

GOVERNMENT OF PAKISTAN
FINANCE DIVISION



COMPILATION
OF
GENERAL ORDERS
relating to
Travelling Allowance

(1947 — 2018)

PREFACE

This Compilation incorporates all important General Orders relating to Travelling Allowance issued upto 1st January, 2018. Opportunity has also been taken to arrange the orders subject-wise. Orders which have since been cancelled or rendered obsolete by supersession or otherwise, have been omitted from this Compilation.

2. It will be appreciated if any error or omission found in this Compilation is brought to the notice of the Finance Division.

FINANCE SECRETARY
Government of Pakistan
Islamabad

Islamabad, the 12th April, 2018.

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**COMPENSATION FOR LOSS OF PERSONAL EFFECTS IN EAST
PAKISTAN**

S. No. 1.— OFFICE MEMORANDUM No. F. 3(3)-R.10/72, DATED THE 24TH JANUARY, 1973.

SUBJECT:— *Grant of Compensation for loss of personal effects in East Pakistan.*

The undersigned is directed to state that the question of the grant of compensation to those Central Government servants who were actually (and not merely constructively) posted in East Pakistan on the 16th December, 1971 and who lost their personal effects/property as a result of the enemy occupation of East Pakistan had been under consideration of this Division for some time past. It has now been decided that if any such Central Government servant actually left East Pakistan on or after the 16th December, 1971 and has lost personal effects/property, he may be allowed compensation at the rate and to the extent indicated below: —

1. For officials who were residing in East Pakistan on 16-12-1971 without families	2 months' *salary subject to a minimum of Rs.500/- and maximum of Rs.2500/-.
2. For officials who were residing in East Pakistan on 16-12-1971 with families	4 months' *salary subject to a minimum of Rs.1000/- and maximum of Rs.5000/-.

*The term "salary" will also include special pay, personal pay and technical pay.

2. It has further been decided that powers to award compensation to the extent and at the rates indicated in para 1 above will vest in the Ministry/Division controlling the establishment matters of the Government servant concerned, *e.g.*, Establishment Division in the case of CSP/PSP Officers; Ministry of Finance in the case of PA&AS, PMAS, PTS and PC&ES Officers; Ministry of Defence in the case PMLs & C.S. Officers and officers and men of Defence Services; and so on. The Ministry/Division exercising these powers will be required to certify in the sanction letter, in the case of Government servants residing with families in East Pakistan on 16-12-1971 that they were so residing.

3. Cases involving amounts in excess of the limits specified in para 1 above may be processed on merits in consultation with this Division. For this purpose, case may be referred to this Division with full justification as to why the prescribed limits are felt to be inadequate.

4. The claims of the Government servants pending with the President's Secretariat; Establishment Division; Ministry of Defence etc., may be considered and disposed of in the light of these instructions.

S. No. 2.— OFFICE MEMORANDUM No. F. 3(3)-R.10/72, DATED THE 29TH JANUARY, 1973.

SUBJECT:— *Grant of Compensation for loss of personal effects in East Pakistan.*

The undersigned is directed to state that according to this Division's O.M. No. 3(3)-R.10/72, dated the 24th January, 1973, certain Central Government servants have been allowed, *ex-gratia*, certain compensation on account of loss of personal effects/property as a result of the enemy occupation of East Pakistan. It has been decided that Central Government servants claiming such compensation shall sign a certificate which shall be as follows :—

“Certified that I _____ employed as _____,
(name) (designation)

in _____
(name of Ministry/Division/Department)

- (i) was actually (and not merely constructively) posted in East Pakistan on 16-12-1971, and was physically present in East Pakistan on 16-12-1971;
- (ii) lost personal effects/property as a result of the enemy occupation of East Pakistan;
- (iii) left East Pakistan on/after 16-12-1971, i.e. on..... as a result of enemy occupation by.....(here state the date) (here state the means of conveyance); and
- (iv) was living with/without my family on 16-12-1971 in East Pakistan.

Signature

2. Such certificate shall be prepared in duplicate, one copy being retained in the administrative Ministry/Division, and the other being sent to the Audit Department.

3. It has also been decided that the administrative Ministries/Divisions exercising the powers to award such compensation shall, in the sanction letters record a certificate to the following effect: —

“It is certified that _____
(name)

employed as _____, in/under this Ministry/Division—
(designation)

- (a) was actually (and not merely constructively) posted in East Pakistan on 16-12-1971, and was physically present in East Pakistan on 16-12-1971;

- (b) lost personal effects/property as a result of the enemy occupation of East Pakistan;
- (c) left East Pakistan on/after the 16th December, 1971, *i.e.*, on..... as a result of enemy occupation of East Pakistan; and
- (d) was living with/without my family on 16-12-1971 in East Pakistan.”

4. The above requirements shall also be completed, within one month of the date of issue of this O.M., in respect of such Central Government servants as have already received compensation under this Division's O.M. No.F.3(3)-R.10/72, dated 24-1-1973. The Audit Department is being requested to insist upon the fulfilment of this condition, and to make recoveries from the pay-bills of the Central Government servants concerned in case this requirement is not met by them and/or the administrative Ministries/Divisions concerned within the time limit mentioned above.

S. No. 3.—OFFICE MEMORANDUM No. F. 3(3)-R.10/72, DATED THE 7TH MARCH, 1973.

SUBJECT:— *Grant of Compensation for loss of personal effects in East Pakistan.*

The undersigned is directed to say that it has been decided that the orders issued in this Division's Office Memorandum No. F.3(3)-R.10/72 read with O.M. of the same number dated the 29th January, 1973, regarding grant of compensation for loss of personal effects in East Pakistan would be applicable *mutatis mutandis* to the Central Government servants who were on deputation with Autonomous Bodies/Corporations, e.g., PICIC, IDBP, etc., in East Pakistan. In the matter of incidence of expenditure, however, it has been decided that the expenditure on this account will be recoverable from the Corporation/Autonomous Body concerned in West Pakistan. If the Autonomous Body/Corporation concerned was Provincial, the expenditure will be borne by the Division/Department dealing with the establishment matters of the Government servant concerned.

S. No. 4.— OFFICE MEMORANDUM No. F. 10(6)-R.9/73-979, DATED THE 7TH AUGUST, 1973.

SUBJECT:— *Grant of Compensation for loss of personal effects in East Pakistan.*

The undersigned is directed to refer to this Division's O.M. No. F.3(3)-R.10/72 dated 24-1-1973 and of even number, dated 29-1-1973 on the above subject and to say that the expenditure on account of the compensation granted to Central Government employees shall be adjusted under the Major Head “57 Miscellaneous – Miscellaneous and unforeseen charges” with detailed head “Compensation on account of loss of personal effects/property as a result of enemy occupation of East Pakistan”.

S. No. 5.— OFFICE MEMORANDUM No. F.2 (1)-R.13/76, DATED THE 17TH MARCH, 1976.

SUBJECT:— *Grant of Compensation for loss of personal effects in East Pakistan.*

The undersigned is directed to refer to this Division's Office Memorandum No. 3(3)-R.10/72, dated the 24th January, 1973, on the subject noted above and to say that it has been decided that the Central Government servants who were actually (and not merely constructively) posted in former East Pakistan during the period 1st March, 1971 to 15th December, 1971 and the families of such Government servants who died or were killed after 1st March, 1971 and who lost their personal effects as a result of enemy occupation of East Pakistan may be allowed compensation at the rate and to the extent indicated below: —

** (a) Federal Government employees who were residing in the former East Pakistan during the period 1 st March, 1971 to 15 th December, 1971 without families.	2 months' *salary subject to a minimum of Rs.500/- and a maximum of Rs.2500/-.
(b) Federal Government employees who were residing in the former East Pakistan during the period 1 st March, 1971 to 15 th December, 1971 with families.	4 months' *salary subject to a minimum of Rs.1000/- and a maximum of Rs.5000/-.
(c) Families of Federal Government employees who died or were killed in the former East Pakistan during the period 1 st March, 1971 to 15 th December, 1971.	-Do-

*The term "salary" will cover pay, special pay, personal pay and technical pay.

2. The powers to award compensation to the extent and at the rate indicated in para 1 above will be exercised by the Ministry/Division controlling the establishment matters of the Government servants concerned.

3. The Central Government servants/families of deceased Central Government servants claiming the grant of compensation under these orders shall furnish a certificate which shall be in one of the forms (A) or (B) set out in the Annexure attached to this Office Memorandum, as may be appropriate in each case. Such a certificate shall be prepared in duplicate one copy being retained in the administrative Ministry/Division and the other being sent to the Audit Department. The administrative Ministries/Divisions while sanctioning the award of compensation under these orders shall also record an identical certificate, with suitable modifications, in the sanction letter.

4. The amount of compensation, if any, already drawn by the Government servant/family of the deceased Government servant in accordance with the orders issued in this Division's Office Memorandum referred to in para 1 above shall be adjusted against the amount of compensation payable under these orders.

** Substituted by O.M. No.F.2(1)-R.13/76, dated the 1st June, 1978.

5. The expenditure will be debited under the Head “57—Miscellaneous – Miscellaneous and Unforeseen Charges” with detailed head “Compensation on account of loss of personal effects as a result of enemy occupation of East Pakistan”.

6. It has also been decided that all claims for the grant of *ex-gratia* compensation covered by the present orders as well as the orders issued in this Division’s Office Memorandum, dated 24-1-1973 referred to in para 1 above may be finalised as early as possible but not later than the 30th June, 1976, after which no claim on this account will be entertained by the Audit Office concerned.

Annexure

***REVISED FORMS OF CERTIFICATES**

(Please see para 3)

(A) — In the case of (a) and (b) in para 1.

“Certified that I _____ employed as _____,
(name) (designation)

in _____
(name of Ministry/Division/Department)

(i) was actually (and not merely constructively) posted and physically present in former East Pakistan during the period 1-3-1971 to 15-12-1971;

(ii) lost personal effects as a result of the enemy action in East Pakistan;

(iii) left East Pakistan on/after 1-3-1971, i.e. on.....
(here state the date)

as a result of enemy action, by.....
(here state the means of conveyance)

(iv) was living with/without my family in East Pakistan during the period 1-3-1971 to 15-12-1971;

(v) the family left East Pakistan on.....
(here state the date)

by.....
(here state the means of conveyance)

.....
Signature

(B) — In case of (c) in para 1.

“Certified that late Mr. _____
(name)

* Substituted by O.M. No.F.2(1)-R.13/76, dated the 1st June, 1978.

** As amended by O.M. No.F.2(1)-R.13/76, dated the 16th October, 1978.

employed as _____, in _____
 (designation) (name of Ministry/Division/Department)

(i) was actually (and not merely constructively) posted and physically present in East Pakistan during the period 1-3-1971 to 15-12-1971;

(ii) died/was killed in East Pakistan on _____
 (here state the date)

(iii) lost personal effects as a result of the enemy action in East Pakistan;

(iv) the family of the deceased Government servant left East Pakistan on/after 1-3-1971 i.e., on as a result of enemy action,
 (here state the date)

by.....
 (here state the means of conveyance)

(v) Mr..... (deceased) was living with family in East Pakistan during the period 1-3-1971 to 15-12-1971.

.....
 Signature

S. No. 6.— OFFICE MEMORANDUM No. F.2 (1)-R.13/76, DATED THE 24TH JUNE, 1976.

SUBJECT:— *Grant of Compensation for loss of personal effects in East Pakistan.*

The undersigned is directed to refer to para 6 of this Division's Office Memorandum No. F. 2(1)-R.13/76, dated the 17th March, 1976, on the subject noted above and to say that it has been decided that the last date for finalisation of claims for grant of compensation has been extended for a further period of 3 months w.e.f. *1-7-1976.

S. No. 7.— OFFICE MEMORANDUM No. F.2 (1)-R.13/76, DATED THE 2ND NOVEMBER, 1976.

SUBJECT:— *Grant of Compensation for loss of personal effects in East Pakistan.*

The undersigned is directed to refer to this Division's O.M. of even number, dated the 24th June, 1976, on the subject noted above and to say that it has been decided to extend the last date for finalisation of claims for grant of compensation further upto *31st December, 1976.

* Date extended upto 30th June, 1980.

S. No. 8.— OFFICE MEMORANDUM No. F.2 (1)-R.13/76, DATED THE 4TH MAY, 1977.

SUBJECT:— *Grant of Compensation for loss of personal effects in East Pakistan.*

The undersigned is directed to refer to this Division's O.M. of even number, dated the 2nd November, 1976, on the subject noted above and to say that it has been decided to extend the last date for submission of claims for grant of compensation to 31^{st*} July, 1977.

S. No. 9.— OFFICE MEMORANDUM No. F.2(1)-R.13/77, DATED THE 4TH SEPTEMBER, 1977.

SUBJECT:— *Grant of Compensation for loss of personal effects in East Pakistan.*

In supersession of this Division's general circular O.M. No. No. F.10(6)-R.9/73-979, dated the 7th August, 1973, on the subject noted above, the undersigned is directed to say that the expenditure on account of compensation for loss of personal effect in East Pakistan granted to Central Government employees shall be adjusted under 25—General Administration – Miscellaneous Discretionary Grants by Heads of Provinces compensation on account of loss of personal effects/property as a result of enemy occupation of East Pakistan. In the case of Departments where expenditure is booked under a different Major Head, the compensation mentioned above will be booked under that Head.

2. The expenditure on this account already adjusted under the Major Head "57—Miscellaneous – Miscellaneous and Unforeseen Charges" with detailed head "Compensation on account of loss of personal effects/property as a result of enemy occupation of East Pakistan" shall, therefore, be transferred to appropriate Major Head, i.e. 25—General Administration, 29 – Police, 47 – Miscellaneous Departments, etc. as the case may be if the accounts for the year are still open.

S. No. 10.— OFFICE MEMORANDUM No. F.8 (1)-R.14/78, DATED THE 27TH FEBRUARY, 1979.

SUBJECT:— *Grant of Compensation for loss of personal effects in East Pakistan.*

The undersigned is directed to refer to this Division's O.M. No. F.2(1)-R.13/76, dated the 4th May, 1977, on the subject noted above and to say that it has been decided to extend the last date for submission of claims for grant of compensation further up to *30th September, 1979.

* Date extended upto 30th June, 1980.

S. No. 11.— OFFICE MEMORANDUM No. F.9 (1)-R.9/80-D.359/80, DATED THE 30TH MARCH, 1980.

SUBJECT:— *Grant of Compensation for loss of personal effects in East Pakistan.*

The undersigned is directed to refer to this Division's O.M. No. F.8 (1)-R.14/78, dated 27th February, 1979, on the subject noted above and to say that it has been decided to extend the last date for submission of claims for grant of compensation further up to 30th June, 1980.

2. It is emphasised that all claims may be finalised before the above date after which no claims on this account will be entertained and the last date will not be extended further in any circumstances.

DAILY ALLOWANCE / MILEAGE ALLOWANCE

*S. No. 1.— OFFICE MEMORANDUM NO. F. 26 (23)-R/48, DATED THE 2ND FEBRUARY, 1948.

SUBJECT: — *Road-Mileage Allowance from residence to aerodrome and vice versa for air- journey on duty.*

Cases have arisen where Government servants have claimed road-mileage allowance from their residence to aerodrome and *vice versa* for journeys on duty performed by them by air.

After a careful consideration of these cases, the Government of Pakistan are pleased to decide that road-mileage between residences of officers and aerodromes should not be allowed in case the air-companies have arrangements for the transport of passengers between aerodrome and their offices in the cities where facilities of air travel exist. In such cases mileage should be allowed only up to the point of the offices of the companies.

S. No. 2.— OFFICE MEMORANDUM NO. F. 26 (23)-R/48, DATED THE 13TH APRIL, 1948.

SUBJECT:— *Road-Mileage Allowance from residence to aerodrome and vice versa for air- journey on duty.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 26(23)-R/48, dated the 2nd February, 1948, on the subject mentioned above, and to say that the Road-Mileage allowance mentioned therein should be allowed from the Chief Public Office or such other point as may be fixed by the competent authority vide Supplementary Rule 32 and not from the residence to the office of the Air company.

**S. No. 3.— OFFICE MEMORANDUM NO. D. 3526-R/48, DATED THE 1ST OCTOBER, 1948.

SUBJECT: — *Exemption from the operation of Supplementary Rule 73.*

The undersigned is directed to state that according to the late Government of India's decision under Supplementary Rule 73 of the Compilation of Fundamental and Supplementary Rules, read with Serial No.26 in Appendix 13 thereof, power has been delegated to various authorities to grant exemption from the rule limiting a halt on tour to 10 days in respect of halts at outstations on such conditions as the authority concerned thinks fit, one such condition being the reduction in the amount of daily allowance after the first 10 days of halt except in those cases which present very special features. It has

* Clarified by O.M. No. F. 26(23)-R/48, dated the 13th April, 1948.

** Amended by O.M. No. F. 1(13)-RI(2)/59, dated the 20th September, 1960.

been brought to the notice of this Ministry that this condition is not usually complied with. The various authorities competent to grant exemption from the operation of Supplementary Rule 73 have not issued any orders regarding such reduction in the rate of daily allowance for the period in excess of 10 days. The attention of the Ministries and Departments is, therefore, invited to the Government's decision referred to above with a view to their taking necessary action in the matter.

2. The reduction in the rates of daily allowance contemplated in that decision should, as a general rule, be as follows:—

- (i) full rate for the first ten days;
- (ii) three fourth of the ordinary rate for the next twenty days; and
- (iii) half the ordinary rate thereafter.

3. In the case where special treatment be justified the reasons for not enforcing reduction in the rate of daily allowance as indicated above should be intimated to the audit officer concerned.

S. No. 4.—OFFICE MEMORANDUM NO. F. 28 (24)-R/48, DATED THE 20TH DECEMBER, 1948.

SUBJECT:—Chief Public Office for purposes of S.R. 32 at Dacca and Chittagong.

The undersigned is directed to state that the Government of Pakistan have decided that the General Post Offices at Dacca and Chittagong should be considered as the Chief Public Offices for the purpose of Supplementary Rule 32 and consequently the fixed points in respect of commencement and end of the journeys of all officers employed in the offices and departments of the Government of Pakistan, located at the above-named cities.

**S. No. 5.—OFFICE MEMORANDUM NO. F. 26(81)-R/48, DATED THE 23RD DECEMBER, 1948.*

SUBJECT:— Admissibility of daily allowance to officers who perform short journeys in conveyances provided by Government

It has been brought to the notice of Government that officers who perform short visits on official duty from Drigh Road, Malir, Mauripur, etc., to Karachi and back and *vice versa* in the conveyances provided by Government have been drawing daily allowance under Supplementary Rule 182. Daily allowance, as admissible under Supplementary Rule 182, is intended for journeys on regular tours where it is expected

* Modified by O.M. No.2602-RII/49, dated the 31st August, 1949.

that the Government servants have to incur some expenditure. But in case where officers perform short journeys lasting a single day in the conveyances provided by Government, the officers have hardly to incur any expenditure. It has, therefore, been decided that no daily allowance should be admissible to the officers who perform short journeys lasting a single day in conveyances provided by Government.

S. No. 6.— OFFICE MEMORANDUM NO. 2602-RII/49, DATED THE 31ST AUGUST, 1949.

SUBJECT:— Admissibility of daily allowance to officers who perform short journeys in conveyances provided by Government.

In partial modification of this Ministry's Office Memorandum No. F. 26(81)-R/48, dated the 23rd December, 1948 on the above subject, the Government of Pakistan have decided that the cases of officers performing short tours in the conveyances provided by the Government, should be governed by S.R. 82(b) (ii). Accordingly a Government servant will be entitled to draw daily allowance for any day which he is absent from his headquarters on official duty for more than eight consecutive hours.

**S. No. 7.— OFFICE MEMORANDUM NO. F. 6(73)-RII/49, DATED THE 24TH SEPTEMBER, 1951.*

SUBJECT :—Revision of the existing rates of mileage allowance and daily allowance for journeys on tour within Pakistan.

The undersigned is directed to state that the Government of Pakistan have had under consideration the question of revision of the allowance for journeys on tour within Pakistan. It has been decided to revise the existing rates of mileage and daily allowances as indicated in the Schedule to this Office Memorandum. The corresponding rules in the Supplementary Rules shall be deemed to have been revised to the extent shown in the Schedule.

* Amplified by O.M. No.F.17(2)-RI/51, dated the 11th July, 1952, No. F.7(25)-RII/52, dated the 3rd November, 1952, No.F.34(77)-RI(2)/56, dated the 7th May, 1957. Modified by O.M. No.F.1(153)-RI(2)/58, dated the 8th November, 1958.

SCHEDULE TO OFFICE MEMORANDUM NO. F. 6(73)-RII/49, DATED THE
24TH SEPTEMBER, 1951

I. MILEAGE ALLOWANCE

<u>Category of Govt. servant</u>	<u>Mode of travel</u>	<u>Revised Rates</u>
(1) Grade I to III ..	By Sea	1-1/4 sea fares.
(2) Grade IV	By Sea	1-1/3 sea fares.
	By Rail	1-1/4 rail fares.

NOTE. —The existing rates would continue to be applicable in the other cases.

II. DAILY ALLOWANCE

(A) *For stations other than those classed as specially expensive localities.*

<u>Category of Govt. servant</u>	<u>Revised Rates</u>
(1) First Grade:	
(i) Pay up to Rs.750	Rs.7/8.—
(ii) Pay exceeding Rs.750 but not exceeding Rs.1,000.	Rs.9.
(iii) Pay exceeding Rs.1,000.	Rs.9 for the first Rs.1,000 plus Rs.1/8 for every additional Rs.500 or fraction thereof subject to a maximum of Rs.15.
(2) Second Grade	Annas four for every Rs.12/8/- or fraction thereof subject to a maximum of Rs.7/8.
(3) Third Grade	Annas four for every Rs.12/8/- or fraction thereof subject to a minimum of Rs.2.
(4) Fourth Grade	Rs.1/8/-.

(B) *For four specially expensive localities, viz., Karachi, Lahore, Dacca and Chittagong.*

<u>Category of Govt. servant</u>	<u>Revised Rates</u>
(1) First Grade:	
(i) Pay up to Rs.750	Rs.11.
(ii) Pay exceeding Rs.750	Rs.11 for the first Rs.750 plus Rs.1/11/- for every Rs.500 or fraction thereof subject to a maximum of Rs.17.
(2) Second Grade	Annas five for every Rs.12/8/- or fraction thereof subject to a maximum of Rs.10.
(3) Third Grade	Annas five for every Rs.12/8/- or fraction thereof subject to a minimum of Rs.2/8/-.
(4) Fourth Grade	Rs.2.

NOTE.— For the specially expensive localities included in Appendix 18-A in Volume II of the Posts & Telegraphs Compilation of Fundamental & Supplementary Rules, other than the four towns mentioned above, the old rates of daily allowance in Supplementary Rules, 51 plus the existing percentage or *ad hoc* increases as the case may be or the rates fixed in these orders for the ordinary localities whichever are higher shall be admissible.

S. No. 8.— **OFFICE MEMORANDUM NO. 446-RII/51, DATED THE 19TH FEBRUARY, 1952.**

SUBJECT :—*Rate of daily allowance for journeys by air on tour.*

A doubt has been raised whether the daily allowance sanctioned in this Ministry's Resolution* No. F. 26(59)-RII/48, dated the 3rd December, 1950, on the subject noted above is admissible at the full rate or at half rate. As the daily allowance has been sanctioned in lieu of incidental fare, it shall be allowed at the full rate, but shall, in all cases, be calculated at the rate admissible for ordinary localities.

S. No. 9.— **OFFICE MEMORANDUM NO. F. 11(15)-RII/52, DATED 26TH APRIL, 1952. AS AMENDED BY O.M. OF EVEN NUMBER DATED THE 24TH MAY, 1952.**

SUBJECT :—*Admissibility of Mileage Allowance to Government Servants for journeys on the Indian Railways.*

* See S.R.48-C in Compilation of F.Rs. & S.Rs. Vol.I.

In supersession of the orders contained in this Ministry's Office Memorandum No. F. 6(47)-RII/49, dated the 7th July, 1949, the undersigned is directed to say that the classification of accommodation on the Indian Railways has since been changed and now corresponds to the classification prevalent on the Pakistan Railways. Government servants who travel on the Indian Railways will therefore be entitled to the same class of accommodations, as admissible to them on the Pakistan Railways.

****S. No. 10.— OFFICE MEMORANDUM NO. F. 17(21)-RII/51, DATED THE 11TH JULY, 1952.**

SUBJECT :—*Revision of the existing rates of mileage allowance and daily allowance for journeys on tour within Pakistan.*

The undersigned is directed to refer the Schedule to this Ministry's Office Memorandum No. F. 6(73)-RII/49, dated the 24th September, 1951, on the subject noted above, and to convey the following further decisions :—

- (a) Rawalpindi shall be treated as a specially expensive locality and the rates of daily allowance shown in part II (B) of the above Schedule shall apply to it with immediate effect.
- (b) Subject to the condition laid down in para 2 below, the rates of daily allowance indicated in Part II (B) of the Schedule shall also be admissible within the Lahore cantonment and in the following suburbs of specially expensive localities :—

Karachi	Dacca	Chittagong	Rawalpindi
Manora Island. Drigh Road. Malir. Malir Cantt. Landhi. Manghopir Nazimabad Korangi Creek Mauripore Keamari	Tejgaon Police Station. Narayanganj Municipal Area. Fatulla Police Station.	Panchalaish. Patenga. Pahartali. Sholasaher. Kattali. Bakalia. Halisaher.	Dhamial

2. Officers whose headquarters are situated within the Municipal limits of Karachi, Dacca, Rawalpindi and Chittagong or within the limits of the Lahore Corporation will not, however, be entitled to daily allowance at the higher rates admissible for specially expensive localities if they visit the suburbs of the respective cities under circumstances entitling them only to daily allowance.

** Amplified by O.M. No.F.34(42)-RI(2)/54, dated the 6th November, 1954 and O.M. No.34(76)-RI(2)/56, dated the 31st January, 1957.

S. No. 11.— OFFICE MEMORANDUM NO. F. 7 (25)-RII/52, DATED THE 3RD NOVEMBER, 1952.

SUBJECT :—*Revision of the existing rates of mileage allowance and daily allowance for journeys on tour within Pakistan.*

A question has been raised whether the grade IV Government servants who have been allowed $\frac{1}{4}$ extra fare for railway journeys on tour vide Schedule to this Ministry's Office Memorandum No. F. 6(73)-RII/49, dated the 24th September, 1951, would be entitled to daily allowance under Supplementary Rule 78(a) in addition to the extra fare. Supplementary Rule 78 provided for the grant of daily allowance as grade IV Government servants were not entitled to any extra fare in accordance with Supplementary Rule 36. The undersigned is directed to say that since grade IV servants are now entitled to the extra railway fare on tour, they will not be entitled to daily allowance for railway journey on tour.

2. It has also been decided that the extra fare at $\frac{1}{4}$ sea fare in respect of Government servants of grade I to III prescribed for journeys on tour by sea vide Schedule to the Office Memorandum referred to in para 1 above will be applicable to journeys performed by sea and not to journeys performed by river steamer. In respect of the journeys performed by river steamer Government servants of grade I to III will be entitled to draw $\frac{3}{5}$ th incidental fare as prescribed in Supplementary Rule 41. Government servants of grade IV will however, draw $\frac{1}{3}$ rd extra fare in respect of the journeys both by sea and river steamer. The double daily allowance prescribed in Supplementary Rule 58 will not however be admissible to them.

S. No. 12.— OFFICE MEMORANDUM NO. 15-F. 34 (3)-R.I(2)/54, DATED 11TH AUGUST, 1954.

SUBJECT:—*Admissibility of travelling allowance on transfer.*

The basis on which mileage allowance may be allowed in cases when a Government servant uses means of locomotion provided at the expense of Government, local fund, etc., and does not pay the cost of its use or propulsion has been under consideration under the Government of Pakistan. In this connection the undersigned is directed to refer to the late Government of India decision No.9 under the Supplementary Rule 116 which is applicable to the Government servants of the Posts and Telegraphs Department and to say that it has been decided that the road mileage allowance according to the decision referred to above may be allowed to all Central Government servants travelling free of cost on Government transport on transfer.

S. No. 13— OFFICE MEMORANDUM NO. F. 34 (42)-R.I(2)/54, DATED 6TH NOVEMBER, 1954.

SUBJECT:—*Revision of existing rates of mileage allowance and daily allowance for journeys on tour within Pakistan.*

I am directed to invite a reference to clause (b) of paragraph 1 of this Ministry's Office Memorandum No. F. 17 (21)-R.II/51, dated the 11th July, 1952, and to state that it has been decided that "Chaklala" may also be treated as suburb of Rawalpindi for the purpose of daily allowance at the higher rates admissible for specially expensive localities.

**S. NO. 14.*— OFFICE MEMORANDUM NO. F. 34(26)-R.I(2)/56, DATED THE 1ST OCTOBER, 1956.

SUBJECT:— *Grant of daily allowance at enhanced rates to the Government servants proceeding to Dacca in connection with the sessions of the National Assembly.*

The undersigned is directed to state that in view of the acute shortage of accommodation at Dacca the question of allowing Daily Allowance at enhanced rates to the Government servants proceeding to Dacca for the sessions of the National Assembly there has been under consideration of this Ministry. It has been decided that:—

- (a) Government servants proceeding to Dacca exclusively in connection with the work relating to the Sessions of the National Assembly may be allowed Daily Allowance at full rates for the entire period of their halt at Dacca;
- (b) those Government servants who stay in hotels and incur hotel expenses in excess of the Daily Allowance admissible to them at the existing rates may be allowed a further increase of 25% of the daily allowance normally admissible.

Those who claim the enhanced rate of Daily Allowance should support their claim by producing receipts/vouchers to establish that the hotel charges actually paid by them were more than the Daily Allowance ordinarily admissible to them without the increase of 25% ;

- (c) Government servants of classes III and IV may either draw increased Daily Allowance on the conditions stated in para 1 above or alternatively, they may draw the normal Daily Allowance admissible at Dacca and in addition free unfurnished accommodation (lodging only), if provided by the Government.

2. *Excess baggage allowance.*—The Government servants who travel by air shall be entitled to air freight at the following rates:—

* See also O.M. No. F. 1(26)-R 2 (Rwp)/62, dated 1-2-1963.

- (i) Those entitled to travel by 1st Class .. 80 Lbs. (inclusive of the free baggage allowance given by the Company).
- (ii) Those entitled to travel by tourist Class.. 60 Lbs. (inclusive of the free baggage allowance given by the Company).

3. It has been decided that Class IV Government servants who may have to proceed to Dacca in connection with the Sessions of the National Assembly may be allowed to travel by tourist Class.

S. NO. 15.— OFFICE MEMORANDUM NO. F. 34(2)-R.I(2)/56, DATED THE 5TH OCTOBER, 1956.

SUBJECT:—Admissibility of mileage allowance to Government servants making journeys on Indian Railways.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 11 (15)-R.II/52, dated the 26th April, 1952, and to say that in view of the revised classification of passenger traffic on the Indian Railways with effect from 1st April, 1955, it has been decided that with immediate effect the Pakistani officials when travelling on the Indian Railways on tour and transfer will be entitled to the class of accommodation as follows:—

Grade of Government Servants			Class of accommodation in Indian Railways
Government Servants of 1 st Grade	1 st Class
Government Servants of 2 nd Grade	1 st Class
Government Servants of 3 rd Grade	2 nd Class
Government Servants of 4 th Grade	3 rd Class

Officers who at present are eligible to travel in air-conditioned accommodation at the public expense in Pakistan may travel in the air-conditioned accommodation provided in Indian Railways.

