of {three hundred and sixty-five} days.

18. Power to refuse leave preparatory to retirement, etc.—(1) Ordinarily, leave preparatory to retirement shall not be refused.

(2) All orders refusing leave preparatory to retirement to a civil servant and recalling a civil servant from leave preparatory to retirement shall be passed only by the authorities specified blow:—

²⁷ {(i) For civil servants in BPS-20 and above.	Chief Executive.
(ii) For civil servants in BPS-17 to 19.	Appointing Authority prescribed in rule 6 of the Civil servants (Appointment, Promotion and Transfer) Rules, 1973; and
(iii) For civil servants in BPS-16 and below.	Appointing Authority prescribed in rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973;}

(3) The authorities specified in sub-rule (2) shall not delegate these powers to any other authority.

²⁸{ (4) All proposals regarding refusal of Leave Preparatory to Retirement to the officers in BPS-17 and above shall be submitted to the respective appointing authorities with detailed justification at least three months before the officer is due to proceed on such leave.}]

²⁷Substituted vide S.R.O.67(KE)/2001 [F.1(2)R-4/2000], dated 21-2-2001, the Gaz. Of Pak., Extr., Part II, Pages No.141-142, dated April 2, 2001.

²⁸Substituted vide S.R.O.67(KE)/2001 [F.1(2)R-4/2000], dated 21-2-2001, the Gaz. Of Pak., Extr., Part II, Pages No.141-142, dated April 2, 2001.

²⁹**18-A. Encashment of leave preparatory to retirement:—**(1) A civil servant may, fifteen months before the date of superannuation or thirty years qualifying service on or after the 1st July, 1983, at his option, be allowed to encash his leave preparatory to retirement if he undertakes in writing to perform duty in lieu of the whole period of three hundred and sixty five days or lesser period which is due and admissible:

³⁰{Provided that a civil servant who does not exercise the option within the specified period shall be deemed to have opted for encashment of LPR. This amendment shall be effective from the 5th March, 1990}:

³¹{Provided further that a civil servant appointed or posted as Officer on Special Duty with or without an assignment of duty, shall be deemed to have performed duties in lieu of the period of LPR within the meaning of this rule}.

(2) In lieu of such leave, leave pay may be claimed at any time during that period at the rate of pay admissible at the time the leave pay is drawn for the actual period of such leave subject to a maximum of ³²[three hundred and sixty-five] days.

³³{(2A) Encashment of leave preparatory to retirement (LPR) not exceeding three hundred and sixty five days shall be effective from the first day of July, 2012 and shall, for the entire period of leave refused or opted for encashment, be applicable to a civil servant retired or, as the case may be, retiring on or after the first day of July, 2012, provided such leave is available at his credit subject to a maximum of three hundred and sixty five days.

(2B) The encashment of LPR shall also be applicable to employees of the autonomous and semi-autonomous bodies under Administrative control of the Federal Government which have adopted basic pay scales scheme and these rules in toto}.

³⁴{(3) If at any time during such period, leave is granted on account of ill health supported by medical certificate or for performance of Hajj, the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for the period of leave so granted}.

(4) The civil servant shall submit the option to the authority competent to sanction leave preparatory to retirement, who shall accept the option and issue formal sanction for the payment of cash compensation.

²⁹Substituted vide Finance Division's Notification No.F1(73)-R4/84, dated 18-12-1984.

³⁰Added vide Finance Division's Notification No.F.1(1)-R4/90-320, dated 11-3-1990.

³¹Added vide Finance Division's Notification No.F1(1)R.4/2007, dated 27-10-2007.

³²In rule 18-A, in sub-rule (2), for the words "one hundred and eighty", the words "three hundred and sixty-five" substituted vide S.R.O.70(KE)/2012 [F.1(7)R-4/2004], dated 29-8-2012, the Gaz. Of Pak., Extr., Part II, Pages 243-244, dated September 01, 2012.

³³In rule 18-A, after sub-rule (2), new sub-rules (2A) & (2B) inserted vide S.R.O.70(KE)/2012 [F.1(7)R-4/2004], dated 29-8-2012, the Gaz. Of Pak., Extr., Part II, Pages 243-244, dated September 01, 2012.

³⁴In rule 18-A, for sub-rule (3) substituted vide S.R.O.70(KE)/2012 [F.1(7)R-4/2004], dated 29-8-2012, the Gaz. Of Pak., Extr., Part II, Pages 243-244, dated September 01, 2012.

- ³⁵{(5) For the purpose of payment in lieu of such leave.—
- ³⁶{(a) the rate of pay shall be the rate admissible at the time the leave pay is drawn.}
- (b) the leave pay may be drawn at any time for the period for which duty has already been rendered; and
- (c) only the “Senior Post Allowance” will be included in leave pay as admissible.}
- ³⁷{(6) Leave pay for the purpose of encashment of LPR shall be computed on the basis of pay and allowances reckonable towards pension as shown in the last pay certificate of a civil servant.}

³⁸**[19. In service death etc.—** (1) In case a Civil servant dies, or is declared permanently incapacitated for further service by Medical Board, while in service, a lump-sum payment equal to leave pay up to ³⁹{three hundred and sixty-five} days out of the leave at his credit shall be made to his family as defined for the purposes of family pension or, as the case may be, to the civil servant.

(2) For the purpose of lump-sum payment under sub-rule (1), only the “Senior Post Allowance” will be included in the leave pay so admissible.]

20. Reasons need not to be specified, etc.—(1) It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to a civil servant.

(2) Leave applied for on medical certificate shall not be refused:

Provided that the authority competent to sanction leave may, at its discretion, secure a second medical opinion by requesting the civil surgeon or Medical Board, as the case may be, to have the applicant medically examined.

21. Leave when starts and ends.—Instead of indicating whether leave starts or ends in the forenoon or afternoon, leave may commence from that day following that on which a civil servant hands over the charge of his post and may end on the day preceding that on which he resumes duty.

³⁵Substituted vide S.R.O.1023(I)/85 [F.No.1(73)-R4/84], dated 15-10-1985, the Gaz. Of Pak., Extr., Part II, Pages No.1865-1866, dated 21-10-1985.

³⁶Substituted vide S.R.O.268(I)/86 [No.F.1(73)-R4/84], dated 12-3-1986, the Gaz. Of Pak., Extr.,Part II, Page No.412, dated 19-3-1986.

³⁷In rule 18-A, after sub-rule (5), new sub-rules (6) added vide S.R.O.70(KE)/2012 [F.1(7)R-4/2004], dated 29-8-2012, the Gaz. Of Pak., Extr., Part II, Pages 243-244, dated September 01, 2012.

³⁸Substituted vide S.R.O.922(I)/85 [No.F.1(34)-R4/85], dated 16-9-1985, the Gaz. Of Pak., Extr., Part II, Page No.1699, dated 01-10-1985 effective from the date of issue.

³⁹Substituted vide S.R.O.11(KE)/2013 [No.F.1(7)R-4/2004], dated 18-2-2013, the Gaz. Of Pak., Extr., Part II, Page No.31, dated 28-2-2013.

22. Recall from leave, etc.—(1) If a civil servant is recalled to duty compulsorily with the personal approval of the head of his office from leave of any kind that he is spending away from his headquarters, he may be granted a single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty.

(2) In case the civil servant is recalled to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

(3) If the return from leave is optional, the civil servant is entitled to no concession.

23. Overstay after sanctioned leave, etc.—(1) Unless the leave of a civil servant is extended by the head of his office, a civil servant who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account.

(2) Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning.

24. Any type of leave may be applied.—A civil servant may apply for the type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances, for example, a civil servant may apply for extraordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to him, or he may proceed on extraordinary leave followed by leave on half pay and full pay rather than that on full pay, half pay, and without pay.

25. Combination of different types of leave, etc.—One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the civil servant:

Provided that leave preparatory to retirement shall not be combined with any other kind of leave.

26. Civil servant on leave not to join duty without permission before its expiry.—Unless he is permitted to do so by the authority which sanctioned his leave, a civil servant on leave may not return to duty before the expiry of the period of leave granted to him.

27. Leave due may be granted on abolition of post, etc.—(1) When a post is abolished, leave due to the civil servant, whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.

(2) The grant of leave in such cases shall, so long as he does not attain the age of superannuation, be deemed automatically to have also extended the duration of the post and the tenure of its incumbent.

28. Manner of handing over charge when proceeding on leave, etc.—(1) A civil servant proceeding on leave shall hand over the charge of his post, and if he is in Grade-16 and above, he shall, while handing over charge of the post sign the charge relinquishment report.

(2) If leave ex-Pakistan has been sanctioned on medical grounds, the civil servants shall take abroad with him a copy of the medical statement of his case.

29. Assumption of charge on return from leave, etc.—(1) A civil servant, on return from leave, shall report for duty to the authority that sanctioned his leave and assume charge of the post to which he is directed by that authority unless such direction has been given to him in advance.

(2) In case he is directed to take charge of a post at a station other than that from where he proceeded on leave, travel expenses as on transfer shall be payable to him.

30. Account Offices to maintain leave account.—(1) Leave account in respect of a civil servant shall be maintained as part of his service book.

(2) The accounts offices shall maintain the leave accounts of civil servants of whom they were maintaining the accounts immediately before the coming into force of these rules.

31. Leave to lapse when civil servant quits service.—All leave at the credit of a civil servant shall lapse when he quits service.

32. Pay during leave.—(1) Leave pay admissible during leave on full pay shall be the greater of—

- (a) The average monthly pay earned during the twelve complete months immediately preceding the month in which the leave begins; and
- (b) the rate equal to the rate of pay drawn on the day immediately before the beginning of the leave.

(2) When leave on half pay is taken, the amounts calculated under clauses (a) & (b) of sub-rule (1) shall be halved to determine the greater of the two rates.

⁴⁰[(3) A civil servant shall be entitled to the leave pay at the revised rate of pay if a general revision in pay of civil servant takes place or an annual increment occurs during the period of leave of the civil servant.]

⁴⁰Added vide S.R.O.1172(I)/94 [F.No.1(6)-R4/93], dated 21-9-1994, the Gaz. Of Pak., Extr., Part II, Page No.2278, dated 5-12-1994.

33. Departmental leave.—(1) Departmental leave may be granted to civil servants drawing pay in Grade 1 to 9 in the National Pay Scale and serving in the Survey of Pakistan or in any such other department as may be notified by the Finance Division on the conditions laid down in this rule.

(2) Departmental leave may be granted only to a civil servant whose services are temporarily not required and no leave other than leave-not-due is admissible.

(3) A subsistence allowance at such rate as the officer granting the leave may think fit but not exceeding half pay may be granted during departmental leave.

(4) The allowance shall be payable only on return to and resumption of duty after the expiration of the leave, whether taken by itself or combined with departmental leave without pay.

Provided that if a civil servant dies while on departmental leave the amount of allowance, if any, otherwise admissible up to the date of his death shall be paid to his heirs.

(5) Departmental leave with subsistence allowance may be granted during the recess by the head of the party or office to which the civil servant belongs only when the officer granting the leave considers it desirable to re-employ him in the ensuing field season and the leave so granted may, in special cases, be extended by the Surveyor-General up to a maximum of five hundred and forty days at a time.

(6) Departmental leave with subsistence allowance may be granted at times other than the recess for not more than one hundred and eighty days at a time by a Director or Deputy Director, Survey of Pakistan, provided such leave is granted in the interest of public service or work and not at the civil servant's own request.

(7) Leave granted may in special cases be extended by the Surveyor General up to a maximum of three hundred and sixty five days at a time.

(8) Leave on medical ground shall in no circumstances be regarded as granted in the interest of public service or work.

(9) Departmental leave without pay may be granted by the Surveyor-General in continuation of departmental leave with subsistence allowance in special cases as authorized by the Finance Division by a general or special order.

(10) When a civil servant holds a post in which the Surveyor-General considers that he is unlikely to be eligible for departmental leave in future, the Surveyor-General may, by special orders in writing, declare that, with effect from such date not being earlier than the civil servant's last return from departmental leave, as the Surveyor-General may fix, any balance of leave at debit in the civil servant's leave account shall be cancelled, and all leave earned after such date will be credited as due in the civil servant's

leave account, and all leave taken after such date, including departmental leave with allowances, if any, will be debited to it.

(11) Departmental leave may be combined with any other kind of leave which may be due.

34. Sick leave to a seaman.—A civil servant serving as an Officer, Warrant Officer or Petty Officer on a Government vessel may, while undergoing medical treatment for sickness or injury, either on his vessel or in hospital, be granted leave on full pay, outside his leave account, for a period not exceeding forty-five days by the Master or the Captain of the vessel provided that the civil servant is not malingering or his ill health is not due to such of his own action as cause or aggravate disease or injury.

35. Leave to disabled seaman.—A civil servant referred to in rule 34 who is disabled while performing his duty may be allowed leave on full pay for a maximum period not exceeding ninety days on each occasion if-

- (a) the disability is duly certified by a Government Medical Officer;
- (b) the disability is not due to the civil servant's own carelessness; and
- (c) the vacancy caused by his absence is not filled up.

36. Leave earned by civil servant employed in non-continuous establishment.—(1) A civil servant employed in a non-continuous establishment may be granted only earned leave and disability leave as admissible to, and subject to the conditions laid down for, a civil servant employed in a continuous establishment and no other kind of leave shall be admissible to such civil servant.

(2) A civil servant who is transferred from a non-continuous establishment to a continuous establishment and *vice-versa* shall carry forward the balance of earned leave at his credit on the date of his transfer.

Explanation.—In this rule, “non-continuous establishment” means an establishment which does not function throughout the year and “continuous establishment” means an establishment which functions throughout the year.

37. Quarantine leave.—(1) Quarantine leave is in the nature of extra casual leave and a substitute shall normally not be employed during the absence of a civil servant on such leave:

Provided that where the exigencies of service are compelling, the head of the office may employ a substitute for reasons to be recorded in writing.

(2) A civil servant may be granted quarantine leave outside his leave account to the extent that his authorized medical attendant recommends and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

38. Leave application, its sanction, etc.—(1) Except where otherwise stated, an application for leave or for an extension of leave must be made to the head of office where a civil servant is employed and, in case of the head of office, to the next-above administrative authority and the extent of leave due and admissible shall be stated in the application.

(2) An audit report shall not be necessary before the leave is sanctioned.

(3) When a civil servant submits a medical certificate for the grant of leave, it shall be by an authorized medical attendant ⁴¹[or other registered medical practitioner] in the form attached to these rules.

⁴²[(3A)No civil servant who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in the form attached to these rules.]

(4) Leave as admissible to a civil servant under these rules may be sanctioned by the head of a Ministry, Division, Department, Office or any other Officer authorized by him to do so and, when so required, leave shall be notified in the official Gazette.

(5) In cases where all the applications for leave cannot, in the interest of public service, be sanctioned to run simultaneously, the authority competent to sanction leave shall, in deciding the priority of the applications, consider:—

- (i) whether, and how many applicants, can, for the time being, best be spared;
- (ii) whether any applicants were last recalled compulsorily from leave; and
- (iii) whether any applicants were required to make adjustment in the timing of their leave on the last occasion.

39. Hospital leave and study leave.—subject to these rules, the provisions regarding hospital leave and study leave contained in the Fundamental Rules and Supplementary Rules shall apply to the civil servants.

(No.F.1(2)/Rev.I/78, dated 20-12-1980).

⁴³**40. Relaxation of Rules.**— The Federal Government may, in a case of hardship, relax all or any of the provisions of these Rules:

Provided that such relaxation shall not be less favorable to any benefit available to a civil servant under these Rules.]

⁴¹ Inserted vide Ministry of Finance' Notification No.F.1(22)-R4/82, dated 22-12-1982.

⁴² Inserted vide S.R.O.1068(I)/83 [No.847-R4/83], dated 19-11-1983, the Gaz. Of Pak., Extr., Part II, Page No.1935, dated 24-11-1983.

⁴³ Added vide Ministry of Finance' Notification No.F.1(4)-R4/92, dated 01-10-1992.

Form-I**FORM OF MEDICAL CERTIFICATE**

Signature of applicant.

MEDICAL CERTIFICATE FOR CIVIL SERVANTS RECOMMENDED FOR LEAVE OR EXTENSION
 I, _____ after careful _____ personal examination of
 the case, hereby certify that _____ whose signature is given above, is suffering from
 and I consider that a period of absence from duty of _____ with effect from
 is absolutely necessary for the restoration of his health.

Dated, the

Government Medical Attendant
⁴⁴[or other Registered Medical Practitioner.]

⁴⁵**Form-II**

FORM OF MEDICAL CERTIFICATE OF FITNESS TO RETURN TO DUTY

I do hereby certify that I have carefully examined of the
 department, and find that he has recovered from his illness and is now fit to resume duties
 in Government Service. I also certify that before arriving at this decision I have examined the original
 medical certificate (s) and statement (s) of the case (or certified copies thereof) on which leave was granted
 or extended, and have taken these into consideration in arriving at my decision.

Dated, the

Government Medical Attendant
 Or Other Registered Medical Practitioner.]