Mileage allowance for journeys on tour and transfer will be calculated on the basis of fares of the new class to which a Government servant might be entitled in accordance with the above table.

S. NO. 16.— OFFICE MEMORANDUM NO. 34 (76)-R.I(2)/56, DATED THE 31ST JANUARY, 1957.

SUBJECT :—Revision of existing rates of mileage allowance and daily allowance for journeys on tour within Pakistan.

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 17 (21)-R.II/51, dated the 11th July, 1952, on the subject noted above and to say that it has been decided to treat Chittagong Cantt. (formerly called Nautanpara Cantt.) as a suburb of Chittagong for the purpose of Daily Allowance as admissible under this Ministry's Office Memorandum No. F. 6 (73)-R.II/49, dated the 24th September, 1951.

S. NO. 17.— OFFICE MEMORANDUM NO. 34 (77)-R.I(2)/56, DATED THE 7TH MAY, 1957.

SUBJECT :—Rate of daily allowance for journeys on tour within Pakistan.

The undersigned is directed to invite attention to this Ministry's Office Memorandum No. F. 6 (73)-R.II/49, dated the 24th September, 1951, and to say that in view of the rise in hotel rates which has taken place since these orders were issued, the President has been pleased to decide that a Government servant who actually stays in a hotel during a halt on tour and incurs hotel charges for boarding and lodging in excess of the daily allowance at present admissible to him under the above Office Memorandum may, in lieu of the daily allowance, be allowed to draw the actual charges paid to the hotel for boarding and lodging plus 25% of the existing daily allowance subject to the condition that the total amount allowed to be drawn for the period of his stay in the hotel shall not exceed the daily allowance admissible to him for that period by more than 50%.

S. NO. 18.— OFFICE MEMORANDUM NO. F. 1 (39)-R.I(2)/58, DATED THE 12TH MAY, 1958.

SUBJECT :—Revision of the existing rates of mileage allowance and daily allowance for journeys on tour within Pakistan.

The undersigned is directed to invite a reference to the orders issued in this Ministry's Office Memorandum No. F. 34 (77)-R.I(2)/56, dated the 7th May, 1957, and to say that the concession sanction in that Office Memorandum will also be admissible for the days of arrival and departure from an outstation for which half daily allowance is admissible under the rules, provided that the total amount admissible for such days shall not exceed an amount equal to the half daily allowance admissible to the Government servant concerned plus 50% thereof.

S. NO. 19.— OFFICE MEMORANDUM NO. F.1 (133)-R.I(2)/58, DATED 8TH NOVEMBER, 1958.

SUBJECT:—Rate of daily allowance for journeys on tour within Pakistan.

* Clarified by O.M. No. F. 1(39) RI(2)/58, dated the 12th May, 1958 and superseded by O.M. No.F.2(133)-RI(2)/58, dated 8th November, 1958.

The undersigned is directed to say that the Government of Pakistan have had under consideration the question of the revision of the existing rates of daily allowance. The President has been pleased to decide that with effect from the 29th October, 1958 the rates of daily allowance contained in this Ministry's Office Memorandum No. F. 6 (73)-R.II/49, dated the 24th September, 1951, shall until further orders, be modified as indicated below: —

(A) *For Karachi, Lahore, Dacca, Chittagong and Rawalpindi and their suburbs:-
To a Government servant of —*

- (a) First Grade:
- | | |
|---|---|
| (i) Pay up to Rs.750 | Rs.12/8/—. |
| (ii) Pay exceeding Rs.750 but not exceeding Rs.1,000. | Rs.15. |
| (iii) Pay exceeding Rs.1,000. | Rs.15 for the first Rs.1,000 plus Rs.2/8/- for every additional Rs.500 or fraction thereof subject to a maximum of Rs.30. |
- (b) Second Grade Annas 6/- for every Rs.12/8/- or fraction thereof subject to a maximum of Rs.12.
- (c) Third Grade Annas 6/- for every Rs.12/8/- or fraction thereof subject to a minimum of Rs.4.
- (d) Fourth Grade Rs.2/8/- (fixed).

(B) *For stations other than those under (A) above*

To a Government servant of —

- (a) First Grade:
- | | |
|---|---|
| (i) Pay up to Rs.750 | Rs.10. |
| (ii) Pay exceeding Rs.750 but not exceeding Rs.1000 | Rs.12. |
| (iii) Pay exceeding Rs.1000 | Rs.12 for the first Rs.1000 plus Rs.2/4/- for every Rs.500 or fraction thereof subject to a maximum of Rs.25. |

(b) Second Grade	Annas five for every Rs.12/8/- or fraction thereof subject to a maximum of Rs.10.
(c) Third Grade	Annas five for every Rs.12/8/- or fraction thereof subject to a minimum of Rs.2/8/-.
(d) Fourth Grade	Rs.2 (fixed).

N.B.— For the specially expensive localities included in Appendix 18-A, Volume II of the Compilation of the Fundamental and Supplementary Rules, other than those mentioned under (a) above the rates of daily allowance given in Supplementary Rules 51 plus the existing percentage or *ad hoc* increase, as the case may be, or the rates fixed as under (B) in these orders for the ordinary localities whichever are higher, shall be admissible.

2. These orders also supersede those issued in this Ministry's Office Memorandum No. F. 34(77)-RI(2)/56, dated the 7th May, 1957.

*S. NO. 20.— OFFICE MEMORANDUM NO. F.1 (37)-R.I(2)/59, DATED 23RD NOVEMBER, 1959.

SUBJECT:— *Daily allowance on tour — Clarification of the term "ordinary rate"*.

The undersigned is directed to say that a doubt has been raised as to whether the term "ordinary rate" used in Government decision No.(1) below S.R. 73 refers to the general rate admissible for in-expensive localities or to the rate of Daily allowance ordinarily admissible at the particular station of halt of a Government servant whether it be an expensive or in-expensive locality. The undersigned is directed to say that the term "ordinary rate" as used in Government decision quoted above refers to the rate of Daily allowance ordinarily admissible at the particular station of halt of a Government servant.

S. NO. 21.— OFFICE MEMORANDUM NO. F.1 (13)-R.I(2)/59, DATED 20TH SEPTEMBER, 1960.

The undersigned is directed to say that in accordance with the Government's decision No.(1) below Supplementary Rule 73, daily allowance admissible to a Government servant of the first, second, and third grade is subject to reduction according to the duration of halt at a particular station after ten days. It has been observed that in some cases the implementation of the above Government decision results in the daily allowance of a Government servant being reduced to a rate lower than the minimum rate admissible to a Government servant of the next lower grade. The above position has

* See also O.M. No.F.1(13)-RI(2)/59, dated the 20th September, 1960.

been examined in this Ministry and it has been decided that in the event of reduction in the rate of daily allowance prescribed in this Ministry's O.M. No. F.1 (133)-R.I(2)/58, dated the 8th November, 1958, in terms of Supplementary Rule 73, after a continuous halt of ten days or more at one station, the reduced rates of daily allowance should in no case be less than the minimum rate of daily allowance laid down for a Government servant of the next lower grade. The undersigned is accordingly to request that in the Compilation of the Fundamental and Supplementary Rules, Volume I, the following provision may be added after clause (iii) in the second paragraph of Government's decision No.(1) below Supplementary Rule 73, namely:—

“Provided that the rate of daily allowance should not in the case of any Government servant be reduced to a rate lower than the minimum or ordinary rate admissible to a Government servant of the next lower grade.”

S. NO. 22.— OFFICE MEMORANDUM NO. F.1 (26)-R2(RWP)/62, DATED THE 1ST FEBRUARY, 1963.

***SUBJECT:—Grant of Daily allowance at enhanced rates to Government servants proceeding to Dacca in connection with the sessions of the National Assembly of Pakistan.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. 34 (26)-RI(2)/56, dated the 1st October, 1956, and to say that the orders contained therein shall continue to apply, until further orders, to Government servant who proceed to Dacca from West Pakistan in connection with the sessions of the National Assembly of Pakistan held in future, with the modification that no peon will be moved to Dacca.

S. NO. 23.— OFFICE MEMORANDUM NO. F.1 (26)-R2(RWP)/62, DATED THE 1ST MARCH, 1963.

SUBJECT:—Grant of Daily allowance at enhanced rates to Government servants proceeding to Dacca in connection with the sessions of the National Assembly of Pakistan.

In partial modification of this Ministry's Office Memorandum of even number, dated the 1st February, 1963, on the above subject, the undersigned is directed to say that the President has been pleased to decide that Government servant while in Dacca in connection with the sessions of the National Assembly of Pakistan, who actually stay in hotels (including E.P.I.D.C. Guest House or similar establishment) appropriate to their status and incur hotel expenses, should be reimbursed actual hotel expenses incurred on board and lodging, subject to production of hotel receipts/vouchers, if such charges are found to be more than the daily allowance ordinarily admissible to them. In addition, an

* See also O.M. No.F.1(13)-RI(2)/59, dated the 20th September, 1960.

** Modified by O.M. No. F. 1(26)-R2(RWP)/62, dated 1-3-1963 and 1-4-1963. Amended by O.M. No. F. 1(26)-R2(RWP)/62, dated 27-8-1963.

amount of Rs.5 or 25% of the normal daily allowance at Dacca, whichever is lower, shall be admissible to them to meet incidental charges.

S. NO. 24.— OFFICE MEMORANDUM NO. F.1 (26)-R2(RWP)/62, DATED THE 1ST APRIL, 1963.

SUBJECT:— Grant of Daily allowance at enhanced rates to Government servants proceeding to Dacca in connection with the sessions of the National Assembly of Pakistan.

The undersigned is directed to invite a reference to this Ministry's Office Memoranda No. F.1 (26)-R2(RWP)/62, dated the 1st February, 1963 and the 1st March, 1963, on the above subject, and to say that in partial modification of the provision thereof, the President has been pleased to decide that each Ministry/Division shall be allowed to take one peon to Dacca for the *current* session of the National Assembly of Pakistan if considered necessary in public interest.

2. These orders shall come into force with immediate effect.
-

S. NO. 25.— OFFICE MEMORANDUM NO. F.1 (26)-R2 (RWP)/62, DATED 27TH AUGUST, 1963.

SUBJECT:—Grant of Daily allowance at enhanced rates to Government servants proceeding to Dacca in connection with the sessions of the National Assembly of Pakistan.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum of even number, dated the 1st February, 1963, on the above subject, and to say that the words "from West Pakistan" shall be deleted there-from.

S. NO. 26.— OFFICE MEMORANDUM NO. F.7 (11)-R2/64, DATED THE 2ND AUGUST, 1964.

SUBJECT:—Admissibility of mileage allowance to Government servants making journeys on Indian Railways.

The undersigned is directed to invite a reference to this Ministry's *Office Memorandum No. F. 34(2)-RI (2)/56, dated the 5th October, 1956 and to say that a doubt arose as to whether these orders were still operative after the issue of Appendix No. 7 to Fundamental and Supplementary Rules, Volume II. It is clarified that so long as the classification of passengers traffic on the Indian Railways introduced with effect from 1st April, 1955 remains, entitlement of Government servants of all grades while travelling

* See Government decision No.2 under S.R. 34.

on the Indian Railways on official duty or on transfer or on home leave passage shall continue to be regulated under the orders of the 5th October, 1956 (as amended).

These orders will take effect from 1st September, 1959, but the claims already settled shall not be reopened.

S. NO. 27.— OFFICE MEMORANDUM NO. F. 1 (10)-R2 (RWP)/63, DATED THE 18TH SEPTEMBER, 1964.

SUBJECT:—*Revised gradation for purposes of travelling allowance rules.*

The undersigned is directed to say that in consequence of the introduction of the New Scales of pay, with effect from the 1st December, 1962, for Gazetted and non-Gazetted Central Government servants, the President has been pleased to decide that the existing limits of pay laid down in S.R. 17 for officers of the first and second grades shall be revised. The revised grades will be as follows:—

First Grade	Officers belonging to Class I services and all other Officers in receipt of actual pay exceeding Rs.925 per mensem.
Second Grade	All Government servants in receipt of actual pay exceeding Rs.250 per mensem but not exceeding Rs.925 per mensem.

2. It has also been decided that the existing limit of pay of Rs.2,000 per mensem prescribed in clause (a) of S.R. 48-C, entitling an officer to travel by air in first class, shall be raised to Rs.2,300 per mensem.

3. The rate of daily allowance admissible under this Ministry's Office Memorandum No. F. 1 (133)-RI (2)//58, dated the 8th November, 1958, shall be calculated on the basis of the pay as fixed in the New Scales for Gazetted and non-Gazetted Government servants.

4. These orders shall come into force with effect from the 1st October, 1964 and shall apply to all civilian employees of the Central Government to whom the Fundamental and Supplementary Rules, as a whole, apply.

5. In cases where the New Scales of pay have not yet been notified, entitlement to travelling allowance including daily allowance shall, until such scales are notified, continue to be regulated on the basis of the existing pay of Government servant.

6. The relevant rules are being amended accordingly.

S. NO. 28.— NOTIFICATION NO. F. 1 (10)-R2/63, DATED THE 26TH DECEMBER, 1964.

S.R.O. 22(K)/65:

In exercise of the powers conferred by rule 44 of the Fundamental Rules, the President is pleased to direct that the following further amendments shall be made in the Supplementary Rules, namely :—

In the Supplementary Rules, —

(1) in rule 17, for clauses (a) and (b) the following shall be substituted, namely:—

“(a) The first grade includes officers belonging to Class I Services and all other officers in receipt of actual pay exceeding Rs.925.

(b) The second grade includes all Government servants in receipt of actual pay exceeding Rs.250 but not exceeding Rs.925.”

(2) in rule 34, in clause (c), in sub-clause (ii), in paragraph (2), for the letters and figure “Rs.100”, twice occurring, the letters and figure “Rs.150” shall in both places be substituted;

(3) in rule 37, for the letters and figure “Rs.100”, the letters and figure “Rs.150” shall be substituted; and

(4) in rule 48–C, in clause (a), for the letters and figure “Rs.2,000 p.m.”, twice occurring, the letters and figure “Rs.2,300” shall in both places be substituted.

2. This notification shall be deemed to have taken effect on the 1st day of October, 1964.

S. NO. 29.— OFFICE MEMORANDUM NO. F. 1 (50)-R2/65, DATED THE 27TH JULY, 1966.

SUBJECT:—*Declaration of Chief Public Office for the purposes of TA/DA.*

The undersigned is directed to say that under S.R. 32 the point in any station at which a journey is to commence or end is the chief public office or such other point as may be fixed by the competent authority. The Chief Court Building at Karachi and the General Post Offices at Dacca and Chittagong were declared as chief public offices, vide Government Order No.2 below S.R. 32 and this Ministry’s Office Memorandum No. F. 28(24)-R/48, dated the 20th December, 1948. The question of prescribing chief public offices at stations other than Karachi, Dacca and Chittagong has now been considered. It

has been decided that the principal post office in any station should be considered as the chief public office and consequently as the fixed point for the purpose of S.R. 32 in respect of the commencement and end of the journeys of all Government servants. The expression "principal Post Office" in any station should be taken to mean any post office whether head, sub or branch situated within the same station and if there are more than one post office in that station, the principal one. If in any case the distance between the post office and the office to which the official concerned belongs is more than five miles, they should be considered to be in different stations. In such cases the office itself should be taken to be fixed point.

S. NO. 30.— OFFICE MEMORANDUM NO. F. 8 (9)-R2/66, DATED THE 9TH DECEMBER, 1966.

SUBJECT:—*Grant of conveyance/daily allowance to Government servants who perform short visits on official duty between Rawalpindi and Islamabad.*

The undersigned is directed to say that the President has been pleased to decide that for short visits on official duty between Rawalpindi and Islamabad, gazetted Government servants shall be allowed the actual taxi hire at the rates shown in the * table below, or the daily allowance of their grade, whichever is less.

Places		Taxi hire	
From	To	For return Journey	For one way journey
1	2	3	4
Secretariat Blocks, Islamabad	Offices located in Sadar area of Rawalpindi	Rs. 13.00	Rs. 6.50
	Secretariat No.III	13.00	6.50
	Secretariat No. IV	12.50	6.25
	Secretariat No. V	11.50	5.75
	A.G.R.R. Camp Office, Westridge	16.00	8.00
	Ayub Hall	13.50	6.75
	Central Government Hospital	10.50	5.25
	Chaklala Airport	13.00	6.50
C.D.A. Office Blocks, Islamabad	Offices located in Sadar area of Rawalpindi	10.50	5.25
	Secretariat No.III	10.50	5.25
	Secretariat No. IV	10.00	5.00
	Secretariat No. V	9.00	4.50
	A.G.R.R. Camp Office, Westridge	13.50	6.75
	Ayub Hall	11.00	5.50
	Central Government Hospital	7.50	3.75
	Chaklala Airport	10.50	5.25
Government of Pakistan Press, Islamabad	Offices located in Sadar area of Rawalpindi	9.50	4.75
	Secretariat No.III	9.50	4.75
	Secretariat No. IV	9.00	4.50
	Secretariat No. V	8.00	4.00
	A.G.R.R. Camp Office, Westridge	12.50	6.25
	Ayub Hall	10.00	5.00
	Central Government Hospital	6.50	3.25
	Chaklala Airport	9.50	4.75

* As substituted by G.P.M.F. O.M. No. F.8(9)-R2/66, dated the 20th June, 1969.

Non-gazetted Government servants shall be allowed bus fare. This arrangement would have the effect of providing the means of locomotion at the expense of Government in terms of S.R. 182. Accordingly, the daily allowance will be admissible in addition to actual taxi charges/bus fare, only when the period of absence from the headquarters exceeds eight consecutive hours.

2. Government servants who are required to proceed on temporary duty between Rawalpindi and Islamabad may draw the taxi hire or the bus fare as the case may be, from the Drawing and Disbursing Officer of the Ministry/Division/Department concerned on production of the orders of the competent authority directing him to visit Rawalpindi/Islamabad on official duty. Officers who are their own controlling officers shall perform journey at their discretion and draw taxi hire by producing a certificate that they performed the journey in question on official duty. * [] The expenditure involved on account of daily allowance and taxi hire/bus fare shall be debited to the primary unit "Travelling Allowance" and the primary unit "Contingencies", respectively.

S. NO. 31.— COPY OF LETTER FROM GOVERNMENT OF PAKISTAN, MINISTRY OF FINANCE, ADDRESSED TO A.G.P.R. CAMP OFFICE, RAWALPINDI (COPY ENDORSED TO ALL MINISTRIES/DIVISIONS ETC.) NO. F. 1 (25)-R2/66, DATED THE 13TH DECEMBER, 1966.

SUBJECT:—*Reimbursement of hotel expenses to officers proceeding to Dacca in connection with the session of the National Assembly of Pakistan.*

Sir

I am directed to refer to this Ministry's Office Memorandum No. **F.1(26)-R2 (RWP)/62, dated the 1st March, 1963 according to which Government servant who proceed to Dacca in connection with the session of the National Assembly and actually stay in hotels (including E.P.I.D.C. Guest House or similar establishment) appropriate to their status, are reimbursed actual hotel expenses incurred on board and lodging, subject to production of hotel receipts/vouchers, if such charges are more than the daily allowance ordinarily admissible to them. With the opening of Hotel Intercontinental at Dacca, it has been decided that accommodation for Secretaries/Joint Secretaries may be arranged in that hotel, provided that accommodation in other appropriate hotels and Government Rest Houses, etc., is not available. The Parliamentary Affairs Division has issued necessary instructions to the Superintending Engineer, Regional Circle, P.P.W.D., vide telegram No. F. 1(22)/66-PA, dated the 19th November, 1966 (copy enclosed).

2. I am accordingly to request you that claims for the reimbursement of actual expenses on board and lodging for stay in Hotel Intercontinental, Dacca, in connection with the session of the National Assembly should be entertained only if they are

* [] The words "They shall, however, submit a report of the journeys undertaken in particular month to next senior administrative officer" omitted vide G.P.M.F. No. F.8(9)-R2/65, dated 16-2-1967.

** Please see Serial No.23.

accompanied by a certificate from the Superintending Engineer to the effect that accommodation in Government Rest Houses, etc., and other appropriate hotels was not available.

COPY OF GOVERNMENT OF PAKISTAN, MINISTRY OF LAW & PARLIAMENTARY AFFAIRS (PARLIAMENTARY AFFAIRS DIVISION), TELEGRAM NO. F. 1 (22)/66-PA, DATED THE 19TH NOVEMBER, 1966, TO S.E.R.C. DACCA, WITH COPY TO ALL MINISTRIES/DIVISIONS.

NO. F. 1 (22)/66-PA. Reference your letter 6920/A-95, dated 26th October, 1966. Accommodation for Secretaries/Joint Secretaries proceeding to Dacca in connection with coming session of the National Assembly may be arranged at Hotel Intercontinental provided accommodation in other appropriate Hotels and Government Rest Houses, etc., is not available. There will be no question of an officer below the status of Joint Secretary being accommodated at Hotel Intercontinental. This issues with approval of Ministry of Finance.

S. NO. 32.— OFFICE MEMORANDUM NO. F. 1 (1)-R2/67, DATED THE 7TH FEBRUARY, 1967.
SUBJECT:—Rates of daily allowance for journeys on tour within Pakistan.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 1 (133)-RI (2)/58, dated the 8th November, 1958, reproduced as Government decision below S.R. 51 and to say that the President has been pleased to decide that "Islamabad" shall be included in the list of stations mentioned in Part (A) of paragraph I thereof.

2. These orders shall take effect immediately.

S. NO. 33.— COPY OF LETTER FROM GOVERNMENT OF PAKISTAN, MINISTRY OF FINANCE, ADDRESSED TO A.G.P.R. CAMP OFFICE, RAWALPINDI (COPY ENDORSED TO ALL MINISTRIES/DIVISIONS ETC.) NO. F. 1 (25)-R2/66, DATED THE 28TH JULY, 1967.

SUBJECT:—Reimbursement of hotel expenses to officers proceeding to Dacca in connection with the session of the National Assembly of Pakistan.

I am directed to refer to this Ministry's letter No. F. 1 (25)-R2/66, dated the 13th December, 1966, on the above subject and to say that the orders contained therein are hereby withdrawn. Accordingly, an officer who proceeds to Dacca in connection with the session of the National Assembly of Pakistan will not be entitled to claim reimbursement of actual expenses on board and lodging for stay in Hotel Intercontinental, Dacca, under this Ministry's O.M. No. F. 1 (26)-R2 (RWP)/62, dated the 1st March, 1963.

S. NO. 34.— OFFICE MEMORANDUM NO. F. 1 (10)-R2/68, DATED THE 23RD JULY, 1968.

SUBJECT:—*Grant of daily allowance to Central Government servants deputed for training at the Railway Accounts Academy, Quetta.*

The undersigned is directed to say that the admissibility of daily allowance to Government servants deputed to undergo training is regulated under S.R. 164 read with serial No. 49, Appendix 13 to Fundamental and Supplementary Rules, Volume II, according to which gazetted Government servants are not entitled to any daily allowance when period of training is more than one month. The Comptroller and Auditor General has, however, been empowered to decide the rate of daily allowance in the case of Government servants of and below the rank of probationers of the general list of the Pakistan Audit and Accounts Service.

2. The President has been pleased to decide that all Central Government gazetted officers deputed to undergo training at the Railway Accounts Academy, Quetta, shall be granted an allowance of Rs.200/- p.m. Daily allowance will not be admissible to them in addition.

S. NO. 35.— OFFICE MEMORANDUM NO. F. 10 (5)-R2/67, DATED THE 26TH OCTOBER, 1968.

SUBJECT:—*Reimbursement of actual hotel expenses to Government servants proceeding to Dacca in connection with the session of the National Assembly.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 1 (26)-R2 (RWP)/62, dated the 1st March, 1963, on the above subject and to say that hostels for non-gazetted and gazetted Government servants have since been constructed at Dacca. Hostels for the officers of the status of Secretaries is likely to be completed and commissioned in the near future. The position has accordingly been reviewed and it has been decided that with immediate effect the orders issued in the above Office Memorandum shall stand withdrawn in respect of all gazetted and non-gazetted Government servants except Secretaries. The above orders shall continue to apply to officers of the status of Secretaries till such time as the hostels for Secretaries is commissioned.

S. NO. 36.— OFFICE MEMORANDUM NO. F. 10 (5)-R2/67, DATED THE 4TH DECEMBER, 1968.

SUBJECT:—*Reimbursement of actual hotel expenses to Government servants proceeding to Dacca in connection with the session of the National Assembly.*

In partial modification of instructions issued vide Office Memorandum No. F. 10 (5)-R2/67, dated the 26th October, 1968, it has now been decided that in addition to

Secretaries to the Central Government, the Additional Secretaries and Joint Secretaries will also be entitled to hotel accommodation in case Government accommodation is not available and for this purpose will be entitled to daily allowance at enhanced rates admissible under Ministry of Finance's Office Memorandum No. F. 1 (26)-R2 (RWP)/62, dated the 1st March, 1963. This facility will not be available for stay at Hotel Intercontinental or at Hotel Purbani but will be available for stay at Hotel Shahbagh or other hotels (including EPIDC Guest House or similar establishment).

S. NO. 37.— OFFICE MEMORANDUM NO. F. 10 (5)-R2/67, DATED THE 4TH JANUARY, 1969.

SUBJECT:—*Reimbursement of actual hotel expenses to Government servants proceeding to Dacca in connection with the session of the National Assembly.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum of even number dated the 4th December, 1968, and to state that it has been decided that Secretaries/Additional Secretaries/Joint Secretaries, for whom Government accommodation cannot be arranged by the Works Division in circuit houses/rest houses etc. at Dacca and who stay in Hotel Purbani/Hotel Intercontinental, may be reimbursed an amount equal to the minimum rate charged by Hotel Shahbagh for a single room with board subject to the following conditions:—

- (i) A certificate is produced from the Pak. P.W.D. authorities that no Government accommodation was available in Government Circuit Houses, Rest Houses etc., and
- (ii) the charges in Hotel Purbani/Hotel Intercontinental will initially be paid by the officer concerned and re-imburement claimed later on, duly supported by the certificate referred to in sub-para (i) above.

2. The Pak. P.W.D. authorities should furnish to the audit authorities the minimum rate of a single room with board in Hotel Shahbagh.

3. This concession will also be admissible to those officers of the above mentioned categories who stayed in the said hotels during December, 1968 Session of the National Assembly ; and/or those officers who may stay in these hotels during January 1969 when the National Assembly re-assembled at Dacca after Eid-break.

4. In the case of those officers, who stay at Hotel Shahbagh, a certificate will also have to be obtained from the Pak. P.W.D. authorities that no Government accommodation was available.

S. NO. 38.— OFFICE MEMORANDUM NO. F. 1 (10)-R2/68, DATED THE 30TH JANUARY, 1969.

SUBJECT:—*Grant of daily allowance to Central Government servants deputed for training at the Railway Accounts Academy, Quetta.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F.1(10)-R2/68, dated the 23rd July, 1968, on the subject noted above, and to say that the President, in view of the expensiveness of the locality, has been pleased to decide that the allowance sanctioned therein shall be revised from Rs. 200/- p.m. to Rs. 250/- p.m.

2. These orders will be effective from the date of issue.

S. NO. 39.— OFFICE MEMORANDUM NO. F. 1 (4)-EI/69, DATED THE 5TH JUNE, 1969.

SUBJECT:—*Revised System of Financial Control and Budgeting.*

The undersigned is directed to say that the existing system of financial control has been revised, with the object of making it fully responsive to the requirements of a developing economy, as well as to provide a mechanism of internal financial advice. The President, has now been pleased to decide that the revised system of financial control and budgeting as set out below shall be introduced with effect from the 1st July, 1969, in supersession of the instructions contained in the Ministry of Finance Office Memorandum F. 1 (5)-EI/63, dated the 18th November, 1963.

x x x x

III. Powers delegated to Ministries/Divisions

- (a) The powers shown in Column 3 and 4 of Annexure III to this Office Memorandum shall be delegated to all Ministries/Divisions and to heads of departments, respectively. These powers may be exercised by them without consulting their Finance and Accounts Officer. The Finance and Accounts Officer may, however, be consulted wherever considered necessary or advisable but his advice can be over-ruled by the Principal Accounting Officer concerned. The powers so delegated shall be subject to the availability of:—

- (i) funds by valid appropriation or re-appropriation from within the sanctioned budget grant, and
- (ii) foreign exchange, where required from within the allocation of foreign exchange sanctioned for the Ministry/Division concerned.

x x x x

Annexure III

See Part III (a) of the Ministry of Finance Office Memorandum No. F.1(4)-EI/69, dated the 5th June, 1969

**FINANCIAL POWERS DELEGATED TO THE MINISTRIES/DIVISIONS
AND THE HEADS OF DEPARTMENTS**

Sl.No.	Nature of powers	Powers delegated to Ministries/Divisions	Powers delegated to the Heads of Departments	Remarks
1	2	3	4	5
x 35	xx Grant of travelling and daily allowances to non-official members of Commissions/committee set up by the Government and to foreign experts. xx	xx Up to maximum rates admissible to Secretaries to Government xx	xx xx	xx xx

S. NO. 40.— OFFICE MEMORANDUM NO. F. 1 (1)-R.10/71, DATED THE 27TH APRIL, 1971.

SUBJECT:—Re-imburement of actual Hotel expenses to Officers proceeding to Dacca on temporary official duty.

The undersigned is directed to say that the President and CMLA has been pleased to decide that Class I Gazetted Officers proceeding to Dacca on temporary official duty, who are accommodated in Hotel Intercontinental, Dacca, shall, in lieu of the normal daily allowance admissible to them, be reimbursed the actual hotel expenses which will include cost of a single room and board according to the standard menu plus Government taxes. The daily boarding charges, however, would be subject to a maximum of Rs.43/- plus Government taxes. The reimbursement will be admissible on production of hotel's receipts or vouchers.

2. These orders will be deemed to have taken effect from the 25th March, 1971 and shall remain in force until further orders.

S. NO. 41.— OFFICE MEMORANDUM NO. D.427-R.9/71, DATED THE 3RD JUNE, 1971.

SUBJECT:—Re-imburement of actual Hotel expenses to Officers proceeding to Dacca on temporary official duty.

The undersigned is directed to refer to this Ministry's Office Memorandum No. F.1(1)-R.10/71, dated the 27th April, 1971 and to say that residential accommodation in the Central Circuit House Dacca and the Rest House Second Capital (the single-storeyed building formerly known as the M.N.A's Hostel), both of which are Central Government buildings, has now become available. Officers visiting Dacca on official duty can now be accommodated in these buildings. It is, therefore, no longer necessary to stay at Hotel

Intercontinental during the period of temporary official visit to Dacca. The orders issued in this Ministry's Office Memorandum referred to above are accordingly withdrawn with immediate effect.

2. Officers staying at the Central Circuit House or in the Rest House Second Capital will be entitled to such daily allowance as is admissible under the rules.