Form-III

G.F.R. 13.

APPLICATION FOR LEAVE

Notes:- Item 1 to 9 must be filled in by all applicants. Item 12 applies only in the case of
 Government Servants of Grade-16 and above.

1. Name of Applicant.
2. Leave Rules applicable.
3. Post held.
4. Department or Office.
5. Pay.
6. House Rent Allowance, Conveyance Allowance or other Compensatory Allowances drawn
 in the present post.
7. (a) Nature of leave applied for.
 (b) Period of leave in days.
 (c) Date of commencement.

⁴⁴Inserted vide Ministry of Finance' Notification No.F.1(22)-R4/82, dated 22-12-1982.

⁴⁵Added vide S.R.O.1068(I)/83 [No.847-R4/83], dated 19-11-1983, the Gaz. Of Pak., Extr., Part II, Page No.1935, dated 24-11-1983.

- 8. Particular Rule/ Rules under which leave is admissible.
- 9. (a) Date of return from last leave.
(b) Nature of leave.
(c) Period of leave in days.

Dated

Signature of applicant

10. Remarks and recommendations of the Controlling Officer.

11. Certified that leave applied for is admissible under Rule and necessary conditions are fulfilled.

Signature

Dated:

Designation

12. Report of Audit Officer

Signature

Dated

Designation

13. Orders of the sanctioning authority certifying that on the expiry of leave the applicant is likely to return to the same post or another post carry the compensatory allowance be drawn by him.

Signature

Dated

Designation

APPENDIX No. 7-B

THE PRESCRIBED LEAVE RULES, 1955

SHORT TITLE, COMMENCEMENT AND APPLICATION

1. (1) These rules may be called the Prescribed Leave Rules, 1955.

(2) They shall come into force at once and shall be deemed to have taken effect on and from the first day of January, 1954.

(3) They apply to all Government servants, including railway servants and servants of Non-Asiatic domicile, under the rule-making control of the ⁴⁶President who enter service on or after the 1st January, 1954, and to those who elect to be governed by them under rule 2, and when so applicable shall be in substitution of the corresponding provisions of the Fundamental Rules, the Supplementary Rules, the Revised Leave Rules, 1933 or the State Railway Leave Rules, 1930, as the case may be.

Government decision.-A question has been raised whether a government servant, who was on leave on 1st January, 1954 can, on opting for Prescribed Leave Rules, 1955, change his balance of leave into leave on average pay, or half average pay under the Prescribed Leave Rules with effect from 1st January, 1954. This question has been considered in consultation with the Comptroller and Auditor-General and it has been decided that in such a case recalculation of leave from the 1st January, 1954 and conversion thereof into leave on average pay or half average pay is admissible from the date the Prescribed Leave Rules, 1955, came into force subject to the condition that as a result of such conversion, the total period of leave on average pay or its equivalent may not exceed the period of leave on average pay that would have been admissible if the Prescribed Leave Rules, 1955, were applicable from the commencement of leave.

[G.P., M.F., O.M. No. F.2(33)-RI(2)/57, dated the 28th February, 1958.]

OPTION

2. (1) Government servants who entered service before the 1st January, 1954 may elect to continue to be governed by the existing leave rules applicable to them or to accept these rules.

(2) The option given by sub-rule (1) shall be exercised within a period of ⁴⁷(one year) from the date of publication of these rules in the official gazette and communicated to the Accounts Officer concerned in the case of Gazetted Officers

⁴⁶ Substituted by Ministry of Law Notification No.F.13(1)/59-D&L, dated 24-1-1961, Gaz. Of Pak., Extra., Pp.102-103, as issued vide their Notification No.F.2(18)/60-Lagis., dated 24-1-1961, Gaz. Of Pak., Pp 71-72.

⁴⁷ Substituted for "Six months" w.e.f. 5th November, 1955, vide G.P.M.F. Notification No. F.23(47)-RI(2)/55, dated the 30th December, 1955.

and to the Heads of the Offices in the case of non-gazetted staff and once so exercised shall be final.

(3) Government servants who do not exercise the option within the aforesaid period shall be deemed to have finally opted for the existing rules.

LEAVE ON AVERAGE PAY AND HALF AVERAGE PAY

3. ⁴⁸[-]

(A) CLASS IV GOVT. SERVANTS

- (i) Class IV Government servants ⁴⁹[-] shall earn at the rate of 1/22nd of the period spent on duty and the maximum that may be accumulated shall be two months. Any period earned in excess of two months shall be credited to a separate item in the leave account from which leave may be allowed on average pay on medical certificate or for the purpose of pilgrimage outside Pakistan, Burma, Ceylon and India.
- (ii) The amount of leave on average pay that may be taken at one time shall not exceed two months. This limit may be raised to six months when leave in excess of two months is taken on medical certificate or for the purpose of pilgrimage outside Pakistan, Burma, Ceylon and India.
- (iii) Leave on half average pay shall be earned at the rate of 1/22nd of the period spent on duty and accumulation of such leave shall be without limit. Such leave shall not be allowed except on medical certificate. It shall be permissible to convert leave on half average pay into leave on average pay at the rate of one day of leave on average pay for two days of leave on half average pay up to a maximum of six months on average pay.

(B) GOVERNMENT SERVANTS IN SUPERIOR SERVICE

- (i) Leave on average pay shall be earned at the rate of 1/11th of the period spent on duty and the maximum that may be accumulated shall be four months. Any period earned in excess of four months shall be credited to a separate item in the leave account from which leave may be allowed on average pay on medical certificate or for the purpose of pilgrimage, education or rest and recreation outside Pakistan, Burma, Ceylon and India.
- (ii) The amount of leave on average pay that may be taken at one time shall not exceed four months. This limit may be raised to six months when

⁴⁸ Omitted *vide* M.F. Notification No. F.11(1)-IMP.II/66, dated the 2nd January, 1967.

⁴⁹ Omitted *vide* M.F. Notification No. F.11(1)-IMP.II/66, dated the 2nd January, 1967.

leave in excess of four months is taken on medical certificate or for the purpose of pilgrimage, education or rest and recreation outside Pakistan, Burma, Ceylon and India.

- (iii) **Leave on half average pay shall be earned at the rate of ⁵⁰(1/12th of the period of duty) and accumulation of such leave shall be without limit. It shall be permissible to convert leave so allowed into leave on average pay on production of a medical certificate upto a maximum of 12 months on average pay. This conversion will be allowed at the rate of one day of leave on average pay for two days of leave on half average pay.**

(2) ⁵¹[-]

Government decisions.-{1} A point had been raised as to how the period of overstay of leave in the case of a Government servant governed by the Prescribed Leave Rules, 1955, should be regulated. This point has been considered and it has been decided with the concurrence of the Comptroller and Auditor-General that in the case of a Government servant governed by the Prescribed Leave Rules, 1955, who remains absent after the end of his leave, the period of such overstay should, unless the leave is extended by the competent authority, be treated as follows:

- (a) **IF THE OFFICER IS IN SUPERIOR SERVICE**
- (i) as leave on half average pay irrespective of the fact whether the overstay is supported by a medical certificate or otherwise,
 - (ii) as extraordinary leave to the extent the period of leave on half average pay due falls short of the period of overstay.
- (b) **IF THE OFFICER IS IN CLASS IV SERVICE**
- (i) as in (a) (i) above, if the overstay is supported by a medical certificate.
 - (ii) as extraordinary leave if the overstay is not supported by a medical certificate, or to the extent the period of leave on half average pay due falls short of the period of overstay if supported by medical certificate.

The Government servant is not entitled to leave salary during such overstay if leave is not covered by the extension of leave by the competent authority.

[G.P., M.F., O.M. No. F.23(12)-RI(2)/56, dated the 27th June, 1956.]

⁵⁰ Substituted for the words 'one month for each year' *vide* F.D. Notification No. F. 8(2)R2(RWP)/63, dated the 27th February, 1964.

⁵¹ Omitted w.e.f. 2-1-1967 *vide* M.F. Notification No. F. 11(l)-IMP.II/66, dated the 2nd January, 1967.

(2) Deleted by G.P., M.F., O.M. No. F.9(1)1.70-RI, dated the 5th November, 1970.

(3) A question was raised whether a Government servant who took leave on medical certificate could at his option be allowed to avail himself of leave on half average pay by converting it into leave on average pay under rule 3(b) (iii) of the Prescribed Leave Rules, 1955 even when leave on average pay was available at his credit. It has been held with the concurrence of the Comptroller and Auditor-General that the Government servant whose application for leave is supported by medical certificate can, at his option, be granted leave on half average pay under the rule referred to above and that he cannot be required to consume the balance of leave on average pay which may be due to him on the date of such application, before availing himself of leave on half average pay converted into leave on average pay.

[G.P.M.F., O.M. No. F. 8(17)-R2(RWP)/61, dated the 5th September, 1962.]

(4) A question was raised as to whether the limit of six months laid down in clause (ii) of rule 3 (b) applies to the leave taken under that clause only or whether it applies also to the leave *converted into leave on average pay* under clause (iii) taken alone or in combination with the leave on average pay under clause (ii). This question has been considered in consultation with the Comptroller and Auditor General and it has been held that the two clauses mentioned above are independent of each other. As such, the limit of six months laid down in clause (ii) does not apply to leave taken under clause (iii) and converted into leave on average pay. The conversion of leave on half average pay into leave on average pay under clause (iii) does not change the nature of leave which is debitible against the balance of leave on half average pay available in the leave account of the Government servant concerned. The maximum limits laid down in rule 7, however, apply to leave on half average pay (whether or not it is converted into leave on average pay) taken under clause (iii) alone or combined with leave on average pay under clause (ii) of rule 3(b).

[G.P., M.F., O.M. No. 904-RI/64, dated the 8th June, 1964.]

(5) The question of the maximum amount of leave on average pay that should be granted at anyone time to Government servants governed by the ordinary leave rules in the Fundamental Rules and the Prescribed Leave Rules, 1955, has been under consideration in this Ministry. The President is now pleased to decide that, in partial modification of the existing provisions of the rules, the maximum amount of leave on average pay which may be granted at any one time shall be as follows:-

(i) * * * * *

(ii) (a) *Superior Government servants governed by the Prescribed Leave Rules, 1955.*

Four months, irrespective of whether the leave is spent in Pakistan or outside Pakistan. This limit may be raised to 6 months if leave is taken on medical certificate or preparatory to retirement.

(b) *Class IV Government servants*

Two months. This limit may be raised to 6 months when leave is taken on medical certificate or preparatory to retirement.

These orders shall take effect from 1st April, 1966.

[G.P., F.D., O.M. No.F.10(5)-RI/66, dated 5th August, 1966.]

(6) The President has been pleased to order that with effect from the 21st March, 1972, the provisions of the Prescribed Leave Rules, 1955, as applicable to Government servants in superior service, shall be applicable also to Class IV Government servants.

[G.P., M.F., O.M. No. F.6(2)-RI/72, dated 17/5/72.]

CARRY FORWARD OF EXISTING LEAVE

4. (1) In the case of the Government servant who elects these rules, leave admissible on average pay or earned leave at his credit on the 1st January, 1954 shall be carried forward and further accumulation shall be subject to the limits mentioned in these rules.

⁵²**(2) In the case of a Government servant who elects these rules, leave on half average pay that shall be carried forward as balance at credit on 1st January, 1954 shall be the leave calculated at the rate prescribed in these rules as if that rate had been applicable to the Government servant concerned from the beginning of his service under Government less the period of leave with allowances other than leave on average pay or earned leave already taken by him under the rules applicable to him on the 31st December, 1953.**

Government decision.—With reference to rules 4(1) and (2) of the Prescribed Leave Rules, 1955 a question has been raised as to how the leave on average pay and half average pay shall be carried forward and credited in the leave account of those whose leave was regulated up to the 31st December, 1953 under:-

- (i) the ordinary Leave Rules in the Fundamental Rules, and
- (ii) the State Railway Leave Rules, 1930.

⁵² Inserted by G.P.M.F. Notification No. F.23(20)-RI/55, dated the 9 August. 1955.

2. The matter has been considered carefully and it has been decided with the concurrence of the Comptroller and Auditor-General that in cases falling under (i) above, the full balance of 1/11th at credit on the 31st December, 1953, may be credited to the current item in the leave account even though the leave on average pay so credited exceeds the limit of 4 months in the case of Superior Government servants and 2 months in the case of Class IV Government servants. Out of the leave at credit in the column of the balance of 2/11th a maximum period of one year minus the period of leave on average pay taken against the limit of one year as prescribed under the Fundamental Rules will be credited to the separate item in the leave account referred to in rule 3 (a) (i) and 3 (b) (i) of the Prescribed Leave Rules, 1955. If the leave on average pay thus credited to the current item exceeds the limit of 4 months/2 months, prescribed for Superior and Class IV Government servants respectively, all leave on average pay earned on and after 1st January, will be credited in the separate item referred to above until such time as the balance in the current item falls below the limits of 4 months/2 months. The leave on average pay earned thereafter will be credited to the current item subject to the maximum limits of 4 months/2 months.

3. In the case of Government servants whose leave was regulated up to the 31st December, 1953 under the State Railway Leave Rules, 1930, the entire leave on average pay at credit on that day may be credited in the current item of the leave account and if the leave thus credited exceeds 4 months/2 months respectively in the case of Superior/Class IV Government servants, all leave on average pay earned on and after the 1st January, 1954 will be credited to the separate item until such time as the balance in the current item falls below these limits. The leave on average pay earned thereafter will be credited to the current item subject to the maximum limits of 4 months/2 months.

4. The grant of the leave credited to the leave account according to the above instructions, shall be regulated under rules 3 (a) (ii) and 3(b) (ii) of the Prescribed Leave Rules, 1955.

5. The leave on half average pay that may be carried forward in the cases referred to above shall be calculated in accordance with rule 4(2) of the Prescribed Leave Rules, 1955.

[G.P., M.F. O.M. No. F.23(42)-RI(2)/56, dated the 3rd January, 1958.]

LEAVE NOT DUE

5. (1) Save in the case of leave preparatory to retirement, leave not due may be granted on half average pay up to a maximum of twelve months during the whole service if it is on medical certificate or three months during the whole service if it is not on medical certificate.

⁵³(2) When a Government servant returns from leave which was not due and was debited against his leave account, no leave on half average pay shall become due

⁵³ As revised by G. P. M.F., Notification No. F. 15(3)-R. 3/62, dated the 24th May, 1962.

to him until the expiration of a fresh period spent on duty sufficient to earn a credit of leave equal to the period of leave which he took before it was due. The accumulation of leave on average pay that may be earned subsequent to the return from leave not due shall remain unaffected but cannot be utilised except to the extent it exceeds half of the period of unadjusted "leave not due".

Government decision.-A question has been raised whether "leave not due" provided for in rule 5 of the Prescribed Leave Rules, 1955 is also admissible to a temporary Government servant who has elected to be governed by the Prescribed Leave Rules, 1955. It has been held that 'Leave not due' is not admissible under rule 5 of the Prescribed Leave Rules, 1955 to temporary Government servants irrespective of whether or not they have completed 3 years service.

[G.P., M.F., O.M. No.F.2(1)-RI(2)/57, dated the 20th March, 1957.]

LEAVE SALARY

6. ⁵⁴(1) Leave salary during leave on average pay shall be calculated on the basis of the average pay drawn during the twelve complete months preceding the months in which the leave is taken.

(2) Leave salary during leave on half average pay shall be equal to half the average pay calculated under sub-rule (1).

Government decisions—The formulae prescribed under the existing rules, for determination of rates of leave salary for different kinds of leave of ⁵⁵Federal Government servants, involve rather lengthy calculations. It has, therefore, been decided, after careful consideration, that henceforth a ⁵⁶Federal Government servant paid from the Civil Estimates shall be entitled to leave salary, for every period of leave on average pay, at a rate equal to the pay last drawn by him before the commencement of the leave, and, for every period of leave on half average pay, at a rate equal to half of that pay.

2. However, in cases in which the rate of leave salary in accordance with the above simplified formula happens to be lower than the rate that would be admissible under the relevant leave salary rules applicable prior to 1-7-1969, the Government servant concerned would be entitled to the latter rate.

3. These orders shall take effect from the 1st of July, 1969.

[G.P., M.F., O.M. No. F.9(16)-RI/69, dated 26-7-1969, read with Ministry of Finance, O.M. of even number, dated 28-11-69].

⁵⁴ As substituted *w.e.f.* 9th May, 1958 by G.P., M.F. Notification No. F.6(2)-RI(2)/57-II, dated 26th November, 1959.

⁵⁵ Substituted by Ministry of Law Notification No. F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra, Pp.435-436, dated 01-8-1975.

⁵⁶ Substituted by Ministry of Law Notification No. F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra, Pp.435-436, dated 01-8-1975.

MAXIMUM LEAVE PERMISSIBLE AT A TIME

7. The maximum amount of leave that may be taken at one time shall be one year, but if supported by a medical certificate it may be extended to two years.