S. NO. 42.— OFFICE MEMORANDUM NO. F. 1 (34)-R.2/70, DATED THE 2ND JULY, 1971.

SUBJECT:—*Admissibility of TA/DA to Government Officers who undertake journeys as Government representatives in connection with the affairs of commercial organisations in which Government holds interests.*

The undersigned is directed to state that a point has been raised as to whether the Government officials nominated on the Boards of Directors of the autonomous/semi-Government Organisations or Private Companies in which Government also holds share capital or other interest, may be allowed TA/DA for journey to, or halt at, the place other than the place of their duty on the scale prescribed under the rules of the Organisation/Company concerned. The President and CMLA has been pleased to decide that such Government officials travelling exclusively in connection with the affairs of such Organisations or Private Companies may be allowed to receive from the Organisation/Companies concerned the T.A./D.A. at such rates as are admissible under Government Rules as if the tour had been undertaken on official business.

S. NO. 43.— OFFICE MEMORANDUM NO. F. 1 (1)-R.10/71, DATED THE 17TH JULY, 1971.

SUBJECT:—*Re-imbusement of actual Hotel expenses to Officers proceeding to Dacca on temporary official duty.*

The undersigned is directed to say that in pursuance of the instructions issued in this Ministry's Office Memorandum No. F.1(1)-R.10/71, dated the 27th April, 1971, Class I Gazetted Officers who visited Dacca on temporary official duty on or after 25th March, 1971 and who, in the absence of any other suitable accommodation, had to stay in Hotel Intercontinental were allowed, in line of the normal daily allowance admissible to them, the actual hotel expenses which included rent of a single room and board according to the standard menu plus Government taxes. It was subsequently reported by the Civil and Military authorities concerned, that the residential accommodation in the Central Government buildings at Dacca had become available and that it was no longer necessary for officers visiting Dacca on official duty to stay at Hotel Intercontinental. Consequently, the orders for allowing reimbursement of actual hotel expenses for stay at Hotel Intercontinental were withdrawn vide this Ministry's O.M. No. D. 427-R.9/71,

dated the 3rd June, 1971 and the officers were expected to make arrangements for their stay at the Central Circuit House or in the Rest House Second Capital.

2. It has now been brought to the notice of this Ministry that only a part of the accommodation in the Central Circuit House and the Rest House Second Capital has become available for civil officers and that this accommodation is mostly being utilised by the officers who have been transferred from West Pakistan and are posted at or near about Dacca with the result that the officers visiting Dacca on temporary official duty are sometimes put to a great inconvenience due to the lack of availability of suitable accommodation at the above mentioned Central Government buildings. It has, therefore, been decided that Class-I Gazetted officers who may henceforth proceed to Dacca on temporary official duty may stay at Hotel Intercontinental and claim reimbursement of actual hotel expenses in accordance with this Ministry's O.M. dated the 27th April, 1971, on production by the officer of a certificate to the effect that no accommodation of his entitlement was made available for him either at the Central Circuit House or the Rest House Second Capital for the period during which he stayed at Hotel Intercontinental.

3. These orders will have effect from the date of issue of this O.M.

S. NO. 44.— OFFICE MEMORANDUM NO. F. 1 (13)-R.9/72, DATED THE 5TH JUNE, 1972.

SUBJECT:—*Grant of travelling and daily allowances to non-official members of Commissions/Committees set up by the Government.*

The undersigned is directed to state that according to S. No. 35 in Annexure III to this Ministry's Office Memorandum No. F.1(4)-EI/69, dated the 5th June, 1969, administrative Ministries/Divisions and Departments have been delegated powers to grant, upto the maximum rates admissible to Secretaries to Government, travelling and daily allowances to non-official members of Commissions/Committees set up by the Government. In consideration of representations by various Ministries and Divisions for admissibility of daily allowance at higher rates, it has been decided that in so far as it relates to the admissibility of daily allowance to non-official members who are required to participate in meetings of Commissions/Committees set up by the Government or to attend to other official business at Islamabad and for whom accommodation can be arranged at the Government Hostel, Islamabad, the maximum limit imposed vide this Ministry's orders referred to above shall be adhered. Proposals for grant of daily allowance at a higher rate shall, however, be referred to this Division only after it has been ascertained by the administrative authorities concerned from the Comptroller, Government Hostel, Islamabad, that accommodation is not available with them.

S. NO. 45.—OFFICE MEMORANDUM NO. F. 2 (1)-REV.I/72, DATED THE 20TH DECEMBER, 1972.

SUBJECT:— *Revision of Travelling Allowances Rules.*

The undersigned is directed to say that the existing rules governing the grant of travelling allowance to government servants on tour and on transfer, etc. within Pakistan were framed long ago and do not conform to the present day conditions. The President has therefore been pleased to decide as follows:

TRAVELLING ALLOWANCE FOR JOURNEYS ON TOUR

2. *Rates of daily allowance.*— The rates of daily allowance shall be revised as indicated below:—

Pay limit	Special rate of daily allowance	Ordinary rate of daily allowance
	Rs.	Rs.
Pay exceeding Rs.1,700 p.m.	35	30
Pay between Rs.1,001 and Rs.1,700 p.m.	30	25
Pay between Rs. 500 and Rs.1,000 p.m.	20	15
Pay between Rs.176 and Rs.499 p.m.	15	12
Pay upto Rs.175 p.m.	10	6

3. A government servant who has, of necessity, to stay in a hotel shall, in addition to the above daily allowance, be allowed reimbursement of actual single room rent, subject to the production of hotel receipts/vouchers, upto the following maxima per day:—

- (i). *Localities where Special daily allowance rate is admissible.*— Twice the amount of Special daily allowance.
- (ii). *Localities where ordinary daily allowance rate is admissible.*— Equal to the amount of ordinary daily allowance.

Note:—Special rates of daily allowance shall be admissible at Hyderabad, Islamabad, Karachi, Lahore, Lyallpur, Multan, Peshawar, Quetta, Rawalpindi, and *[Northern Areas].

4. *Rates of mileage allowance for journey by road.*—The existing rates of mileage allowance for journey by road shall be revised as under:—

* Added by O.M. No. F. 2(15)-R9/74, dated the 24th April, 1975.

Mode of Travel		Rate per mile
(a)	Personal car or by engaging a full taxi ** or any other means of Public transport.	75 paisa
(b)	Borrowed car	37 paisa
(c)	Motor cycle or scooter	25 paisa
(d)	Bicycle, animal back, or foot	12 paisa
(e)	Public transport plying for hire on single seat basis..	For Government servants of Grades I and II : 10 paisa. For Government servants of Grades III and IV : 6 paisa.

These rates shall, except in the case of (e) above, be admissible from the residence at headquarters to the residence at the temporary place of duty of the government servant.

Note:—The term “personal car” means a car registered in the name of the Government servant or in the name of any member of his family as defined in S.R. 2 (8) for purpose of travelling allowance rules.

5. Extra fare for journeys by rail or steamer shall not be admissible.

***6. (a) Daily Allowance, for each calendar day, will be admissible for the period of absence on duty from headquarters (including the time spent in transit). Not more than one daily allowance will be admissible on any calendar day. A fraction of a calendar day will be reckoned as a calendar day for this purpose.

[Note: — “Calendar day” in sub-para (a) above means a day beginning on one midnight and ending on the next midnight].

(b) In the case of departure from headquarters, the rate of daily allowance during transit will be the same as admissible at the station of immediate destination. In the case of return to headquarters, the rate will be the one admissible at the last station of temporary duty before return to headquarters.

(c) The period of absence from headquarters shall commence from the time of departure of the Government servant from his office or residence, as the case may be, till the time of his return to his office or residence, as the case may be. The competent authority authoring the tour will decide whether the Government servant should proceed on temporary duty from his office or residence.

(d) The period of forced delays in transit will be treated as part of the total transit period.

** Added by O.M. No. F. 2(1)-Rev.I/72, dated the 31st May, 1973.

*** Substituted by G.P.FD. O.M. No. F. 2 (1)-Rev.I/72, dated the 17th October, 1973, w.e.f. 1-11-1973.

- (e) Extra daily allowance for arrival at and departure from the place of temporary duty will not be admissible.”

7. Mileage allowance shall be admissible from the residence of the Government servant to the railway station or the airport, or the sea/river-port, as the case may be, at his headquarters and from the railway station or the airport or the sea/river-port, to the place of temporary residence at the out-station, instead of from and up to the Chief Public Office.

8. Where a Government servant claims road mileage for journey performed by road in his personal car, between places connected by rail, the controlling officer may, at his discretion, accept the claim, if he is satisfied that journey by road had to be performed in the public interest.

9. Except as specified in para 10 below, daily allowance at full rate shall be admissible for the entire period of continuous halt on temporary duty, without any special sanction or subject to reduction in rate.

10. In case of temporary duty at a hill station exceeding thirty days, Heads of Departments shall have full power to sanction daily allowance for the entire period of continuous halt of a Government servant.

11. Daily allowance shall be admissible on Sundays and public holidays falling during the period of a Government servant's temporary duty at an out-station. (It shall not be necessary to render certificate to the effect that the official concerned was actually and not merely constructively on duty in camp).

12. A Government servant who takes casual leave immediately on the conclusion of temporary duty will draw daily allowance for the day of departure from the out-station to which he would have been entitled had he not proceeded on casual leave.

TRAVELLING ALLOWANCE FOR JOURNEYS ON TRANSFER

x x x x

(b) *Daily allowance during journey period.*— One daily allowance at special rate shall be payable to the government servant for every 300 miles of road distance.

(c) *Daily allowance on arrival at the new place of posting.*— One daily allowance at the rate applicable to the station shall be payable in respect of the government servant and in respect of each member of his family above 12 years and one-half of the full rate for every child above the age of 12 months, for the day of arrival at the new place of his posting.

x x x x

18. Percentage increase in the rates of daily and mileage allowances in localities shown in Appendix 18-A to F.Rs. and S.Rs. Volume II, will be calculated on the ordinary rates of daily allowance as indicated in paragraph 2 above and of mileage allowance as indicated in paragraph 4 above respectively.

S. NO. 46.— OFFICE MEMORANDUM NO. F. 2 (1)-REV.I/72, DATED THE 31ST MAY, 1973.

SUBJECT:— *Revision of Travelling Allowances Rules.*

The undersigned is directed to state that as a result of queries from some of the quarters, the position of revised T.A. rules issued in this Division Office Memorandum No. F.2 (1)-Rev.I/72, dated the 20th December, 1972, is being clarified below:

2. (i) *Stay in a hotel.*— A Government servant on tour is himself the judge of the necessity for staying in a hotel. No certificate regarding the non-availability of accommodation in a rest house is required. However, such hotel charges will only be admissible where an overnight stay at the place of temporary duty is involved.
- (ii) *Reimbursement of hotel room-rent.*— The term “actual single room rent” used in para 3 of the above mentioned office memorandum includes taxes, duties, and service charges relating to the rent of a single room in a hotel.
- (iii) *Mileage allowance for journey by road.*— The rates of mileage allowance as admissible when engaging a full taxi are also admissible for engaging in full other public transport as hitherto-fore. The existing clause (a) of para 4 of the memo under reference may be substituted as under:—

“(a) Personal car, or by engaging in full taxi or any other means of public transport..... 75 paisa”.

x x x x x

- (v) *Admissibility of daily allowance during transit period and for days of arrival/ departure where a government servant visits more than one station on a tour.*— When a government servant visits more than one station on a tour, his absence from headquarters for the purpose of determining entitlement to daily allowance during transit period and for arrival will be reckoned from the time of his departure from the last station. The following illustration is relevant:—

Station	Date	Time (Hrs.)	Daily Allowance admissible		
			For transit period	For arrival at and departure from place of temporary duty	For halt
Departure Rawalpindi	26 th	08.30	1	—	—
Arrival Multan	26 th	21.30	—	1 for arrival	—
Halt at Multan	27 th	—	—	—	1
Departure Multan	28 th	22.00	—	1 for departure	—
Arrival Hyderabad	29 th	09.00	1	1 for arrival	—
Departure Hyderabad	30 th	22.00	—	1 for departure	—
Arrival Karachi	30 th	00.00	—	—	—
Total			2	4	= 6
x	x	x	x	x	x

S. NO. 47.— OFFICE MEMORANDUM NO. F. 1 (1)-Rev.II/73, DATED THE 26TH JANUARY, 1973.

SUBJECT:—*Grant of conveyance charges/daily allowance to Government servants who perform short visits on official duty between Islamabad and Rawalpindi.*

The undersigned is directed to refer to para 1 of this Ministry's Office Memorandum No. F. 8 (9)-R.2/66, dated the 9th December, 1966 and subsequent amendment of even number dated the 20th June, 1969, on the subject noted above and to say that in view of the rise in the cost of POL and taxi hires, the President has been pleased to revise the existing rates of taxi charges as shown in the following table:—

Places		Taxi hire	
From	To	For return journey	For one way journey
1	2	3	4
Secretariat Blocks, Islamabad	Offices located in Sadar area of Rawalpindi	Rs. 19.50	Rs. 9.75
	Secretariat No.III	19.50	9.75
	Secretariat No. IV	18.75	9.37
	Secretariat No. V	17.25	8.62
	A.G.P.R. Camp Office, 59-A, (Erkin Palace), Satellite Town, Rawalpindi	15.00	7.50
	Ayub Hall	20.25	10.12
	Central Government Hospital	15.75	7.87
	Chaklala Airport	19.50	9.75
	C.D.A. Office Blocks, Islamabad	Offices located in Sadar area of Rawalpindi	15.75
Secretariat No.III		15.75	7.87
Secretariat No. IV		15.00	7.50
Secretariat No. V		13.50	6.75
A.G.P.R. Camp Office, 59-A, (Erkin Palace), Satellite Town, Rawalpindi		10.50	5.25
Ayub Hall		16.50	8.25
Central Government Hospital		11.25	6.62
Chaklala Airport		15.75	7.87

Government of Pakistan Press, Islamabad	Offices located in Sadar area of Rawalpindi	14.25	7.12
	Secretariat No. III	14.25	7.12
	Secretariat No. IV	13.50	6.75
	Secretariat No. V	12.00	6.00
	A.G.P.R. Camp Office, 59-A, (Erkin Palace), Satellite Town, Rawalpindi	9.00	4.50
	Ayub Hall	15.00	7.50
	Central Government Hospital	9.75	4.87
	Chaklala Airport	14.25	7.12

2. The other conditions prescribed in the Office Memorandum of 9th December, 1966, referred to above will continue to be applicable.

3. These orders shall take effect from the 1st February, 1973.

S. NO. 48.— OFFICE MEMORANDUM NO. F. 2 (5)-Rev.I/73, DATED THE 2ND JULY, 1973.

SUBJECT:—Revision of Appendix 18-A, Fundamental and Supplementary Rules, Volume II.

The undersigned is directed to say that the President is pleased to order that the following amendments shall be made in Appendix No.18-A to the Fundamental and Supplementary Rules, Volume II:—

(1) The existing heading shall be substituted as under:—

“List of localities where road mileage at increased rate is admissible”.

(2) Note 2 shall be omitted.

(3) Column 5 of the table entitled “Increase in the rate of daily allowance” shall be deleted.

Paragraph 18 of this Division Office Memorandum No. F. 2(1)-Rev.I/72, dated the 20th December, 1972 shall be deemed to have been modified accordingly.

These amendments shall take effect from 10th July, 1973.

S. NO. 49.— MEMORANDUM NO. F. 2 (1)-Rev.I/72, DATED THE 17TH OCTOBER, 1973.

SUBJECT:— Revision of Travelling Allowances Rules.

The undersigned is directed to say that the Travelling Allowances Rules as revised in this Division Office Memorandum No. F.2 (1)-Rev.I/72, dated the 20th December, 1972, have been under review by the Government of Pakistan for some

S. NO. 51.— OFFICE MEMORANDUM NO. F. 2 (15)-R.7/74-252, DATED THE 28TH FEBRUARY, 1974.

SUBJECT:— *Revision of Appendix 18–A, Fundamental Rules and Supplementary Rules, Volume II.*

Reference the orders issued in this Division O.M. No. F.2 (1)-Rev.I/723, dated the 20th December, 1972 et seq and the O.M. No. F.2 (5)-Rev.I/73, dated the 2nd July, 1973 and dated the 19th October, 1973, on the subject mentioned above.

2. It has been decided that notwithstanding anything to the contrary contained in the above orders, admissibility of daily allowance to Government servants on tour in Gilgit and Baltistan shall be regulated by the relevant provisions against S. No.25 of Appendix 18–A to the Fundamental Rules and Supplementary Rules, Volume II, on the basis of the relevant rules and rates in force prior to the 1st January, 1973.

3. These orders take effect from the 15th October, 1973.

S. NO. 52.— OFFICE MEMORANDUM NO. F. 2 (43)-R.9/73-147/74, DATED THE 26TH MARCH, 1974.

SUBJECT:— *Grant of conveyance charges/daily allowance to Government servants who perform short visits on official duty between Islamabad and Rawalpindi.*

Reference this Division's Office Memorandum No. F. 1 (1)-Rev.II/73, dated the 26th January, 1973, on the above subject.

2. The President has been pleased to decide that the table occurring in para 1 of the above O.M. will, with immediate effect, be substituted by the following table:—

Journeys		Taxi hire	
From	To	For return journey	For one way journey
1	2	3	4
Secretariat Blocks, Islamabad	Offices located in Sadar area of Rawalpindi	Rs. 21.00	Rs. 11.00
	Secretariat No.III	21.00	11.00
	Secretariat No. IV	20.00	10.00
	Secretariat No. V	19.00	10.00
	Ayub Hall	22.00	11.00
	Central Government Hospital	17.00	9.00
	Chaklala Airport	21.00	11.00
C.D.A. Office Blocks, Islamabad	Offices located in Sadar area of Rawalpindi	17.00	9.00
	Secretariat No.III	17.00	9.00
	Ayub Hall	18.00	9.00
	Chaklala Airport	17.00	9.00

S. NO. 53.— OFFICE MEMORANDUM NO. F. 2 (24)-R.9/74-418, DATED THE 27TH MARCH, 1974.

SUBJECT:— *Revision of Travelling Allowances Rules.*

Reference this Division's Office Memorandum No. F.2 (1)-Rev.I/72, dated the 17th October, 1973, on the above subject.

It has been decided that the last sentence in paragraph 2 of the above O.M. which reads as follows:—

“The radius of ten miles will be the actual radius regardless of the distance reached by practical route”.

should be treated as deleted *ab initio*.

S. NO. 54.— OFFICE MEMORANDUM NO. F. 2 (15)-R.9/74, DATED THE 24TH APRIL, 1975.

SUBJECT:— *Revision of rates of daily allowances for Northern Areas.*

The undersigned is directed to refer this Division O.M. No. F.2 (15)-R.9/74-252, dated the 28th February, 1974, on the subject mentioned above, and to say that the position has been reviewed further. It has been decided that “Northern Areas”, shall be added to the localities mentioned in Note below paragraph 3 of this Division O.M. No. F.2 (1)-Rev.I/72, dated the 20th December, 1972. Accordingly, government servants on tour in Northern Areas (formerly Gilgit and Baltistan Agencies) shall henceforth be entitled to the special rates of daily allowance prescribed therein.

2. These orders shall take effect immediately.

S. NO. 55.— OFFICE MEMORANDUM NO. F. 2 (22)-R.9/75, DATED THE 9TH JULY, 1975.

SUBJECT:— *Mileage allowance for journeys performed while on tour.*

The undersigned is directed to refer to paragraph 4 of this Division's Office Memorandum No. F.2 (1)-Rev.I/72, dated the 20th December, 1972, (as amended) in which rates of mileage allowance for journey on tour performed by road have been laid down. It is clarified that in such cases the civil servants holding posts in NPS 1 to 15 should normally perform journey by road by public transport plying for hire on single seat basis and claim mileage allowance accordingly. However, where journey by road has of necessity to be performed by hiring a full taxi or other transport or in a borrowed car; prior permission of the competent administrative authority should be obtained in

writing. The controlling officer shall record a certificate to this effect while countersigning the claim of the civil servant concerned.

S. NO. 56.— OFFICE MEMORANDUM NO. F. 2 (2)-R.9/76, DATED THE 4TH FEBRUARY, 1976.

SUBJECT:—*Grant of conveyance charges/daily allowance to Civil servants who perform short visits on official duty between Islamabad and Rawalpindi.*

In supersession of this Division's Office Memorandum No. F. 8 (9)-R.2/66, dated the 9th December, 1966 on the above subject as modified from time to time ending with this Division's O.M. No. F. 2 (43)-R.9/73, dated the 26th March, 1974, the President is pleased to decide that for short visits on official duty between Islamabad and Rawalpindi, civil servants of grade 16 and above shall be allowed conveyance charges at the rate shown in the following table, or the daily allowance of their entitlement, whichever is less:—

Places		Conveyance charges	
From	To	For one way journey	For return journey
1	2	3	4
Secretariat Blocks, Islamabad	Offices located in Sadar area of Rawalpindi	Rs. 13.00	Rs. 26.00
	Secretariat No.III	13.00	26.00
	Secretariat No. IV	12.50	25.00
	Secretariat No. V	11.50	23.00
	Ayub Hall	13.50	27.00
	Central Government Hospital	10.50	21.00
	Islamabad Airport	13.00	26.00
C.D.A. Office Blocks, Islamabad	Offices located in Sadar area of Rawalpindi	10.50	21.00
	Secretariat No.III	10.50	21.00
	Ayub Hall	11.00	22.00
	Islamabad Airport	10.50	21.00

Civil servants of Grade 1 to 15 shall be allowed the bus fare.

2. Government servants who are required to proceed on temporary duty between Islamabad and Rawalpindi may draw the conveyance charges or the bus fare, as the case may be, from the Drawing and Disbursing Officer of the Ministry/ Division/ Department concerned on production of the orders of competent authority directing him to visit Rawalpindi/ Islamabad on official duty. Officers who are their own controlling officer shall perform journey at their discretion and draw conveyance charges by producing a certificate that they performed the journey in question on official duty. They shall, however, submit a report of the journeys undertaken in a particular month to the next senior administrative officer every month. The expenditure involved on account of daily allowance shall be debited to the Primary Unit "Travelling Allowance" and that on account of conveyance charges/bus fare to the Primary Unit "Other Charges".

S. NO. 57.— OFFICE MEMORANDUM NO. F. 2 (11)-Reg.9/77-D2/77, DATED THE 21ST MARCH, 1977.

SUBJECT:— *Revision of T.A. Rules.*

The undersigned is directed to refer to paragraph 7 of this Division O.M. No. F.2 (1)-Rev.I/72, dated the 20th December, 1972, on the subject mentioned above, according to which a government servant proceeding on tour is entitled to mileage allowance from his residence to the railway station, or the airport, or the sea/river-port, as the case may be, at his headquarters and from the railway station, or the airport, or the sea/river-port to the place of temporary residence at the out-station and *vice versa*. It has been decided that mileage allowance shall also be admissible where road journey is performed by public transport plying for hire on single seat basis from the residence of the government servant to the bus/minibus/ taxi stand at his headquarters and from such stand to the place of temporary residence at the outstation and *vice versa*.

S. NO. 58.— OFFICE MEMORANDUM NO. F. 2 (2)-R.9/76-D. 138/77, DATED THE 29TH MARCH, 1977.

SUBJECT:— *Grant of conveyance charges/daily allowance to Civil servants who perform short visits on official duty between Islamabad and Rawalpindi.*

In supersession of this Division's O. M. No. F. 2 (2)-R.9/76, dated the 4th February, 1976, the President is pleased to decide that for official short visits between Islamabad and Rawalpindi, civil servants shall be allowed conveyance charges, daily allowance etc, in the following manner:—

- (1) Civil servants of Grade 1 to 15 shall be allowed bus fare or wagon fare, as utilised; taxi hire shall be allowed in emergent and exceptional cases at the instance of an officer not below the rank of a Deputy Secretary in writing. Taxi charges, as prescribed in this Division O. M. No. F. 2 (2)-R.9/76, dated the 4th February, 1976, shall be allowed to officers of grade 16 and above as also to those officers who travel by their own transport. (The rates admissible are annexed to these orders). Where the means of locomotion has been provided at the expense of government, nothing shall be admissible in any case.
- (2) Daily allowance shall be admissible to all Civil servants whose absence from headquarters exceeds eight consecutive hours on any day. Such period of absence shall be calculated from headquarters or residence and end at the time of return to headquarters or residence, as the case may be.

*Provided that no DA shall be admissible to those who are detached from duty in their parent office/Department/Division located in Islamabad/

* Added by G.P.F.D. O.M. No. F. 2 (2)-R.9/76, dated 5-11-1979 w.e.f. 5-11-1979.

Rawalpindi and have to work in another office/Department/Division at Rawalpindi/Islamabad, respectively, under specific orders of the controlling officer.

(3) Single-room rent in a hotel shall not be admissible.

Places		Conveyance charges	
From	To	For one way journey	For return journey
1	2	3	4
Secretariat Blocks, Islamabad	Offices located in Saddar area of Rawalpindi	Rs. 13.00	Rs. 26.00
	Secretariat No.III	13.00	26.00
	Secretariat No. IV	12.50	25.00
	Secretariat No. V	11.50	23.00
	Ayub Hall	13.50	27.00
	Central Government Hospital	10.50	21.00
	Islamabad Airport	13.00	26.00
C.D.A. Office Blocks, Islamabad	Offices located in Saddar area of Rawalpindi	10.50	21.00
	Secretariat No.III	10.50	21.00
	Ayub Hall	11.00	22.00
	Islamabad Airport	10.50	21.00

S. NO. 59.— OFFICE MEMORANDUM NO. F. 2 (1)-IMP.I/77, DATED THE 29TH APRIL, 1977.

SUBJECT:— *Travelling Allowances Rules.*

The undersigned is directed to say that it has been decided that the rules governing the grant of travelling allowance to Government servants on tour or on transfer shall be revised to the extent indicated in the following paragraphs. The revision shall come into force with effect from the 1st May, 1977.

2. *Daily allowance.*—(i) The rates of daily allowance shall be revised as indicated below:—

Pay limit	Special rate	Ordinary rate
	Rs.	Rs.
Exceeding Rs. 2150 p.m.	55	45
From Rs. 1350 to Rs. 2150 p.m.	45	40
From Rs. 700 to Rs.1349 p.m.	30	25
From Rs.320 to Rs.699 p.m.	25	20
Up to Rs. 319 p.m.	15	12

(ii) A government servant who stay in a hotel, guest house, Inspection bungalow/lodge or a residential club shall, in addition to the above daily allowance, be allowed reimbursement of actual single room rent, subject to production of receipts/vouchers, up to the following maxima per day:—

(a) *Localities where Special daily allowance rate is admissible.*— Three times the amount of Special daily allowance.

(b) *Localities where ordinary daily allowance is admissible.*— One and a half times the amount of ordinary daily allowance.

x

x

x

x

4. *Mileage allowance.*— The existing rates of mileage allowance for journey by road shall be revised as under :—

Mode of Travel	Rate per mile
(a) Personal car or by engaging a full taxi.	Rs.1.10
(b) Borrowed car	55 paise
(c) Motor cycle or Scooter	35 paise
(d) Bicycle, animal back or foot	25 paise
(e) Public transport plying for hire on single seat basis..	For Government servants of Grades I and II : 25 paise per mile. For Government servants of Grades III and IV : 10 paise per mile.

Note.— Government servants shall be allowed to use the mode of transport as shown below :—

Mode of Transport	Grade of Government servants
Personal car, borrowed car, hiring of full taxi.	Officers of Grade I. In the case of others, a taxi may be engaged, if the urgency of the situation so demands, with the approval of the controlling officer.
Personal Motor cycle/Scooter	Grades I and II. 55 paise
Bicycle etc. and public transport plying for hire on single seat basis	All Government servants.

x

x

x

x

7. The existing rules and general orders on the subject shall be deemed to have been modified to the extent indicated in the above paragraphs.

S. NO. 60.— OFFICE MEMORANDUM NO. F. 2 (3)-R.9/78, DATED THE 25TH FEBRUARY, 1978.

SUBJECT:— *Admissibility of T.A. on transfer between Islamabad and Rawalpindi.*

In para 2 (viii) of this Division Office Memorandum No. F. 2 (1)-Rev.I/72, dated the 31st May, 1973, it has been clarified that 'transfer grant' is admissible in all cases where T.A. on transfer was otherwise admissible. It follows that existing TA rules have only been modified to the extent indicated in this Division O.M. No. F. 2 (1)-Rev.I/72, dated the 20th December, 1972 (as amended from time to time). However, as the admissibility of TA and transfer grant in cases of transfers between the twin cities of Islamabad and Rawalpindi is not quite clear in various quarters, it is therefore, clarified that:—

- (a) Transfer TA is admissible where change of residence is involved, in consequence of change of headquarters, and
- (b) Transfer TA not is admissible where —
 - (i) change of residence is not involved in consequence of change of headquarters, or
 - (ii) change of residence takes place otherwise than in consequence of change of headquarters.

2. It is, however, brought to the notice of Ministries/Divisions etc. that transfers between Rawalpindi and Islamabad where change of residence is involved, also entail expenditure on various items. Among other things, this fact may kindly be borne in mind by the administrative authorities while deciding upon such transfers.

S. NO. 61.— OFFICE MEMORANDUM NO. F. 2 (16)-IMP.I/77, DATED THE 13TH JULY, 1978.

SUBJECT:— *Permanent Travelling Allowance.*

The undersigned is directed to refer to this Division O.M. of even number dated the 29th April, 1977, regarding revision of Travelling Allowance Rules and to state that it has been decided to revise the rates of Permanent Travelling Allowance granted under S.R. 22 to certain categories of civil employees in some Departments of the Federal Government, in the same proportion as the increase has been allowed in the rates of Travelling and Daily Allowances while on tour on official duty within the country. It is accordingly requested that the existing rates of Permanent Travelling Allowance, wherever already sanctioned, may be revised so as to allow an increase around 50% under intimation to this Division.

S. NO. 62.— OFFICE MEMORANDUM NO. F. 2 (19)-Reg.9/78, DATED THE 20TH MAY, 1978.

SUBJECT:— *Reimbursement of room rent.*

According to the existing orders, a government servant who has, of necessity, to stay in a hotel, is entitled to reimbursement of single room rent subject to the prescribed maxima. It has been decided that in case of non-availability of a single room, the touring civil servant may be allowed to book a double room for his exclusive use provided the rent thereof does not exceed the maximum permissible limit for a single room. If it happens to be more than one's entitlement, the reimbursement shall be restricted to his normal entitlement only. It has also been decided that two officials while on tour at the same station, may be allowed to book a double suit in a hotel and share it. In such a case, either of them shall jointly certify that separate single accommodation was not available for them and that each one of them is claiming not more than one-half of the room rent restricted to each individual entitlement, this certificate shall be appended to the T.A. bill of either official.

S. NO. 63.— OFFICE MEMORANDUM NO. F. 2 (49)-Reg.9/78, DATED THE 20TH SEPTEMBER, 1978.

SUBJECT:— *Travelling Allowance Rules.*

The undersigned is directed to refer to this Division O.M. No. F. 2 (1)-Rev.I/72, dated the 20th December, 1972 on the above subject, as amended from time to time, and to say that with a view to meeting the requirements of the system of weights and measures, it has been decided to amend the said O.M. to the following extent:—

1. *Rates of Mileage allowance for journey by road — para 4 of the memo of the 20th December, 1972.*— The existing rates of mileage allowance for journey by road shall be revised as under :—

	Existing rate per Kilometre	Revised rate per Kilometre
*(a) Personal car or by engaging a full taxi.	70 paisa	Rs.1.20
(b) Borrowed car	35 paisa	60 paisa
(c) Motor cycle or Scooter	22 paisa	40 paisa
(d) Bicycle, animal back or foot	16 paisa	30 paisa
(e) Public transport plying for hire on single seat basis..		
For Government servants of Grade I and II	10 paisa	20 paisa
For Government servants of Grade III and IV	6 paisa	12 paisa

2. *Daily Allowance during journey period — para 14(b) ibid.*— One daily allowance at special rate shall be payable to the government servant for every 480 kilometres of road distance (as against the existing 300 miles of road distance).

X

X

X

X

* Revised vide G.P., O.M. No. F.2(1)-R.9/80, dated the 28th July, 1980.

S. NO. 64.— OFFICE MEMORANDUM NO. F. 2 (55)-Reg.9/78, DATED THE 18TH OCTOBER, 1978.

SUBJECT:— Travelling Allowance Rules.

Under the existing orders, a government servant on tour who of necessity, has to stay in a hotel, is entitled to reimbursement of actual single room-rent charges subject to the prescribed limits and conditions. Room rent charges are, however, not admissible for stay in a hotel at a station other than the station of temporary duty. It has come to our notice that civil servants coming on tour to Islamabad have, perforce, to stay in hotels in Rawalpindi because of non-availability of hotel accommodation of their entitlement in Islamabad. Such charges are admitted by some of the audit and accounts offices but not by all. In order to place the practice on a uniform basis, it has been decided that in such cases room-rent for stay in hotels in localities adjoining to the station of temporary duty shall also be admissible until further orders.

2. All cases where hotel room-rent charges have not been accepted or admitted shall be regularised accordingly.

S. NO. 65.— OFFICE MEMORANDUM NO. F. 2 (40)-R.9/77, DATED THE 6TH MAY, 1979.

SUBJECT:—Transfer of Federal Government employees to Northern Areas/Chitral — forced halt.

The undersigned is directed to say that it has been brought to the notice of this Division that civil servants from outstations while proceeding to Northern Areas/Chitral on transfer are often stranded at the airport because of cancellation of flight due to unfavourable weather conditions. During the period of forced halt, the individual concerned are compelled to incur expenditure on board — PIA meeting only the hotel expenses. To avoid hardship in such cases, it has been decided that the civil servants concerned may be allowed daily allowance @ 50% of their normal entitlement for each day of forced halt, subject to a certificate being furnished by the PIA in the following form :—

Certified that Flight No. _____ by which Mr. _____, an employee of _____, while under orders of transfer, scheduled to travel to Northern Areas/Chitral, was cancelled due to bad weather conditions. He actually travelled on _____ after _____ days of forced halt.

2. These orders shall have immediate effect.

S. No.66.— OFFICE MEMORANDUM NO. F.2(43)-R9/79-780/79, DATED THE 13TH DECEMBER, 1979.

SUBJECT:— *Travelling Allowance Rules.*

The undersigned is directed to refer to this Division O.M. No. F.2(1)-Imp.I/77 dated the 29th April, 1977 on the above subject and to say that the existing clause (ii) of para 2 of the above O.M. shall be substituted and shall be deemed to have been so substituted *ab-initio*, by the following clause:—

- “(ii) (a) A Government servant who stays in a hotel, guest house, or a residential club shall, in addition to the above daily allowance, be allowed reimbursement of actual single room rent, subject to production of receipts/vouchers, up to the following maxima per day:—

Localities where special daily allowance rate is admissible.	Three times the amount of special daily allowance.
Localities where ordinary daily allowance is admissible.	One and a half time the amount of ordinary daily allowance.

NOTE: Special rate of daily allowance shall be admissible at Hyderabad, Islamabad, Karachi, Faisalabad, Multan, Peshawar, Quetta, Lahore and Rawalpindi.

- (b). A Government servant who stays in a Government hostel, Inspection Bungalow/Lodge, shall be allowed re-imburement of actual charges for stay in single room/suite on production of receipts/vouchers, provided such charges do not exceed the amount of daily allowance admissible to the civil servant at the station concerned.

S. NO. 67.— OFFICE MEMORANDUM NO. F. 2 (1)-R.9/80, DATED THE 16TH MARCH, 1980.

SUBJECT:— *Grant of conveyance charges, daily allowance to Civil servants who perform short visits on official duty between Islamabad and Rawalpindi.*

In partial modification of this Division's Office Memorandum No. F. 2 (2)-R.9/76-D.138/77, dated the 27th March, 1977 on the above subject, the President has been pleased to decide that the table annexed to the above O.M. showing the rates of conveyance charges for short official visits between Rawalpindi and Islamabad, shall be substituted by the following table :—

Places		Conveyance charges	
From	To	For one way journey	For return journey
1	2	3	4
Secretariat Islamabad	Blocks, Offices located in Saddar area of Rawalpindi Secretariat No.III Secretariat No. IV Secretariat No. V Ayub Hall Central Government Hospital Islamabad Airport	Rs.	Rs.
		25.00	50.00
		25.00	50.00
		24.00	48.00
		22.00	44.00
		26.00	52.00
		20.00	40.00
C.D.A. Office Islamabad	Blocks, Offices located in Saddar area of Rawalpindi Ayub Hall Secretariat No.III Islamabad Airport	25.00	50.00
		20.00	40.00
		21.00	42.00
		20.00	40.00
		20.00	40.00

2. Government servants of Grade 16 and above shall be allowed the taxi-hire at the rates shown in the above table, or the DA of their grade, whichever is less.

3. Other conditions shall remain unchanged.

4. These orders shall take effect from 1st March, 1980.

S. No.68.— OFFICE MEMORANDUM NO. F.2(1)-R.9/80, DATED THE 28TH JULY, 1980.

SUBJECT:— *Travelling Allowance Rules.*

The undersigned is directed to refer to this Division O.M. No. F.2(1)-Rev.I/72, dated the 20th December, 1972, on the above subject, as amended from time to time, and to say that the President has been pleased to decide that the existing rates of mileage allowance for journey by road as indicated in Para 1 of this Division O.M. No.F.2(49)-Regs.9/78, dated 20th September, 1978 shall be revised as under: —

	Existing rate per Kilometre	Revised rate per Kilometre
(a) Personal car or by engaging a full taxi.	70 paise	Rs.1.20
(b) Borrowed car	35 paise	60 paise
(c) Motor cycle or Scooter	22 paise	40 paise
(d) Bicycle, animal back or foot	16 paise	30 paise
(e) Public transport plying for hire on single seat basis..		
For Government servants of Grade I and II	10 paise	20 paise
For Government servants of Grade III and IV	6 paise	12 paise

S. No.69.— OFFICE MEMORANDUM NO. F. 2(38)-R.9/81–D.660/82, DATED THE 17TH JUNE, 1982

SUBJECT:— *Travelling Allowance Rules.*

The undersigned is directed to refer to sub-para (1) of para 2 of this Division O.M. No. F.2(1)-Imp.I/77, dated the 29th April, 1977, on the above subject, and to state that the President has been pleased to revise, with effect from 1-7-1982 and until further orders, the rates of daily allowance as indicated below: —

Pay limit	Special Rate	Ordinary Rate
	Rs.	Rs.
Exceeding Rs.2150/- p.m.	90	75
From Rs. 1350 to Rs. 2150/- p.m.	75	65
From Rs. 700 to Rs.1349/- p.m.	50	40
From Rs. 320 to Rs.699/- p.m.	40	35
Up to Rs. 319/- p.m.	25	20

S. No.70.— OFFICE MEMORANDUM NO. F. 1(13)-R.10/81, DATED THE 10TH MAY, 1981

SUBJECT:—*Question of admissibility of daily allowance for a period exceeding 12 hours or 6 hours connected with over-night stay at the place of halt.*

The undersigned is directed to refer to para 9 of Appendix 7 to the Fundamental Rules and Supplementary Rules, Vol.II, according to which one half of the normal rate of daily allowance is admissible for a period exceeding 12 hours not connected with the spending of a night at the place of halt. Similarly, for a period exceeding 6 hours not connected with an over-night stay, one fourth of the normal rate of daily allowance is admissible. Contrary to these instructions, some cases have come to the notice of this Division wherein one half or one fourth of the normal rate of daily allowance was paid for period exceeding 12 hours or 6 hours, respectively, connected with over-night stays at the place of halt.

2. It is hereby 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 a 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.

S. No.71.— OFFICE MEMORANDUM NO. F. 2(15)-R.9/86, DATED THE 1ST JULY, 1986

SUBJECT:— Revision of rates *Daily Allowance.*

The undersigned is directed to refer to para 21 of this Division O.M. No.F.1(1)-Imp/83 dated 18-8-1983 on the subject noted above and to state that the President has

been pleased to revise with effect from 1-7-1986 and until further orders, the rates of Daily Allowance as indicated below :—

Pay limits	Special rate Rs.	Ordinary rate Rs.
Rs.3200/- and above per month	120	100
Rs.2100/- to Rs.3199/- per month	100	85
Rs.1001/- to Rs.2099/- per month	65	55
Rs.501/- to Rs.1000/- per month	55	45
Upto Rs.500/- per month	35	25

S. NO.72.— OFFICE MEMORANDUM NO.F.4(3)-Reg.(9)/87, DATED THE 1ST JULY, 1987.

SUBJECT:— *Travelling Allowance Rules.*

The undersigned is directed to refer to this Division's O.M. No. F.2(1)-Rev.I/72, dated the 20th December, 1972, on the above mentioned subject, as amended from time to time, and to say that the President has been pleased to decide the existing rates of Transfer Grant, Transportation of Motor Car/Motor Cycle or Scooter by road and the Mileage Allowance shall be revised as under :—

X X X X X X

(II) TRANSPORTATION OF MOTOR CAR/MOTOR CYCLE OR SCOOTER BY ROAD:

	Existing Rates per kilometre	Revised Rates per kilometre
(i) Motor Car	35 Paisa	60 Paisa
(ii) Motor Cycle/Scooter	12 Paisa	20 Paisa

(III) MILEAGE ALLOWANCE

	Existing Rates per kilometre	Revised Rates per kilometre
	Rs.	Rs.
(a) Personal Car or by engaging a full taxi.	1.20	2.00
(b) Motor Cycle or Scooter	0.40	0.65
(c) Bicycle, animal back or foot.	0.30	0.50
(d) Public Transport plying for hire on single seat basis:-		
(i) For Government servants in BPS – 7 and above.	0.20	0.32
(ii) For Government servants in BPS – 6 and below.	0.12	0.20

2. The above orders shall take effect from 1-7-1987.

S. NO.73.— OFFICE MEMORANDUM NO.F.4(12)-Reg.(9)/87-D.1284/88, DATED THE 3RD DECEMBER, 1988.

SUBJECT:—*Grant of Conveyance Charges, Daily Allowance to Civil Servants who perform short visits on official duty between Islamabad and Rawalpindi.*

The undersigned is directed to refer to this Division's O.M. No. F. 4(12)-Reg.(9)/87-D.950/88, dated the 11th August, 1988, on the above subject and to state that a question has been raised whether the conveyance charges, etc. prescribed in the above O.M. are also applicable to Officers and Staff travelling between Islamabad and Rawalpindi for training courses. It is hereby clarified that the O.M. does not cover such visits undertaken between Islamabad and Rawalpindi.

S. NO.74.— OFFICE MEMORANDUM NO.F.4(5)-Reg(9)/87, DATED THE 12TH JANUARY, 1989.

SUBJECT:—*Revision of Rates of Daily Allowance.*

In partial modification of Finance Division's O.M. No. F. 4(5)-Reg.(9)/87, dated the 1st July, 1987, on the above subject, the undersigned is directed to say that with effect from the 9th January, 1989, the figure of "Rs.5000/-" in para 1(i) may be read as "Rs.4900/-", and the figure of "Rs.4999/-" in para 1(ii) may be read as "Rs.4899/-".

S. No.75.— OFFICE MEMORANDUM NO. F. 1(16)-Reg.(9)/91, DATED THE 21ST AUGUST, 1991

SUBJECT:—*Travelling Allowance Rules.*

The undersigned is directed to refer to this Division's O.M. No. F.2(1)-Rev.I/72, dated the 20th December, 1972, on the above mentioned subject, as amended from time to time, and to say that the President has been pleased to decide that the existing rates of Transfer Grant, Transportation of Motor Car/Motorcycle/Scooter by road and the Mileage Allowance shall be revised with immediate effect, as under : —

x x x x x x

(II) TRANSPORTATION OF MOTOR CAR/MOTOR CYCLE OR SCOOTER BY ROAD

	Existing Rates per kilometre	Revised Rates per kilometre
(i) Motor Car.	60 paisa	Rs.1.20
(ii) Motor Cycle or Scooter.	20 paisa	Rs.0.40

(III) MILEAGE ALLOWANCE

	Existing Rates per kilometre	Revised Rates per kilometre
(a) Personal car or by engaging a full taxi.	Rs.2.00	Rs.3.00
(b) Motor Cycle or Scooter.	Rs.0.65	Rs.1.00
(c) Bicycle, animal back or foot.	Rs.0.50	Rs.0.75
(d) Public transport plying for hire on single seat basis : —		
(i) For Government servants in BPS-7 and above.	Rs.0.32	Rs.0.50
(ii) For Government servants in BPS-6 and below.	Rs.0.20	Rs.0.30

(IV) TRAVEL BY AIR: Government servants in BPS-17 and above and those in receipt of pay exceeding Rs.4000/- p.m. shall be allowed to travel by air.

S. NO. 76.— OFFICE MEMORANDUM NO. F. 1 (2)-Reg.(9)/91, DATED THE 21ST AUGUST, 1991.

SUBJECT:— *Revision of rates of Daily Allowance.*

The undersigned is directed to refer to this Division's O.M. No. F. 4(5)-Reg.(9)/87, dated 1st July, 1987, on the above mentioned subject and to state that the President has been pleased to revised with immediate effect the rate of Daily Allowance as under :—

Pay limit	Special rate per day	Ordinary rate per day
Rs.	Rs.	Rs.
Upto 1000	60	40
1001 to 2000	80	65
2001 to 3000	100	85
3001 to 4000	120	100
4001 to 5000	145	120
5001 to 6000	175	150
6001 to 7000	215	180
7001 & above	260	225
BPS 21 & above	300	260

Note: 1. Daily Allowance will be admissible only for the actual night(s) at the out-station for which Daily Allowance claimed. Where night stop is not involved and if absence from headquarters exceeds four hours half daily allowance will be allowed.

Note: 2. Government servants upto BPS 1–19 may stay in Government Guest Houses, Public Sector Corporations Rest Houses and Motels. They can claim actual room rent charges on production of receipts subject to a maximum of three D.A. in specified stations and one and a half D.A. at non-specified stations.

Note: 3. Government servants in BPS–20 and above may stay in hotels and claim room rent charges on production of receipts subject to a maximum of three D.A. for specified stations and one and a half D.A. at non-specified stations. If however, the room rent charges are excess of the maximum ceiling aforementioned, 50% of the additional amount will be paid by the Government.

S. NO. 77.— OFFICE MEMORANDUM NO. F. 1 (2)-Reg.(9)/91, DATED THE 2ND NOVEMBER, 1991.

SUBJECT:— *Revision of rates of Daily Allowance.*

The undersigned is directed to refer to this Division's O.M. of even number, dated the 21st August, 1991, on the above mentioned subject and to say that under the new T.A. Rules, Daily Allowance is admissible like foreign tours for the nights spent at out stations and Half Daily Allowance is admissible when no night stay is involved. It has come to the notice of this Division that this rule is misinterpreted and even for stays less than 24 hours officers are claiming Daily Allowance for the night spent plus half Daily Allowance for the day of return. This is totally against the interpretation of the rules. Therefore, following clarifications/instructions are being issued:—

- (i) Daily Allowance on domestic tours where stay for a night or more is involved will be admissible only for the night(s) spent at out stations.
- (ii) Half Daily Allowance will be admissible only in those cases where the absence from headquarters does not involve stay for the night and no Daily Allowance is drawn for any night stay. It cannot be drawn in addition to any Daily Allowance drawn for night stay.

S. NO.78.—OFFICE MEMORANDUM NO. F. 1(2)-Reg.9/91, DATED THE 23RD NOVEMBER, 1991.

SUBJECT:— *Revision of rates of Daily Allowance.*

The undersigned is directed to refer to this Division's O.M. of even number, dated the 21st August, 1991, on the subject noted above and to say that the following amendments have been made in the aforesaid O.M., namely:—

- (a) in note 2, for the word "Motels" the words and brackets "Motels/Hotels (minus five star hotels)" shall be substituted; and

- (b) in note 3, after the word “rent” occurring for the first time, the words “charges on production of receipts” shall be inserted.

S. NO.79.—OFFICE MEMORANDUM NO. F.4(3)-R.9/87-Dy.1520/91, DATED THE 24TH DECEMBER, 1991.

SUBJECT:— *Revision of T.A. Rules.*

The undersigned is directed to refer to Finance Division’s O.M. No. F.2(1)-Rev.I/72, dated the 20-12-1972, as amended from time to time and to say that the Federal Government has been pleased to further amend the said O.M. as under:—

In para 14, after clause (a), a new clause may be inserted namely –

- “(aa) In cases where a government servant possessing family moves to the new station alone may draw transfer grant at the rate at least equal to the amount admissible to a government servant not possessing family provided he finally opts to do so on transfer.”

S. NO.80.—OFFICE MEMORANDUM NO. F.2(8)-R.9/91, DATED THE 30TH DECEMBER, 1991.

SUBJECT:— *Revision of rates of Daily Allowance for “GUJRANWALA”.*

The undersigned is directed to refer to this Division’s O.M. No. F. 2(15)-R.9/74, dated the 24th April, 1975, on the subject mentioned above, and to say that it has been decided to include “Gujranwala” in the localities mentioned in Note below paragraph 3 of this Division’s O.M. No. F. 2(1)-Rev.I/72, dated the 20th December, 1972 as amended from time to time, for the purposes of the special rate of daily allowance admissible to government servants on tour.

2. These orders will be effective from the date of issue of this O.M.

S. NO.81.—OFFICE MEMORANDUM NO. F.2(8)-R.9/91, DATED THE 21ST SEPTEMBER, 1992.

SUBJECT:—*Revision of rates of Daily Allowance for “BAHAWALPUR, SARGODHA, SIALKOT AND SUKKUR”.*

The undersigned is directed to refer to this Division’s O.M. No. F. 2(15)-R.9/74, dated the 24th April, 1975, on the subject mentioned above, and to say that it has further been decided to include “Bahawalpur, Sargodha, Sialkot and Sukkur” in the localities mentioned in Note below paragraph 3 of this Division’s O.M. No. F. 2(1)-Rev.I/72, dated the 20th December, 1972 as amended from time to time, for the purposes of the special rate of daily allowance admissible to government servants on tour.

2. These orders will be effective from the date of issue of this O.M.
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S. NO.82.—OFFICE MEMORANDUM NO. F. 1(22)-Reg.9/94, DATED THE 28TH SEPTEMBER, 1994.

SUBJECT:—*Revision of Basic Scales and Fringe Benefits of Civil employees (B-1-22) of the Federal Government (1994). Clarification regarding admissibility of Travelling Allowance/Daily Allowance.*

The undersigned is directed to say that a question has arisen whether the words “other allowances” appearing in second line of sub-para (ii) of Para 5 of this Division’s O.M. No. F. 1(2)-Imp/94(i), dated 15th June, 1994, also include Travelling Allowance and Daily Allowance. The matter has been examined in this Division and it is clarified that the rule contained in sub-para (ii) of Para 5 of O.M. referred to above is applicable only to allowances drawn regularly each month alongwith salary as admissible to Government servants. Since the Travelling and Daily Allowances are not “regular” allowances in that term, therefore, these allowances do not fall within the purview of the said rule.

2. The undersigned is further directed to state that the President has been pleased to revise the rates of Daily Allowance (contained in this Division’s O.M. No. F. 1(2)-Reg(9)/ 91, dated 21-8-1991) as follows with effect from 1st June, 1994:—

Pay limit	Special Rates per day	Ordinary Rates per day
Rs.	Rs.	Rs.
1245 to 2000	80	65
2001 to 3000	100	85
3001 to 4000	120	100
4001 to 5000	145	120
5001 to 6000	175	150
6001 to 7000	215	180
7001 to 8000	260	225
8001 to 9000	300	280
9001 to 10000	350	300
10000 and above	400	350

S. NO.83.—OFFICE MEMORANDUM NO. F.1(33)-Reg.(9)/94, DATED THE 19TH OCTOBER, 1994.

SUBJECT:—*Travelling Allowance Rules.*

The undersigned is directed to refer to this Division’s O.M. No. F. 1(16)-Reg. (9)/91, dated 21st August, 1991, on the above subject and to say that with effect from 1st June, 1994, the word and figure “Rs.4000/-” occurring in Para 1(IV) therein shall be substituted with the word and figure “Rs.5400/-”.

S. NO.84.—OFFICE MEMORANDUM NO.F.1(22)-R.9/94, DATED THE 13TH NOVEMBER, 1994.

SUBJECT:—*Revision of Basic Scales and Fringe Benefits of Civil employees (B-1-22) of the Federal Government (1994). Clarification regarding admissibility of Travelling Allowance/Daily Allowance.*

The undersigned is directed to refer to this Division's O.M. No. F. 1(22)-Reg.9/94, dated 28-9-1994 and to say that the words and figures "with effect from 1st June, 1994" in Para 2 may be read as "with immediate effect".

S. NO.85.—OFFICE MEMORANDUM NO. F.1(34)-R.9/94, DATED THE 13TH NOVEMBER, 1994.

SUBJECT:—*Travelling Allowance Rules.*

The undersigned is directed to refer to this Division's O.M. No. F. 1(15)-R.9/91, dated the 5th September, 1991 on the subject noted above and to state that consequent upon the introduction of Basic Pay Scales 1994, the Gradation of Government servants of the purpose of T.A. in Pakistan shall, with effect from 1st July, 1994 be revised as under:—

(i)	Category – I	Civil servants in BPS-17 and above and all those in receipt of pay exceeding Rs.5330/- p.m.
(ii)	Category – II	Civil servants drawing pay exceeding Rs.1725/- p.m. but not exceeding Rs.5330/- p.m.
(iii)	Category – III	All other Civil servants excluding those in BPS-1 and 2.
(iv)	Category – IV	Civil servants in BPS-1 and 2.

2. The provision in Supplementary Rules shall be deemed to have been modified accordingly.

S. NO.86.— OFFICE MEMORANDUM NO.F.1(5)-R.9/98-268/2002, DATED THE 13TH MARCH, 2002.

SUBJECT:—*Revision of Travelling Allowance Rules.*

In partial modification of Finance Division's O.M. No. F. 1 (5)-R.9/98-345, dated 12-5-1999 on the above mentioned subject, as amended from time to time, the undersigned is directed to state that as a result of queries from some quarters and in pursuance of SR-30 (b), it has been decided to also allow reimbursement of the Toll Tax on Motor Way paid by an officer while travelling on official duty/tour by his own car subject to production of original receipt in token thereof.

2. This issues with the approval of Competent Authority.

S. NO.87.— OFFICE MEMORANDUM NO.F.1(2)-Reg.10/2005, DATED THE 10TH SEPTEMBER, 2005.

SUBJECT:—*Revision of rates of Travelling Allowances on official duty within the country.*

The President has been pleased to sanction inter-alia revision of Travelling Allowances admissible to government officers/officials, while being on official duty within the country. These revised rates were circulated vide Finance Division's O.M. No. F.1(1) Imp/2005, dated 1-7-2005 and are effective since then. However, the same revised rates are circulated separately as hereunder for the purpose of easy and quick referencing please:

1 – Transportation/Mileage Allowance

	Existing	Revised
Transportation		
(i) Motor Car	Rs.1.20 per k.m.	Rs.2/- per k.m.
(ii) Motor Cycle/Scooter	Rs.0.40 per k.m.	Rs.1/- per k.m.
Mileage Allowance		
(i) Personal Car/Taxi	Rs.3/- per k.m.	Rs.5/- per k.m.
(ii) Motor Cycle/Scooter	Rs.1/- per k.m.	Rs.2/- per k.m.
(iii) Bicycle/Animal back/foot	Rs.0.75 per k.m.	Rs.1/- per k.m.
(iv) Public Transport	Rs.0.30 per k.m. (BPS-6 and below) Rs.0.50 per k.m. (BPS-7 and above)	Rs.1/- per k.m. Rs.1/- per k.m.
Travel by Air	Government Servants in BPS-17 and those in receipt of pay of Rs.5400 and above.	Government Servants in BPS-17 and above.
Carriage of Personal effects on Transfer/Retirement	Paisa 0.148 per k.m. per k.g. (or 2.96 paisa per k.m. per unit of 20 k.gs)	Rs.0.008 per k.m. per k.g.

2. All previous instructions of the Finance Division on the above subjects stand modified/amended to the extent of this O.M.

S. NO.88.— OFFICE MEMORANDUM NO.F.1(2)-Reg.10/2005, DATED THE 10TH OCTOBER, 2006.

SUBJECT:— *Revision of rates of Daily Allowance on official duty within the country.*

The President has been pleased to sanction inter-alia revision of daily allowances admissible to government officers/officials, while on official duty within the country. These revised DA rates were circulated vide Finance Division's O.M. No. F.1(1) Imp/2005, dated 1-7-2005 and are effective since then. However, the same DA rates with some relevant rules on the subject are circulated separately as hereunder for easy and quick referencing please:

Revised DA Rates

BPS	Ordinary Rate per day (Rs.)	Special Rate per day (Rs.)
1 – 4	125	200
5 – 11	155	220
12 – 16	280	365
17 – 18	500	640
19 – 20	625	825
21 – 22	700	1000

2. Specified stations as notified from time to time are Hyderabad, Karachi, Sukkur, Bahawalpur, Multan, Quetta, Sargodha, Sialkot, Lahore, Gujranwala, Rawalpindi, Islamabad, Faisalabad, Peshawar, Northern Areas, Muzaffarabad & Mirpur AJ&K.

3. Daily allowance will be admissible only for the actual night(s) at the out-station for which daily allowance is claimed. Where night stop is not involved and if absence from headquarters exceeds four hours half daily allowance will be allowed.

4. Government servants upto BPS 1–19 may stay in Government Guest Houses, Public Sector Corporations Rest Houses and Motels/Hotels (**minus five star Hotels**). They can claim actual room rent charges on production of receipts subject to a maximum of three D.A. in specified stations and one and half D.A. at non-specified stations.

5. Government servants in BPS–20 and above may stay in hotels and claim room rent charges **on production of receipts**, subject to a maximum of three D.A. for specified stations and one and half D.A. at non-specified stations. If however, the room rent charges are in excess of the maximum ceiling aforementioned, the Government will pay fifty percent of the additional amount.

6. The relevant Finance Division’s circular O.M. of even number dated 10-9-2005 stands modified to the extent of Paras 4–5 of this O.M.

S. NO.89.— OFFICE MEMORANDUM NO.F.1(1)-Imp/2010–624, DATED THE 5TH JULY, 2010.

SUBJECT:— *Revision of rates of Special Pays and Allowance.*

The president has been pleased to sanction with effect from 1st July, 2010 and till further orders the revision of the following.....: —

x

x

x

x

x

(iv) Daily Allowance (within country)

Existing Rates			Revised Rates	
BPS	Ordinary (Rs.)	Special (Rs.)	Ordinary (Rs.)	Special (Rs.)
12 – 16	280	365	500	600
5 – 11	155	220	310	440
1 – 4	125	200	200	400

x x x x x x

S. NO.90.— OFFICE MEMORANDUM NO.F.1(3)-Imp/2012, DATED THE 16TH JULY, 2012.

SUBJECT:—*Revision of Special Pay and Allowances.*

The undersigned is directed to say that pursuant to the approval of the competent authority, the following are hereby revised with effect from 1st July, 2010:

x x x x x x

(III) TRAVELLING AND MILEAGE ALLOWANCE:

	Existing Rates	Revised Rates
TRANSPORTATION		
(i) Motor Car	Rs.2/- per k.m.	Rs.5/- per k.m.
(ii) Motor Cycle/Scooter	Rs.1/- per k.m.	Rs.2.50 per k.m.
MILEAGE ALLOWANCE		
(i) Personal Car/Taxi	Rs.5/- per k.m.	Rs.10/- per k.m.
(ii) Motor Cycle/Scooter	Rs.2/- per k.m.	Rs.4/- per k.m.
(iii) Bicycle	Rs.1/- per k.m.	Rs.2/- per k.m.
(iv) Public Transport	Rs.1/- per k.m.	Rs.2.50 per k.m.
TRAVEL BY AIR Carriage of personal effects on Transfer/Retirement	Admissible to Government servants in BPS-17 and above. Rs.0.008 per kg per km	No change. Rs.0.02 per kg per km

x x x x x x

S. NO.91.— OFFICE MEMORANDUM NO.F.8(1)-R.10/2011-318, DATED THE 17TH AUGUST, 2012.

SUBJECT:— *Revision of Daily Allowance on official duty within country.*

The undersigned is directed to say that pursuant to approval of the competent authority, the existing rates of Daily Allowance admissible to Government officers/officials while on official duty within the country are hereby revised with effect from 1st August, 2012 as follows: —

BPS	Existing		Revised (w.e.f. 01-08-2012)	
	Ordinary Rates (Rs.)	Special Rates (Rs.)	Ordinary Rates (Rs.)	Special Rates (Rs.)
1 – 4	200	400	310	500
5 – 11	310	440	390	550
12 – 16	500	600	700	900
17 – 18	500	640	1250	1600
19 – 20	625	825	1550	2050
21	700	1000	1750	2500
22	700	1000	1750	3000

2. Specified stations for Special Rates as notified from time to time are Hyderabad, Karachi, Sukkur, Bahawalpur, DG Khan, Multan, Quetta, Sargodha, Sialkot, Lahore, Gujranwala, Rawalpindi, Islamabad, Faisalabad, Peshawar, Northern Areas, Muzaffarabad & Mirpur AJ&K.

3. Actual Hotel Accommodation charge within the prescribed limit shall be admissible only on production of receipts as per existing rules.

4. The proposed rates shall not apply where 20 fixed DAs for operational duties are being paid with salary which will be admissible on existing rules.

5. Rate of accommodation charges will be admissible @ 2 times of the daily allowance where no hotel accommodation receipt is produced.

6. The other terms and conditions of admissibility of DA mentioned in paras 3–5 of Finance Division's O.M. No. F. 1(2)-Reg.10/2005, dated 10th October, 2006 will continue to apply.

7. Daily Allowance in case of BPS 17–22 was last revised in October, 2006 vide O.M. No. F. 1(2) Reg.10/2005, dated 10th October, 2006 and that of BPS 1–16 in July, 2010 vide O.M. No. F. 1(1) Imp/2010-624, dated 5th July, 2010.