GOVERNMENT SERVANTS IN VACATION DEPARTMENTS

- 8.(1) (a) Leave on average pay shall not be permissible to a Government servant ⁵⁷(--) serving in a Vacation Department in respect of duty performed in any year in which he avails himself of the full vacation.
- (b) Leave on average pay to such Government servant in respect of any year in which he is prevented from availing himself of the full vacation shall be such proportion of thirty days if he is a Government servant in Superior service or of fifteen days if he is in Class IV service, as the number of days of vacation not taken bears to the full vacation.
- (c) If in any year such Government servant does not avail himself of the vacation, leave on average pay shall be permissible to him in respect of that year as if he was in a non-vacation Department.
- (d) Such Government servants shall be entitled to earn and avail themselves of leave on half average pay like other Government servants.

EXTRAORDINARY LEAVE

⁵⁸8-A. (1) Extraordinary leave may be granted to an officer in special circumstances (a) when no other leave is by rule admissible, or (b) when other leave is admissible but the officer concerned applies in writing for the grant of extraordinary leave.

(2) Except in the case of an officer in permanent employ the duration of extraordinary leave shall not exceed 3 months or 12 months on any one occasion, the longer period being admissible, subject to such conditions as the President may by general or special orders prescribe, ⁵⁹() when the officer concerned is undergoing treatment for Tuberculosis in a recognised sanatorium or treatment for tuberculosis of bones or joints by a qualified specialist in tuberculosis or a Civil Surgeon ⁶⁰(or when the President is satisfied that the Officer is unable to resume duty for reasons beyond his control).

(3) The authority empowered to grant leave may commute retrospectively the period of absence without leave into extraordinary leave.

⁵⁷ Omitted w.e.f. 2nd January, 1967 vide M.F. Notification No. F. 11(D)-Imp.II/66, dated 12th April, 1967.

⁵⁸ Inserted by G.P.M.F. Notification No. 23 (41)-RI(2)/56, dated the 22nd January, 1957.

⁵⁹ The word "only" omitted by G.P.M.F. Notification No. F. 2(40)-RI(2)/57, dated the 25th July, 1958.

⁶⁰ Inserted by G.P.M.F., Notification No. F. 2(40)-RI(2)/57, dated the 25th July, 1958.

OTHER PROVISIONS

9. ⁶¹(1) **The existing provisions for Seamen's sick leave, maternity leave, hospital leave, study leave, ⁶²(special disability leave,) ⁶³(departmental leave) and quarantine leave shall be continued.**

⁶⁴(2) **Officers on contract shall continue to be governed in accordance with such terms for the grant of leave to Government servants engaged on contract as may be applicable to them.**

APPENDIX No. 8**Instructions issued by the Auditor-General under Fundamental Rule 74**

I. REVISED INSTRUCTIONS ISSUED BY THE AUDITOR-GENERAL IN ORDER TO SECURE EFFICIENCY AND UNIFORMITY OF AUDIT IN RELATION TO LEAVE PROCEDURE.

CERTIFICATE OF ADMISSIBILITY

(1) **Civil servants of B.P.S. 16 and above.**-Leave should be sanctioned to a Civil servant of these scales only after its admissibility has been certified by the Audit Officer who has been auditing his pay (except in the case of leave on full pay not exceeding 120 days if the Government servant concerned gives a certificate to the effect that leave on full pay not exceeding 120 days applied for is admissible to him and the sanctioning authority is satisfied, on the basis of facts known to it, that the leave is admissible.).

(2) **Civil servants of B.P.S. 15 and below.**-Before leave in Pakistan is sanctioned to a Civil Servant relating to above scales the authority sanctioning the leave should either consult the leave account prescribed in paragraph 147 and satisfy himself that the leave is admissible, or obtain a certificate to that effect from the officer entrusted with the attestation of the entries in the leave account. When the application is for leave

⁶¹ The existing provisions for additional kinds of leave referred to in sub-rule (1) are contained in the following roles:-

Seamen's Sick Leave	Supplementary Rules 274-275.
Maternity Leave	Supplementary Rules 267-268.
Hospital Leave	Supplementary Rules 269-273.
Study Leave	Appendix No. 9 to F.Rs. & S.Rs. Vol. II.
Special Disability Leave	Fundamental Rules 83, 83-A & 83-B.
Departmental Leave	Supplementary Rules 276-283.
Quarantine Leave	Section V(3) of Appendix No.3 to F.Rs. & S.Rs. Vol. II.

⁶² Inserted by G.P.M.F., Notification No. F. 2 (6)-RI (2)/57, dated the 5th August, 1957.

⁶³ Inserted by G.P.M.F., Notification No. F.2(60)-RI(2)/58, dated the 17th November, 1958.

⁶⁴ Please see Appendix No. 10 in the Compilation of F. Rs. & S. Rs. Vol. II.

out of Pakistan and the leave salary is payable abroad, the authority sanctioning the leave should obtain a certificate of admissibility from the Audit Officer concerned before sanctioning the leave.

(3) **Military Officers.**—When a Military Officer becomes subject to the Civil Leave Rules, the Defence Account Officer in charge of his record of pension service will, on application and on being furnished with the date of commencement of active service in Civil employ, furnish to the Audit Officer to whose audit he become subject, a memorandum showing the leave earned, the different kinds of leave taken (distinguishing those which should be deducted from the maximum leave admissible) and the balance of leave due under the Military Rules.

- (4) (a) Application for leave from Military Officers in civil employ, whether they are subject to the Military Leave Rules or the Civil Leave Rules should be sent through the Civil Audit Officer who audits, the pay of the officer going on leave. The Civil Audit Officer will, if he considers it necessary, consult the Defence Accounts Officer from whose payment the Officer is transferred to the Civil Department before certifying the leave and specifying the leave salary. No leave should be sanctioned to such an officer, before a report is received from the Civil Audit Officer.
- (b) In the case of a Military Officer subject to the Military Leave Rules, the Civil Audit Officer should obtain from the Defence Account Officer from whose payment the officer is transferred to the Civil Department, a certificate stating the amount of leave to which the officer is entitled, and the rate of leave pay and allowances admissible during the said period of leave, before issuing a leave salary slip, or a certificate of leave granted to an officer proceeding on leave out of Pakistan.

(5) **Government servants in foreign service.**—In the case of a Government servant on foreign service leave cannot be sanctioned until the Audit officer of the Government (Federal or Provincial), under which he was permanently employed at the time of his transfer to foreign service, has certified the amount of leave and the leave salary admissible.

NOTE.—In the case of Military Officers in temporary civil employ, the Defence Accounts Officer who receives the foreign service contributions of the officers concerned is responsible for certifying to the amount of leave and leave salary admissible, the necessary information in the case of military officers subject to the civil leave rule obtained from the civil audit officer concerned. Similarly in the case of Government servants in commercial department (*e. g.*, Railway, Posts and Telegraph and Telephone Departments) the certificate will be given by the Accounts officer concerned who is responsible for bringing the contributions to account.

PAYMENT OF LEAVE SALARY IN PAKISTAN

(6) **Civil servants of B.P.S. 15 and below.**-The leave salary of a civil servant of these scales on leave in Pakistan or on leave out of Pakistan cannot be drawn in Pakistan, except over the signature of the head of his office; and the latter is responsible for any over charge.

(7) **Civil servants of B.P.S. 16 and above.**-No Civil servant of these scales can begin to draw his leave salary at any office of payment in Pakistan without producing a leave salary slip from the Audit offices who audited his pay before he proceeded on leave.

(8) If during leave the Civil servant of B.P.S. 16 and above desires to change the office at which he receives payment of his leave salary, he must obtain a new slip from the Audit Officer within whose jurisdiction his leave salary was last paid.

(9) A Civil servant of B.P.S. 16 and above desirous of discontinuing his subscription to the General Provident Fund during leave should intimate his wishes in the matter to his Audit Office before proceeding on leave.

(10) If a Civil servant of B.P.S. 16 and above signs his bill himself he must either appear in person at the place of payment or furnish a life certificate signed by responsible officer of Government or some other well known and trustworthy person. If he draws his leave salary through an authorised agent, the agent, whether he has or has not a power of attorney, must either furnish a life certificate as aforesaid, or execute a bond to refund over-payments. A life certificate may be given periodically, a bond being given to cover intermediate payments not supported by life certificates.

(11) **Railway and Telegraph Departments and Military Engineer Services.**—In the case of the Railway and Telegraph Departments and the Military Engineer Services these rules will be generally applicable subject to any modifications which may be made by the Account Officer in accordance with special rules of the Department concerned.

(12) **Return to duty.**—Before returning to duty a Civil servant who has drawn his leave salary in Pakistan should obtain a last pay certificate from the Audit Officer within whose jurisdiction his leave salary was last paid, and deliver it to the Audit officer who audits his pay. Without such a certificate he cannot obtain payment of any arrears of leave salary or pay due to him.

LEAVE OUT OF PAKISTAN

(13) **Leave salary in respect of leave to be spent outside Pakistan by Govt. servants joining service before 18-5-1958.**—The leave salary in respect of such leave upto a maximum of 120 days will be authorised by the concerned civil Audit officer to the State Bank of Pakistan who will arrange for the payment in foreign currency. If the stay abroad is less than 120 days the excess drawn in foreign currency shall have to be

refunded to the State Bank. The leave pay to be drawn abroad shall be restricted to a maximum of Rs.3,000 per month.

NOTE:-When vacation is taken alone or combined with holidays and spent out of Pakistan or when vacation or/and holidays is/are prefixed or affixed to leave out of Pakistan and is/are actually spent out of Pakistan, the Government servant may be authorised to draw his pay or leave salary or both for whole period in foreign country as provided above.

LEAVE ACCOUNT

(14) The leave account should be kept in form (A.T.C. 8) under the Revised Leave Rules, 1980 for all civil servants of the Federal Government who were in service on the 1st July, 1978 including those who were on leave on that date and have not opted to retain the existing leave rules and all others, who enter service on or after 1-7-1978. The office in which the account should be kept for any Government servant and the person by whom the entries should be attested will be such as are prescribed by the Government.

(15) If a Civil servant of B.P.S. 16 and above is transferred permanently to another Government the Audit Officer of the lending Government should draw up a leave account indicating there-in the amount of leave at credit, leave salary for which should be borne by the lending Government and send it to the Audit Officer of the borrowing Government. The latter should pass on the debit in regard to leave salary for leave up to the extent indicated in the leave account as and when the Government servant takes leave after permanent transfer to the borrowing Government.

When a Civil servant of B.P.S. 15 and below is transferred permanently to another Government the head of the office from which he is transferred should prepare a leave account showing the amount of leave at credit on the date of permanent transfer and send it to the head of the office to which the Government servant is transferred. A copy of the leave account should also be sent at the same time to the Audit Officer of the office from which the Government servant is transferred so as to enable him to accept the debit on account of leave salary for leave up to the extent indicated in the leave account, as and when the Government servant takes leave.

II-SERVICE BOOK

(16) A Service Book in Form A.T.C. 4 is to be maintained for every Civil servant of Grades 15 and below for whom it is prescribed under the orders of the Government concerned. In this book every step in the Government servant's official life should be recorded and each entry attested by such superior officer as may be prescribed by the Government.

(17) If a Civil servant of B.P.S. 15 and below is transferred to foreign service, the Audit Officer of the Government (Federal or Provincial) under which he was

permanently employed at the time of his transfer to foreign service, will on receipt of the service book from the head of the office or department concerned have noted in it, over the signature of the Civil servant of B.P.S. 16 and above the order sanctioning the transfer, the effect of the transfer in regard to leave admissible during foreign service and any other particulars which he may consider to be necessary, and return the service book to the officer from whom it was received. On the Government servant's retransfer to Government service, the Audit Officer will again have noted in the service book, over the signature of Civil servant of BPS 16 and above, all necessary particulars concerned with the foreign service.

APPENDIX 9

(Fundamental Rule-84)

STUDY LEAVE RULES PRESCRIBED BY THE PRESIDENT

S.R.O.923(I)/85.—In exercise of the powers conferred by sub-section (1) of Section 25 of the Civil Servant Act, 1973 (LXXI of 1973), the President is been pleased to direct that the following further amendments shall be made in the Fundamental Rules, namely:-

In the aforesaid Rules, for Appendix 9 the following shall be substituted, namely:-

Government of Pakistan, Ministry of Finance Notification No.S.R.O.923(I)/85 [F.1(33)-R.4/85], dated 8th September, 1985, Gaz. Of Pak., Extraordinary Part II, Pages 1699-1703, dated 01-10-1985.

1. Study leave may be granted as additional leave to Government servants for the study of scientific, technical or similar problems, or in order to undertake special courses of instruction.

2. These rules are not intended to meet the case of Government servants deputed to other countries at the instance of Government, either for the performance of special duties imposed on them or for the investigation of specific problems connected with their technical duties. Such cases will continue to be dealt with on their merits under the provisions of Rules 50 and 51 of the Fundamental Rules.

3. The rules shall apply to the Department of Archaeology, Public Health and Medical Department, Geological Survey of Pakistan, Agricultural Department, Meteorological Department, Botanical Survey, Civil Veterinary Department, Factory Departments, Railway Division (Traffic, Locomotive & Engineering Branches), Pakistan Telegraph & Telephone Department, Zoological Survey of Pakistan, Education Department, Pakistan Public Works Department, Pakistan Forest Institute, and National Council for Conservation of Wild Life.

4. The rules may be extended by the authorities empowered to sanction study leave to any Government servant, including a Government servant of a Provincial Service, not belonging to any of the departments mentioned above, in whose case if the sanctioning authority is of opinion that leave should be granted in the public interest to pursue a special course of study or investigation of a scientific or technical nature.

5. The powers granted by these Rules to the Government of Pakistan or to local Governments may be delegated by them to the Ambassador for Pakistan subject to any condition they may think fit to impose.

6. Extra leave on half pay for the purpose of study leave may be taken either in or outside Pakistan. It may be granted to a Government servant of any of the Departments named above by the Local Government under whom he is serving provided that when a Government servant borne permanently on the cadre of one Province or department is serving temporarily in another Province or department the grant of leave is subject to the conditions:-

- (a) that the sanctioning authority can make local arrangements to carry on his work in his absence, and
- (b) that the sanction of the Province or department to which he is permanently attached is obtained before leave is given.

7. Study leave should not ordinarily be granted to Government servants of less than five years' service or to Government servants within three years of the date at which they have the option of retiring or, if they have the option of retiring after 25 years' service, within three years of the date at which they will complete 25 years' service. Nor should it be granted to Government servants who are about to retire on proportionate pension.

8. Ministries and Divisions of the Government of Pakistan may grant study leave to Government servants under their administrative control, subject to the restrictions which apply to the powers of a Local Government.

⁶⁵9. [The study leave should be granted with due regard to the exigencies of the public service. In no case should the grant of this leave, in combination with leave other than extraordinary leave or leave on medical certificate, involve absence of a Government servant for more than forty-eight months from regular duties, nor should it be granted with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave. The study leave if taken on different occasions, shall not exceed forty-eight months in entire service of a Government servant].

⁶⁵ Substituted vide S.R.O.437(1)/2004 [No.F.1(2)R.4/2003], dated 5th June, 2004, the Gaz. Of Pak., Extra., Part II, Pp.1417-1418, dated June 12, 2004.

10. A Government servant whose study leave is combined with any other kind of leave should be required to take his period of study leave at such a time as to retain, at its conclusion, a balance of other previously sanctioned leave sufficient to cover the period spent in returning to duty.

11. When a Government servant has been granted a definite period of study leave and finds subsequently that his course of study will fall short of the sanctioned period to any considerable extent, his absence from duty should be reduced by the excess period of study leave unless he produces the assent of the sanctioning authority in Pakistan to his taking it as ordinary leave.

12. Except as provided in Rule 13, all applications for study leave should be submitted with the Audit Officer's certificate to the Head of the Department through the prescribed channel and the course of courses of study contemplated and any examination which the candidate proposes to undergo should be clearly specified therein. If the course of study is abroad the Head of the Department should also forward to the Ambassador for Pakistan a copy of the approved programme of study. If it is not possible for the Government servant to give full details, as above, in his original application, or if, at leaving Pakistan, he wishes to make any changes in the programme which has been approved in Pakistan; he should submit particulars as soon as possible to the Ambassador for Pakistan. In such cases, he should not, unless prepared to do so at his own risk, commence the course of study, nor incur any expenses in connection therewith, until he receives approval to the course through the Ambassador.

13. (1) Government servants on leave ex-Pakistan who wish to convert part of the leave into study leave or to undertake a course of study during leave, should before commencing study and before incurring any expenses in connection therewith, submit a programme of their proposed course of study to the Ambassador for Pakistan. The programme should be accompanied by an official syllabus of the course, if one is available, and by any documentary evidence that the particular course, or examination, has the approval of the authorities in Pakistan, in the absence of such evidence the programme may, if approved by the Ambassador, be proceeded with, but no study leave allowance will be admissible until the concurrence of the authority concerned in Pakistan is received.

(2) Government servants on leave ex-Pakistan who desire to have it extended for purposes of study under these Rules, should address the Ambassador for Pakistan but in addition to furnishing a statement of proposed study they must support their application with documentary evidence of their having obtained the approval of the authorities concerned in Pakistan to their applying for an extension of leave. They must also produce documentary evidence of the concurrence of the authority concerned in Pakistan to the grant of study leave or study allowance or both.

14. No course of study will be recognised as qualifying for the grant of study allowance, or for study leave for any other purpose, unless it has been approved in at least broad outline by the sanctioning authority in Pakistan in accordance with Rules 12 and 13

above, and unless, in cases where it has not been found possible to submit full particulars to the authorities in Pakistan, it has been approved in detail by the Ambassador before it is begun.

15. A study allowance will be granted for the period spent in prosecuting a definite course of study at a recognised Institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study. In no case will subsistence allowance be granted in addition to study allowance and ordinarily travelling expenses will not be paid, but in exceptional cases claims will be considered on their merits by the Government of Pakistan or the Local Government.

16. Study allowance will be admissible up to 14 days for any period of vacation. A period during which a Government servant interrupts his course for his own convenience cannot be considered as vacation. Study allowance may be given at the discretion of the Government of Pakistan or a Local Government for any period up to fourteen days at one time during which the officer is prevented by sickness duly certified by a medical practitioner from pursuing the sanctioned course of study. In the case of a Government servant retiring from the service without returning to duty after a period of study leave the study allowance will be forfeited. If the Government servant is under civil leave rules the study leave will be converted into ordinary leave to the extent of the ordinary leave standing to his credit at the date of retirement. Any balance of the period of study leave mentioned above which cannot be so converted will be excluded in reckoning service for pension.

17. Government servants granted study leave are ordinarily required to meet the cost of fees paid for courses of study. In exceptional cases the Government of Pakistan or the Local Government will be prepared to consider proposals that such fees should be paid by Government.

18. On completion of a course of study a certificate on the proper form (which may be obtained from the Ambassador), together with certificates of examinations passed or of special study shall be forwarded to the authority which sanctioned the leave. In the case of a definite course of study at a recognised Institution the study allowance will be payable by the Ambassador or in Pakistan, as the case may be, on claims submitted by the Government servant from time to time, supported by proper certificates of attendance. When the programme of study approved under Rule 12 does not include or does not consist entirely of such a course of study, the Government servant shall submit to the Ambassador or to the authority in Pakistan which sanctioned his leave, as the case may be, a diary showing how his time has been spent, and a report indicating fully the nature of the methods and operations which have been studied, and including suggestion as to the possibility of applying such methods or operations to Pakistan. The sanctioning authority in Pakistan will decide whether the diary and report show that the time of the Government servant has been properly employed, and will determine accordingly for what period the study allowance referred to in Rule 15 may be granted.

19. Study leave will count as service for promotion and pension, but not for leave. It will not affect any leave which may already be due to a Government servant; it will count as extra leave on half average pay and will not be taken into account in reckoning the aggregate amount of leave on half average pay taken by the Government servant towards the maximum period admissible under the Fundamental Rules.

20. During study leave a Government servant will draw half pay. A Government servant may, subject to the approval of the proper authorities being obtained as required by Rule 12 or 13, undertake or commence a course of study during leave on average pay, and, subject to Rules 15 and 16, draw study allowance in respect thereof, provided that study allowance is not drawn for an aggregate period exceeding two years during the entire service of a Government servant. This rule applies to military officers in civil employment taking leave under the Fundamental Rules.

21. On an application for study leave abroad being sanctioned by a Local Government, it should inform the Ambassador of the particulars of the case. It will be necessary for the Government servant concerned to place himself in communication with the Ambassador, who will arrange any details and issue any letters of introduction that may be required.

APPENDIX No. 9-A

[Fundamental Rule 91 (4)]

List of British Dominions and Colonies in which leave-salary may be drawn in sterling.

(Not printed)

⁶⁶**APPENDIX No. 10**

(Fundamental Rules 103)

Model terms for the grant of leave to Government servants engaged on contract who are under the rule-making control of the President.

Government servants engaged on contract, whether recruited in Pakistan or overseas, who are subject to the rule-making control of the President shall be governed by the Revised Leave Rules, 1980, Appendix 7-A, except that the provisions of rules 5(c), 8, ⁶⁷[..] 14, 16, 17, 18, ⁶⁸18-A, 19, 27, 33, 34, 35, 36 and 39 thereof shall not apply.

Government Decision:—

⁶⁶ substituted vide. F. D. Notification No. F. I (78)-R. 4/84 dated 25-11-1984.

⁶⁷ Omitted vide S.R.O. Notification No I(7)-R.4/93-I, dated 24th October, 1993.

⁶⁸ Added vide Finance Division's Notification No. I(78)-R.4/84, dated 22-04-1987.

A question has been raised whether leave earned during one contract period not availed due to exigencies of service can be carried forward to an extended period of contract. The matter has been considered in this Division and it has been decided that the employees on contract may be allowed to carry forward their leave not availed due to exigencies of service @ of one half of the un-availed leave from one contract period to another extended period of contract. These orders shall take effect from 25th November, 1984.

[F. D. O. M. No. F. 1 (15) R- 4/85, dated the 25, March, 1985.]

⁶⁹APPENDIX No. 11

Orders issued by the President under Fundamental Rule 114.

The President is pleased to issue, under Fundamental Rule 114, the following orders regulating the amount of remuneration which may be sanctioned for a Government servant transferred to foreign service in Pakistan:—

1. When the transfer of a Government servant to foreign service in Pakistan is sanctioned, the period for which he is so transferred, the post which he shall hold in foreign service and the pay which he shall receive in such service must be precisely specified in the order sanctioning the transfer. If it is intended that he shall receive any remuneration, or enjoy any concession of pecuniary value, in addition to his pay proper, the exact nature of such remuneration or concession must be similarly specified. No Government servant will be permitted to receive any remuneration or enjoy any concession which is not so specified and if the order is silent as to any particular remuneration or concession, it must be assumed that the intention is that it shall not be enjoyed.
2. Save as hereinafter provided, a Government servant transferred to foreign service in Pakistan shall be allowed the same remuneration as he would have received, from time to time, in Government service, but for his transfer.
3. If the duties of a Government servant in foreign service involve a decided increase in work or responsibility in comparison with the duties of his post in Government service he may be granted a suitable increase in pay, with the prior concurrence of the competent authority.
4. If, by reason of his transfer to foreign service, a Government servant loses any privilege or concession of pecuniary value which he would have enjoyed in Government service or is constrained to incur extra expenditure due to the nature of his duties in foreign service or to the circumstances in which those

⁶⁹ As revised by G. P. M. F. O. M. No. 402-Regs. (R. W. P.) 60, dated the 14th May, 1960

duties are performed, he may be allowed a compensatory allowance or other suitable concession with the prior concurrence of the competent authority.

5. In all cases of transfer to foreign service in Pakistan, the foreign employer should be required—
 - (a) to pay contributions towards the leave salary and pension of the Government servant according to the ordinary rules regulating such contributions;
 - (b) to pay the Government servant his pay for the joining time granted to him on transfer to and reversion from foreign service at the rates prescribed in F. R. 107;
 - (c) to pay travelling allowance to the Government servant for journeys if any, performed by him on transfer to and reversion from foreign service (and for journeys performed on duty while in foreign service), according to the ordinary T. A. rules of the Government;
 - (d) to provide medical facilities to the Government servant while in foreign service similar to those which he would have enjoyed in Government service but for his transfer.
6. In addition to the Leave salary contribution provided for in paragraph 5 (a) above, the foreign employer shall bear the whole expenditure in respect of any compensatory allowance for periods of leave granted to the Government servant in or at the end of foreign service.
7. The foreign employer shall also be liable for leave salary in respect of disability leave granted to the Government' servant on account of a disability incurred in and through foreign service, even though such disability manifests itself after the termination of foreign service. The leave salary charges for such leave shall be recovered by the Government servant direct from the foreign employer.

Note— General instructions are contained in:

- (1) Fin. Divn. O. M. No. 321-R. 4/79. F. 12(3)-RI/79, dated 13th June. 1979.
- (2) F. 1 (1)-Imp./83, dated 18th August, 1983, regarding Scheme of Basic Scale of Pay.

APPENDIX No. 11-A**(Fundamental Rules 116 and 117)****Rates of contribution payable on account of pension and leave salary during foreign service.**

(1) **Pension Contribution.**—(a) Recovery of pension contribution shall be made at a uniform rate of 33 1/3 % of the mean of minimum and maximum of the pay scale held by the Government servant concerned at the time of his proceeding on foreign service, plus, other emoluments (reckonable for pension) which would have been admissible to him had he not been deputed on foreign service. The above prescribed rate of pension contribution shall apply to all Federal Government employees whether on deputation to foreign service within Pakistan or abroad.

(b) The pension contribution in all cases shall be payable by the foreign employers. However, in the case of Government servants on deputation to foreign service within Pakistan or abroad before 01-01-1982 pension contributions shall be paid by the foreign employers or the Government servants concerned, as the case may be, according to the agreed terms of deputation.

(c) In case the Government servant is on deputation outside Pakistan, the foreign employer (and where foreign employer is not agreeable to pay the pension contribution) the Government servant concerned shall during the period of foreign service pay to the Government of Pakistan pension contribution in foreign currency in accordance with the relevant rules and at the rates prescribed from time to time by the Government of Pakistan. The remittance shall be made by the foreign employer or the Government servant concerned through normal banking channel to the parent office of the Government servant concerned in Pakistan with a covering letter showing the relevant head of account. The parent office will send copies of challans and schedules to the Account Officer concerned for information and necessary action. On delayed payment of these contributions, the provisions of S. R. 307 shall apply. Till such time as the rates of pension contributions are ascertained and intimated by the Audit Office concerned the foreign employer or the Government servant concerned shall provisionally pay pension contribution in foreign currency at a uniform rate of 33 1/3% of the mean of minimum and maximum of the pay scale held by him at the time of his proceeding on foreign service, plus other emoluments (reckonable for pension) which would have been admissible to him had he not been deputed on foreign service.

(d) In the case of an employee of an autonomous/semi autonomous organisation, who renders service in a Government Department on deputation the concerned department may make payment of pension contribution to the autonomous organisation concerned at the prescribed rates, subject to the following conditions:—

- (i) The appointment of the individual concerned in the Government department was made with the consent of the head of the autonomous organisation and

with the approval of the competent authority in the Government department concerned, in accordance with the normal procedure for making such appointments.

- (ii) The regular employees of the autonomous organisation concerned are entitled, under specific rules of the organisation for the purpose, to the same benefits of pensions as are admissible to the civil servants of the Federal Government, and the employee concerned had rendered qualifying service for pension in his parent organisation before his appointment on deputation in the Government department concerned.
 - (iii) The autonomous organisation concerned agrees to count the service of the individual concerned under the Government for the purpose of pension, and
- (e) In the case of a Government servant who resigns from the public service to take up an appointment in an autonomous, semi-autonomous organisation as its regular employee, service in which counts for pension under the rules of that organisation, his resignation may not be treated as resignation of the public service in terms of Article 418(b), CSR and the autonomous organisation concerned may count Government service of such an employee for the purpose of pension and accept the full pensionary liability; the Government department concerned may, however, pay pension contributions to the organisation concerned at the prescribed rates in respect of the Government service rendered by the said employee. This will be subject to the following conditions:—
- (i) The application for appointment to the relevant post in the autonomous organisation concerned was made by the Government servant concerned through proper channel, or it was with the consent of the competent authority in the Government department concerned that the new appointment in the autonomous organisation concerned was taken up.
 - (ii) The Government servant concerned had, while tendering resignation from the public service, stated clearly that he was doing so to take up another appointment in the autonomous organisation concerned. This should be supported by his letter of resignation and its acceptance by the competent authority.
 - (iii) The service rendered by the Government servant concerned in the previous Government department was pensionable.

(2) **Leave salary.**—(a) No leave salary contributions shall be recovered from the foreign employers in Pakistan but leave/leave salary shall be sanctioned/ paid during the period of foreign service by the foreign employers. The Federal Government employees sent on deputation to foreign service who, under the revised procedure, are granted leave and paid leave salary by the foreign employers, shall not count the period spent on foreign service for earning leave under the Government of Pakistan.

(b) The terms of the person concerned during the period of his foreign service outside Pakistan will be regulated according to the rules of or the terms and conditions offered by the borrowing Government/organisation. Leave salary due in respect of such leave will be payable by the borrowing Government or Organisation to the person concerned. No part of leave earned by him during the period of foreign service will be credited to his leave account with the Government, nor will any liability in respect of leave salary on account of such leave devolve on the Government. The Government will not recover any leave salary contribution from the borrowing Government or Organisation.

(c) The person concerned will not be entitled to receive any leave salary from Government in respect of disability leave on account of any disability arising in or through foreign service, even though this disability might manifest itself even after the termination of foreign service.

Revised in the light of orders contained in Finance Division:

- (i) O. M. No. F. 5(5)-Reg. 7/79-1407, dated 15-12-1981.
- (ii) O. M. No. F. 5(2)-Reg 7/81-1352, dated 31-12-1981.
- (iii) O. M. No. F. 5(2)-Reg. 7/81-1168, dated 16-11-1982.
- (iv) O. M. No. F. 5(5)-R. 7/79, dated 29-1-1984.
- (v) Estt. Divn. O. M. No. 18 (48)/81-R(CV), dt. 24-4-1982.
- (vi) O. M. No. F.5(2)R-7/81(Vol. II), dated 4-9-85.

APPENDIX No. 12

Memorandum Explanatory of each rule contained in the Supplementary Rules.

(Not printed)

APPENDIX No. 13**(Supplementary Rule 2(6))****Authorities which exercise the powers of a competent authority under the various Supplementary Rules made by the President.**

S. No.	Number of supplementary rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
1.	4	Power to accept in the case of female candidates for Government service, a medical certificate of fitness, signed by any female medical practitioner.	All heads of departments.	Full power.
2.	10	Power to sanction the undertaking of work for which a fee is offered and the acceptance of a fee.	Director-General, Health.	Full power in respect of medical officers in civil employ, in regard to work of examiner, on behalf of a University or other examining body.
3.	11	Power to sanction the undertaking of work for which a fee is offered and the acceptance of a fee.	<ol style="list-style-type: none"> 1. Ministries and Divisions of the Government of Pakistan. 2. Comptroller and Auditor General. 3. Director General of Posts and Telegraphs. 4. Surveyor General, Survey of Pakistan. 5. Collector of¹Federal Excise. 6. All heads of department. 	<p>Full power</p> <p>Full power in the case of Government servants not directly appointed by the Government of Pakistan.</p> <p>Full power up to a maximum of Rs.500/- in each case. In the case of recurring fees this limit applies to the total of the recurring payments made to an individual in a year.</p>

¹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

S. No.	Number of supplementary rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
			7. Directors of the Survey of Pakistan. 8. Director-General, Health. 9. Director-General, Archeology. 10. Inspection-General of Forests. 11. Director, Zoological Survey of Pakistan. 12. Surveyor-General, Survey of Pakistan.	Full power up to a maximum of Rs.250/- in the case of Government servants not directly appointed by the Government or the Surveyor General. In the case of recurring fees this limit applies to the total recurring payments made to an individual in a year. Full power up to a limit of Rs. 1,200/= per annum in any individual case.
4	20	Power to declare the grade in which a Part time or fee-paid. Government servant shall rank.	Ministries and Divisions of the Government of Pakistan.	Full power
5.	24.	Power to decide the amount of Permanent traveling allowance to be drawn by a Government servant holding more than one post to which permanent traveling allowance is attached.	Ministries and Divisions of the Government of Pakistan.	Full power

S. No.	Number of supplementary rule	Nature of power	Authority to which the power is delegated	Extent of power delegated			
1	2	3	4	5			
6.	25	Power to grant a conveyance or horse allowance	Ministries/Divisions	<p>Power to sanction conveyance allowance up to the limits mentioned below to Government servants whose ordinary duties involves extensive traveling at or within a short distance from his headquarters, provided that:-</p> <p>(a) the power shall not be available in respect of officers and staff of the Ministries/Divisions themselves;</p> <p>(b) the expenditure can be met from within the sanctioned budget provision; and</p> <p>(c) the Financial Adviser has been consulted.</p>			
				Extent of mileage (Scale of meters)	Monthly rate of Conveyance Allowance		
					Civil servant BS-17 and above maintaining a car.	Civil servant BS 16 or below maintaining a motor cycle / scooters.	Civil servant of BS15 or below maintaining cycle
					Rs.	Rs.	Rs.
				From 161 to 240 km	140	45	30
				From 241 to 320 km	195	65	30
				From 321 to 400 km	250	80	30
				From 401 to 560 km	300	100	30
				Above 560 km	350	120	30

S. No.	Number of supplementary rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
7.	30(b)	Power to decide the shortest of two or more routes.	All heads of departments.	Full powers for journeys within their jurisdiction.
8.	31	Power to allow mileage allowance to be calculated by a route other than the shortest or cheapest.	All heads of departments.	Full powers for journeys within their jurisdiction provided, that the selection of such route is in the interests of Government.
9.	32	Power to decide the point in a station at which journeys begin or end.	Ministries and divisions of the government of Pakistan.	Full power.
10.	35	Power to declare a particular Government servant to be entitled to railway accommodation of a higher class than that prescribed for his grade.	All heads of departments.	Power to permit a Government servant (BS-1-2) to draw Inter-mediate fare when accompanying his superior officer on a train which provides no third class accommodation.
11.	40	Power to declare that Government servant (BS 1-2) is entitled for journey by steamer, to lowest class accommodation only.	All heads of offices.	Full Power.
12.	42	Power to decide in cases of doubt or hardship, the class of steamer accommodation to which a Government savant is entitled.	All heeds of departments.	Full Power
13.	48-B(ii)	Power to sanction travel by air.	Ministries and Divisions of the Government of Pakistan. Chief Justice, Supreme Court of Pakistan	Power only in case of absolute urgency and necessity. In regard to officers of the Civil Aviation Department the Ministry of Defense may exercise the power also in cases where journey by air is considered desirable for administrative reasons. Full Power in respect of Basic Scale I, II & III in cases of urgency and necessity.