S. NO.92.— OFFICE MEMORANDUM NO.F.8(1)-R.10/2011-318, DATED THE 16TH NOVEMBER, 2012.

SUBJECT:— *Revision of Daily Allowance on Official Duty within country.*

After issuance of this Division's O.M. No.F.8(1)-R.10/2011-318, dated 17th August, 2012, some quarters have been seeking clarifications.

2. It is clarified that accommodation charges @ 2 times of Daily Allowance without production of hotel receipt will be admissible at specified stations only.

S. NO.93.— OFFICE MEMORANDUM NO.F.8(1)-R.10/2011-80 (Vol.III), DATED THE 18TH FEBRUARY, 2016.

SUBJECT:— *Revision of Daily Allowance on Official Duty within Country.*

The undersigned is directed to refer to Para-2 of this Division's Office Memorandum No.F.8(1)-R.10/2011-318, dated 17-8-2012 on the above subject and to state that Finance Division has decided to include the name of "**Gwadar City**" in the list of specified stations for special rates for the purpose of Daily Allowance with immediate effect. The other terms and conditions of admissibility of DA mentioned in the above referred O.M. will continue to apply.

S. NO.94.— OFFICE MEMORANDUM NO.F.8(1)-R.10/2011-(Vol.III)/43, DATED THE 29TH FEBRUARY, 2016.

SUBJECT:— *Revision of Daily Allowance on Official Duty within Country.*

In continuation of this Division's O.M. No. F. 8(1)-R.10/2011-318, dated 17-8-2012, 16-11-2012 and read with O.M. No. F.1(2)-Reg.10/2005, dated 10-10-2006 on the above subject, the Competent Authority has been pleased to decide that the rate of accommodation charges will be admissible equivalent to one daily allowance (DA) in case of non-specified stations where no hotel accommodation receipt is produced. The other terms and conditions of admissibility of daily allowance mentioned in the above referred O.M. will continue to apply. The above decision will be applicable with immediate effect.

2. This issues with the approval of the Finance Secretary.

S. NO.95.— OFFICE MEMORANDUM NO.F.8(1)-R.10/2011-309/III, DATED THE 3RD JULY, 2017.

SUBJECT:— *Revision of Rates of Daily Allowances on Official Duty within Country.*

The President has been pleased to sanction revision of Daily Allowances admissible to Government officers/officials, while on official duty within the country as under: —

BPS	Existing (Rs.)		Revised (w.e.f. 1 st July, 2017) (Rs.)	
	Ordinary Rates	Special Rates	Ordinary Rates	Special Rates
1 – 4	310	500	496	800
5 – 11	390	550	624	880
12 – 16	700	900	1120	1440
17 – 18	1250	1600	2000	2560
19 – 20	1550	2050	2480	3280
21	1750	2500	2800	4000
22	1750	3000	2800	4800

2. Specified stations for Special Rates as notified from time to time are Hyderabad, Karachi, Sukkur, Bahawalpur, DG Khan, Multan, Quetta, Sargodha, Sialkot, Lahore, Gujranwala, Rawalpindi, Islamabad, Faisalabad, Peshawar, Northern Areas, Muzaffarabad & Mirpur AJ&K.

3. Daily allowance will be admissible only for the actual night(s) at the out-station for which daily allowance is claimed. Where night stop is not involved and if absence from Headquarters exceeds four hours, half daily allowance will be allowed.

4. The proposed rates shall not apply where 20 fixed DAs for operational duties are being paid with salary which will be admissible on existing rules.

5. Government servants upto BPS 1–19 may stay in Government Guest Houses, Public Sector Corporations Rest Houses and Motels/Hotels (minus Five Star Hotels). They can claim actual room rent charges on production of receipts subject to maximum of three DAs in specified stations and one and a half DA at non-specified stations. Where no hotel accommodation receipt is produced, the rate of accommodation charges will be admissible equivalent to two DAs in specified stations and one DA at non-specified stations.

6. Government servants in BPS–20 and above may stay in hotels and claim room rent charges on production of receipts, subject to a maximum of three DAs for specified stations and one and a half DAs on non-specified stations. Where no hotel accommodation receipt is produced, the rate of accommodation charges will be admissible equivalent to two DAs in specified stations and one DA at non-specified stations. If however, the room rent charges are in excess of the maximum ceiling aforementioned, the Government will pay fifty percent of the additional amount.

7. The earlier instructions issued by the Finance Division shall stand superseded and replaced by this Office Memorandum to the above extent.

S. NO.96.— OFFICE MEMORANDUM NO.F.8(1)-R.10/2011-400/III, DATED THE 15TH AUGUST, 2017.

SUBJECT:— *Revision of Rates of Daily Allowances on Official Duty within Country.*

The undersigned is directed to refer to Finance Division's Office Memorandum No. F. 8(1)-R.10/2011-309/III, dated 03-07-2017 on the above subject and to clarify that the words "existing rates" used in Para-4 of the above mentioned O.M. means the rates on which the DAs were being drawn at the level on 30-06-2017.

S. NO.97.— OFFICE MEMORANDUM NO.F.8(1)-R.10/2011-610/IV, DATED THE 1ST JANUARY, 2018.

SUBJECT:— *Revision of Rates of Daily Allowances on Official Duty within Country.*

In partial modification of this Division's O.M. No. F.8(1)-R.10/2011-309/III, dated 03-07-2017, Para-2 of the above referred O.M. may be read as follows:—

Specified stations declared for special rates for drawing Daily Allowance (DA) are: Hyderabad, Karachi, Sukkur, Bahawalpur, Rawalpindi, D.G. Khan, Multan, Quetta, Sargodha, Sialkot, Lahore, Gujranwala, Islamabad, Faisalabad, Peshawar, **Gwadar**, Northern Areas, Muzaffarabad & Mirpur AJ&K.

**GRANT OF COST OF TRANSPORTATION OF PERSONAL
EFFECTS**

*S. No. 1.—OFFICE MEMORANDUM NO. F. 6(2)-RII/50, DATED THE 22ND MARCH, 1951, AS AMENDED BY THE OFFICE MEMORANDUM NO. F. 8(7)-RII/52, DATED THE 9TH MAY, 1952 AND NO. F. 1(66)-R2/60, DATED THE 17TH JANUARY, 1960.

SUBJECT:—*Grant of the cost of transportation of personal effects to Government servants serving in one zone of Pakistan who are transferred to the other.*

In view of the existing travelling difficulties the Government servants serving in one zone of Pakistan who are transferred to the other zone are not ordinarily able to transport their personal effects like furniture, etc., as these are likely to be damaged or broken to pieces before arrival at the destination unless a prohibitive amount is spent on their crating. This Ministry have had under consideration the question of allowing such Government servants to draw the amount which they would have spent on the carriage to their personal effects in order to enable them to purchase the furniture etc., at the new station. After careful consideration, it has been decided that on transfer from one zone of Pakistan to the other such officers should be paid the expenses which they would have incurred had they transferred the maximum weight of their personal effects admissible to them under the rules, subject to the following conditions:—

- (i) The official concerned should produce a certificate duly countersigned by his Controlling Officer to the effect that he had to leave behind at the old station his personal effects giving the number of articles, their weight and description and the freight admissible to him under the rules;
- (ii) He should within a period of three months from the date of taking over charge of his post at the new station, produce evidence in the form of receipts from the dealer, countersigned by the Controlling Officer to show that the amount drawn has been actually spent on the purchase of furniture and household articles at the new station.

2. The above concession will be admissible from 1st April, 1951, and will continue in the first instance temporarily upto 31st March, 1952 after which the position would be reviewed.

**S. No. 2.— OFFICE MEMORANDUM NO. F. 8(21)-R II/52, DATED THE 20TH DECEMBER, 1952.

SUBJECT:—*Grant of the cost of transportation of personal effects to Government servants serving in one zone of Pakistan who are transferred to the other.*

* Please see also O.M. No. F.8(21)-RII/52, dated 20-12-1952, and O.M. No.54-F.34(2)-RI(2)/55, dated 20-4-1955.

³ Extended until further orders vide M.F. O.M. No. F. 34(3)-RI(2)/55 dated 30-11-1955.

** Please see O.M. No. 5089-R III/53, dated 23-11-1953 and O.M. No. F. 18(21)-RI/62, dated 15-1-1963.

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 6(2)-R II/50, dated the 22nd March, 1951, on the subject noted above, and to state that question has been raised as to the rate at which the cost of transportation of personal effects left behind should be allowed. After careful consideration it has been decided that Government servants shall be paid at the rate of @Rs.20 per maund in respect of the personal effects left behind up to the maximum weight prescribed in the rules. In case a Government servant actually transports a part of his personal effects he will be entitled to claim the cost of transportation as admissible to him under the rules, but the payment at the rate of @Rs.20 per maund shall be made in respect of the actual weight of personal effects left behind subject to the condition that the weight of the personal effects actually transported and the weight of personal effects left behind does not exceed the maximum weight prescribed in the rules.

2. The other conditions prescribed in the Office Memorandum referred to above will continue to be applicable.

*S. No. 3.— OFFICE MEMORANDUM NO. F. 9 (1)-R.II/53, DATED THE 17TH FEBRUARY, 1953.

SUBJECT:—*Grant of the cost of transportation of personal effects to Government servants serving in one zone of Pakistan who are transferred to the other.*

The undersigned is directed to state that this Ministry have had under consideration the question of allowing the Government servants cost of transportation of personal effects by air, in the event of their transfer from one zone of Pakistan to the other. After careful consideration it has been decided that on transfer from one zone of Pakistan to the other, a Government servant who transports his personal effects by air, should be allowed the actual air freight restricted to the amount admissible in accordance with this Ministry's Office Memorandum No. F. 8(21)-R.II/52, dated the 20th December, 1952.

2. In case he transports a part of his personal effects by sea/rail he should be allowed the actual expenses of transportation of luggage by air, limited to the amount (calculated @Rs.20 per maund) of the difference between the weight of personal effects transported by sea/rail and the weight left behind subject to the condition that the total weight of luggage carried by sea/rail and that left behind should not exceed the maximum weight admissible under the rules.

@ Raised to Rs.40 per maund by O.M. No. F. 1(11)-R2(Rwp)/63, dated 13-8-1963.

* Modified by O.M. No. D.6310-R III/53, dated 29-12-1953.

S. No. 4.— CORRIGENDUM NO. 5089-R. III/53, DATED THE 23RD NOVEMBER, 1953.

SUBJECT:—*Grant of the cost of transportation of personal effects to Government servants serving in one zone of Pakistan who are transferred to the other.*

In supersession of this Ministry's Office Memorandum No. F. 8(21)-R.II/52, dated the 4th February, 1953, on the subject noted above, the undersigned is directed to state that the orders contained in this Ministry's Office Memorandum No. F. 8(21)-R. II/52, dated the 20th December, 1952, shall be effective from the 1st April, 1951, that is to say, the date of effect of the original Office Memorandum No. F. 6(2)-R.II/50, dated the 22nd March, 1951.

S. No. 5.—OFFICE MEMORANDUM D.6310-R. III/53, DATED THE 29TH DECEMBER, 1953.

SUBJECT:—*Grant of the cost of transportation of personal effects to Government servants serving in one zone of Pakistan who are transferred to the other.*

In modification of this Ministry's Office Memorandum No. F. 9(1)-R.II/53, dated the 17th February, 1953, on the subject noted above, the undersigned is directed to state that a Government servant who on his transfer from one zone of Pakistan to the other transports his personal effects wholly or partly by air should be allowed the actual air freight paid by him to the Air Company, subject to the condition that this amount, plus the amount(s), if any, admissible to him under this Ministry's Office Memorandum No. F. 8(21)-R.II/52, dated the 20th December, 1952 (for personal effects left behind and/or transported by ship) does not exceed an amount calculated at @Rs.20 per maund for the maximum weight which he is entitled to carry at Government cost.

S. NO. 6.—OFFICE MEMORANDUM NO. F. 11 (12)-R.III/54, DATED THE 14TH MAY, 1954.

SUBJECT:—*Grant of the cost of transportation of personal effects to Government servants serving in one zone of Pakistan who are transferred to the other.*

The undersigned is directed to refer to this Ministry's Memorandum No. F. 6 (2)-R.II/50, dated the 27th January, 1953, on the subject noted above, and to say that the concession originally sanctioned under this Ministry's Office Memorandum No. F. 6 (2)-R.II/50, dated the 22nd March, 1951, as amended from time to time, has been further extended for a period of one year from the 1st April, 1954. With effect from that date, this concession will be subject to the following further restriction, viz : —

@ Raised to Rs.40 per maund by O.M. No. F. 1(11)-R2(Rwp)/63, dated 13-8-1963.

In a case in which the family does not accompany the Government servant to the new station of his posting, the Government servant's transfer for the purpose of the above concession should be treated as a transfer of a Government servant not possessing a family and cash payment should be made accordingly. If, however, the family subsequently joins the Government servant at the new station within the time-limit laid down in S.R. 116 (b) (iii), the difference between payment at 'single rate' and 'family rate' may be claimed with requisite receipts within three months of the arrival of the family.

S. No. 7.— OFFICE MEMORANDUM NO. 54-F. 34(2)-RI (2)/55, DATED THE 20TH APRIL, 1955.

SUBJECT:—Grant of the cost of transportation of personal effects to Government servants serving in one zone of Pakistan who are transferred to the other.

The undersigned is directed to invite reference to this Ministry's Office Memorandum No. F. 6 (2)-RII/50, dated the 22nd March, 1951, as amended from time to time, on the above subject, and to say that the concession contained therein is admissible even if the Government servant leaves his personal effects at a station (in the zone from which he is transferred) other than the last place of duty.

S. No.8.— OFFICE MEMORANDUM NO. F. 34(3)-RI (2)/55, DATED THE 30TH NOVEMBER, 1955.

SUBJECT:—Grant of the cost of transportation of personal effects to Government servants serving in one zone of Pakistan who are transferred to the other.

The undersigned is directed to refer to this Ministry's Office Memorandum No. 57-F. 34(3)-RI (2)/55, dated the 25th April, 1955, on the above subject, and to say that the concession mentioned therein has been extended from 1st October, 1955 until further orders.

**S. No. 9.— OFFICE MEMORANDUM NO. F. 34(11)-RI(2)/56, DATED THE 15TH MAY, 1956.*

SUBJECT:—Grant of the cost of transportation of personal effects to Government servants serving in one zone of Pakistan who are transferred to the other.

Under this Ministry's Office Memorandum No. F. 6 (2)-RII/50, dated the 22nd March, 1951, as amended from time to time, the Government servants belonging to one zone of Pakistan who are transferred to the other zone, and who leave at their old headquarters their personal effects like furniture etc., are entitled to reimbursement of the cost of new articles purchased by them at the new station subject to the conditions laid down in that Office Memorandum. A question has been raised as to what items of personal effects can be purchased at the new station for the purpose of the concession allowed in the said Office Memorandum. The undersigned is to say that this point has been considered in

* Clarified by O.M. No. F. 34(11)-RI(2)/56, dated 9-1-1957.

this Ministry and it has been decided that the concession in question may be allowed only in respect of the purchase of the following items of personal effects:—

- (1) Furniture of all kinds.
- (2) Crockery.
- (3) Sewing Machines, Radio Sets, Piano and Gramophones.
- (4) Pottery and other non-metal utensils excluding cutlery.

S. No. 10.—OFFICE MEMORANDUM NO. F. 34(11)-RI(2)/56, DATED THE 9TH JANUARY, 1957.

SUBJECT:—Grant of the cost of transportation of personal effects to Government servants serving in one zone of Pakistan who are transferred to the other.

With reference to the orders issued in this Ministry's Memorandum No. F. 34(11)-RI(2)/56, dated the 15th May, 1956, on the subject mentioned above, the point has been raised as to whether the above mentioned Office Memorandum implies any restriction on the type of articles which should be left behind at the old station and whether only such articles can be purchased at the new station which correspond to those left behind at the old station. The undersigned is directed to say that concession sanctioned in this Ministry's Office Memorandum No. F. 6(2)-RII/50, dated the 22nd March, 1951, was granted in view of the fact that certain types of personal effects such as furniture, crockery, etc., cannot safely be transported from one zone of Pakistan to the other zone and are likely to be damaged or broken to pieces before their arrival at the destination unless a prohibitive amount is spent on their packing and crating. This is clear from the first sentence of the Office Memorandum dated the 22nd March, 1951. It has, therefore, been decided that the concession sanctioned in that Office Memorandum will be admissible only in respect of the items of personal effects detailed in this Ministry's Memorandum No. F. 34(11)-RI(2)/56, dated the 15th May, 1956, i.e. the concession can be claimed only in respect of those items of personal effects left behind at the old station and purchased at the new station which have been specified in the Office Memorandum dated the 15th May, 1956.

S. No. 11.—OFFICE MEMORANDUM NO. F. 18(21)-R.I/62, DATED THE 15TH JANUARY, 1963.

SUBJECT:—Grant of the cost of transportation of personal effects to Government servants transferred from one zone to the other zone of Pakistan.

The undersigned is directed to invite a reference to this Ministry's Memorandum No. F. 8 (21)-RII/52, dated the 20th December, 1952, and to say that the intention of the orders issued therein is that a Government servant will be paid the cost of transportation of the personal effects actually transported by him at the rate admissible under the rules

and that payment of Rs.20 per maund will be made only in respect of the balance of his personal effects which are left behind in the Zone from which he is transferred, provided that the total maximum weight prescribed under the rules is not exceeded.

2. Cases have come to notice wherein Government servants, who actually transported part of their personal effects, did not claim the cost of transportation thereof because it was less than Rs.20 per maund, but claimed at Rs.20 per maund in respect of the personal effects left behind for the maximum weight admissible under the rules. This is against the intention of the orders as explained in para 1 above. It has, therefore, been decided that a Government servant claiming payment at Rs.20 per maund in respect of personal effects left behind should record the following certificate on his T.A. bill:—

“Certified that in consequence of my transfer

- (i) I transported personal effects weighing..... maunds by sea/air at the cost of Rs..... and
- (ii) I did not transport any personal effect other than those disclosed in this bill”.

S. No. 12.— OFFICE MEMORANDUM NO. F. 1 (11)-R2(RWP)/63, DATED THE 13TH AUGUST, 1963.

SUBJECT:— *Payment of T.A. to Government servants on transfer from one Wing of Pakistan to the other.*

The Government have had under consideration the question of revision of the travelling allowance rules applicable to Government servants on transfer from one Wing of Pakistan to the other. After careful consideration it has been decided to amplify these rules as follows:—

- (i) Payment on account of personal effects left behind at the old station shall be made at the rate of Rs.40 per maund instead of Rs.20 per maund admissible at present under this Ministry’s Office Memorandum No. F.8(21)-RII/52, dated the 20th December, 1952, subject to the existing conditions.
- (ii) A Government servant who is entitled or authorised to travel by air on transfer from one Wing to the other and travels by air shall allowed two extra air fares of the class of entitlement or alternatively may claim, at his option, two incidental rail’s fares of the class of entitlement by the shortest route through India, as already admissible under this Ministry’s Office Memorandum No. F.34(60)-RI (2)/55, dated the 5th September, 1955.

2. A Government servant on transfer from the one Wing of Pakistan to the other shall be paid a transfer grant equal to 50% of his pay subject to a minimum of Rs.250 and Rs.100 in respect of a gazetted officer and non-gazetted Government servant

respectively in order to enable him to meet such incidental expenses as are not specifically covered by the existing rules.

3. These orders shall take effect from the 25th May, 1963.

S. No. 13 .— **OFFICE MEMORANDUM NO. F. 1 (53)-R2/64, DATED THE 14TH JANUARY, 1965.**

SUBJECT:— *Grant of the cost of transportation of personal effects to Government servants serving in one zone of Pakistan who are transferred to the other.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 34 (11)-RI(2)/56, dated the 15th May, 1956 (as amended), on the above subject and to say that the following amendments shall be made in the items of personal and household effects mentioned therein:—

- (i) in item No. (3) before the words "and Gramophones", the word "Tape Recorders" shall be inserted.
- (ii) the following items shall be added below the existing entries:—
 - (5) Electric Stove, Cookers and other Electrical household articles.
 - (6) Drying and washing machines.
 - (7) Refrigerator and Air-Conditioners.
 - (8) China and other miscellaneous decorations.
 - (9) Paintings/Photographs.
2. These orders shall take effect immediately.

S. No. 14.— **OFFICE MEMORANDUM NO. F. 1 (53)-R2/64, DATED THE 16TH DECEMBER, 1970.**

SUBJECT:—*Grant of the cost of transportation of personal effects to Government servants serving in one zone of Pakistan who are transferred to the other.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 6 (2)-RII/50, dated the 22nd March, 1951, on the above subject, as amended, and to say that it has been decided to make the following addition to the list of items of personal effects given in the Office Memorandum No. F. 34 (11)-RI(2)/56, dated the 15th May, 1956 as amplified by the Office Memorandum No. F. 1 (53)-R2/64, dated the 14th January, 1965:—

“(10) Television Sets”.

2. The above decision will take effect from 1st November, 1970.

S. No. 15.— OFFICE MEMORANDUM NO. F. 2(1)-Rev.I/72, DATED THE 20TH DECEMBER, 1972.

SUBJECT:— *Revision of Travelling Allowance Rules.*

The undersigned is directed to say that the existing rules governing the grant of travelling allowance to government servants on tour and on transfer, etc. within Pakistan was framed long ago do not conform to the present day conditions. The President has therefore been pleased to decide as follows:—

x	x	x	x
TRAVELLING ALLOWANCE FOR JOURNEYS ON TRANSFER			
x	x	x	x

Transportation of personal effects

15. (a) The maximum limit up to which personal effects can be transported at Government expense shall be as follows :—

Grade of Government servant	Maunds	
	If possessing a family	If not possessing a family
Grade I	120	60
Grade II	80	40
Grade III	40	20
Grade IV	15	10

(b) Cost of carriage of personal effects up to the maximum number of maundage as in sub-para 15(a) shall be allowed at the rate of 3 paise per maund per road mile from the residence of the government servant at the old station to his residence at the new station, irrespective of the mode by which the personal effects are carried. (It will not be necessary to call for receipts in support of his claim of cost of transportation of personal effects).

Transportation of Motor Car/Motor Cycle by road

16. The rate of allowance admissible to a government servant who transports his motor-car or motor-cycle/scooter by road between stations connected by rail or steamer

or partly by rail or partly by steamer shall be raised to 37 paises per mile in respect of a motor-car and 12 paises per mile in respect of a motor-cycle/scooter.

X X X X

S. No. 16.— OFFICE MEMORANDUM NO. F. 2(1)-Rev.I/72, DATED THE 31ST MAY, 1973.

SUBJECT:— *Revision of Travelling Allowance Rules.*

The undersigned is directed to state that as a result of queries from some of the quarters, the position of the revised T.A. rules issued in this Division Office Memorandum No. F. 2(1)-Rev.I/72, dated the 20th December, 1972, is being clarified below.

X X X X

(x) *Admissibility of TA (including cost of transportation of personal effects) to government servants who performed journey on transfer prior to 1st January, 1973 but whose family travelled and/or personal effects were dispatched on or after 1st January, 1973.*— Where a government servant commenced journey on transfer before the 1st January, 1973 but his family performed the journey or the personal effects were transported on or after that date, the grant of travelling allowance will be regulated by the rules in force before that date.

X X X X

S. No. 17.— OFFICE MEMORANDUM NO. 2(1)-Rev.I/72, DATED THE 11TH JULY, 1973.

SUBJECT:— *Revision of Travelling Allowance Rules.*

The undersigned is directed to refer to paragraph 15 of this Division Office Memorandum No. F. 2(1)-Rev.I/72, dated the 20th December, 1972, on the subject mentioned above.

2. It has come to the notice that some of the Ministries/Divisions/Departments, are under the impression that with the dispensing with the production of receipts, the cost of transportation of personal effects to the maximum permissible limit can be claimed and paid without regard to the actual effects transported. That is not so. The position is that the provisions of SR – 116 (e) continue to remain in force. Accordingly, the Government servant claiming the cost of transporting personal effects is required inter alia —

- (1) to render a certificate to the effect that the actual expenses incurred are not less than the amount claimed, and

cycle/ scooter by road between stations connected by rail or steamer on partly by rail and partly by steamer shall be revised as follows :—

	Existing	Revised
(a) In respect of motor car	37 paisa per mile.	24 paisa per kilometre.
(b) In respect of motor cycle/scooter	12 paisa per mile.	8 paisa per kilometre.

S. No. 19.— **OFFICE MEMORANDUM NO. F. 2 (2)-R.9/79, DATED THE 23RD JANUARY, 1979.**

SUBJECT:— *Transportation of motor car/motor cycles/scooter by road.*

Reference para 16 of this Division O.M. No. F. 2(1)-Rev.I/72, dated the 20th December, 1972, on the subject mentioned above.

2. The rate of allowance admissible to a civil servant who transports his motor car or motor cycle/scooter by road between placed connected by rail, shall be raised to 35 paisa per kilometre in respect of a motor car and 12 paisa per kilometre in respect of a motor cycle/scooter.

3. These orders shall have immediate effect.

S. No. 20.— **OFFICE MEMORANDUM NO. F. 1(16)-Reg.(9)/91, DATED THE 3RD OCTOBER, 1991.**

SUBJECT:— *Travelling Allowance Rules.*

The undersigned is directed to refer to this Division's O.M. No. F.2(2)-R.9/84 dated the 16th July, 1984 on the above subject and to state that it has been decided to revise the cost of carriage of personal effects as follows:—

Existing Rate	Revised rate
Paisa 0.083 per kilometre per kilogram (or 1.66 paisa, per kilometre per unit of 20 kilograms) from the residence of the government servant at the old station to his residence at the new station.	Paisa 0.148 per kilometre per kilogram (or 2.96 paisa, per kilometre per unit of 20 kilograms) from the residence of the government servant at the old station to his residence at the new station.

2. These orders shall take immediate effect.

S. No.21.— OFFICE MEMORANDUM NO. F.1(4)-R.10/2002-19/06, DATED THE 15TH MARCH, 2006.

SUBJECT:—*Revised Entitlement of Civil Servants for Transportation of Personal Effects.*

The undersigned is directed to refer to Finance Division's O.M. No. F.2(49)-Reg.9/78, dated the 20th September, 1978, as amended from time to time and to state that due to introduction of upgraded facilities in rail accommodation, Finance Division has issued a revised categorization of government officials pertaining to their entitlements for T.A. within the country vide O.M. No. F.1(4)-R.10/2002-225/05 dated 20-5-2005. It is hereby clarified that these categories of government officials shall also be applicable in case of transportation of personal effects, with already prescribed weights as per followings please:—

Categories of TA		Transportation of personal effects	
		Possessing family	Not possessing family
Category I	From BS-17 and above	4500 Kg	2240 Kg
Category II	From BS-14-16	3000 Kg	1500 Kg
Category III	From BS-11-13	1500 Kg	760 Kg
Category IV	From BS-1-10	560 Kg	380 Kg

**GRANT OF TRAVEL ASSISTANCE TO FAMILIES OF
GOVERNMENT SERVANTS WHO DIE WHILE IN SERVICE**

S. No. 1.—OFFICE MEMORANDUM NO. F.1 (31)-R2/66, DATED THE 18TH JANUARY, 1967.

SUBJECT:—*Transportation of the dead body of a Government servant or a member of his family who dies in zone other than the zone of his domicile.*

The undersigned is directed to say that the President has been pleased to decide that in the event of the death of a Government servant while serving in the zone other the zone of his domicile, or of a member of his family residing with him, the cost of the transportation of the dead body to the zone of domicile shall be borne by the Government to the extent of the travelling allowance which would have been admissible under SR 147–A for journey on retirement for himself, or for that member of the family, as the case may be, and, on production of evidence to the satisfaction of the head of office that the actual expenditure was not less than the amount claimed, it shall be reimbursed:—

- (i) to the Government servant, in the case of the death of a member his family; or
- (ii) in the case of death of Government servant
 - (a) to the eldest member of his family; or
 - (b) if the Government servant does not possess a family, to the relative or a person who has borne expenses of the transportation of the dead body.

2. The expenditure involved shall be debitable to the head “Other Charges” (other Contingent Expenditure) of the Ministry/Department concerned.

S. No. 2.— OFFICE MEMORANDUM NO. F. 1(10)-R.2/67, DATED THE 13TH SEPTEMBER, 1967.

SUBJECT:—*Repatriation of families of Government servants who die while in service in a zone other than the zone of their domicile.*

The undersigned is directed to invite a reference to this Ministry's Resolution No. F. 1(1)-PC/50, dated the 10th June, 1950 (as amended), according to which the family of a Government servant who dies while in service in the zone other than the zone of his domicile, leaving the family in that zone, is entitled to repatriation at Government expense to the extent and under the conditions laid down therein. The position has been reviewed further and the President has been pleased to decide that, in partial modification of the above mentioned Resolution, the following travelling concessions shall be admissible in such cases to the family of a deceased Government servant, irrespective of the pay he was drawing at the time of his death:—

- (i) actual railway and/or sea fare(s), as the case may be, of the class of the last entitlement of the deceased Government servant and/or tourist class air

fare(s), from his last station of posting to his home town in the other zone or to such other place in the zone of domicile of the deceased to which the family may actually proceed, subject to the condition that the amount to be paid by Government will not exceed the amount admissible from the last station of posting of the deceased to the home town of the deceased, provided further that the journey is performed by cheapest route; and

- (ii) actual charges for carriage of personal effects by the approved means of transport from the last station of posting of the deceased Government servant to his home town in the other zone or to such other place in the zone of domicile of the deceased to which the family may actually proceed, subject to the condition that the amount to be paid by Government will not exceed the amount admissible from the last station of posting of the deceased; this is subject to the limit and restrictions as to maundage and means of transportation that were applicable to him for carriage or personal effects on transfer immediately before his death, provided that the charges for transport of these personal effects by sea shall not exceed Rs.40 per maund.

2. The above concessions should be availed by the family within six months from the date of the Government servant's death.

3. These orders shall take effect from 1st April, 1967.

S. No 3.— OFFICE MEMORANDUM NO. F. 4(2)-R.9/72, DATED THE 17TH APRIL, 1972.

SUBJECT:— *Transportation of the dead body of a Government servant deputed abroad on temporary duty.*

The undersigned is directed to state that it has been decided that in the event of the death abroad of a Government servant deputed outside Pakistan in connection with temporary official duty, the expenditure connected with the death, to the extent supported by the relevant vouchers in original and certified as the minimum by the Head of Pakistan Embassy or Pakistan Mission in the country concerned, will be borne by Government, as follows:—

- (i) If the dead body is buried/cremated locally in the country where the Government servant was deputed, the total cost of that local burial/cremation; or
 - (ii) If the dead body is transported to Pakistan, the total cost of such transportation including incidental expenses incurred for preparation of the body for transportation, such as embalming and local transportation charges, etc.
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S. No. 4.— OFFICE MEMORANDUM NO. F. 2 (1)-Rev.I/72, DATED THE 6TH FEBRUARY, 1973.

SUBJECT:—*Revision of T.A. Rules - Grant of travel assistance to families of Government servants who die while in service.*

Reference this Division's Office Memorandum *No. F. 2(1)-Rev.I/72, dated the 20th December, 1972.