S. No.	Number of supplementary rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
14.	59	Power to prescribe a Government Servants headquarter.	All heads of departments.	Full Power except for their deputies.
15.	60	Power to define the limits of a Government servants sphere of duty.	All heads of departments.	Full power.
16.	62	Power to decide whether a particular absence is absence on duty.	All heads of departments.	Full Power.
17.	63	Power to restrict the frequency and duration of journeys.	All heads of departments.	Full Power.
18.	64	Power to declare that the pay of a particular Government servant has been so fixed as to compensate for all journeys by road within his sphere of duty.	Ministries and Divisions of the Government of Pakistan. Chief Engineer, Pakistan Public Works Department.	Full Power. Full Power.
19.	66	Power to prescribe the scale of Government tents to be supplied.	Ministries and Divisions of the Government of Pakistan. Surveyor-General Survey of Pakistan.	Full Power. Full Power.
20.	Provisio-2 under 67	Power to allow exchange of double permanent traveling allowance for mileage allowance	Ministries and Divisions of the Government of Pakistan.	Full power.
21.	73	Power to grant exemptions from the rule limiting a halt on tour to ten days w.e.f. 1-1-1973 this restrictions has been removed wide O. M. No. 2(1)-Rev. 1/72, dated 20-12-1972	Comptroller and Auditor-General.	Power in the case of non-gazetted establishments
22.	75	Power to allow the exchange of daily for mileage allowance for the whole period of an absence from headquarters.	All heads of departments.	Full power.

S. No.	Number of supplementary rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
23.	76	Power to impose restrictions on the exchange of daily for mileage allowance on particular days by Government servants in superior service.	All heads of Departments.	Full power.
24.	77	Power to impose restrictions on the exchange of daily for mileage allowance by non-gazetted ministerial or class IV servants traveling in a public or hired conveyance.	All heads of Departments.	Full power.
25.	79	Power to allow the actual cost of maintaining a camp during a sudden journey away from it.	All heads of Departments.	Full power.
26.	80	Power to prescribe the scale of camp equipment, servants, horses, etc., to be carried at Government expense by a Government servant allowed to recover the actual cost of the first or last journey of an extensive tour.	All heads of Department.	Full power.
27.	81(a)	Power to permit the recovery of the actual cost of conveying camp equipment; horses, camels, motor cars, etc.	1. All heads of departments. 2. Administrative Superintendents of the Survey of Pakistan Department.	Full power. Full power.
28.	81(b)	Power to limit the number of conveyances, etc., and the weight of camp equipment carried as in rule 81(a).	All heads of Departments.	Full power.
29.	89	Power to permit the recovery of the actual cost of hiring a conveyance when no traveling allowance is admissible.	All heads of Departments.	Full power.
30.	91	Power to permit the recovery of the actual cost of maintaining camp equipage during a halt at or near headquarters.	All head of Departments.	Full Power.

S. No.	Number of supplementary rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
31.	105-A	Power to allow traveling allowance for a journey to join a first appointment.	(Political Resident for Gilgit and Baltistan) in respect of Gilgit.	Full Power.
32.	108	Power to allow a free passage to person joining a post by sea.	All head of Departments.	Full power in the case of persons appointed by them.
33.	116(a) I(iii)Note-2	Power to allow actual expenses for the carriage of personal effects by road between stations connected by rail.	All heads of Departments.	Full Power.
² 34	116(b) (iii)	Power to extend the time limit where the family of a transferred Government servant is unable to join him at the new station within six months due to shortage of accommodation, education of children, or on medical or compassionate grounds.	Ministries, Divisions and head of Departments.	³ Full power, subject to the following conditions:— (i) Instructions contained in Government Decision No. 15 under S. R. 116 are duly observed. (ii) Where advance of T.A. 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.
⁴ 35	116(b) (iii)	Power to relax the time-limit of one month in respect of family of a transferred Government servant preceding him.	Ministries, Divisions and Heads of Departments.	⁵ Full power, provided that the family performed the journey after the transfer orders of the Government servant were issued.
36.	116(c)	Power to prescribe the scale of tents to be carried at Government expense on transfer.	All heads of Departments.	Full Power.

² As per items 24 and 25 of Annex-II of F.D., O.M. No. F.1(5)-R.12/80, dated 11-03-1981.

³ As per items 24 and 25 of Annex-II of F.D., O.M. No. F.1(5)-R.12/80, dated 11-03-1981.

⁴ As per items 24 and 25 of Annex-II of F.D., O.M. No. F.1(5)-R.12/80, dated 11-03-1981.

⁵ As per items 24 and 25 of Annex-II of F.D., O.M. No. F.1(5)-R.12/80, dated 11-03-1981.

S. No.	Number of supplementary rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
37.	Proviso (a) to rule 128.	Power to sanction halts at hill stations in excess of ⁶ thirty days.	1. (i) Directors of Railway and Defence Audit. (ii) Accountants-General. (iii) Chief Auditors. 2. Heads of departments not mentioned in 1 above.	Full Power up to a limit of 30 days in the case of non-gazetted Government servants. Full Power up to a limit of 30 days.
38.	Proviso (b) to rule 128.	Power to intimate that a government servant who stays at a hill station in excess of ⁷ thirty days was required to stay on duty or permitted to stay during holiday.	1. (i) Directors of Railway and Defence Audit. (ii) Accountants-General. (iii) Chief Auditors. 2. All heads of Departments.	Full power in the case of non-gazetted government servants. Full power.
39.	Proviso (2) (i) to rule 130.	Power to disallow traveling allowance for a journey to attend an obligatory examination if the authority exercising the power considers that the candidate has culpably neglected the duty of preparing for it.	All heads of Departments.	Full Power.
40.	132	Power to permit recovery of traveling allowance for a journey to attend an examination other than those mentioned in Supplementary Rules 130 and 131.	1. Ministries and Division. 2. All heads of Departments.	Full Power. Power in the case of departmental examinations.
41.	160(b)	Power to allow the actual cost of a journey to appear before a medical board preliminary to voluntary retirement on invalid pension.	1. (i) Directors of Railway and Defence Audit. (ii) Accountants-General. (iii) Chief Auditors 2. Heads of departments not mentioned in 1 above	Full power in the case of Assistants Accounts Officers or Assistant Audit Officers and non-Gazetted Government servants. Full power.

⁶ Substitute *vide* F.D., O.M. No. 2(1)-Rev. 1/72, dated 20-12-1972.

⁷ Substitute *vide* F.D., O.M. No. 2(1)-Rev. 1/72, dated 20-12-1972.

S. No.	Number of supplementary rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
42.	164	Power to decide the rates of traveling allowance admissible to a Government servant or a student not already in Government service deputed to undergo a course of training.	<p>Ministries and Divisions.</p> <ol style="list-style-type: none"> 1. Director-General, Post and Telegraphs. 2. Auditor-General of Pakistan. 3. Auditor-General of Pakistan. 4. (i) Directors of Railway and Defence Audit. (ii) Accountants-General. (iii) Chief Auditors. 5. Heads of departments not mentioned in 4 above 	<p>Full power only in the case of the Government servants provided that daily allowance shall not be given for halts at the training headquarters:—</p> <p>(a) to gazetted Government servants, if the period of their training exceeds one month, and (b) to non-gazetted Government servants whose pay or allowances have been increased to meet the expense of training.</p> <p>Full power in the case of Government servants of and below the rank of probationers of the general list of the Pakistan Audit and Accounts Service.</p> <p>Full power in the case of non-gazetted government servants.</p> <p style="text-align: center;">Do.</p> <p style="text-align: center;">Do.</p> <p>Full power in the case of Government servants provided that they may not grant daily allowance for halts at the training headquarters.</p>

S. No.	Number of supplementary rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
				Full powers provided that they obtain the previous assent of the ⁸ President to the exercise of power in respect of officers of the Agency Surgeons.
43.	183	Power to fix amount of hire or charges when a Government servant is provided with means of locomotion at the expense of the state etc., but pays all the cost of its use of propulsion.	All heads of departments.	Full Power.
44.	190(a) & (b)	Power to grant traveling allowance to persons not in Government service attending commissions of enquiry, etc., or performing public duties in an honorary capacity, and to declare the grade to which such persons shall be considered to belong. (⁹ This does not include power to grant traveling, hotel and carriage expenses).	All heads of department	Full power
45.	190(c)	Power to delegate the power conferred upon them by serial No. 54 to the person presiding over the commission etc.	Ministries and Divisions.	Full power.
46.	191	Power to declare who shall be controlling officer.	1. Ministries and Divisions. 2. All heads of Departments.	Full Power. Full power, provided that they may not declare a Government servant to be his own controlling officer.

⁸Substituted by Ministry of Law Notification No.F.13(1)/59-D&L, dated 24-1-1961, Gaz. Of Pak., Extra., Pp.102-103, as issued vide their Notification No.F.2(18)/60-Lagis., dated 24-1-1961, Gaz. Of Pak., Pp.71-72.

⁹ Substituted *vide* Finance Division O.M. No. 2(1) Rev. 1/72, dated 20-12-1972.

S. No.	Number of supplementary rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
47.	195 (c)	Power to make rules for the guidance of controlling officer.	All heads of Departments.	Full Power.
48.	208	Power to grant leave to a gazetted government servant who is not in foreign service.	1. Ministries and Divisions. 2. Any authority to whom power has been delegated.	Full Power. Such part of the power of the delegating authority as that authority may delegate to it.
49.	208	Power to grant leave to a gazetted government servant in foreign service in Pakistan.	1. The foreign employer. 2. The authority which sanctioned the transfer to foreign service.	Full power to grant leave on full pay not exceeding 120 days. Full power.
50.	208	Power to grant leave to a gazetted Government servant in foreign service out of Pakistan if the foreign employer pays to general revenues leave contribution under sub-rule (b) of rule 123 of the Fundamental rules.	The foreign employer.	Full power to grant leave on full pay not exceeding 120 days.
51.	210	Power to waive proviso (a) to Supplementary rule 209.	All heads of Departments.	Full Power.
52.	211	Power to authorize departure from Supplementary Rule 211.	All heads of Departments.	Full Power.
53.	213	Power to accept a certificate signed by any registered medical practitioner as evidence of the fitness of a non-gazetted Government servant to return to duty.	The authority under which the Government servant will be employed on return from leave.	Full power.
54.	233	Power to grant leave to a government servant in respect of whom a medical committee has reported that there is no reasonable prospect that he will ever be fit to return to duty.	1. Ministries and Division. 2. All heads of Departments.	Full Power. Full power, except for their deputies.
55.	264(c)	Power to declare that a class of Government servants is serving in a vacation department.	Ministries and Divisions.	Full Power.

S. No.	Number of supplementary rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
56.	265	Power to decide in a case of doubt whether a particular Government servant is serving in a vacation department.	All heads of Departments.	Full power.
57.	267	Power to grant maternity leave.	1. All heads of Departments. 2. Any authority empowered to grant leave by Supplementary Rule 206 or serial No. 48 of this schedule.	Full power, except for their deputies. Full powers in the case of non-gazetted Government servants. In the case of gazetted Government servants power to extent described against serial No. 48.
58.	269	Power to grant hospital leave.	1. All heads of Departments. 2. Any authority empowered to grant leave by Supplementary Rule 206 or serial No. 48 of this schedule.	Full power, except for their deputies. Full powers in the case of non-gazetted Government servants. In the case of gazetted Government servants power to extent described against serial No. 48.
59.	274	Power to grant sick leave to seamen, etc.	Any authority empowered to grant leave by Supplementary Rule 206 or serial No. 48 of this schedule.	Full powers in the case of non-gazetted Government servants. In the case of gazetted Government servants, power to extent described against serial No. 48.
60.	284	Power to grant leave to a temporary Engineer of the Public works of Railway Department.	1. Ministries and Divisions. 2. Chief Engineer, Pakistan Public Works Department.	Full Power. Full Power.
61.	296	Power to permit the calculation of joining time by a route other than that which travelers ordinary use.	All heads of departments.	Full Power.
62.	301	Power to extend the joining time admissible under rule beyond the maximum of 30 days.	1. Ministries and Divisions. 2. Director, Intelligence Bureau. 3. Auditor-General.	Full Power. Full Power. Power in the case of non-gazetted establishments.

S. No.	Number of supplementary rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
63.	302	Power to extend joining time, on certain conditions, within a maximum of 30 days.	1. (i) Director of Audit, Railway and Defence Services. (ii) Accountants-General. (iii) Chief Auditors. 2. Heads of departments not mentioned in 1 above.	Full powers in the case of non-gazetted Government servants. Full Power.
64.	311	Power to allot a building or part of a building to a specified post.	1. Ministries and Divisions. 2. In the case of Post Offices Department and T&T Department residences the Director Generals of Post Offices and T&T Departments when such residences are allocated to gazetted posts, and the heads of the Circles of the two departments in other cases.	Full Powers Full Powers
65.	312(4)	Power to direct that an officer on leave shall be considered to be in occupation of a residence.	1. Ministries and Divisions, Superintending Engineers when the residence is in charge of the Public Works Department. Heads of Departments in other cases.	Full Powers.
66.	313(1)	Power to suspend the allotment of a residence.	1. Ministries and Divisions. 2. Director-Generals of Post Offices and T&T Departments. 3. Heads of Circles of Post Offices and T&T Departments.	Full powers Full power in the case of Post offices and T&T's residence allotted to gazetted posts. Full power in the case of Post Offices and T&T's residences allotted to non-gazetted posts.

S. No.	Number of supplementary rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
			<p>4. Superintending Engineers when the building is in-charge of the Public Works Department, Heads of Department, other than the Director Generals, Post Offices and T&T Department and Director, Institute of Veterinary (Research) in other cases.</p> <p>5. Chief Engineer, Pakistan Public Works Department.</p> <p>6. Superintending Engineers of the Pakistan Public Works Departments.</p>	<p>Full power in cases where the period for which the allotment of the residences is suspended does not exceed two months.</p> <p>Full power in the case of residences under the administrative control of the ¹⁰Federal Public Works Department allotted to Gazetted posts.</p> <p>Full power in the case of residences under the administrative control of the Pakistan Public Works Department allotted to non-gazetted posts.</p>
67.	313(4)	Power to allot residences of which the allotment has been suspended.	Superintending Engineer when the residence is in charge of the PWD, Head of Departments in other cases.	Full Power.
68.	314(a)	Power to approve sub-tenants.	Superintending Engineer when the residence is in charge of the P.W.D.	Full Power.
69.	314(c)	Power to permit rent paid by a sub-tenant to exceed that paid by lessor of a Government residence.	Ministries and Divisions.	Full Power.
70.	316	Power to permit an officer to store furniture, etc., in a residence during temporary absence.	Superintending Engineer which the residence is in charge of the P.W.D. Heads of Departments in other cases.	Full Power.

¹⁰Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

S. No.	Number of supplementary rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
71.	318 and 327	Power to nominate Public Works Officer to estimate the present value of residences, and power to determine the present value.	<ol style="list-style-type: none"> 1. Ministries and Divisions. 2. Superintending Engineers of the P.W.D. when the residences are in their charge. 3. Head of Circles (Including the Director of Wireless and the Controller of Telegraph Stores) when the residence is in charge of the Pakistan Post Offices and T&T Departments. 	<p>Full Power.</p> <p>Full Power.</p> <p>Full Power.</p>
72.	321(b) and 330(a)	Power to estimate probable cost of maintenance and repairs of leased residence.	Ministries and Divisions.	Full Power.
73.	321(b) and 330(b)	Power to estimate amount to be included for capital expenditure on additions and alterations in rents of leased residences.	Ministries and Divisions.	Full Power.
74	322(1)(a) and 331(1)	Power to estimate probable cost of maintenance and repairs of Government residences.	Superintending Engineer when the residence is in charge of the Public Works Department.	Full Power.
75.	322(1)(b) and 331(1)(a)	Power to fix percentage to be adopted for calculation of cost of maintenance and repairs to Government residences.	Department Garrison Engineers of Divisions when the residence is in charge of Military Engineer.	Full Power.
76.	322(3) and 331(3)	Power to revise amount or percentage referred to in supplementary rule 322 or 331.	Services authorities and Heads of Departments in other cases.	Full Power.
77.	325(1) and 334(1)	Powers to determine rent for certain services and the estimated capital cost.	Superintending Engineer when the residence is in charge of the P.W.D. Heads of Departments in other cases.	Full Power.
78.	325(2) and 334(2)	Power to determine charges for electric energy and water and meters.	Superintending Engineer when the residence is in charge of the P.W.D. Heads of Departments in other cases.	Full Power.

S. No.	Number of supplementary rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
79.	325(2) (a) and 334(2)(a)	Power to fix the amount of profit that may accrue to Government from charges for electric energy and water supplied.	Ministries and Divisions.	Full Powers.
80.	325(2)(b) and 334(2)(b)	Power to fix charges for the electric energy and water where no meters are provided.	Superintending Engineer when the residence is in charge of the Public Works Department. Heads of departments in other cases.	Full Powers.
81.	325(2)(d) and 334(2)(d)	Power to estimate the capital cost mentioned in clauses (a)(1) and (b) (1) of Supplementary Rules 325(2) and 334(2).	Superintending Engineer when the residence is in charge of the Public Works Department. Heads of Departments in other cases.	Full Powers.
82.	Proviso to 325(2) and 334(2)	Power to group a number of residences for purposes of assessment of charges for electric energy, water and meters.	Superintending Engineer when the residence is in charge of the Public Works Department. Heads of Departments in other cases.	Full Powers.

APPENDIX No. 14

[Supplementary Rule 2(10)]

List of Officers Declared to be Heads of Departments for Purposes of the Supplementary Rules.

The President is pleased to declare the following officers to be Heads of Departments for the purposes of the above rules.

LIST OF HEADS OF DEPARTMENTS

Aviation Division

1. Director-General, Civil Aviation Authority.
2. Managing Director, Pakistan International Airlines.
3. Managing Director, Airport Development Authority.
4. Director-General, Meteorological Department.
5. Force Commander, Airport Security Force.

Cabinet Secretariat

1. Chairman, National Language Authority.
2. Chairman, SUPARCO.
3. Director, Computer Service Bureau-cum-Training Centre.
4. Senior Member, Federal Land Commission.
5. Controller, Stationery and Forms.
6. Chairman, Federal Inspection Commission.
7. Chairman, Federal Public Service Commission.
8. Chairman, Service Tribunal.
9. Director-General, Academy of Administrative Training, Lahore.
10. Director, Secretariat Training Institute.
11. Director-General, Staff Welfare Organization.
12. Director-General, Department of Communications Security, Islamabad.

Commerce Division

1. Chief Controller of Imports and Exports.
2. Vice-Chairman, Export Promotion Bureau.
3. Registrar, Trade Marks.
4. Chairman, Cotton Board.
- ⁸⁰4-A. Manager, Postal Life Insurance, Lahore.
5. Controller of Insurance.
6. Chairman, Rice Export Corporation.

⁸⁰ Added vide F.D. Notification No.F.4(8)-R.2/86, dated 24-8-1986.

Communications Division

1. Director-General, Pakistan Post Office.
2. All Postmasters General.
3. General Manager, Postal Life Insurance, Karachi.
4. Director, Accounts, Post Office Department, Lahore.
5. Director-General, Telegraphs and Telephones.
6. All General Managers, Telecommunication/Telephones Regions.
7. Comptroller, Posts & Telegraphs Accounts.
8. Director, Telegraph Stores and Workshops.
9. Chief Engineering Adviser, Navigation Directorate.
10. Superintendent of Light houses, Karachi.
11. Principal Officer, Mercantile Marine Department, Karachi.
12. Controller of Shipping, Karachi.
- ⁸¹13. Director, Postal Staff College, Islamabad.

Culture, Sports and Youth Affairs Division

1. Chairman ⁸²Federal Board of Film Censors.
2. Director of Archives.
3. Director General, Directorate of Archaeology.

Defence Division

1. Pakistan Military Accountant-General, Rawalpindi.
2. Surveyor-General, Survey of Pakistan, Rawalpindi.
3. Director, Military Lands and Cantonments.
4. Secretary, Pakistan Armed Forces.

Defence Production Division

1. Director-General, Heavy Rebuild Factory, Taxila Cantt.
2. Director-General, Directorate-General Munitions Production.
3. C. S. and S. A., Defence Science Technology.
4. Director-General, Directorate-General of Defence Purchases,
5. Director-General, Pakistan Aeronautical Complex.
6. Director-General, Vehicle Research and Development Establishment.
7. Director, Armament Research and Development Establishment.
8. Director-General, Institute of Optronics.

Education Division

1. Director, ⁸³Federal Bureau of Education.

⁸¹ Added vide F.D. Notification No.F.4(9)-R-2/86, dated 30-11-1986.

⁸²Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra, Pp.435-436, dated 01-8-1975.

2. Director, Directorate of Nationalised Educational Institutions.
3. The Registrar, Copyrights, Copyright Office.
4. Director, Federal Government Educational Institutions.
5. Director, Department of Libraries.

Environment and Urban Affairs Division

1. Superintending Engineer, Quaid-e-Azam Memorial Fund Board.

Finance Division

1. Auditor-General of Pakistan, Lahore.
- ⁸⁴1-A. Director General of Computerisation under the control of Department of the Auditor General of Pakistan, Lahore.
- ⁸⁵1-B. Director General, Performance Audit Wing, Auditor General of Pakistan, Lahore.
2. Dy. Auditor-General (Admn.).
3. Dy. Auditor-General (Training & Re-organisation).
4. Accountant-General, Pakistan Revenues, Islamabad.
5. Accountant- General, Sind, Karachi.
6. Accountant-General, N. W. F. P., Peshawar.
7. Accountant-General, Punjab, Lahore.
8. Comptroller, Baluchistan, Quetta.
9. Comptroller, Northern Area, Gilgit.
10. Director-General Railway Audit, Lahore.
11. Director-General, Audit Defence Service, Karachi.
12. Director General, Commercial Audit, Karachi.
13. Director-General, Audit, P. T & T., Lahore.
14. Director-General, Audit & Accounts (Works), Lahore.
15. ⁸⁶Director General Audit (Foreign & International), Islamabad.
16. Director, Revenue Receipt Audit, Lahore.
17. Commissioners of Income Tax/Appeal/Wealth Tax.
18. Collectors of Customs.
19. Director of Training (Income Tax), Lahore.
20. Collectors of ⁸⁷Federal Excise and Land Customs.
21. Director of Inspection (Taxes), Islamabad.
22. Commissioner of Income Tax, Survey & Collation, Karachi.
23. Director, Inspection (C & CE), Karachi.
24. Director of Training (C & CE), Karachi.
25. Directors of Vigilance. Islamabad/Lahore/Karachi.

⁸³Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

⁸⁴ Added vide F.D. Notification No.4(1)R-2/87, dated 30-04-1987.

⁸⁵ Added vide F.D. Notification No.F.4(2)R-2/87, dated the 2nd July, 1987.

⁸⁶Substituted vide F.D. No.F.9(1)R.2/2008-1084, dated 14-11-2008.

⁸⁷Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

26. Director of Research & Statistics, C. B. R., Islamabad.
- ⁸⁸26-A. Director General, Intelligence and Investigation, C.B.R.
27. Regional Commissioners of Income Tax, Karachi/Lahore/Rawalpindi.
28. Master of the Mint, Pakistan, Mint, Lahore
29. Chief Director, National Savings.
30. Financial Advisers and Chief Accounts Officer, Railways.
31. Director. Finance Service Academy.
32. Chairman, Corporate Law Authority.
33. Chief Coordinator, Computer Wing of C. B. R.
- ⁸⁹34.(i). Director of Survey, Vigilance, Inspection and Audit, Income Tax Department, Northern Region, Islamabad.
- (ii). Director of Survey, Vigilance, Inspection and Audit, Income Tax Department, Central Region, Lahore.
- (iii). Director of Survey, Vigilance, Inspection and Audit, Income Tax Department, Southern Region, Karachi.
- ⁹⁰35. Chief Coordinator Computerization and Programming, Customs, ⁹¹Federal Excise and Sale Tax, Karachi.
- ⁹²36. Coordinator Computerization and Programming, Customs, ⁹³Federal Excise and Sale Tax, Karachi.
- ⁹⁴37. Director General (Audit), Earthquake Reconstruction and Rehabilitation Authority (ERRA), Islamabad.
- ⁹⁵38. Director General, District Audit Punjab (South), Multan.
- ⁹⁶39. Rector, Pakistan Audit & Accounts Academy, Lahore.
- ⁹⁷40. Chief Commissioner, Large Taxpayer Unit-II, Karachi.
- ⁹⁸41. Chief Commissioner, Regional Tax Office, Sahiwal.
- ⁹⁹42. Director General Audit, Power, Lahore.
- ¹⁰⁰43. Director General Audit, Water Resources, Lahore.
- ¹⁰¹44. Commissioner of Inland Revenue (Appeal-IV), Karachi.
- ¹⁰²45. Commissioner of Inland Revenue (Appeal-V), Karachi.
- ¹⁰³46. Commissioner of Inland Revenue (Appeal-IV), Islamabad.

⁸⁸ Added vide F.D. Notification No.F.4(5)R-2/87, dated 22-06-1986.

⁸⁹ Added vide F.D. Notification No.F.4(10)Reg.2/87, dated 01-04-1987.

⁹⁰ Added vide F.D. Notification No.F.4(5)R.2/87, dated 30-9-1987.

⁹¹ Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra, Pp.435-436, dated 01-8-1975.

⁹² Added vide F.D. Notification No.F.4(5)R.2/87, dated 30-9-1987.

⁹³ Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra, Pp.435-436, dated 01-8-1975.

⁹⁴ Added vide F.D. No.F.9(1)R.2/2006-1197, dated 08-01-2006.

⁹⁵ Added vide F.D. No.F.9(1)R.2/2008-1061, dated 06-11-2008.

⁹⁶ Added vide F.D. No.F.9(1)R.2/2014-1066, dated 21-12-2015.

⁹⁷ Added vide F.D. No.F.9(1)R.2/2014-68, dated 16-2-2016.

⁹⁸ Added vide F.D. No.F.9(1)R.2/2014-583, dated 21-9-2017.

⁹⁹ Added vide F.D. No.F.9(1)R.2/2018-91, dated 07-6-2018.

¹⁰⁰ Added vide F.D. No.F.9(1)R.2/2018-91, dated 07-6-2018.

¹⁰¹ Added vide F.D. No.F.9(1)R.2/2014-783, dated 08-09-2015.

¹⁰² Added vide F.D. No.F.9(1)R.2/2014-783, dated 08-09-2015.

¹⁰³ Added vide F.D. No.F.9(1)R.2/2014-783, dated 08-09-2015.

- ¹⁰⁴47. Commissioner of Inland Revenue (Appeal-V), Lahore.
¹⁰⁵48. Commissioner of Inland Revenue (Appeals), Bahawalpur.
¹⁰⁶49. Commissioner of Inland Revenue (Appeals), Quetta.
¹⁰⁷50. Commissioner of Inland Revenue (Appeals), Sialkot.
¹⁰⁸51. Commissioner of Inland Revenue (Appeals), Sargodha.
¹⁰⁹52. Directorate of Intelligence & Investigation (IR), Hyderabad.
¹¹⁰53. Directorate of Intelligence & Investigation (IR), Peshawar.
¹¹¹54. Directorate of Intelligence & Investigation (IR), Multan.

Food, Agriculture and Cooperative Division

1. Adviser & Director, Plant Protection Department, Karachi.
2. Marketing Adviser, Agriculture and Livestock, Karachi.
3. Secretary, Pakistan Central Cotton Committee, Karachi.
4. Director of Accounts, Food & Agriculture Division, Karachi.
5. Director (Food), Directorate General of Food, Karachi.
6. Director. Zoological Survey Department, Karachi.
7. Director-General, Soil Survey of Pakistan. Lahore.
8. General Manager, Federal Directorate of Fertilizer Imports, Lahore.
9. Director, Federal Seed Certification Department, Lahore.
10. Director, National Seed Registration Department, Islamabad.
11. Director-General, Water Management Cell, Islamabad.
12. Conservator (Wildlife), National Council for Conservation of Wildlife, Islamabad.
13. Director-General, Pakistan Forest Institute, Peshawar.
14. Chairman, Agricultural Prices Commission, Islamabad.

Agriculture Research Division

1. Chairman, Pakistan Agricultural Research Council, Islamabad.

Health Division

1. Director, Jinnah Postgraduate Medical Centre, Karachi.
2. Director, Central Health Establishments, Karachi.
3. Director, T. B. Centre, Rawalpindi.
4. Director, Malaria Control, Rawalpindi.

Special Education and Social Welfare Division

1. Principal, Special Education School for Deaf.
2. Principal, Special Education School for Mentally Retarded.

¹⁰⁴ Added vide F.D. No. F.9(1)R.2/2014-783, dated 08-09-2015.

¹⁰⁵ Added vide F.D. No. F.9(1)R.2/2014-783, dated 08-09-2015.

¹⁰⁶ Added vide F.D. No. F.9(1)R.2/2014-783, dated 08-09-2015.

¹⁰⁷ Added vide F.D. No. F.9(1)R.2/2014-783, dated 08-09-2015.

¹⁰⁸ Added vide F.D. No. F.9(1)R.2/2014-783, dated 08-09-2015.

¹⁰⁹ Added vide F.D. No. F.9(1)R.2/2014-783, dated 08-09-2015.

¹¹⁰ Added vide F.D. No. F.9(1)R.2/2014-783, dated 08-09-2015.

¹¹¹ Added vide F.D. No. F.9(1)R.2/2014-783, dated 08-09-2015.

3. Principal, Special Education School for Orthopaedically Disabled.
4. Principal, Special Education School for Blind.

Industries Division

1. Controller of Patents and Designs.
2. Chief Inspector of Explosives.
3. Director-General, Investment Promotion Bureau.
4. Director-General, Department of Supplies.
5. Textile Commissioner.

Information and Broadcasting Division

1. Principal Information Officer.
2. Director-General of Films and Publications.
3. Controller of Films Production, Directorate of News Reels and Documentaries.
4. Director-General, Pakistan National Centre.
5. Director-General of Research & References.

Interior Division

1. Director-General, Civil Defence.
2. Director-General, Federal Investigation Agency.
3. Director of Immigration and Passports.
4. Chairman, Pakistan Narcotics Control Board.
5. Director-General, Pakistan Coast Guard.
6. Director-General, Pakistan Rangers, Lahore.
7. Director-General, Registration, Islamabad.
8. Director-General, F. C, Peshawar.
9. Inspector-General, F. G., Quetta.
10. ¹¹²Director General, Northern Area Scouts.

Kashmir Affairs and Northern Affairs Division

1. Commissioner, Northern Areas, Gilgit.
2. Judicial Commissioner, Northern Areas, Gilgit.
3. Director, Health Services.
4. Director of Education, Northern Areas, Gilgit.
5. Director, Civil Supplies & Transport for Northern Areas, Rawalpindi.
6. Officer In-charge, J&K Refugees Rehab. Organisation, Rawalpindi.
7. Administrator, J&K Property, Lahore.
8. Director-General. NAWO, Gilgit.

¹¹² Added vide F.D. No.F.9(1)R.2/2004-268-B, dated 15-06-2004.

Labour Division

1. Chairman, National Industrial Relations Commission, Islamabad.
2. Chairman, Implementation Tribunal for Newspaper Employees, Islamabad.
3. Central Inspector, Central Inspectorate of Mines, Islamabad.
4. Director, Directorate of Workers Education, Islamabad.

Law Division

1. Chief Justice of Pakistan, Supreme Court of Pakistan, Islamabad.
2. Chairman, Income Tax Appellate Tribunal.
3. Principal, Federal Government Law College, Islamabad.
4. Chairman, Federal Shariat Court, Islamabad.
5. Secretary, Law Commission.

Livestock Division

1. Principal Scientific Officer, Department of Quarantine Station, Karachi.
2. Director-General, Department of Marine Fisheries, Karachi.
- ¹¹³3. Director, Animal Quarantine Department, Karachi.

Manpower Division

1. Director-General, Bureau of Immigration.
2. Director-General, National Training Board.
3. Director-General, National Training Pool,
4. Director, Pakistan Manpower Institute, Islamabad.

Petroleum and Natural Resources Division

1. Director-General, Geological Survey of Pakistan.

Planning and Development Division

1. Project Director, National Fertilizer Centre.
2. Managing Director, Energy Planning Project.
3. Chief, National Transport Research Centre, Islamabad.

Population Welfare Division

1. Director-General, Punjab Population Welfare Office, Lahore.
2. Director-General, Sind Population Welfare Office, Karachi.
3. Director-General, NWFP Population Welfare Office, Peshawar.
4. Director-General, Baluchistan Population Welfare Office, Quetta.

¹¹³ Added vide F.D. Notification No.F.4(4)-R.2/87, dated 27th July, 1987.