The question of providing travel assistance to the families of Government servants who die while in service has been under consideration of Government. The President has been pleased to decide that the family of such a Government servant will be allowed travel assistance equal to the amount of T.A. and cost of transportation of personal effects, subject to the provisions of clauses (a) to (c) of paragraph 17 of the O.M. referred to above, to enable the family to perform journey from the station of the last posting of the deceased Government servant to his home-town, or to such other place to which the family intends to proceed provided that the amount to be paid by Government will not exceed the amount admissible from the station of last posting of the deceased to his home-town.

2. The amount of advance will be drawn by the Drawing and Disbursing Officer of the office concerned and paid to the eldest member of the deceased government servant's family on application to the Head of Department in which the deceased was working at the time of his death. The application should contain the following particulars:—

- (1) Name of deceased Government servant;
- (2) His designation and the name of the office in which he was working at the time of his death;
- (3) Name and address of the applicant;
- (4) His/her relationship with the deceased;
- (5) Home-town of the deceased Government servant of the place where the family intends to proceed;
- (6) Name of family members alongwith age of each of them; and
- (7) Approximate weight of personal effects to be transported.

The application should be countersigned by a Class I civilian officer, or a Commissioned armed Forces officer, who will record a certificate thereon in the following words:—

* See under "Miscellaneous orders in this Section".

“Certified that I personally know the above particulars to be correct”.

3. These orders will take effect from the 1st January, 1973, but the concession sanctioned in this Office Memorandum will be admissible also to the families of those Government servants whose death occurred on or after the 1st July, 1972.

S. No 5.— OFFICE MEMORANDUM NO. F. 2(12)-R.9/73, DATED THE 21ST MARCH, 1973.

SUBJECT:— *Transportation of the dead body of a Government servant deputed abroad on temporary duty.*

The undersigned is directed to state that the President has been pleased to decide that the orders issued in this Division’s O.M. No. F. 2(4)-R.9/72, dated the 17th April, 1972, on the subject mentioned above, shall be applicable *mutatis mutandis* also to those Central Government servants who die while on deputation outside Pakistan in connection with a course of training financed entirely by the Government of Pakistan.

S. No 6.— OFFICE MEMORANDUM NO. F. 2(12)-R.9/73-917, DATED THE 20TH AUGUST, 1973.

SUBJECT:— *Grant of financial assistance by Government in the cases of deaths of Government servants at the station of duty.*

The undersigned is directed to state that the question of affording financial assistance to the families of Government servants who die at the station of their duty for meeting expenditure in connection with the local burial or transportation of dead body to the home-town of the deceased Government servant had been under consideration of the Government for some time past, at the instance of the Secretaries’ Committee. It has now been decided that the expenses on the local burial or the cost of transportation of dead body may be met by the Government to the extent indicated below:—

- (i) *Cases in which the dead body of the deceased Central non-gazetted Government servant is buried locally.*— The actual cost of the local burial may be reimbursed by the Government to the extent specifically applied for by the bereaved family, subject to a maximum of Rs.150/- in each case.
- (ii) *Cases in which the dead body of the deceased Central Government servant is transported to home-town.*
 - (a) *If the dead body is transported by rail.*— Actual cost of transportation of the dead body of the deceased from his last station of duty to his home-town shall be met by Government.

- (b) *If the dead body is transported by road.*— Actual cost of such transportation shall be met by Government, subject to the maximum of ten paise per road mile. The distance shall be calculated from the residence of the deceased in his last station of duty to his home-town.
- (c) *Transportation of the dead body by air.*— Such transportation will be permissible only in cases where transportation by rail or road would involve a trip exceeding 24 hours, in such a contingency actual cost of transportation by air shall be admissible.

Note: Actual cost of transportation of dead body shall also include charges on crating where necessary not exceeding Rs.200/-.

2. If the dead body is transported by air, one single fare of economy class will also be allowed for the attendant, if any, accompanying the dead body. This concession shall, however, be availed of only by a member of the family as defined in SR 2(8) of the deceased Government servant and the air fare claimed on this account shall be in lieu of the attendant's normal entitlement under the orders issued in this Division O.M. No. F. 2(1)-Rev.I/72, dated the 6th February, 1973.

3. Financial assistance for burial/transportation of dead bodies should in all cases be afforded on the application of the family of the deceased Government servant and only to the extent applied for, subject to the maximum limits indicated above.

4. The expenditure involved shall be met from within the sanctioned budget grant of the Administrative Ministry/Division/Department/Office concerned.

S. No 7.— **OFFICE MEMORANDUM NO. F. 2(12)-R.9/73-1294/74, DATED THE 24TH JUNE, 1975.**

SUBJECT:—*Grant of financial assistance by Government in the cases of deaths of Government servants at the station of duty.*

The undersigned is directed to refer to this Division's O.M. F. 2(12)-R.9/73-917, dated the 20th August, 1973 on the subject mentioned above and to say that it has been decided to raise the rate of 10 paise per road mile prescribed in paragraph 1 (ii) (b) thereof to paise 50 per road mile.

S. No 8.— **OFFICE MEMORANDUM NO. F. 2(12)-R.9/73-917-D. 1045-R9/77, DATED THE 21ST FEBRUARY, 1978.**

SUBJECT:—*Grant of financial assistance by Government in the cases of deaths of Government servants at the station of duty.*

The undersigned is directed to refer to this Division's O.M. F. 2(12)-R.9/73-917, dated the 20th August, 1973, as amended from time to time, on the above subject and to say that the following amendments shall be made therein with immediate effect:—

- (a) Cases in which the dead body of the deceased Central non-gazetted Government servant is buried locally: (Item (i) of memo under reference.)

The maximum limit for re-imburement of the amount for local burial shall be raised from Rs.150 to Rs.250 per case.

- (b) Cases in which the dead body of the deceased Central Government servant is transported to home-town: (Item (ii) (b) *ibid.*)

The existing rate of paisas 50 per road mile shall be raised to Rs.1.10 per road mile.

- (c) Charges of crating: (Note below Item (ii) of the Office Memorandum)

It is clarified that crating charges not exceeding Rs.200 as provided in the original orders of the 20th August, 1973 were (and still are) admissible irrespective of the mode of travel by which the dead body is transported.

2. The expenditure incurred may be reimbursed to a person or body (not necessarily a family member) who incurs it. But application of reimbursement of the expenditure shall, as at present, continue to be made by a member of the family except where there was no member of family or when the expenditure happens to be incurred by an administrative authority as a result of combat, e.g., during actual action by a police or customs or central excise staff and the like. The office of the deceased shall satisfy itself about such claims.

S. No 9.— **OFFICE MEMORANDUM NO. F. 2(62)-R.9/78, DATED THE 12TH DECEMBER, 1978.**

SUBJECT:—*Grant of travel assistance to families of Government servants who die while in service.*

The undersigned is directed to refer to this Division's O.M. F. 2(1)- Rev.I/72, dated the 6th February, 1973, on the above subject and to say that it has been decided that in addition to the amount of TA/cost of transportation of personal effects provided for therein, the bereaved family shall also be entitled to 'Transfer Grant' to the extent admissible to the deceased civil servant as on transfer from one station to another station.

2. These orders shall take effect from 1st November, 1978.
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S. No.10.— OFFICE MEMORANDUM NO. F. 2(5)-R.9/80-D.213/80, DATED THE 4TH MARCH, 1980.

SUBJECT:—Grant of financial assistance by Government in the cases of deaths of Government servants at the station of duty.

The undersigned is directed to refer to this Division's O.M. F. 2(12)-R.9/73-917, dated the 20th August, 1973 on the above subject, as amended from time to time, and to say that the President has been further pleased to decide that in the case of death of the wife of a Government servant (only one wife), her dead body shall also be allowed to be transported to the home town of the Government servant concerned at Government expense in addition to the facility of an attendant as laid down in para 2 of the orders of 20th August, 1973.

2. These orders shall take effect from the date of issue.

S. No. 11.— OFFICE MEMORANDUM NO.2(12)-R.9/73-D.149/83, DATED THE 15TH FEBRUARY, 1983.

SUBJECT:—Grant of financial assistance by Government in the cases of deaths of Government servants at the station of duty.

The undersigned is directed to refer to this Division O.M. No. F.2(12)-R9/73-917, dated the 20th August, 1973, as amended from time to time, on the above subject and to say that the following further amendments shall be made therein with immediate effect:—

- (i) Cases in which the dead body of the deceased Central Government servant is transported to home-town by road.— The existing rate of mileage shall be the same as admissible under the T.A. rule i.e. Rs.1.20 per kilometre.
- (ii) Charges of crating i.e. Wooden Box.— The existing maximum rate of Rs.200 shall be raised to Rs.400.

S. No. 12.— OFFICE MEMORANDUM NO.2(70)-R.9/85-D.1003/85, DATED THE 22ND OCTOBER, 1985.

SUBJECT:—Grant of financial assistance by Government in the cases of deaths of Government servants at the station of duty.

The undersigned is directed to refer to this Division's O.M. No. F.2(12)-R.9/73-917, dated the 20th August, 1973 on the above subject wherein it has been provided, inter-alia that transportation of a dead body by air is permissible in cases where travel by rail or road would require time exceeding 24 hours and only one single fare by economy class is admissible for the attendant, if any, accompanying the dead body. The matter has been further examined and it has been decided that:—

- (a) Where under the rules the dead body can be transported by air, all the family members may be allowed one single economy class fare to accompany the dead body of the deceased employee. For this purpose the family shall include wife and children residing with and wholly dependent upon him as defined in SR 2(8). The air fare claimed on this account shall be in lieu of the family's normal entitlement for T.A. as admissible on retirement.
- (b) In case the deceased employee is a bachelor, two attendants may be allowed to accompany the dead body if the journey is permissible by air.

S. No 13.— OFFICE MEMORANDUM NO.2(8)-Reg(9)/87-950/88, DATED THE 11TH AUGUST, 1988.

SUBJECT:—*Grant of financial assistance by Government in the cases of deaths of Government servants at the station of duty.*

The undersigned is directed to refer to this Division's O.M. No. F.2(12)-R9/73-917, dated the 20th August, 1973, as amended from time to time, on the above subject and to say that the following further amendments shall be made therein with immediate effect:—

- (i) Charges of crating (Wooden Box):

The existing maximum rate of Rs.400 shall be raised to Rs.800.

- (ii) Cases in which the dead body of the deceased Government servant in BPS-1 to 15 is buried locally:

The maximum limit for re-imbusement of the amount for local burial shall be raised from Rs.250/- to Rs.500/- per case.

- (iii) Cases in which the dead body of the deceased Government servant is transported to home-town by road

The existing rate of mileage shall be Rs.4/- per kilometre.

S. No 14.— OFFICE MEMORANDUM NO. 3(2)-R.9/95, DATED THE 6TH FEBRUARY, 1996.

SUBJECT:—*Grant of financial assistance by Government in the cases of deaths of Government servants at the station of duty.*

The undersigned is directed to state that in order to implement a Cabinet decision, Finance Division's O.M. No. 3(2)-R.9/95, dated 21-9-1995, is modified to the extent that the figure "1000/-" appearing in line three of Para 1(I) of the aforementioned O.M. may be read as "5000/-" with immediate effect.

S. No 15.— OFFICE MEMORANDUM NO. F. 3(2)-R.10/95-672/06, DATED THE 1ST DECEMBER, 2006.

SUBJECT:—*Revision of Rates for Transportation of Dead Body of a Deceased Government servant by road.*

The undersigned is directed to refer to Para-I (II) (b) of Finance Division's O.M. F. 3(2)-R.9/95, dated the 21st September, 1995 on the above subject and to state the proposal regarding revision of rate for transportation of dead body of a deceased Government servant from place of his last posting to his home town has been under consideration of the Government for quite some time in the past. In view of rapid escalation of petroleum prices during the last decade and to mitigate financial hardships of the bereaved families, it has been decided to enhance the existing rate of transportation of dead body of a deceased Government servant from place of his posting to his home town by road from Rs.8/- per kilometre to actual cost basis but not exceeding Rs.20/- per kilometre (Maximum) with immediate effect.

S. No 15-A.— OFFICE MEMORANDUM NO. 3(2)-R.10/95-144/09, DATED THE 22ND April, 2009.

SUBJECT:—*Grant of Financial Assistance by Government in the case of death of Government servants at the station of Duty.*

The undersigned is directed to refer to Finance Division's O.M.No.F.2(12)R-9/73-917, dated 20-08-1973, O.M.No.F.2(70)R-9/85-D.1003/85, dated 22-10-1985 and O.M.No.F.3(2)R-9/95, dated 21-09-1995 on the subject noted above (copies enclosed) and to clarify that in case of transportation of the dead body of a Government servant by air, the restriction of 24 hours journey time by road or rail as prescribed in para-1 (II) (c) of Finance Division's O.M.No.F.2(12)R-9/73-917, dated 20-08-1973 may be treated waived off.

S. No 16.— OFFICE MEMORANDUM NO. 3(2)-R.10/95-308, DATED THE 3RD July, 2017.

SUBJECT:—*Grant of Financial Assistance by Government in the cases of deaths of Government servants at the station of Duty.*

The undersigned is directed to refer to Finance Division's O.M.No.F.2(12)R . 9/93-917, dated 20-08-1973, as amended from time to time, on the above subject and to say that the following further amendments are made therein with from 01-07-2017:—

(i) **Cases in which the dead body of the deceased Government Servant in BPS-1 to 15 is buried locally:**

The maximum limit for reimbursement of the amount for local burial is raised from Rs. 5,000/- to Rs. 15,000/-.

(ii) **Charges of Crating (Wooden Box):**

The existing maximum rate is raised from Rs. 1,600/- to 4,800/-.

**INSURANCE OF LIVES OF GOVERNMENT SERVANTS
TRAVELLING BY AIR ON DUTY**

*S. No.1.— OFFICE MEMORANDUM NO. F.5(2)-RI(I)/55, DATED THE 24TH JANUARY, 1959 AS AMENDED *vide* O.M. NO. F. 5(2)-RI(I)/59, DATED THE 3RD OCTOBER, 1960.

SUBJECT:—*Insurance of the lives of Government servants Travelling by air on duty.*

The undersigned is directed to say that the question of insurance at Government cost of the lives of Government servants travelling on duty by air has been under the consideration of Government. The President has been pleased to take the following decisions:—

- (i) A Government servants while travelling by air on duty shall be insured for each flight at Government expense. He may insure himself for a sum not exceeding 30 times his monthly pay with any Insurance Company registered in Pakistan doing miscellaneous insurance business and may recover the premium paid on that account along with the travelling allowance on production of necessary vouchers.
 - (ii) The above insurance scheme shall be in replacement of the Extraordinary pension benefits allowed under this Ministry's Office Memorandum No. F. 14(3)-RI/50, dated 3rd/5th July, 1950 read with Office Memorandum No. F. 5(1)-RI/55, dated 6th May, 1955. The benefits of Extraordinary pension shall, however, continue to be admissible in respect of air journey for which insurance facilities are not extended by Insurance Companies such as flights by military aircraft or Government planes or other non-scheduled flights.
2. The concession at (i) above shall also be admissible to Minister.
 3. The above decisions shall take effect from the date of issue of these orders.

S. No.2.— OFFICE MEMORANDUM NO. F. 5(2)-RI (I)/59, DATED THE 21ST MAY, 1959.

SUBJECT:—*Insurance of the lives of Government servants Travelling by air on duty.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 5(2)-RI(I)/55, dated the 24th January, 1959, on the subject noted above and to say that the benefits sanctioned therein is not admissible in respect of journeys by Government servants while availing of T.A. during leave under this Ministry's Office Memorandum **No. F. 6(1)-PC/51, dated 21st April, 1951, as amended from time to time.

* Amended by O.M. No. F. 5(2)-RI/59, dated 11-1-1961.

** See under "Travelling Concessions during leave."

S. No.3.— OFFICE MEMORANDUM NO. F. 5(2)-RI (I)/59, DATED THE 3RD JULY, 1959.

SUBJECT:—Insurance of the lives of non-official members of the Commissions/Committees constituted by Government.

The undersigned is directed to say that the President has been pleased to decide that a non-official member of the a Commissions or Committees constituted by Government who is entitled to Travelling Allowance when travelling by air in connection with the work of the Commission or Committee of which he is a member may insure himself for each flight at Government expense for a sum not exceeding Rs.1,00,000/- (Rs. one lakh) and recover the premium paid on that account as a part of his Travelling Allowance on production of the necessary vouchers.

**S. No. 4.— OFFICE MEMORANDUM NO. F. 5(2)-RI (I)/59, DATED THE 11TH JANUARY, 1961.*

SUBJECT:— Insurance of the lives of Government servants Travelling by air on duty.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 5(2)-RI(I)/55, dated the 24th January, 1959 (as amended), according to which a Government servant while travelling by air on duty can be insured at Government cost for a sum not exceeding 30 times his monthly pay. The matter has been reconsidered and the President has been pleased to take the following decisions:—

- (i) Government servants travelling by air on duty may insure themselves at Government cost for Rs.50,000/- or for an amount equal to thirty times their monthly pay, whichever is more.
- (ii) In case where 30 months pay of a Government servant exceeds Rs.50,000/- insurance cover shall be had for the next higher multiple of Rs.10,000/- above the amount of 30 months pay, *e.g.*, if 30 months pay is Rs.54,000/- the insurance cover will be for Rs.60,000/- and so on.
- (iii) Insurance at Government cost shall be provided for each flight and not for any longer period.

***S. No. 5.— OFFICE MEMORANDUM NO. F. 24(1)-R2 (RWP)/60, DATED THE 6TH MARCH, 1961.*

SUBJECT:— Insurance of the lives of Government servants travelling by air on duty.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 5(2)-RI(I)/55, dated the 24th January, 1959, on the subject noted

* Please see also O.M. No. F.5(1)-R2 (RWP)/62, dated the 24-10-1962.

** Clarified by O.M. No. F.24(1)-R2 (RWP)/60, dated the 26-4-1961. Also please see A.G.P.R's letter No. T.M./2-1 (iii)/53, dated 25-7-1961.

above, and to say that it has been observed that Government officers who are required to travel by air on duty frequently have to take out an insurance policy for each journey. Certain insurance companies provide facilities for individual annual insurance policies in return for a fixed premium, irrespective of the number of flights undertaken during the year. It would be economical to the Government as well as convenient to the officer concerned to take out such annual Policies. The undersigned is therefore to request that officers who are required to travel by air frequently on official duty may be advised to avail this facility from the National Co-Insurance Scheme through the Pakistan Insurance Corporation, Lloyds Bank Building, McLeod Road, Karachi. This shall however, be subject to the condition that the amount of the premium to be reimbursed by Government for such policies shall not exceed the total which Government would otherwise be expected to reimburse to the Government servant in respect of the individual flights undertaken during that year.

S. No.6.— OFFICE MEMORANDUM NO. F.24(1)-R2 (RWP)/60, DATED THE 26TH APRIL, 1961.

SUBJECT:— Insurance of the lives of Government servants travelling by air on duty.

The undersigned is directed to say that according to this Ministry's Office Memorandum No. F. 24(1)-R2 (RWP)/60, dated the 6th March, 1961, on the subject noted above, the facility for taking out individual annual insurance policies by officials who are required to travel by air frequently is subject to the condition that the amount of the premium to be reimbursed by Government for such policies shall not exceed the total amount which Government would otherwise be expected to reimburse to the Government servants concerned in respect of the individual flights undertaken during that year. It has been decided that it shall be the responsibility of the Controlling Officers to ensure that this condition is fulfilled and that no over-payment on this account occurs. Officers who are their own Controlling Officers shall be personally responsible in the matter. In a doubtful case the Accounts Officer concerned may, however, call for the particulars.

S. No.7.— LETTER FROM ACCOUNTANT GENERAL, PAKSTAN REVENUES, KARACHI NO. T. M./2-1 (iii)/53, DATED THE 25TH JULY, 1961.

SUBJECT:— Insurance of the lives of Government servants travelling by air on duty.

All Ministries, Divisions, etc., of the Government of Pakistan may kindly refer to the Ministry of Finance's Office Memorandum No. F. 24(1)-R2 (RWP)/60, dated the 6th March, 1961, on the subject noted above. It has been decided that the officers taking out annual insurance policies for their flights may draw the amount of premium as an advance. This amount will be treated by Audit in the same manner as the travelling allowance advance on tour. The amount of annual premium will be admitted in audit finally on receipt of final bill after a number of journeys has been performed. It is accordingly requested that the officers claiming the advance in respect of the annual

insurance policies may furnish a certificate on the bill for the advance to the effect that the amount of insurance of individual flights expected to be undertaken by them during the year will not be less than the amount of annual premium paid. If the amount of the premium that would have been paid on individual flights falls short of the amount of annual premium, the difference should be recovered from the officer concerned.

It is requested that the above procedure may be brought to the notice of all the Attached and Subordinate offices.

S. No.8.— OFFICE MEMORANDUM NO. F. 5(1)-R2 (RWP)/62, DATED THE 24TH OCTOBER, 1962.

SUBJECT:— Insurance of the lives of Government servants travelling by air on duty.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 5(2)-RI(I)/59, dated the 11th January, 1961, on the subject noted above, according to which Government servants travelling by air on duty can insure themselves at Government cost for Rs.50,000/- or for an amount equal to 30 times their monthly pay, whichever is more. It has been represented that in foreign countries, where insurance is available in round sums of the currency of the country concerned, sometimes the round sum in the foreign currency may exceed the limit of Rs.50,000/-. The matter has been considered in this Ministry and it has been decided that in such cases the officers shall be allowed to insure themselves for the nearest amount in round sum above Rs.50,000/-.

S. No.9.— OFFICE MEMORANDUM NO. F. 5(1)-R2 (RWP)/63, DATED THE 16TH SEPTEMBER, 1963.

SUBJECT:— Insurance of the lives of Government servants travelling on official duty by air.

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 5(2)-RI(I)/55, dated the 24th January, 1959 (as amended from time to time), on the subject mentioned above, and to say that a point has been raised regarding the incidence of insurance charges in respect of a Government official nominated as a member of the Board of Directors of a semi-Government organisation/ corporation for an air journey undertaken by him in connection with the business of that organisation/corporation. It is clarified that the insurance charges, which actually form part of travelling allowance, can be claimed only from one source. Therefore, except in cases where the officials concerned have taken out annual insurance policies covering the risk for all journeys performed by air during the specified period, the organisation/ corporation concerned should pay the insurance charges if the journey is undertaken on their business and the travelling allowance is paid by them. If, however, a journey is undertaken to attend to Government work as well as the business of the corporation concerned, the officer can charge either the Government or the Corporation for a single journey policy.

2. Where a Government official has taken out an annual insurance policy at Government expense, the Corporation should not be required to pay for second policy which shall be the exclusive liability of the official himself.

S. No. 10.— OFFICE MEMORANDUM NO. F.7 (16)-R.2 (RWP)/63, DATED THE 20TH NOVEMBER, 1963.

SUBJECT:—*Terms admissible to Government servants proceeding abroad under Foreign Assistance Programme or as trainees otherwise.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 8(2)-RII (II)/58, dated the 31st October, 1958 (as amended from time to time), on the subject mentioned above, according to which passage, for both outward and return journeys is restricted to the scale payable by the donor Government/Agency and no liability on this account is ordinarily accepted by the Government of Pakistan. A point has been raised as to whether Government servants travelling by air can insure their lives at Government expense in cases where the donor Government/Agency does not allow this facility. The matter has been considered in this Ministry and the President has been pleased to decide that in such cases Government servants shall be entitled to get themselves insured and claim reimbursement of premium so paid from the Government of Pakistan subject to the conditions and to the extent prescribed for journeys by air on official duty.

These orders shall take effect immediately.

S. No. 11.— OFFICE MEMORANDUM NO. F. 5(2)-R.2/64, DATED THE 23RD OCTOBER, 1964.

SUBJECT:—*Compensation for death or injury of Government servants travelling by air on official duty.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 5(2)-RI (I)/59, dated the 24th January, 1959 (as modified from time to time), and to say that the matter has been considered further in this Ministry. The President has been pleased to decide that, in supersession of all the previous orders on the subject, the Central Government shall, subject to the under-mentioned provisions, undertake the risk involved in the performance of air journeys on official duty by scheduled or non-scheduled flights (including flights in any type of Government owned aircrafts) by a Government servant of the first grade (who is entitled to travel by air at his discretion) or by other Government servant authorised by a competent authority to travel by air on official duty:—

- (i) In case the Government servant is killed while performing such journey, his family shall be paid an amount equal to thirty times of his monthly salary.

This compensation shall be available to the family on production of a certificate from the head of the Department of the Government servant that the deceased was flying on official duty.

- (ii) In case the Government servant sustains an injury while performing such journey, a reasonable compensation will be determined by Government in each case after taking into account the scale of payment adopted by the insurance companies.
- (iii) The term “family” will have the same definition as adopted for the purpose of pension rules. The Government servant may make a nomination conferring on one or more members of his family, or if he has no family, on one or more persons, the right to receive the amount of compensation. The nomination shall be sent to the Accounts Officer concerned and may be cancelled at any time by sending a notice to the Accounts Officer.
- (iv) The term “salary” will for the purpose of these orders mean the pay as defined in F.R. 9 (21) which the Government servant was drawing on the date of his death.

2. These orders will apply also to the Ministers. The amount of compensation under para 1 (i) above, will in their case, be Rs. 1,50,000/-.

3. The above scheme shall be in replacement of the extraordinary pension benefits allowed under this Ministry's O.M. No. F. 14(3)-R1/50, dated the 3rd/5th July, 1950 read with O.M. No. F. 5(1)-R1/53, dated the 6th May, 1955.

4. These orders shall take effect immediately, except in the case of officers who have taken out annual insurance policies, to whom they shall apply after the expiry of those policies.

TRANSFER GRANT

S. No.1.— OFFICE MEMORANDUM NO. F.1(2)-R.2 (RWP)/61, DATED THE 9TH MARCH, 1961.

SUBJECT:— Sanction of Transfer Grant.

The undersigned is directed to say that the President has been pleased to decide that the concession sanctioned in Ministry of Foreign Affairs and Commonwealth Relations (now the Ministry of External Affairs) letter No. FM (II)/3/1/60, dated the 6th February, 1960 (copy enclosed) shall also be admissible to all officers and staff (other than Class IV staff) posted abroad whether by the Ministry of External Affairs or by the other Ministries/Divisions, provided that in the case of non-gazetted staff the minimum amount of the transfer grant shall be Rs.100.

2. These orders shall have effect from the date of issue of this Office Memorandum.

LETTER FROM MINISTRY OF FOREIGN AFFAIRS AND COMMONWEALTH RELATIONS NO. FM (II) 3/1/60, DATED THE 6TH FEBRUARY, 1960

SUBJECT:— Sanction of transfer grant.

I am directed to say that the President has been pleased to sanction that where an officer is proceeding on transfer from one post out of Pakistan to another such post, or from Pakistan to a post out of Pakistan or from a post out of Pakistan to Pakistan or on first appointment to a post out of Pakistan or on return to Pakistan on termination of his tenure, he may draw in addition to the travelling allowance a lump sum equal to half of one month's pay drawn by him in the post from which he is transferred subject to a minimum of Rs.250 or the actual expenditure whichever is less to meet the expenditure of breaking up of the household at one station and setting it up at another and such other expenses incidental to the transfer as are not specifically paid for under the existing rules.

2. Half of the transfer grant actually drawn by him, will be payable in the currency of the country from where an officer is transferred and the remaining half in the currency of the country of new posting.

3. This sanction takes effect from the 26th January, 1960.

S. No.2.— OFFICE MEMORANDUM NO. F. 1(11)-R.2 (RWP)/63, DATED THE 13TH AUGUST, 1963.

SUBJECT:— Payment of Travelling Allowance to Government servants on transfer from one Wing of Pakistan to the other.

The Government have had under consideration the question of revision of the travelling allowance rules applicable to Government servants on transfer from one Wing

of Pakistan to the other. After careful consideration it has been decided to amplify these rules as follows:—

X X X X X X X

2. A Government servant on transfer from one Wing to the other shall be paid a transfer grant equal to 50% of his pay subject to a minimum of Rs.250 and Rs.100 in respect of a gazetted officer and non-gazetted Government servant respectively in order to enable him to meet such incidental expenses as are not specifically covered by the existing rules.

3. These orders shall take effect from the 25th May, 1963.

S. No.3.— OFFICE MEMORANDUM NO. F. 1(2)-R.2 (RWP)/61, DATED THE 15TH JANUARY, 1964.

SUBJECT:— Sanction of Transfer Grant.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum of even number, dated the 9th March, 1961, on the above subject, according to which the transfer grant sanctioned therein is not admissible to Class IV employees posted in Pakistan Missions abroad, for the reasons that such staff is ordinarily required to be recruited locally. It has been represented that in some cases posting of Pak-based staff in Pakistan Missions abroad is essential on public ground. The matter has been considered further in this Ministry and the President has been pleased to decide that in such cases Pak-based Class IV staff shall also be allowed the transfer grant subject to the conditions prescribed in the above-mentioned Office Memorandum, with the modification that the minimum amount of transfer grant shall be Rs.50.

2. These orders shall take effect from the date of the issue of this Office Memorandum.

S. No.4.— OFFICE MEMORANDUM NO. F. 2(1)-Rev.I/72, DATED THE 20TH DECEMBER, 1972.

SUBJECT:— Revision of Travelling Allowance Rules.

The undersigned is directed to say that the existing rules governing the grant of travelling allowance to government servants on tour and on transfer, etc. within Pakistan were framed long ago and do not conform to the present day conditions. The President has therefore pleased to decide as follows:—

X X X X X X X

14. On transfer, a government servant shall be granted the following:—

(a) Transfer Grant.—

Government servant possessing a family	Government servant not possessing a family
One month's pay subject to a maximum of Rs.1,500.	Half a month's pay subject to a maximum of Rs.750.

x x x x x x

S. No.5.— OFFICE MEMORANDUM NO. F. 2(1)-Rev.I/72, DATED THE 31ST MAY, 1973.

SUBJECT:— Revision of Travelling Allowance Rules.

The undersigned is directed to state that as a result of queries from some of the quarters, the position of the revised T.A. rules issued in this Division Office Memorandum F. 2(1)-Rev.I/72, dated the 20th December, 1972, is being clarified below.

x x x x x x

2. (viii) *Entitlement to Transfer Grant.*— Transfer grant is admissible in all cases where Travelling Allowance on transfer is otherwise admissible under the existing rules.

x x x x x x

S. No.6.— OFFICE MEMORANDUM NO. F. 2(1)-IMP.I/77, DATED THE 29TH APRIL, 1977.

SUBJECT:— Travelling Allowance Rules.

The undersigned is directed to say that it has been decided that the rules governing the grant of travelling allowance to Government servants on tour or on transfer shall be revised to the extent indicated in the following paragraphs. The revision shall come into force with effect from the 1st May, 1977.

x x x x x x

5. *Transfer Grant.*— The amount of transfer grant in respect of a Government servant possessing a family shall be equal to one month's pay subject to a maximum of Rs.2,000.

x x x x x x

7. The existing rules and general orders on the subject shall be deemed to have been modified to the extent indicated in the above paragraphs.