Railways Division

1. Federal Government Inspector of Railways, Lahore.
2. Principal, Pakistan Regional Railway Training Centre, Lahore.

Religions Affairs and Minority Affairs Division

1. Director, Directorate of Hajj, Karachi.
2. Director-General, Directorate-General of Hajj, Jeddah.
3. Chairman, Council of Islamic Ideology, Islamabad.

States and Frontier Regions Division

1. Inspector General, Frontier Corps, Peshawar.
2. Commandant, Frontier Constabulary, Peshawar.
3. Resident Commissioner, Northern Areas, Gilgit.
4. Judicial Commissioner, Northern Areas, Gilgit
5. Director of Education, Northern Areas, Gilgit.

Statistics Division

1. Director-General, Federal Bureau of Statistics, Karachi.
2. Census Commissioner, Population Census Organisation, Islamabad.
3. Census Commissioner, Agricultural Census Organisation, Islamabad.

Water and Power Division

1. Chief Engineering Adviser, Federal Flood Commission, Islamabad.
2. Pakistan Commission for Indus Waters, Lahore.

Works and Housing Division

1. Director-General, Pakistan Public Works Department, Islamabad.
2. Officer on Special Duty, Estate Office, Islamabad.

APPENDIX No. 15

(Supplementary Rule 18)

List of Officers who have been specially classed into the first or second grade for the purpose of calculating Travelling Allowance.

(Not printed)

APPENDIX No. 15-A

(Supplementary Rule 64)

List showing rates of Travelling Allowance of Line-staff of the Telegraph Engineering Branch for journeys on tours.

(Not printed)

APPENDIX No. 16

(Supplementary Rule 22)

List of permanent Travelling Allowances.*(Not printed)***APPENDIX No. 17**

(Supplementary Rule 25)

List of Conveyance Allowance

Power to sanction conveyance allowance up to the limits mentioned below to Government servants whose ordinary duties involve extensive travelling at or within a short distance from his headquarters, provided that:--

- (a) the power shall not be available in respect of officers and staff of the Ministries/Divisions themselves;
- (b) the expenditure can be met from within the sanctioned budget provision; and
- (c) The Financial Adviser has been consulted.

Extent of mileage (scale of meters)	Monthly rates of conveyance allowance		
	Civil servant of Scale 17 and above maintaining a car	Civil servant of Scale 16 or below maintaining a motor- cycle/Scooter	Civil servant of Scale 15 and/or below maintaining a cycle
	Rs.	Rs.	Rs.
From 161 to 240 km.	140	45	30
From 241 to 320 km.	195	65	30
From 321 to 400 km.	250	80	30
From 401 to 560 km.	300	100	30
Above 560 km.	350	120	30

Authority: Item 44 of Annexure to F. D. O. M. No. Fl(5)-R-12/80, dated 11-3-1981.

APPENDIX No. 18

(Supplementary Rule 56)

List of special rate of daily allowances*(Not printed)*

APPENDIX No. 18-A

(Supplementary Rule 23)

List of Localities where Road Mileage at Increased Rates is Admissible

Note 1.— For increases in the rates of road mileage admissible at certain stations listed below this Appendix, see also item (3) of the Government decisions below S. R. 46.

Note 2. — Deleted.

S. No.	Province	Name of locality	Increase in the rate of road mileage
1 to 4-B 4-C	Deleted. ¹¹⁵ Sind	1. Deleted. 2. Desert Talukas of Tharparkar District. 3. Non-desert Talukas of Tharparkar District. 4. Non-desert areas of Sind.	¹¹⁴ Deleted 50 per cent
4	Deleted		
5	Deleted		
6	¹¹⁵ Omitted		
7 to 8	Deleted		
9	Punjab	1. and 2 Deleted. 3. Bhangi Khel Illaqa in Mianwali District. 4. Murree and Kahuta Tehsils in Rawalpindi District. 5. Places beyond the external boundary of the Dera Ghazi Khan District. 6. Deleted.	33-1/3 per cent Do Do

¹¹⁴ Deleted vide F.D. O. M. No. F. 2(5)-Rev I/73, dated 2-7-1973.

¹¹⁵ Substituted vide F.D. Notification No. RF. 2(50)-R.9/84, dated 13-1-1985.

		7. Deleted.	
		8. Deleted. Hill Roads 1 to 8 deleted.	
10 to 15-B	Deleted.		
16	N.W.F.P.	1. Mansehra (except the Kagan Valley i.e. the tract beyond Balakot upto Gitti Das) and Abbottabad Tehsils in the Hazara District and trans-border tracts i.e., places beyond the external boundaries of the districts of Hazara, Peshawar, Mardan, Kohat and Dera Ismail Khan and Bannu except Chitral and the portion of the road from Peshawar to Kohat which lies in the tribal territory.	25 per cent
		2. Chitral and the Kagan Valley in the Mansehra Tehsil of the Hazara District i.e tract beyond Balakot upto Gitti Das.	33 1/3 per cent
17, 18, 19	Deleted.		
20	¹²² Baluchistan.	The whole of Baluchistan except Nasirabad sub-division in Sibi District.	33 1/3 per cent
21 & 22	Deleted.		
¹¹⁶ 23	Deleted.		

¹¹⁶ Deleted by G.P., M.F. Resolution No.F.9(2)-R-2(RWP)/62, dated 22-06-1962.

¹¹⁷ 23-A	Deleted.		
¹¹⁸ 24	Deleted.		
¹¹⁹ 25	Kashmir	<i>The whole of Azad Jammu and Kashmir State.</i>	33 1/3 % per cent in the case of journeys which can be performed by motor transport. 100 % in the case of journeys which can be performed by motor transport, subject to a minimum of Rs.1 per mile in the case of officers of Grade-I.
¹²⁰ 26	Deleted.		
26-A	Deleted.		
¹²¹ 27	Deleted.		

¹¹⁷ Deleted by G.P., M.F. Resolution No.F.9(2)-R-2(RWP)/62, dated 22-06-1962.

¹¹⁸ Deleted by G.P., M.F. Resolution No.F.9(2)-R-2(RWP)/62, dated 22-06-1962.

¹¹⁹ Inserted by G.P., M.F. Resolution No.F.9(2)-R-2(RWP)/62, dated 22-06-1962.

¹²⁰ Deleted by G.P., M.F. Resolution No.F.9(2)-R-2(RWP)/62, dated 22-06-1962.

¹²¹ Deleted by G.P., M.F. Resolution No.F.9(2)-R-2(RWP)/62, dated 22-06-1962.

¹²² Substituted vide F.D. Notification No. RF. 2(50)-R.9/84, dated 13-1-1985.

APPENDIX No. 19

(Supplementary Rule 64)

List of officers not entitled to travelling allowances for journeys on tour

(Not printed)

APPENDIX No. 20

(Supplementary Rule 80)

List of special cases in which conveyance hire has been granted.

(Not printed)

APPENDIX No. 21

[Supplementary Rule 116(a) I(iv) (2)]

List of officers of the Pakistan Posts and Telegraphs Departments by whom the possession of private conveyance may be considered to be in the interests of the public service and who are entitled to recover the actual cost of transporting their conveyances on transfer, under Supplementary Rule 116(a) I(iv) (2).

List of officers of the Pakistan Audit Department by whom the possession of a motor car or motor cycle may be regarded as in the interest of the Public Services.

(Not printed)

APPENDIX No. 21-A

(Supplementary Rule 127)

List showing the scales of Travelling Allowances drawn by officials of the Pakistan Posts and Telegraphs Department, who move between hills and plains.

(Not printed)

APPENDIX No. 22

(Supplementary Rule 164)

Rates of Travelling allowance admissible to Posts and Telegraphs officials deputed to undergo a course of Training.

(Not printed)

APPENDIX No. 23

(Supplementary Rule 184)

List of exceptions referred to in Supplementary Rule 184.

(Not printed)

APPENDIX No. 24

(Supplementary Rule 191)

**List of Controlling Officers in the Posts and Telegraphs Departments
(including audit) for purposes of Travelling Allowance.**

(Not printed)

APPENDIX No. 25

(Supplementary Rules 206 and 208)

**List of authorities in the Pakistan Posts and Telegraphs Department
empowered to grant leave.**

(Not printed)

APPENDIX No. 26

(Supplementary Rule 10)

SCHEDULE OF FEES

(Not printed)

APPENDIX No. 27

[C. S. (C. C. A.) Rule 46]

Model Agreement forms for the recruitment of officers

(Not printed)

APPENDIX No. 28**¹²³Federal Services (Medical Attendance) Rules, 1958**

The President is pleased to make the following rules, namely: —

1.—(1) These rules may be called the ¹²⁴Federal Services (Medical Attendance) Rules, 1958.

(2) They shall apply to all Government servants, other than (i) those in military Service, and (ii) those in inferior service whose conditions of service are prescribed by rules made or deemed to be made by the ¹²⁵Federal Government when they are on duty or on leave or under suspension in Pakistan or on foreign service in Pakistan.

2. In these rules, unless there is anything repugnant in the subject or context.—

(a) “authorised medical attendant” means

(i) in respect of a Government servant who belong to ¹²⁶Federal Service, Class I, or whose pay is not less than Rs.500/- per mensem the principal medical officer of the district appointed by the Government to attend its officers in the district;

(ii) in respect of a Government servant not belonging to a ¹²⁷Federal Service Class I, whose pay is less than Rs.500/- but more than Rs. 150/- per mensem an Assistant Surgeon, or other medical officer of rank not inferior to that of an Assistant Surgeon, appointed by the Government to attend its officers in the station;

(iii) In respect of any other Government servant, a sub-Assistant Surgeon, or other medical officer of rank not inferior to that of a sub-Assistant Surgeon, similarly appointed.

(b) “district” means the district in which the Government servant falls ill;

(c) “family” means wife, legitimate children, and step-children and parents of Government servant, residing with and wholly dependent upon him.;

¹²³Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹²⁴Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹²⁵Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹²⁶Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

¹²⁷Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

EXPLANATION (1).—Wife of a Government servant shall be deemed to be wholly dependent upon him so long as he is not judicially separated, and where the wife herself is a Government servant (that is, the servant of the ¹²⁸Federal or a Provincial Government), the husband shall be entitled to claim any benefit admissible to him in respect of the wife if she does not claim the benefit in her own right as a Government servant.

EXPLANATION (2).—Sons and step-sons of Government servant shall be deemed to be wholly dependent upon him till they complete the age of eighteen years, and shall thereafter be deemed to be so dependent only if he certifies that they are wholly dependent upon him.

EXPLANATION (3).—Daughter and step-daughters of a Government servant shall be deemed to be wholly dependent upon him till they are married, and thereafter shall normally be assumed to have ceased to be so dependent unless he certifies that they are wholly dependent upon him.

EXPLANATION (4).—The expression “residing with” shall not be so construed as to exclude any member of the family of a Government servant wholly dependent upon such servant but not actually resident with him, as for example, the son or daughter of a Government servant studying at a place other than his headquarters, or the wife of a Government servant temporarily away from such headquarters.

(d) “the Government” means:—

- (i) in respect of Karachi the ¹²⁹Federal Government;
- (ii) in respect of a Province the Provincial Government;

(e) “Government hospital” means a hospital maintained by Government or by a local authority, and includes any military or other hospital with which arrangements have been made by the Government for the treatment of Government servants.

(f) “medical attendance” means:—

- (i) in respect of Government servant specified in sub-clause (i) to clause (a), an attendance in hospital or at the residence of the Government servant, including such pathological, bacteriological, radiological or other methods of examination for the purpose of diagnosis as are available in any Government hospital in the district, and are considered necessary by the authorised medical attendant, and such consultation

¹²⁸Substituted by Ministry of Law Notification No. F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra, Pp.435-436, dated 01-8-1975.

¹²⁹Substituted by Ministry of Law Notification No. F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra, Pp.435-436, dated 01-8-1975.

with a specialist or other medical officer in the service of Government stationed in *[Pakistan] as the authorised medical attendant certifies to be necessary to such extent and in such manner as the specialist or medical officer may, in consultation with the authorised medical attendant, determine;

- (ii) in respect of any other Government servant, attendance at a hospital or in case of illness which compels the patient to be confined to his residence, at the residence of the Government servant, including such methods of examination for purposes of diagnosis. as are available in the nearest Government hospital and such consultation with a specialist or other medical officer of the Government stationed in *[Pakistan] as the authorised medical attendant certifies to be necessary, to such extent and in such manner as the specialist or medical officer may, in consultation with the authorised medical attendant, determine;
- (g) “patient” means a Government servant to whom these Rules apply and who has fallen ill;
- (h) “Province” means the Province in which a patient has fallen ill;
- (i) “treatment” means the use of all medical and surgical facilities available at the Government hospital in which a Government servant is treated, and includes:—
 - (i) the employment of such pathological, bacteriological, radiological or other method; as are considered necessary by the authorised medical attendant;
 - (ii) the supply of such medicines, vaccines, sera, blood or other therapeutic substances as are ordinarily available in the hospital;
 - (iii) the supply of such medicines, vaccines, sera, blood or other therapeutic substances not ordinarily so available as the authorised medical attendant may certify in writing to be essential for the recovery or for the prevention of serious deterioration in the condition, of the Government servant;
 - (iv) such accommodation as is ordinarily provided in the hospital and is suited to his status;
 - (v) such nursing as is ordinarily provided to the patient by the hospital;

*Substituted *vide* health Division Notification No. 24-27/72-M F, dated 1st November, 1972.

- (vi) the specialist consultation described in clause (f); but does not include diet, or provision at the request of the Government servant of accommodation superior to that described in sub-clause (iv);
- (vii) dental treatment which includes treatment of a jaw bone disease or gum boils, the wholesale removal of teeth and the removal of deodontomes and impacted wisdom teeth *[and the filling of cavities, otherwise than by precious] metals but does not include the treatment of pyorrhea or gingivitis, or the provision of dentures; and
- (viii) the provision of artificial limbs to Government servants who lose their limbs during the course of their duty.

3.—(1) A Government servant shall be entitled, free of charge, to medical attendance by the authorised medical attendant.

(2) Where a Government servant is entitled under sub rule (1), free of charge, to receive medical attendance, any amount paid by him on account of such treatment shall, on production of a certificate in writing by the authorised medical attendant in his behalf and subject to such instructions as may be issued by the Federal Government from time to time, be reimbursed to him by the ¹³⁰Federal Government;

***“Provided that where the ¹³¹Federal Government has reason to suspect any malpractice in a claim for reimbursement submitted by a Government servant, the ¹³²Federal Government may require such claim for re-imbusement to be scrutinized by an officer appointed by it in this behalf and may disallow reimbursement if, on scrutiny by such officer, it is found that a malpractice has been committed.”

4.—(1) When the place at which a patient falls ill is not the headquarters of the authorised medical attendant:-

- (a) the patient shall be entitled to travelling allowance for the journey to and from such headquarters; or
- (b) if the patient is too ill to travel, the authorised medical attendant shall be entitled to travelling allowance for the journey to and from the place where the patient is.

* Insert *vide* Health Division Notification No. F.25-14/63-MF, dated 10-11-1966.

¹³⁰Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra, Pp.435-436, dated 01-8-1975.

** Added *vide* Health Divn. Notification No.[20-17/67-MF, dated 28-4-1969.

¹³¹Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra, Pp.435-436, dated 01-8-1975.

¹³²Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra, Pp.435-436, dated 01-8-1975.

(2) Applications for traveling allowance under sub-rule (i) shall be accommodated by a certificate in writing by the authorized medical attendant stating that medical attendance was necessary, and, if the application is under clause (b) of that sub-rule, that the patient was too ill to travel.

5.—(1) If the authorised medical attendant is of opinion that the case of a patient is of such a serious, or special nature as to require medical attendance by some person other than himself, or that the patient requires anti-rabic treatment and such attendance or treatment is not available at the place where the patient has fallen ill, he may, with the approval of the Chief Administrative Medical Officer of the Province (which shall be obtained beforehand unless the delay involved entails danger to the health of the patient):—

- (a) send the patient to the nearest specialist or other medical officer as provided in clause (f) of rule 2, by whom, in his opinion, medical attendance is required for the patient or in the case of anti-rabic treatment, to the nearest place in the Province where such treatment is available.
- (b) if the patient is too ill to travel, summon such specialist or other medical officer to attend upon the patient.

(2) A patient sent under clause (a) of sub rule (1) shall, on production of a certificate in writing by the authorised medical attendant in this behalf, be entitled to travelling allowance for the journeys to and from the headquarters of the specialist or other medical officer or the place where he is sent for anti-rabic treatment.

(3) A specialist or other medical officer summoned under clause (b) of sub-rule (1) shall, on production of a certificate in writing by the authorised medical attendant in this behalf, be entitled to travelling allowance for the journey to and from the place where the patient is.

6.—(1) A Government servant shall be entitled, free of charge:

- (i) to treatment:
 - (a) in such Government hospital being a hospital maintained by Government, at or near the place where he falls ill as can, in the opinion of the authorised medical attendant, provide the necessary and suitable treatment, or
 - (b) if there is no such hospital as is referred to in sub-clause (a), in such other Government hospital at or near that place as can in the opinion of the authorised medical attendant, provide the necessary and suitable treatment.

- (ii) to anti-rabic treatment at the nearest Government hospital in the Province providing such treatment.

(1A) A Government servant shall also be entitled to ambulance charges if actually provided with an ambulance and the hospital authorities consider such provision to be necessary.

(2) Where a Government servant is entitled under sub-rule (1) free of charge, to treatment or anti-rabic treatment in a hospital any amount paid by him on account of such treatment shall, on production of a certificate in writing by the authorised medical attendant in this behalf, be re-imbursed to him by the ¹³³Federal Government.

7.—(1) If the authorised medical attendant is of opinion that owing to the absence or remoteness of a suitable hospital or to the severity of the illness, a Government servant cannot be given treatment as provided in clause (1) or sub-rule (1) of rule 6, the Government servant may receive treatment at his residence.

(2) A Government servant receiving treatment at his residence under sub-rule (1) shall be entitled to receive towards the cost of such treatment incurred by him a sum equivalent to the cost of such treatment he would have been entitled, free of charge, to receive under these rules if he had not been treated at his residence.

(3) Claims for sums admissible under sub-rule (2) shall be accompanied by a certificate in writing by the authorised medical attendant stating –

- (a) his reasons for the opinion referred to in sub-rule (1);
- (b) the cost of similar treatment referred to in sub-rule (2).

8.—(1) Charges for services rendered in connection with but not included in medical attendance on or treatment of, a patient entitled free of charge, to medical attendance or treatment under these rules, shall be determined by the authorised medical attendant and paid by the patient.

(2) If any question arises as to whether any service is included in medical attendance or treatment, it shall be referred to the Government and the decision of the Government shall be final.

9. The controlling officer of a patient may require that any certificate required by these rules to be given by the authorised medical attendant for traveling allowance purpose shall be countersigned:--

- (a) in the case of a certificate given by the principal medical officer of a district, by the Chief Administrative Medical Officer of the Province; and,

¹³³Substituted by Ministry of Law Notification No.F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

- (b) in the case of certificate given by any other medical officer, by the principal medical officer of the district.

10. The family of a Government servant shall be entitled, free of charge, to medical attendance and treatment on the scale and under the conditions allowed to the Government himself, at a hospital at which the Government servant is entitled to receive treatment free of charge or at hospitals specially recognised for the treatment of families of Government servants. This shall include confinement of a Government servant's wife in a hospital but not pre-natal or post-natal treatment at a Government servant's residence.

S.R.O. 842 (I)/90- In exercise of the powers conferred by Section 25 of the Civil Servant Act, 1973 (LXXI of 1973) and in supersession of the Central Services (Medical Attendance) Rules , 1958, the President is pleased to make the following rules, namely:

1. (i) These rules may be called the Federal Services Medical Attendance Rules, 1990.
- (ii) They shall apply to all Government Servants other than those in railway service whose conditions of service are prescribed by rules made or deemed to be made by the Federal Government when they are on duty or on leave or under suspension in Pakistan or on foreign service in Pakistan.
2. In these rules, unless there is anything repugnant in the subject or context;
 - a) "Government Servant" means the serving and the retired Government Servants.
 - b) "Authorized medical attendant" means:-
 - (i) In the case of Government Servants in BPS 1 to 15 "Medical Officer" and
 - (ii) In the case of Government Servants in BPS 16 and above Civil Surgeon, Associate Physician and Assistant Surgeon.
 - c) "district" means the district in which the Government Servant falls ill.
 - d) "family" means parents, husband, wife, legitimate children and step children of government servant's parents, sister and minor brothers residing with and wholly dependent upon him.

Explanation (1)—Wife of a Government servant shall be deemed to be wholly dependent upon him so long as she is not judicially separated, and where the wife herself is a government servant (that is, the servant of the ¹³⁴Federal or a Provincial Government) the husband shall be entitled to claim any benefit admissible to him in respect of the wife if she does not claim the benefit in her own right as a government servant.

Explanation (2)—Sons and step sons of government servant shall be deemed to be wholly dependent upon him till they complete the age of eighteen years, and shall thereafter be deemed to be so dependent only if he certifies that they are wholly dependent upon him.

Explanation (3)—Daughters and step-daughters of a Government servant shall be deemed to be wholly dependent upon him till they are married, and thereafter shall normally be assumed to have ceased to be so dependant unless he certifies that they are wholly dependent upon him.

Explanation (4)—In case of more than one wife, the wife nominated by the Government servant to receive medical attendance and treatment will be entitled to it.

Explanation (5)—The expression “residing with” shall not be so construed as to exclude any member of the family of a government servant wholly dependent upon such servant but not actually resident with him, as for example, the son or daughter of a Government servant studying at a place other than his headquarters or the wife of a Government servant temporarily away from such headquarters.

- e) “the Government” means:-
 - i) in respect of Islamabad the Federal Government.
 - ii) in respect of a province the Provincial Government unless the Federal Government medical hospital is available.
- f) “Government Hospital” means a hospital maintained by Government or under autonomous arrangement under the Government by a local authority, and includes any military hospital for the treatment of Government Servants.
- g) “Medical Attendance” means:-
 - i) in respect of Government servants specified in sub clause (ii) to clause (b), in Rule 2 an attendance in hospital or at the residence of the Government servant including such pathological, bacteriological, radiological or other methods of examinations for the purpose of diagnosis as are available in any Government hospital in the district and are considered necessary by the authorized medical attendant, and such

¹³⁴Substituted by Ministry of Law Notification No. F.24(2)/75-Pub., dated 01-8-1975, Gaz. Of Pak., Extra., Pp.435-436, dated 01-8-1975.

consultation with a specialist or other medical officer in the service of the Government stationed in the Province as the authorized medical attendant certifies to be necessary to such extent and in such manner as the specialist or medical officer may, in consultation with the authorized medical attendant determine;

- ii) in respect of any other Government servants in BPS 1 to 15, attendance at a hospital or in case of illness which compels the patient to be confined to his residence, at the residence of the Government servant, including such methods of examination for purposes of diagnosis as are available in the nearest Government hospital and such consultation with a specialist or other medical officer of the Government stationed in the district as the authorized medical attendant certifies to be necessary to such extent and in such manner as the specialist or medical officer may in consultation with the authorized medical attendant, determine;
- h) "patient" means a Government servant to whom these Rules apply and who has fallen ill;
 - i) "Province" means the Province in which a patient has fallen ill;
 - j) "treatment" means the use of all medical and surgical facilities available at the Government hospital in which a Government servant is treated and includes:-
 - i) The employment of such pathological bacteriological, radiological or other methods as are considered necessary by the authorized medical attendant;
 - ii) The supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital;
 - iii) The supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the authorized medical attendant may certify in writing to be essential for the recovery or for the prevention of serious deterioration in the condition of the Government Servant;
 - iv) Such accommodation as is ordinarily provided in the hospital and is suited to his status. In case of retired Government servant his status will be determined by the last appointment held;
 - v) Such nursing as is ordinarily provided to the patient by the hospital;

- vi) The specialist consultation described in clause (g), but does not include provision of the request of the Government servant of accommodation superior to that described in sub-clause (iv);
- vii) "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, crowning and provision of dentures;
- viii) The provision of artificial limbs, joints and implants;
- ix) The facility of circumcision.

3. (1) A Government servant shall be entitled, free of charge, medical attendance by the authorised medical attendant.

(2) Where a Government servant is entitled under sub rule (1) of rule 3 free of charge, to receive medical attendance, any amount paid by him on account of such treatment shall, on production of a certificate in writing by the authorized medical attendant in his behalf and after necessary verification, be reimbursed to him by the Federal Government.

4. (1) When the place at which a patient falls ill is not the headquarters of the authorized medical attendant:-

- a) the patient shall be entitled to travelling allowance for the journey to and from such headquarters; or
- b) if the patient is too ill to travel, the authorized medical attendant shall be entitled to travelling allowance for the journey to and from the place where the patient is.

(2) Applications for travelling allowance under sub rule (1) (a) shall be accompanied by a certificate in writing by the authorized medical attendant stating that medical attendance was necessary, and if the application is under clause (1) (b) of that sub rule, that the patient was too ill to travel.

5. (1) If the authorized medical attendant is of opinion that the case of a patient is of such a serious or special nature as to require medical attendance by some person other than himself, and such attendance or treatment which is not available at the place where the patient has fallen ill he may, with the approval of the Medical Superintendent of the hospital (which shall be obtained beforehand unless the delay involved entails danger to the health of the patient):-

- (a) send the patient to the nearest specialist or other medical officer as provided in clause (g) or rule 2, by whom in his opinion medical attendance is required for the patient.
- (b) if the patient is too ill to travel, summon such specialist or other medical officer to attend upon the patient.

(2) A patient sent under clause (a) of sub rule (1) shall on production of a certificate in writing by the authorized medical attendant in this behalf, be entitled to travelling allowance for him and attendant if recommended by authorized medical attendant for the journeys to and from the headquarters of the specialist or other medical officers or the place where he is sent for treatment.

(3) A specialist or other medical officer summoned under clause (b) of sub rule (1) shall on production of certificate in writing by the authorized medical attendant in this behalf be entitled to travelling allowance for the journey to and from the place where the patient is.

6. (1) A Government servant shall be entitled, free of charge;

i) to treatment;

a) in such Government hospital being hospital maintained by Government, at or near the place where he falls ill as can, in the opinion of the authorized medical attendant provide the necessary and suitable treatment, or

b) If there is no such hospital as is referred to in sub clause (a) in such other Government hospital at or near that place as can in the opinion of the authorized medical attendant provide the necessary and suitable treatment;

ii) to get medical treatment from any unauthorized/private hospital/clinic in emergency if in the opinion of the authorized medical attendant it was necessary.

iii) A Government servant shall also be entitled to ambulance charges if actually provided with an ambulance and the hospital authorities consider such provision to be necessary.

(2) Where a Government servant is entitled under sub rule (1) free of charge to treatment in a hospital any amount paid by him on account of such treatment, shall on production of certificate in writing by the authorised medical attendant in this behalf, be reimbursed to him by the Federal Government.

7. (1) If the authorized medical attendant is of opinion that owing to the absence or remoteness of a suitable hospital or to the severity of the illness, a Government servant cannot be given treatment as provided in clause (1) or sub rule (i) of rule 6, the Government servant may receive treatment at his residence.

(2) A Government servant receiving treatment at his residence under sub-rule (1) shall be entitled to receive towards the cost of such treatment incurred by him a sum equivalent to the cost of such treatment he would have been entitled free of charge, to receive under these rules if he had not been treated at his residence.

(3) Claims for sums admissible under sub-rule (2) shall be accompanied by a certificate in writing by the authorised medical attendant stating:-

- a) his reasons or the opinion referred to in sub-rule (1);
- b) the cost of similar treatment referred to in sub-rule (2);

8. (1) Charges for services rendered in connection with but not included in medical attendance on or treatment, of patient entitled free of charge, to medical attendance or treatment under these rules, shall be determined by the authorized medical attendant and paid by the patient.

(2) If any question arises as to whether any service is included in medical attendance or treatment, it shall be referred to the Government and the decision of the Government shall be final.

9. The controlling officer of a patient may require that any certificate required by these rules to be given by the authorized medical attendant for travelling allowance purposes shall be countersigned.

- a) in the case of certificate, given by the "medical officer" by the Civil Surgeon or the Associate Physician.
- b) in the case of certificate given by the Civil Surgeon or Associate Physician by the Medical Superintendent of the hospital.

10. The family of a Government servant shall be entitled, free of charge, to medical attendance and treatment, on the scale and under the condition allowed to the Government servant himself, at hospital including recognized hospitals at which the Government servant is entitled to receive treatment free of charge. This shall include confinement of a Government servant's wife in a hospital but not prenatal or postnatal treatment at a Government servant's residence.

APPENDIX No. 29**Statutory Provisions Regarding Terms and Conditions of Services***Constitutional Provision:*

Article 240 of 1973 Constitution—Part XII: Miscellaneous.

Chapter I—Services. -- Subject to the Constitution, the appointments to and the conditions of service of persons in the service of Pakistan shall be determined:--

- (a) in the case of the services of the Federation, posts in connection with the affairs of the Federation and All-Pakistan Services, by or under Act of Parliament; and
- (b) in the case of the services of a Province and posts in connection with the affairs of a Province, by or under Act of the Provincial Assembly.

Explanation.—In this Article, “All Pakistan Service” means a service common to the Federation and the Provinces, which was in existence immediately before the commencing day or which may be created by Act of Parliament.

Article 241, *ibid*—Until the appropriate Legislature makes a law under Article 240, all rules and orders in force immediately before the commencing day shall, so far as consistent with the provisions of the Constitution, continue in force and may be amended from time to time by the Federal Government or, as the case may be, the Provincial Government.

FORMS

LIST OF FORMS

No. of the Form	Name
1. A.T.C.-8	Leave Account under the Revised Leave Rules, 1980.
2. A.T.C.-4	Service Book.

EXPLANATORY INSTRUCTIONS FOR FILLING UP THE LEAVE ACCOUNT FORM

1. This leave account will be maintained for all civil servants of the Federal Government who were in service on the 1st July, 1978 including those who were on leave on that date and have not opted to retain the existing leave rules and all others, who enter service on or after 1st July, 1978.

2. All leave at credit in the account of a civil servant who was in service on the 1st July, 1978 shall be converted in terms of leave on full pay at the following rates:-

- (i) L.A.P.
 - (a) One month.....=30 days
 - (b) One day.....=1 day
- (ii) L.H.A.P.
 - (a) One month.....=15 days
 - (b) Two days.....=1 day

(Fractions if any to be ignored)

3. The leave account shall commence with an opening entry "Due on 01.07.1978" or in the case of a civil servant, who was on leave on 01.07.1978 with effect from the date of his return from leave. For the purpose of computing the leave at credit, the service upto 30-06-1978 will be taken into account. The leave due in terms of leave on full pay in days will be noted in Column No.21.

- 4.(i) In calculating the leave earned on full pay at the rate of 4 days for every calendar month, the duty period of 15 days or less in a calendar month shall be ignored and those of more than 15 days shall be treated as a full calendar month for the purpose. If a civil servant proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than 15 days, the leave to be credited for the both the incomplete months will be restricted to that admissible for one full calendar month only. There shall be no maximum limit on accumulation of this leave.
- (ii) The provision in (i) above will not apply to a vacation department. In its case, a civil servant may earn leave on full pay (a) when he avails himself of full vacation in a calendar year.....at the rate of one day for every calendar month of duty rendered (b) when during any year he is prevented from availing himself of the full the vacation..... As for a civil servant in a non-vacation department for that year and (c) when he avails himself of only a part of the vacation.....as in (a) above plus such proportion of 30 days as the number of days of vacation not taken bears to the full vacation.

- 5.(a) Leave on full pay may be converted into leave on half pay at the option of the civil servant; the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one half counting as one full day's leave on full pay. The request for such conversion shall be specified by the civil servant in his application for the grant of the leave.
- (b) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.
6. L.P.R on full pay will be noted in Column No.10 while that on half pay in Columns No.13 & 14.
7. Leave not due may be granted on full pay to be offset against leave to be earned in future for a maximum period of 365 days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed 90 days in all. Such leave may be converted into leave on half pay. It shall be granted only when there are reasonable chances of the civil servant resuming duty.
8. The grant of Special leave, Maternity leave, Disability leave, Extraordinary leave, payment of leave pay for refused LPR upto a maximum of 180 days, lump-sum payment equal to full pay upto 180 days out of leave at credit made to the family of a Government servant, whose death occurs while in service, Seaman sick leave, Department leave, Study leave, Hospital leave and Quarantine leave shall be noted in Column No.22, Maternity leave other than three time in entire service shall, however, be debited to the relevant column of the leave account.
9. When a Government servant applies for leave Columns 2 to 7 shall be filled in showing the period of duty upto the date preceding that on which a Government servant intends to go on leave. The full calendar months to be noted in column 5 shall be worked out on the lines indicated in para 4 above.
10. When a Government servant returns from leave columns 8 to 23 shall be filled in according to the nature of leave. If leave not due is availed off the minus balance to be shown in Column No.21 should be written in red ink.

FORM A. T. C. 4
SERVICE BOOK

1. Name--

2. Nationality.

3. Religion.

4. Residence--

5. Father's Name and residence--

6. Date of birth by the Christian era as nearly as can be ascertained--

7. Exact height by measurement--

8. Personal mark for identification

9. Left-hand thumb and finger impressions
of (non-gazetted) Government servant

Little Finger

Ring Finger

Middle Finger

Forefinger

Thumb

10. Signature of Government servant

11. Signature and designation of the Head of
the Office, or other Attesting Officer

Note. The entries in this page should be renewed or-attested at least every five years and the signatures in lines 9 and 10 should be deleted. Finger prints need not be taken after every five years under this rule.

INDEX

This index has been compiled solely for the purpose of assisting references. No expression used in it should be considered in any way as interpreting the rules. The following abbreviations have been used:-

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S. R.	Supplementary Rules.
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