S. No.7.— OFFICE MEMORANDUM NO. F. 2(3)-R.9/78, DATED THE 25TH FEBRUARY, 1978.

SUBJECT:— *Admissibility of T.A on transfer between Islamabad and Rawalpindi.*

In para 2(viii) of this Division O.M. No. F. 2(1)-Rev.I/72, dated the 31ST May, 1973, it has been clarified that transfer grant, is admissible in all cases where TA on transfer was otherwise admissible. It follows that existing TA rules have only been modified to the extent indicated in this Division O.M. No. F. 2(1)-Rev.I/72, dated 20-12-1972 (as amended from time to time). However, as the admissibility of TA and transfer grant in cases of transfers between the twin cities of Islamabad and Rawalpindi is not quite clear in various quarters, it is, therefore, clarified that:—

- (a) Transfer TA is admissible where change of residence is involved, in consequence of change of headquarters, and
- (b) Transfer TA is not admissible where —
 - (i) change of residence is not involved in consequence of change of headquarters, or
 - (ii) change of residence takes place otherwise than in consequence of change of headquarters.

2. It is, however, brought to the notice of Ministries/Divisions etc. that transfers between Rawalpindi and Islamabad where change of residence is involved; also entail expenditure on various items. Among other things, this fact may kindly be borne in mind by the administrative authorities while deciding upon such transfers.

S. No.8.— OFFICE MEMORANDUM NO. F. 2(1)-Imp.I/77, DATED THE 26TH JULY, 1978.

SUBJECT:— *T.A. for Journey on retirement.*

The undersigned is directed to refer to this Ministry's O.M. No. F. 2(1)-Rev.I/72, dated the 20th December, 1972, regarding revision of Travelling Allowance Rules and to say that in addition to the T.A. admissible under para 17(a) thereof, a Government servant proceeding on retirement shall also be allowed Transfer Grant to the extent admissible on transfer from one station to join duty at another station.

S. No.9.— OFFICE MEMORANDUM NO. F. 2(21)-Reg.9/77, DATED THE 22ND AUGUST, 1978.

SUBJECT:— T.A. for Journey on retirement.

The undersigned is directed to refer to this Division circular Office Memorandum No. F. 2(1)-Imp.I/77, dated the 26th July, 1978 on the above subject and to state that a question has been raised as to the date from which the orders regarding the admissibility of transfer grant on retirement would take effect. It has been decided that these orders shall be applicable to government servants retiring from service on or after January 1, 1978.

S. No.10.— OFFICE MEMORANDUM NO. F. 2(62)-R.9/78, DATED THE 12TH DECEMBER, 1978.

SUBJECT:—Grant of travel assistance to families of Government servants who die while in service.

The undersigned is directed to refer to this Division O.M. No. F. 2(1)-Rev.I/72, dated the 6th February, 1973 on the above subject and to say that it has been decided that in addition to the amount of TA/cost of transportation of personal effects provided for therein, the bereaved family shall also be entitled to Transfer Grant to the extent admissible to the deceased civil servant as on transfer from one station to another station.

2. These orders shall take effect from 1st November, 1978.

S. No.11.— OFFICE MEMORANDUM NO. F. 2(63)-R.9/78, DATED THE 16TH DECEMBER, 1978.

SUBJECT:—Admissibility of “Transfer Grant” to civil servants reinstated in service under MLO 23.

The undersigned is directed to refer to para 1(g) of the Establishment Division O.M. No. F. 3(3)-78-RII, dated the 5th July, 1978, according to which persons who have been reinstated in service under MLO 23, are entitled to TA as on transfer from the station of their residence to the station of their posting. It has been decided that such civil servants shall also be entitled to the amount of transfer grant, as admissible to them on transfer.

S. No.12.— OFFICE MEMORANDUM NO. F. 2(34)-R.9/84-999/84, DATED THE 30TH SEPTEMBER, 1984.

SUBJECT:— Revision of T.A. Rules — Admissibility of Transfer Grant.

The undersigned is directed to refer to paragraph (a) of this Division’s O.M. No. F.2(3)-R.9/78, dated the 25th February, 1978, in which it had inter alia been clarified that the Transfer T.A. and Transfer Grant was admissible only where change of residence was involved, in consequence of change of the headquarters. It has been observed that

Transfer grant is being allowed in cases of transfer of married government servants though the government servants alone moves to the new station. In such cases, the change of residence of the government servant himself is involved but complete breaking up at the old station and the setting up of household establishment at the new station does not take place.

2. It is hereby clarified that, in such cases, the transfer grant is admissible only where the breaking up of the household establishment at the old station and setting up of the household establishment at the new station takes place; and a certificate to this effect is recorded on the Transfer T.A. bill by the government servant concerned duly countersigned by the Controlling Officer.

S. No.13.— OFFICE MEMORANDUM NO. F. 1(16)-Reg.(9)/91, DATED THE 21ST AUGUST, 1991

SUBJECT:— Travelling Allowance Rules.

The undersigned is directed to refer to this Division's O.M. No. F.2(1)-Rev.I/72, dated the 20th December, 1972, on the above mentioned subject, as amended from time to time, and to say that the President has been pleased to decide that the existing rates of Transfer Grant, Transportation of Motor Car/Motorcycle/Scooter by road and the Mileage Allowance shall be revised with immediate effect, as under:—

(I) TRANSFER GRANT

Category of Employees	Existing Rates	Revised Rates
(a) Employees having family.	One month's pay subject to a maximum of Rs.4000/-.	No change in the existing rules but the condition of maximum of Rs.4000/- and Rs.2000/- has been removed.
(b) Employees not having family.	Half month's pay subject to a maximum of Rs.2000/-.	

S. No.14.— OFFICE MEMORANDUM NO. F. 1(16)-Reg.(9)/91, DATED THE 26TH SEPTEMBER,1991.

SUBJECT:— Travelling Allowance Rules.

The undersigned is directed to refer to this Division's O.M. No. F. 1(16)-Reg. (9)/91, dated the 21st August, 1991, on the subject noted above, and to state that the said O.M. may be amended by adding para 2 therein as under:—

“Transportation of Motor Car may be permitted by any means of transport but its transportation cost be restricted to the expenditure for EVK transport.”

2. This issues with the approval of the competent authority.

S. NO.15.— OFFICE MEMORANDUM NO.F.1(2)-Reg.10/2005, DATED THE 10TH SEPTEMBER, 2005.

SUBJECT:—*Revision of rates of Travelling Allowance on official duty within the country.*

The President has been pleased to sanction inter-alia revision of Travelling Allowances admissible to government officers/officials, while being on official duty within the country. These revised rates were circulated vide Finance Division's O.M. No. F. 1(1) Imp/2005, dated 1-7-2005 and are effective since then. However, the same revised rates are circulated separately as hereunder for the purpose of easy and quick referencing please:

x x x x x x

2 – Transfer Grant

(i) Employees having a family	One month's pay
(ii) Employees not having a family	Half month's pay

Note: (i)- Transfer TA is admissible where change of residence is involved in consequence of change of headquarters.

(ii)- Transfer grant is admissible only where breaking-up of the house-hold establishment at the old station and setting up of the house hold establishment at new station takes place, and a certificate to this effect is recorded on the Transfer TA bill by the Government servant concerned duly countersigned by the controlling officer (No. F.2(34)-R.9/84-999/84, dated 30-9-1984).

2. All previous instructions of the Finance Division on the above subjects stand modified/amended to the extent of this O.M.

TRAVELLING ALLOWANCE ON RETIREMENT

S. No. 1.— LETTER FROM MINISTRY OF FOREIGN AFFAIRS, ADDRESSED TO THE CHIEF ACCOUNTS OFFICER, MINISTRY OF FOREIGN AFFAIRS (COPY ENDORSED TO ALL MINISTRIES/DIVISIONS) NO. RULES-4/7/63, DATED THE 4TH APRIL, 1964.

SUBJECT:—*Grant of T.A. on retirement of Government servants posted in Missions abroad.*

I am directed to convey the sanction of the President to the grant of T.A. as admissible under the rules on retirement within a period of six months from the date of retirement by approved route to home-based Government servants serving in Pakistan Missions abroad and their families from the station of retirement to Pakistan.

2. In the event of the legitimate children of the retiring Government servants receiving education at the station of retirement, the T.A. for such children may be claimed within one year from the date of retirement. In either case no T.A. advance is to be paid, instead the Mission will itself arrange necessary tickets and charges for the transportation of personal effects in accordance with entitlement.

3. This issues with the concurrence of the Ministry of Finance vide their u.o. note No.668-R.5/64, dated the 30th March, 1964.

S. No. 2.— OFFICE MEMORANDUM NO. F. 2(1)-REV.I/72, DATED THE 20TH DECEMBER, 1972.

SUBJECT :—*Revision of Travelling Allowance.*

The undersigned is directed to say that the existing rules governing the grant of travelling allowance to government servants on tour and on transfre, etc. within Pakistan were framed long ago and do not conform to the present day conditions. The President has therefore been pleased to decide as follows :—

X X X X X X X

TRAVELLING ALLOWANCE FOR JOURNEY ON RETIREMENT

17. (a) A Government servant shall be allowed T.A. to the extent specified below, in respect of the journey from the place of his last posting to his home town, performed during leave preparatory to retirement or on or after retirement :—

- (i) Actual fare by rail or steamer of the class to which he was entitled immediately before his retirement for himself and for each member of his family. For journeys by road between places not connected by rail or steamer, mileage allowance shall be allowed.
- (ii) Cost of transportation of perosnal effects to the extent admissible to him immediately before retirement for journeys on transfer.

- (b) Advance payment for expenditure as at (a) above shall be made and be treated as final payment.
- (c) The home town shall be determined according to entries pertaining to the permanent address of the government servant in his service record or according to the declaration made by him for purposes of leave travel concession.
- (d) The term “retirement” shall mean retirement on attaining the age of superannuation or on completing prescribed service limit, or voluntary retirement on completion of 25 years qualifying service or on invalid pension or compulsory retirement.
- *“(e) The drawl of T. A. advance shall be subject to submission of a certificate by the government servant to the effect that the journey shall be performed for which advance is being sought”

x x x x x x x

19. The existing rules and general orders on the subject shall be deemed to have been modified to the extent indicated in the preceeding paragraphs.

20. These orders shall come into force from the 1st January, 1973.

S. No. 3.— OFFICE MEMORANDUM NO. F. 2(42)-R.9/75, DATED THE 24TH NOVEMBER, 1975.

SUBJECT :— *T. A. for Journey on Retirement.*

According to paragraph 17 of this Division’s Office Memorandum No. F. 2(1)-Rev.I/72, dated the 20th December, 1972, a civil servant is entitled to travelling allowance for journey on retirement up to his home town, on the scale and to the extent prescribed therein. The home town for this purpose is determined according to entries pertaining to the permanent address in his service record or according to the declaration made for purpose of leave travel concession.

2. A question has arisen as to how home town should be determined in cases where the civil servant had no occasion to make a declaration for the purpose of leave travel concession; nor was any entry pertaining to permanent address available in his service record or, where available, the service book/service record shows a place of permanent residence in territories now forming part of India. It has been decided that the following procedure shall be adopted to regulate such cases :—

- (i) *Civil servants who have already retired or are on leave preparatory to retirements.—* They may be allowed to give declaration to this effect now and granted travelling allowance accordingly.

* Added vide Finance Division’s O.M.No. 1(5)R-10/2008-672, dated 17-9-2008.

- (ii) *Civil servants who are in service.*— They may be required to declare their home town within a period of six months from the date of issue of these orders.

S. No. 4.— OFFICE MEMORANDUM NO. F. 2(5)-R.9/76, DATED THE 3RD MARCH, 1976.

SUBJECT:—*Time-limit for availing of the Concession of Travelling Allowance after Retirement.*

The undersigned is directed to refer to paragraph 17 of this Division's Office Memorandum No. F. 2(1)-Rev.I/72, dated the 20th December, 1972, according to which a retiring civil servant is entitled to claim Travelling Allowance for journey, up to his home town, performed during leave preparatory to retirement or on or after retirement to the extent prescribed therein.

2. It has now been decided that a civil servant who did not avail himself of the concession of retirement T.A. during leave preparatory to retirement, may do so within six months after the actual date of his retirement. If, however, a retired civil servant dies during this period, without having availed himself of the concession, it may be allowed to the family on application to the Head of Department and should be availed of before the expiry of six months from the date of retirement of the deceased Government servant or within three months of the date of his death, whichever may be later.

3. It has further been decided that in the case of retired civil servants who are re-employed immediately after, or within six months from the date of their retirement, the time limit prescribed in paragraph 2 above, shall commence from the date on which the period of re-employment concludes.

S. No. 5.— OFFICE MEMORANDUM NO. F. 2(16)-R.9/77, DATED THE 29TH JUNE, 1977.

SUBJECT:—*T. A. for Journey on Retirement.*

According to paragraph 17 of this Division O.M. No. F. 2(1)-Rev.I/72, dated the 20th December, 1972, a government servant, on retirement, is entitled to T.A. to the extent specified therein.

2. A question has been raised as to what amount of T.A. shall be admissible to employees whose home towns are in Gilgit, Baltistan, Chitral and therefore, of necessity, they have to perform the journey on retirement, by air. The matter has been considered and it has been decided that in such cases T.A. shall be allowed as under :—

- (i) For the portion of journey connected by rail, rail fare of the class of entitlement;
- (ii) For the portion of journey connected by road, mileage allowance at prescribed rate;

- (iii) Air fare (economy class) for self and family, from the airport of Rawalpindi/Peshawar, as the case may be, upto the air port near the home town; and
- (iv) Cost of transportation of personal effects @ paisas 3 per road mile from the residence at the old station of posting to the residence at his home town, irrespective of mode by which the personal effects are carried.

S. No. 6.— OFFICE MEMORANDUM NO. F. 2(3)-R.9/79, DATED THE 23RD JANUNARY, 1977.

SUBJECT:— *T. A. for Journey on Retirement.*

Reference paragraph 17 of this Division O.M. No. F. 2(1)-Rev.I/72, dated the 20th December, 1972, as amended from time to time.

2. It has been decided that, in addition to the cost of transportation of personal effects prescribed in paragraph 17 of the Office Memorandm referred to above, cost of transportation of personal car or motor cycle or scooter shall also be admissible for journey to home town on retirement. The cost shall, however, be calculated by road and restricted to the distance by the practicable route.

3. These orders shall have immediate effect.

S. No. 7.— OFFICE MEMORANDUM NO. F. 2(28)-R.9/80, DATED THE 10TH MARCH, 1981.

SUBJECT:—*Time-limit for availing of the Consession of Travelling Allowance after Retirement.*

The undersigned is directed to refer to this Division's Office Memorandum No. F. 2(5)-R.9/76, dated the 3rd March, 1976, on the subject noted above, and to state that a question has been raised as to whether the concession of retirement T.A. in case of re-employment is also admissible to retired civil servants who are re-employed in autonomous/semi-autonomous organisations or private companies. It is clarified that the concession of retirement T.A. in case of re-employment is admissible only to retired civil servants who get re-employment in Government departments and not to those re-employed in autonomous/semi-autonomous organisations or private companies. It is also clarified that a retired civil sevant is entitled to avail of the T.A. concession any time during leave preparatory to retirement or after his retirement but before the expiry of the time limit of six months after the date of retirement. In the case of re-employment during leave preparatory to retirement or within six months from the date of retirement, a retired civil servant can avail of the concession any time before the termination of his re-employment or within a period of six months from the date on which his re-employment period ends.

S. No. 8.— OFFICE MEMORANDUM NO. F. 2(36)-R.9/81–D.1200, DATED THE 8TH DECEMBER, 1981.

SUBJECT:—*Travelling Allowance for Journey on Retirement.*

The undersigned is directed to refer to paragraph 17 of this Division's O. M. No. F. 2(1)-Rev.1/72, dated the 20th December, 1972 (as amended from time to time), according to which a civil servant is entitled to Travelling Allowance for journey on retirement upto his home town, on the scale and to the extent prescribed therein, the advance payment on account of which is treated as final payment. It has since come to notice that the facility has been mis-used in some cases and the amount of Travelling Allowance has not been spent for the purpose for which it has been sanctioned. A serious view has been taken of this position. Ministries/Divisions etc. are, therefore, requested to exercise due care and scrutiny of the retirement Travelling Allowance claims before sanctioning actual payment of the amount. The Controlling Officers should in all cases record a certificate to the effect that the claim has been verified to be correct.

S. No.9.— OFFICE MEMORANDUM NO. F. 2(2)-R9/83, DATED THE 16TH FEBRUARY, 1983.

SUBJECT:— *T.A. for Journey on Retirement.*

The undersigned is directed to refer to this Division Office Memorandum No. F.2(42)-R.9/75, dated the 24th November, 1975, on the subject noted above and to state that according to these orders, the civil servants concerned were required to declare their home town for the purpose of retirement T.A. within a period of six months from the date of issue of those orders.

2. It has come to the notice of this Division that the requisite declaration was not made in a number of cases within the prescribed time limit referred to above. Representations have also been received from some civil servants hailing from the former East Pakistan who could not declare their home town for the purpose of leave travel concession/T.A. on retirement for one reason or the other. The matter has, therefore, been re-considered in this Division. In order to afford another opportunity to such civil servants for making a declaration in respect of their home town for the purpose of retirement T.A. it has been decided to extend the dateline for this purpose for a further period of six months from the date of issue of this O.M. It has also been decided that the following procedure shall be followed to regulate such cases :—

- (i) *Civil servants already retired or those who are on LPR*:— Case of civil servants already retired shall not be re-opened. Those who are on LPR on the date of issue of these orders may be allowed to make a declaration about their home town now if not already done so, and granted retirement T.A. accordingly.

- (ii) *Civil servants who are still in service*:— They may be required to make a declaration for the said purpose within a period of six months from the date of issue of this O.M. if not already done so.

S. No.10.— OFFICE MEMORANDUM NO. F. 1(5)-R.10/2010-98, DATED THE 24TH APRIL, 2014.

SUBJECT:—*Travelling Facility by Air in place of Steamer by the Officers in BPS-17 and above on Retirement.*

The undersigned is directed to refer to paragraph 17 of this Division's Office Memorandum No. F. 2(1)-Rev.1/72, dated the 20th December, 1972 as amended from time to time and to state that it has been decided to amend paragraph 17 (a)(i) of the above O.M. as follows:—

Existing Clause of the Rule	As amended
“Actual fare by rail or <u>steamer</u> of the class to which he was entitled immediately before his retirement for himself and for each member of his family. For journeys by road between places not connected by rail or <u>steamer</u> , mileage allowance shall be allowed”.	“Actual fare by rail or air of the class to which he was entitled immediately before his retirement for himself and for each member of his family. For journeys by road, mileage allowance shall be allowed at the rates applicable at the time of drawal of claim”.

2. It has further been decided that no additional funds will be provided, whatsoever, on this account. These orders shall have immediate effect.

TRAVELLING CONCESSIONS DURING LEAVE

*S. No. 1.— OFFICE MEMORANDUM NO. F. 6(1)-PC/51, DATED THE 21ST APRIL, 1951.

SUBJECT:—*Travelling Concessions during leave.*

The undersigned is directed to say that the Governor-General is pleased to sanction, until further orders, the grant of the following travelling concessions, once in @ [three] years, to Government servants proceeding on leave other than casual or extraordinary leave:—

A. *For Government servants domiciled in East Pakistan if required to serve in West Pakistan and those domiciled in West Pakistan if required to serve in East Pakistan.*

2. Travelling allowance for self and family shall be allowed to the Government servant for the journey from his place of duty to his home town in the other zone of Pakistan and back to the place of duty subject to the following conditions:—

- (a) Travelling allowance to the Government servant himself shall be admissible at tour rates; one single fare each way shall be admissible for each adult member of his family who accompanies the Government servant and for whom full fare is actually paid and one-half fare each way for each child for whom such fare is actually paid.
- (b) In the case of first grade officer the Government shall pay air or sea fares whichever be cheaper but if the officer chooses to perform the journey by the land route, rail fares for the shortest land route shall be admissible. In the case of others, Government shall pay sea fares but if the Government servant chooses to travel by air the Government shall pay air fare if cheaper than sea fares and if he chooses to travel by land route, rail fares for the shortest land route shall be paid.
- (c) If a Government servant has to perform land journey in addition to journey by sea or air or if he travels by the land route throughout, he shall be required to meet travelling expenses for the ** [] hundred miles each way for the portion of the land journey falling within Pakistan territory and the Government shall pay travelling allowance at the rates specified in para.2(a) above for the remaining portion of journey.

3. Out of the period spent by the Government servant on the journey from the place of duty to his home and back, the following periods shall be treated as duty:—

* Please see also O.M. No. 313-Regs (Rwp)/60, dated the 26th April, 1960.

@ [] substituted for 'two' w.e.f. 16th April, 1958 by M.F., O.M. No. F. 12(2)-R(2)/56, dated 16th April, 1958.

** The word "first" deleted with effect from 27th December, 1957 by G.P., M.F., O.M. No. F. 12(28)-RI (2)/57, dated the 27th December, 1957.

- (a) In the case sea journey, the actual transit period between the ports of embarkation and disembarkation; provided that if the Government servant is held up at the port of embarkation due to unforeseen delay in the departure of the ship or other reasons beyond his control, the Head of the Department may, at his discretion, allow an additional period not exceeding four days to count as duty;
- (b) In the case of air journey, the actual transit period between the airports of emplaning and deplaning but not exceeding one day;
- (c) In the case of land journeys across India, the actual transit period between Dacca and Lahore but not exceeding four days provided that if the actual transit period exceeds the maximum limits specified above for air and land journeys due to circumstances beyond the control of the Government servant, the Head of the Department may, at his discretion, relax the specified limits by a suitable period not exceeding four days in the case of land journeys and two days in the case of air journeys.

**B. For Government servants serving in the same zone of Pakistan in which they are domiciled.*

4. Travelling allowance for self and family at the rates specified in para. 2(a) above shall be allowed to the Government servant for the journeys from his place of duty to his home town or such other place in the same zone of Pakistan where he intends to spend the leave, and back to the place of duty. This will be subject to the condition that the Government servant shall meet the travelling expenses for the @ [] hundred miles each way from his own pocket. If he decides to visit two or more places during leave, he would be eligible for travelling allowance to the place where spends the major portion of his leave.

**C. For Government servants whose domicile is in India but who are serving in East Pakistan or West Pakistan.*

5. Travelling allowance for self and family at the rates specified in para. 2(a) above shall be allowed to the Government servant for the journeys from his place of duty to his home town in India or to any place within his zone of posting in Pakistan, where he intends to spend the leave, and back to the place of duty. This will be subject to the following condition:—

- (a) For land journey the Government servants shall meet the travelling expenses for the @ [] hundred miles from his own pocket;

* Withdrawn w.e.f. 11-2-1953 by M.F. O.M. No. F. 10(13)-RII/53, dated 11-2-1953.

@ [] The word "first" deleted w.e.f. 27th December, 1957 by G.P.M.F., O.M. No. F. 12(28)-RI(2)/57, dated the 27th December, 1957.

- (b) If the Government servant decides to visit two or more places during leave he would be eligible for travelling allowance to place where he spends the major portion of his leave;
- (c) In the case of journeys between places in Pakistan and India the Government shall pay for the cheapest mode of travel.

6. In all the cases mentioned in paragraphs 2–5 above, the following further conditions shall apply:—

- (a) In the case of journey by road, mileage allowance shall be admissible to the Government servant at the rates in force from time to time for road journeys on tour. In case the family of the Government servant accompanies him, he may draw additional mileage allowance at the rates applicable to him according to the rules in force if two members of his family accompany him, and twice the rate applicable to him if more than two members of his family accompany him;
- (b) The definition of the term “family” shall be as laid down in S.R. 2(8) for the purpose of travelling allowance;
- (c) Travelling allowance shall, in all cases, be admissible for the class of accommodation to which the grade of the Government servant entitles him under the Travelling Allowance rules applicable to him subject to the condition that if the Government servant or a member of his family actually travels by a lower class of accommodation the travelling allowance admissible shall be restricted to the class by which the journeys is actually performed.
- (d) Government servants availing themselves of the concessions sanctioned in this Office Memorandum shall have to record certificates on the relevant Travelling Allowance Bill in the following form :—

Certificate No.1:—

“Certified that I (and the members of my family for whom Travelling Allowance has been claimed in this bill) have actually performed the journey from..... to..... the place for which travelling allowance has been claimed by me and back to the place of duty and that I (and the members of my family for whom Travelling Allowance has been claimed in this bill) have actually performed the journeys in the class of accommodation for which travelling allowance has been claimed and that the travelling allowance claimed by me does not include any amount in respect of the * [] hundred miles of the railway or road journey each way”.

* [] The word “first” deleted w.e.f. 27th December, 1957 by G.P.M.F., O.M. No. F. 12(28)-RI(2)/57, dated the 27th December, 1957.

Certificate No.2:—

“Certified that I am domiciled in East Pakistan/West Pakistan/India”.

7. Travelling Allowance admissible under these orders may be drawn in advance subject to adjustment on the completion of the journeys; provided that in the case of temporary staff, an advance may be drawn only on the Government servant furnishing a surety from a permanent Government servant.

8. Except in so far as they are inconsistent with the terms of the concessions sanctioned in this Office Memorandum, the normal rules regarding Travelling Allowance contained in the Supplementary Rules shall apply.

9. The above concession shall take effect from the 1st January, 1949, but the period from that date until the date of issue of these orders, will count only in the case of journeys performed after the date of issue of these orders. Government servants, who have already availed themselves of leave prior to the date of issue of these orders, will not be entitled to claim this concession in respect of such journeys.

10. These orders shall apply to all Government servants under the rule-making control of the Governor-General who are paid from the Civil Estimates (including employees of the Post and Telegraph Department), and to civilians paid from the Defence Services Estimates, but shall not apply to Railway employees except to the extent indicated below:—

- (a) For journeys between East and West Pakistan, the concession sanctioned in paragraph 3 alone shall be admissible to all Railway employees.
- (b) If a Railway employee travelling between East and West Pakistan does not use the complementary pass admissible to him for journeys across India and travel by sea or air route he shall be entitled to the concessions sanctioned in paragraph 2 above.

S. No. 2. — OFFICE MEMORANDUM NO. F. 6(1)-PC/51, DATED THE 16TH MAY, 1951.

See under "ADVANCES – Advances of Pay and T.A." in Part I of the Compilation.

S. No. 3. — OFFICE MEMORANDUM NO. F. 6(1)-PC/51, DATED THE 22ND MAY, 1951.

SUBJECT:—*Travelling concessions during leave.*

The undersigned is directed to invite a reference to para 9 of this Ministry's Office Memorandum of even number dated the 21st April, 1951, on the subject noted above, and to say that the intention is that Government servants can avail themselves of

the travelling concessions sanctioned in the above Office Memorandum once during the calendar year 1951 and again during the year 1952.

S. No. 4.— OFFICE MEMORANDUM NO. D. 1901-PC/51, DATED THE 13TH JUNE, 1951.

SUBJECT:— Travelling concessions during leave.

The undersigned is directed to say that a question has been raised whether in view of the provisions of Supplementary Rule 122, the travelling concessions sanctioned in this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, are admissible to the families of Class IV Government servants. It has been decided that the concessions should be allowed for families of Class IV staff.

S. No. 5.— OFFICE MEMORANDUM NO. D. 2021-RII/51, DATED THE 7TH JULY, 1951.

SUBJECT:— Travelling concessions during leave.

The undersigned is directed to state that a question has been raised whether the incidental and other fares admissible in connection with the concessions sanctioned in this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, should be calculated on the basis of the Mail train fare or the Ordinary train fare. It has been decided that these fares should be calculated in accordance with the orders contained in this Ministry's Office Memorandum *No. F. 26 (80)-R/48, dated the 27th November, 1949.

S. No. 6.— OFFICE MEMORANDUM NO. F. 21 (8)-RII/51, DATED THE 10TH AUGUST, 1951.

SUBJECT:— Travelling concessions during leave.

The undersigned is directed to invite a reference to paragraph 6 (a) of the Ministry of Finance Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, on the subject noted above, and to say that the mileage allowance sanctioned therein will not be admissible for road journeys between residence and railway station or sea/air port.

***S. No. 7.— OFFICE MEMORANDUM NO. F. 21 (2)-RII/51, DATED THE 22ND SEPTEMBER, 1951.*

SUBJECT:— Travelling concessions during leave.

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, on the subject noted above, and to say that the

* Please see under "Miscellaneous orders" in this Section.

** Please see also O.M. No. D, 206/RII/52, dated the 18th February, 1952.

Government servants availing of the travelling allowance concessions sanctioned therein should quote in their travelling bills the Railway ticket numbers and the dates of purchase.

S. No. 8.— OFFICE MEMORANDUM NO. F. 21 (1)-RII/51, DATED THE 24TH SEPTEMBER, 1951.

SUBJECT:— *Travelling concessions during leave.*

With reference to this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, on the subject mentioned above, the undersigned is directed to say that the travelling concessions sanctioned therein will be admissible to employees of Vacation Departments when proceeding on leave other than casual leave and extraordinary leave but will not be admissible to them when proceeding on vacation.

**S. No. 9.*— OFFICE MEMORANDUM NO. F. 21 (16)-RII/51, DATED THE 6TH NOVEMBER, 1951.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to say that the phrase "first hundred miles" occurring in paras 2(c), 4, 5(a) and 6(d) of this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, refers to the distance of hundred miles calculated from the place of duty of the Government servant in the case of both the outward and return journeys.

°S. No. 10.— OFFICE MEMORANDUM NO. F. 21 (16)-RII/51, DATED THE 8TH NOVEMBER, 1951.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to say that following decisions have been taken in connection with the travelling concessions during leave sanctioned in this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951:—

In accordance with the Office Memorandum referred to above since the travelling concessions during leave are admissible once in 2 calendar years beginning from the 1st January, 1949, it has been decided that:—

- (a) temporary Government servants will be entitled to the concessions relating to the period 1949-1950 provided that they have been in continuous service since the 1st January, 1949 up to the time of availing of the concessions.

* Superseded by M.F. O.M. No. F. 12(28)-RI (2)/57, dated the 27th December, 1957.

° Modified by M.F. O.M. No. F. 12(2)-RI (2)/58, dated the 30th August, 1958.

- (b) temporary Government servants should be allowed the concessions in respect of the 1951-52 and subsequent periods only after they have completed 2 years of service, at the time of availing of the concessions.

S. No. 11.— OFFICE MEMORANDUM NO. F. 21(16)-RII/51, DATED THE 12TH NOVEMBER, 1951.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to refer to para 8 of this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, on the subject noted above, wherein it has been laid down that the travelling concessions during leave will be governed by the normal rules regarding travelling allowance contained in the Supplementary Rules except in so far as they are inconsistent with the terms contained in the Office Memorandum referred to above. The maximum period within which the family of a Government servant can precede or follow him on the journeys for which travelling concessions are claimed have not been specified in that Office Memorandum. This question has been under the consideration of this Ministry and it has been decided that the family may precede or follow the Government servant both in the case of the outward and return journeys, by not more than a month from the dates of the commencement of his journeys, provided that the family stays at the place up to which travelling allowance concession is claimed during the major portion of the leave of the Government servant.

2. The travelling allowance for the family will be paid only subject to the condition that the Government servant himself becomes entitled to it.

S. No. 12.— OFFICE MEMORANDUM NO. F. 21 (16)-RII/51, DATED THE 14TH NOVEMBER, 1951.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, on the subject noted above. The Travelling Allowance concessions sanctioned therein should be allowed to Government servants who proceed on leave of not less than 15 days (other than casual or extraordinary leave).

S. No. 13.— OFFICE MEMORANDUM NO. F.21(16)-RII/51, DATED THE 22ND NOVEMBER, 1951.

SUBJECT:— *Travelling concessions during leave.*

The travelling concessions during leave sanctioned under this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, are admissible once in two

* Please see also O.M. No. F. 12(12)-R-I/57, dated the 30th December, 1957.

years beginning from 1st January, 1949. A question has arisen whether the concessions admissible to a Government servant who proceeds on leave toward the close of a 2-years period and returns in the beginning of the next period, should count against the former period or the latter. The undersigned is directed to say that it has been decided that in such cases the concessions should count against the period in which the journeys is commenced.

S. No. 14.— COPY OF OFFICE MEMORANDUM FROM GOVERNMENT OF PAKISTAN, MINISTRY OF FINANCE ADDRESSED TO THE GOVERNMENT OF NORTH WEST FRONTIER PROVINCE, FINANCE DEPARTMENT AND COPY ENDORSED TO ALL MINISTRIES AND DIVISIONS NO. D. 4753-R II/51, DATED THE 4TH DECEMBER, 1951.

SUBJECT:— *Travelling concessions during leave.*

I am directed to refer to this Ministry's letter No. D.2992-R.II/51, dated the 19th November, 1951, (reproduced below) and to say that the admissibility of the concessions during leave combined with vacation is subject to the condition that the period of leave is not less than 15 days.

COPY OF LETTER FROM GOVERNMENT OF PAKISTAN, MINISTRY OF FINANCE ADDRESSED TO THE SECRETARY TO THE GOVERNMENT OF NORTH WEST FRONTIER PROVINCE, PESHAWAR NO.2992-R.II/51, DATED THE 19TH NOVEMBER, 1951.

SUBJECT:— *Travelling concessions during leave.*

With reference to your letter No. 42741/4/21 (A)-III-F, dated the 17th August, 1951, on the above subject, I am directed to state that travelling allowance concession under the Ministry of Finance Orders No. F. 6 (1)-PC/51, dated the 21st April, 1951, is not admissible during vacation but is admissible in cases where leave, other than extraordinary or casual leave is combined with vacation.

The presumption that the concession referred to above is admissible in respect of leave spent in the States which have acceded to Pakistan is confirmed.

S. No. 15.— OFFICE MEMORANDUM NO. F. 21 (16)-RII/51, DATED THE 5TH DECEMBER, 1951.

SUBJECT:— *Travelling concessions during leave – Journeys by road between places connected by rail.*

A question having arisen whether the travelling concession during leave sanctioned in this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, is admissible in respect of a journey performed by road between places connected by rail, it has been decided that in such a case travelling allowance as for

journey by rail will be allowed, provided the journey by road is performed with the prior permission of the authority granting the leave. In such cases controlling officers will have to certify on the travelling allowance bills that the journey was actually performed by road by the Government servant. No advance of travelling allowance should be paid in respect of such journeys.

S. No. 16.— OFFICE MEMORANDUM NO. F. 21 (16)-RII/51, DATED THE 13TH DECEMBER, 1951.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, on the subject noted above, and to state that the following decisions have been taken regarding the grant of these concessions:—

- (i) The concession is admissible once in 2 calendar years beginning from 1st January, 1949. The concession relating to any 2 years period, except for the initial period of 1949-50, must be availed of during the currency of that period subject to the orders contained in Memorandum No. F. 21 (16)-RII/51, dated the 22nd November, 1951. The concession cannot be carried forward to the next period even if leave is refused on administrative grounds.
- (ii) The concession will not be admissible even for the return journey if the outward journey was performed by the Government servant before the issue of the Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951.
- (iii) The concession is not ordinarily admissible when regular leave is combined with extraordinary leave. Individual deserving cases in which a Government servant takes regular leave but owing to circumstances beyond his control has to combine it with extraordinary leave, should be referred to this Ministry for consideration on merit.
- (iv) The concession is not admissible to Contract Officers unless their contract contains a general enabling clause providing that the allowance sanctioned from time to time after the commencement of the contract will be admissible.

S. No. 17.— OFFICE MEMORANDUM NO. F. 21 (16)-RII/51, DATED THE 9TH JANUARY, 1952.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to invite a reference to paragraph 2(a) of this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, on the subject noted above, wherein it has been laid down that a Government servant proceeding on leave would be entitled for himself a travelling allowance at tour rates. Since a Government servant on tour is ordinarily entitled to mileage and daily allowances, a

doubt has been raised whether daily allowance would be admissible to a Government servant during the period of his stay at the place where he spends his leave or during the period he spends at the port of embarkation which is treated as duty under paragraph 3(a) of the said Office Memorandum. It has been decided that since no official duty is performed in such cases daily allowance is not admissible.

S. No. 18.— OFFICE MEMORANDUM NO. F. 21(16)-RII/51, DATED THE 12TH JANUARY, 1952.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, on the subject noted above. It has been decided that the rules in Part 'C' thereof will apply to Government servants serving in East or West Pakistan whose domicile immediately before the Partition was in a place now forming part of the Dominion of India. Such Government servants shall record the following certificate on the relevant Travelling Allowance Bill in place of the "Certificate No.2" prescribed in paragraph 6(d) of the Office Memorandum under reference:—

"Certified that I was domiciled immediately before the Partition in.....
..... (Province or State) which now forms part of the Dominion of India."

S. No. 19.— OFFICE MEMORANDUM NO. F. 21 (16)-RII/51, DATED THE 23RD JANUARY, 1952.

SUBJECT:— *Travelling concessions during leave.*

This Ministry has had under consideration the question as to how the grades of the Government servants availing of the travelling concessions sanctioned in this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, should be determined for the purposes of calculating travelling allowance. It has been decided that in such cases Government servants should be allowed Travelling Allowance on the basis of the grades to which they belong on the day preceding the day on which the leave commences.

S. No. 20.— OFFICE MEMORANDUM NO. F. 21(16)-RII/51, DATED THE 16TH FEBRUARY, 1952.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to refer to para 3 of this Ministry's Office Memorandum No. F. 6(1)-PC/51, dated the 21st April, 1951, on the subject noted above, and to say that the periods spent in transit or compulsory waiting should be treated as joining time.

* Clarified by O.M. No. F. 21 (16)-RII/51, dated 25-2-1952 and 3-5-1952.

³ Amplified by O.M. No. F. 2(5)-R2(RWP)/61, dated 11-7-1961.

*S. No. 21.— OFFICE MEMORANDUM NO. D. 206-RII/52, DATED THE 18TH FEBRUARY, 1952.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 21(2)-RII/51, dated the 22nd September, 1951, on the subject noted above. The Governor-General has been pleased to decide that the orders contained therein shall be effective from the 22nd October, 1951.

¹S. No. 22.— OFFICE MEMORANDUM NO. F. 21(16)-RII/51, DATED THE 25TH FEBRUARY, 1952.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 21 (16)-RII/51, dated the 12th January, 1952, on the subject noted above and to say that if a Government servant, who was domiciled immediately before partition in a Province or State now forming part of India, claims to have subsequently acquired domicile in a zone of Pakistan other than the zone of his posting and desires to avail himself of the travelling concessions for journey to the zone in which he claims domicile under part 'A' of this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, he shall be allowed to do so subject to the following conditions:—

- (a) He should furnish a certificate from a District Magistrate showing one year's residence in the ^{**}[home town] where he claims to have acquired domicile after the Partition; and
- (b) once he is allowed to avail himself of the concessions for journeys to the zone in which he has acquired domicile, he shall never afterwards be entitled to Travelling Allowance concessions for journeys within the zone of his posting, unless it also happens at the moment, to be the zone of his domicile.

S. No. 23.— OFFICE MEMORANDUM NO. F. 16 (3)-RII/52, DATED THE 9TH APRIL, 1952.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 21(16)-RII/51, dated the 14th November, 1951, on the subject noted above and to say that the orders contained therein shall be effective from the 16th December, 1951.

* Clarified by O.M. No. F.34(48)-R.I/55, dated 16-8-1956.

¹ Clarified by O.M. No.34(48)-RI(2)/55, dated 16-8-1956.

** Substituted for the word "Zone" by M.F. O.M. No.D.4539-RII/53, dated 16-11-1953.

S. No. 24.— OFFICE MEMORANDUM NO. F. 21 (31)-RII/51, DATED THE 19TH APRIL, 1952.

SUBJECT:— *Travelling concessions during leave.*

A question has been raised whether the officers of the General Administrative Reserve are entitled to the travelling concessions sanctioned in this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951. The undersigned is directed to say that after careful consideration it has been decided that the travelling concessions shall be admissible to these officers and that they shall be treated as permanent Government servants for this purpose.

S. No. 25.— OFFICE MEMORANDUM NO. F. 12(16)-RII/51, DATED THE 3RD MAY, 1952.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to invite attention to this Ministry's Office Memorandum No. F. 21(16)-RII/51, dated the 12th January, 1952, and to say that travelling allowance concession to India shall be allowed in terms of the above Office Memorandum to Government servants who proceeded on leave to India between the 21st April, 1951 and the 12th January, 1952, provided that they satisfy the other conditions and had not availed themselves of the travelling allowance concession for journeys on leave to a place within Pakistan.

**S. No. 26.*— OFFICE MEMORANDUM NO. F. 9(53)-RII/52, DATED THE 3RD JUNE, 1952.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to refer to Part 'C' of this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, and this Ministry's Office Memorandum No. F. 21(16)-RII/51, dated the 12th January, 1952, on the subject noted above, and to say that travelling allowance concession for journeys on leave to India shall be withdrawn with immediate effect. Government servants who were entitled to the above concessions on the date of the issue of these orders but have not availed themselves of it will however, be allowed the concession for one visit to India.

S. No. 27.— OFFICE MEMORANDUM NO. F. 21(16)-RII/51, DATED THE 21ST JULY, 1952.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to refer to Part 'B' of this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, on the subject noted above, and to convey the following decisions which shall take effect from the 1st August, 1952:—

* Please see also O.M. No. F. 10(13)-R.II/53, dated 11-2-1953.

- (a) A Government servant proceeding on leave shall be entitled to the travelling allowance concession only if he spends the major portion of his leave outside his headquarters.
- (b) If a Government servant visits two or more places he shall be allowed travelling allowance for the place where he stays for a longer period than at the other places visited.
- (c) In case the Government servant stays at two or more places for equal periods he may claim travelling allowance for the place farthest from his headquarters.

The following illustration is given to clarify the position:—

“A” whose headquarters are at Karachi proceeds on leave for 35 days and visit Multan and Peshawar. He will be entitled to travelling allowance only if he spends at least 18 days outside his headquarters. If he spends 5 days at Multan, 9 days at Lahore and 4 days at Peshawar, he will get travelling allowance for Lahore. If he spends 8 days each at Peshawar and Lahore and 2 days at Multan, he can claim travelling allowance for Peshawar.

S. No. 28.— OFFICE MEMORANDUM NO. F. 9 (78)-RII/52, DATED THE 2ND AUGUST, 1952.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to refer to the late Government of India's order (2) below S.R. 18 under which Lady Clerks employed in the Secretariat, etc., are treated as 2nd Grade Officers for journeys performed on official duty. A question has been raised whether the provisions of the order referred to should be applicable in regulating Travelling Allowance for journeys performed during leave under this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, on the subject noted above. It has been decided that since the journeys during leave are not performed on official duty, the Lady Clerks, for the purpose of Travelling Allowance during leave, should be graded according to their pay.

S. No.29.— OFFICE MEMORANDUM NO. F. 21(16)-RII/51, DATED THE 9TH AUGUST, 1952.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, on the subject noted above, and to state that the travelling concessions sanctioned therein will not be admissible to Government servants proceeding on leave preparatory to retirement.

S. No.30.— OFFICE MEMORANDUM NO. F. 9(108)-RII/52, DATED THE 6TH OCTOBER, 1952.

SUBJECT:— *Travelling concessions during leave.*

In partial modification of the orders contained in this Ministry's Office Memorandum No. F. 21(1)-RII/51, dated the 24th September, 1951, on the subject noted above, the undersigned is directed to state that it has been decided that the employees of Vacation Departments who are entitled to vacations including teachers should be allowed the travelling concessions when they proceed on vacations subject to the same conditions in all respects as apply to admissibility of Travelling Allowance to Government servants proceeding on leave.

S. No.31.— OFFICE MEMORANDUM NO. F. 9(143)-RII/52, DATED THE 20TH DECEMBER, 1952.

SUBJECT:— *Travelling concessions during leave.*

A question has been raised whether Government servants transferred to foreign service within Pakistan should be allowed the travelling concessions sanctioned in this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, as amended from time to time. In accordance with para 4(b) of Appendix 11 of the Fundamental and Supplementary Rules, Volume II, a Government servant during foreign service, may be allowed Travelling Allowance either under the rules framed by the local Government or by the foreign employers, as may be decided at the time of his transfer. The undersigned is directed to state that it has been decided that in cases where it is prescribed that the Government servant will, during the foreign service be governed by the T.A. rules framed by Central Government he will be entitled to the Travelling Allowance concessions. The expenditure on this account will be borne by the foreign employer if the concessions are availed of during foreign service.

S. No.32.— OFFICE MEMORANDUM NO. F. 10433-RII/53, DATED THE 22ND JANUARY, 1953.

SUBJECT:— *Travelling concessions during leave.*

A question has been raised whether a Government servant transferred to Central Government from a Provincial Government should be allowed the travelling concessions during leave, and if so, which Government should bear the expenditure on the travelling allowance. The undersigned is directed to state that it has been decided that travelling allowance will be allowed to a Provincial Government servant who is transferred to the Central Government, provided the Government servant was entitled to similar concession under the Provincial Government, and that the expenditure should be borne by the Central Government. In case the Government servant was not entitled to travelling concession under the Provincial Government his previous service rendered under that

Government will not be counted for the purposes of grant of travelling allowance in the Central Government.

S. No.33.— OFFICE MEMORANDUM NO. F. 10 (13)-RII/53, DATED THE 11TH FEBRUARY, 1953.

SUBJECT :— Travelling concessions during leave.

The undersigned is directed to invite reference to this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, on the subject noted above, and to say that, in view of the financial stringency, the concessions allowed in Part 'B' and 'C' of that Memorandum (as amended vide this Ministry's Office Memorandum No. F. 9 (53)-RII/52, dated the 3rd June, 1952), are hereby withdrawn with effect from the date of issue of this Office Memorandum.

2. These orders will also apply to the employees of the Vacation Departments but will not apply in respect of the leave or vacation which may have commenced before the issue of these orders.

S. No.34.— OFFICE MEMORANDUM NO. D. 4212-RIII/53, DATED THE 1ST DECEMBER, 1953.

SUBJECT:— Recovery of travelling Allowance advance.

It has come to the notice of this Ministry that a number of Government servants who drew Travelling Allowance advance, under paragraph 7 of this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, did not perform the journeys but spent the amount of the advance in other ways, and thereafter requested for its recovery in easy instalments. The utilisation of an advance for purposes other than that for which it is drawn is not permissible, and in cases in which Government servants do not utilise it for the purposes for which it is drawn, they should refund it in lump sum immediately. The Ministries/Divisions, etc., are requested to bring this to the notice of all concerned.

S. No.35.— OFFICE MEMORANDUM NO. F. 39(4)-RI(2)/54, DATED THE 20TH SEPTEMBER, 1954.

SUBJECT:— Travelling concessions during leave.

In accordance with para 3 (b) under Part I of this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, for air journey in connection with T.A. concession during leave between two zones, the actual transit period between the Airports of emplaning and deplaning but not exceeding one day is admissible. In the case of land journey across India actual transit period but not exceeding four days is allowed

as duty out of the total period spent under para 3 (c) of Part I of this Ministry Office Memorandum referred to above.

2. A question has been raised as to what transit period will be admissible to a Government servant who performs his journey partly by air and partly by land. The undersigned is directed to say that it has been decided that in such cases the actual transit period but not exceeding 4 days may be allowed.

S.No.36.— OFFICE MEMORANDUM NO. 29-F.11(10)-RI(2)/54, DATED THE 18TH OCTOBER, 1954.

SUBJECT:— Travelling concessions during leave.

Under Section A of this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, on the above subject, Travelling Allowance concession is admissible to Government servants domiciled in East Pakistan if required to serve in West Pakistan and those domiciled in West Pakistan if required to serve in East Pakistan. A question has been raised as to whether Government servants domiciled in East Pakistan but recruited in West Pakistan and *vice-versa* are entitled to Travelling Allowance concession under the above orders. The undersigned is directed to say that the matter has been carefully considered and it has been decided that the reasonable interpretation of the words 'if required to serve' occurring in the heading of Section A of those orders is that if a person is domicile in East Pakistan and is recruited in West Pakistan, even in local offices he should be treated as being "required to serve" after the recruitment in such an office in West Pakistan and *vice-versa*. Such persons should therefore be entitled to the concession of the Travelling Allowance during leave.

S. No. 37.— OFFICE MEMORANDUM NO. F. 34(48)-RI(2)/55, DATED THE 16TH AUGUST, 1956.

SUBJECT:— Travelling concessions during leave.

The undersigned is directed to invite attention to this Ministry's Office Memorandum No. F. 21(16)-RII/51, dated the 25th February, 1952, on the subject noted above and to say that Government servants who were domiciled immediately before Partition in the territories now forming part of India and whose domicile in a particular zone of Pakistan has been accepted by the competent authority for the purpose of the grant of Expatriation Allowance, shall not be required to furnish the certificate prescribed in sub-para (a) of that Office Memorandum. Such Government servants may avail themselves of the travelling concession, if otherwise admissible, for journey on leave to their home-town in the zone of their domicile as accepted by the competent authority for the purpose of Expatriation Allowance.

*S. No. 38.— OFFICE MEMORANDUM NO. F. 12 (9)-RI(2)/57, DATED THE 29TH JUNE, 1957.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to refer to para 2(b) of this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, on the subject noted above. It was laid down therein that in the case of first grade officers, the Government would pay air fare or sea fare whichever was cheaper, but if the officer chooses to perform the journey by the land route, rail fare by the shortest land route would be admissible. In respect of Government servants other than first grade officers, it was laid down that the Government would pay sea fares but if the Government servant chooses to travel by air, the Government would pay air fare, if cheaper than sea fare, and if he chooses to travel by land route, rail fare for the shortest land route would be paid.

Since the above orders were issued, the air fare between Karachi/Dacca has become appreciably cheaper than the sea fare between Karachi and Chittagong. It has, therefore, been decided that for all grades of Government servants, Government shall pay air or sea fare whichever be the cheaper, except that, if an officer chooses to travel by the land route, rail fare for the shortest land route shall be paid.

These orders will take immediate effect but in cases where the outward journey on leave from the place of duty to the home town in the other zone commenced before the date of issue of these orders, Travelling Allowance for that journey as well as the return journey to the place of duty may be allowed in accordance with the orders hereto in force.

S. No. 39.— OFFICE MEMORANDUM NO. F. 12(28)-RI(2)/57, DATED THE 27TH DECEMBER, 1957.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, and to say that in supersession of the orders issued in this Ministry's Office Memorandum No. F. 21 (16)-RII/51, dated the 6th November, 1951, the President has been to decide that the Government servants availing of the T.A. concession during leave should be required to meet travelling expenses for hundred miles of land journey each way wherever such journey is involved either alone or in combination with journey by sea or by air, irrespective of whether the land journey starts from the Headquarters or from the place of landing by sea or by air. The word "first" wherever it occurs in this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, in conjunction with the words "hundred miles" shall, therefore, be deleted.

* Amplified by O.M. No. F.2(3)-R.2 (RWP)/61, dated 14-4-1961.

S. No. 40.— OFFICE MEMORANDUM NO. F. 12 (12)-RI(I)/57, DATED THE 30TH DECEMBER, 1957.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 21(16)-RII/51, dated the 12th November, 1951, according to which T.A. during leave is admissible to a Government servant in respect of his family who precedes or follows him in outward and return journeys by not more than a month from dates of the journeys of the Government servant concerned. In this connection the following points have been raised:—

- (a) Whether T.A. would be admissible for the family in respect of the return journey performed within the prescribed time limit in a case where the family had performed outward journey beyond the prescribed time limit and therefore no T.A. for that journey was allowed.
- (b) Whether T.A. for the family would be admissible for the return journey when the family performed the journey within the time limit for the first time at the time of return journey of the Government servant concerned.
- (c) Whether a Government servant's family who was already at his native place could be allowed T.A. for the return journey if the family accompanied him on that journey.

These points have been considered and the President has been pleased to decide that T.A. for the family in respect of the return journeys in all the three cases would be admissible to the Government servant concerned provided T.A. is otherwise admissible to him under the rules.

**S. No. 41.*— OFFICE MEMORANDUM NO. F. 12 (2)-RI(2)/56, DATED THE 16TH APRIL, 1958.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, on the subject noted above, and to say that the President has been pleased to decide that, with immediate effect, the T.A. concession sanctioned in Part 'A' of that Office Memorandum for Government servants domiciled in East Pakistan if required to serve in West Pakistan and those domiciled in West Pakistan if required to serve in East Pakistan shall be allowed once in three years instead of two years. The current two years' period 1957-58, will, consequently, extend to December, 1959. The subsequent three years period would be 1960-62, 1963-65, 1966-68 and so on.

* Clarified by O.M. No. F.12(2)-R I (2)/58, dated 30-8-1958.

S. No. 42.— OFFICE MEMORANDUM NO. F. 12 (2)-RI(2)/58, DATED THE 30TH AUGUST, 1958.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 12 (2)-RI(2)/56, dated the 16th April, 1958, on the subject noted above, and to say that the following clarification of certain points arising out of that Memo. is issued for general information:—

- (a) The temporary Government servants who did not complete 3 years of continuous service before 16th April, 1958 will be required to complete 3 years of continuous service before they become eligible for the concession for the present term, i.e. 1957–59.
- (b) Temporary Government servants should be allowed the concession in respect of years 1960–62 and subsequent terms only after they have completed 3 years of continuous service at the time of availing the concession.

2. This is in modification of the instructions contained in this Ministry's Office Memorandum No. F. 21(16)-RII/51, dated the 8th November, 1951.

S. No. 43.— OFFICE MEMORANDUM NO. F. 5(2)-RI(1)/59, DATED THE 21ST MAY, 1959.

SUBJECT:— *Insurance of lives of Government servants travelling by air on duty.*

See under "**Insurance of Lives of Government servants Travelling by Air on Duty**".

**S. No.44.*—OFFICE MEMORANDUM NO. 313-REGS (RWP)/60, DATED THE 26TH APRIL, 1960.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to invite attention to this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, as amended from time to time, and to state that the President has been pleased to decide that the travelling concession for journeys on leave between East and West Pakistan sanctioned in Part 'A' thereof shall be admissible only to those Government servants who satisfy the conditions laid down for the admissibility of expatriation allowance in paragraphs 2–4 of this Ministry's O. M. ³No. F. 6 (13)-RII/54, dated the 5th July, 1954.

2. The above is subject to the following further conditions:—

* Please see also O.M. No. F.10(6)-R I (2)/59, dated 27-6-1960, F.19(2)-R I/61, dated 9-2-1961 and O.M. No. F.1(12)-R 2 (RWP)/63, dated 18-9-1963.

³ See under the Compilation of Allowances "Expatriation Allowance".

- (a) That in the case of those covered by para II (b) of this Ministry's O. M. No. F. 6 (13)-RII/54, dated the 5th July, 1954 the concession will be restricted to those whose transfer becomes necessary in the exigencies of service; and
- (b) That on transfer from one zone to the other zone, the concession will be allowed only after the completion of one year's service in the latter zone subsequent to the date of transfer.

3. The President has also been pleased to decide that the existing Government servants who are not covered by paragraphs 1–2 above, but were enjoying the concession under the orders previously in force, shall remain entitled to it as a personal concession.

4. These orders shall take effect immediately.

S. No.45.— OFFICE MEMORANDUM NO. 315-REGS (RWP)/60, DATED THE 26TH APRIL, 1960.

SUBJECT:—*Grant of travelling concessions for journeys on leave to workmen employed in various establishments under the Central Government.*

The undersigned is directed to invite attention to this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, as amended from time to time, and to state that the President has been pleased to decide that the travelling concession for journeys on leave between East and West Pakistan sanctioned for Government servants in Part 'A' thereof shall, until further orders, be allowed once in three calendar years, to members of the Extra Temporary Establishments of the Defence Service, the work-charged staff and other workmen employed under the Government, who are remunerated on monthly rates of pay, on the scale and subject to the conditions laid down in the orders referred to above, in so far as they are relevant to the case of Extra Temporary Establishments, work-charged staff and other workmen and shall be subject also to the following:—

- (a) The concession will be admissible only to those who satisfy the conditions laid down for the grant of Expatriation Allowance to workmen under paragraphs 2 – 4 of this Ministry's Office Memorandum No.314-Regs (RWP)/60, dated the 26th April, 1960.
- (b) In the case of those who are transferred from one zone to another zone in the exigencies of service, the concession will be allowed only after the completion of one year's service in the latter zone subsequent to the date of transfer.
- (c) Those drawing pay in the scale of Rs.60–2–80 or higher scales shall be allowed travelling allowance at the rates applicable to Government servants of the Third grade and those drawing pay in lower scales at the rates applicable to Government servants of the Fourth grade.

2. The President has also been pleased to decide that if any existing workmen or member of the establishments referred to above is not covered by para 1 above, but was declared as entitled to the travelling concession prior to the issue of these orders, his entitlement shall continue as a personal concession.

*S. No.46.— OFFICE MEMORANDUM NO. D. 317-REGS (RWP)/60, DATED THE 29TH APRIL, 1960.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, as amended from time to time, on the subject noted above, and to state that the President has been pleased to decide that with immediate effect the T.A. for air journeys where it is admissible under Part 'A' of the Office Memorandum shall be allowed by the tourist class only.

S. No.47.— OFFICE MEMORANDUM NO. F. 12(12)-RI(2))/58, DATED THE 20TH JUNE, 1960.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to say that a point has been raised as to whether probationers of CSP, PSP, PRAS, Income Tax Service etc., who are posted to the zone other than the zone of their domicile for a specified period for purpose of training are entitled to T.A. concession for journeys on leave taken during training. The matter has been considered in this Ministry and it has been decided that as the period of training in the zone other than the zone of domicile is for a limited and specified period and in no case exceeds three years, no T.A. concession would be admissible to them during leave taken whilst undergoing training.

S. No.48.— OFFICE MEMORANDUM NO. F. 10(6)-RI(2))/59, DATED THE 27TH JUNE, 1960.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to say that the President is pleased to decide that, subject to other conditions regarding the admissibility of travelling allowance concession during leave being fulfilled, the provisions of this Ministry's Office Memorandum No. 313-Regs (RWP)/60, dated the 26th April, 1960, on the above subject, will also apply to the Provincial Government servants on deputation to the Central Government, provided the administrative Ministries/Divisions certify that the Government servant in question is likely to continue in the service of Central Government for at least 3 years from the date of his appointment under that Government. The concession availed of shall be counted against the three years period during which he has joined the Central Government.

* Clarified by O.M. No. F.2(3)-R2 (RWP)/61, dated 20-11-1962.

2. This Ministry's Office Memo. No. 39 (16)-RI(2)/56, dated the 1st October, 1956, is hereby cancelled.

S. No.49.— OFFICE MEMORANDUM NO. F. 19(2)-RI/61, DATED THE 9TH FEBRUARY, 1961.

SUBJECT:—*Travelling concessions during leave.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No.313-Regs (RWP)/60, dated the 26th April, 1960, on the subject noted above, and to state that a point has been raised as to whether the concession will be permissible as a personal concession to those in service on 26th April, 1960 who had completed three years service before that date but did not actually enjoy the concession and also those who were in service on that date but completed three years after that date. The matter has been considered and it has been held that the concession will be permissible to such persons as a personal concession as the words "were enjoying" used in para 3 of the Office Memorandum quoted above have been used in the sense of 'were entitled to'.

S. No.50.— OFFICE MEMORANDUM NO. F. 2(3)-R2 (RWP)/61, DATED THE 14TH APRIL, 1961.

SUBJECT:—*Travelling concessions during leave.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 12(9)-RI (2)/57, dated the 29th June, 1957, on the subject noted above, wherein it has been provided that for all grades of Government servants, Government shall pay air or sea fare, whichever be the cheaper, except that if an officer chooses to travel by the land route, rail fare for the shortest land route shall be paid. Since the above orders were issued, Government have decided that travelling allowance for air journey where it is admissible under Part 'A' of this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, shall be allowed by the tourist class only. The air fare between Karachi/Lahore and Dacca has, therefore, become cheaper than the rail fare for the shortest land route in the case of the officers of the first grade. It has, therefore, been decided that officers of the first grade, who may choose to perform the journey by the land route shall be allowed rail fare by the shortest land route, restricted to the amount of the tourist class air fare.

2. These orders shall take immediate effect.

S. No.51.—OFFICE MEMORANDUM NO. F. 2 (7)-R2/60, DATED THE 29TH JUNE, 1961.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to say that under Part 'A' of this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, Government servants domicile in East Pakistan serving in West Pakistan, and *vice versa* are entitled to

travelling concession during leave from their place of duty to their home towns in the other zone of Pakistan and back to the place of duty. A question has been raised in regard to the determination of "home town" for this purpose and as to whether it can be changed. The matter has been considered in the Ministry and the President has been pleased to decide that the home town of Government servants shall be determined as under:—

- (a) *Government servants domiciled before Independence in territories now forming part of Pakistan.*

The home town should be determined according to the entries pertaining to the permanent address of the Government servants in their service books, or History of Services in the case of Gazetted Officers.

- (b) *Government servants who were domiciled immediately before Independence in territories now forming part of India.*

In the case of those who have availed themselves of the travelling allowance concession, the place for which they claimed T.A. on the last such occasion should be treated as their home town. If a Government servant belonging to this category has not had the occasion to claim the T.A. concession so far and does so in future, the place for which he claims T.A. on the first such occasion shall be treated as his "home town".

2. The home town of a Government servant, once determined shall not be allowed to be changed for the purposes of the T.A. concession.

S. No.52.— OFFICE MEMORANDUM NO. F. 2 (5)-R.2 (RWP)/61, DATED THE 11TH JULY, 1961.

SUBJECT:—*Travelling concessions during leave.*

The undersigned is directed to say that according to para 3 of this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951, the actual period spent by a Government servant availing himself of the travelling concession during leave in transit and in compulsory waiting up to the limits laid down therein was treated as "duty". Subsequently, in this Ministry's Office Memorandum No. F. 21 (16)-RII/51, dated the 16th February, 1952, it was decided that the period spent in transit and compulsory waiting would henceforth be treated as "joining time". It has come to the notice of this Ministry that whereas in some cases the Ministries/Divisions have treated as "joining time" the period of transit/compulsory waiting in excess of the prescribed limits, in others this period has been regularised by the grant of extraordinary leave. The undersigned is to say that the effect of the Office Memorandum of the 16th February, 1952, was that instead of "duty" the transit/ compulsory waiting period was to be regarded as "joining time". The maximum limits laid down in para 3 of this Ministry's Office Memorandum, dated the 21st April, 1951, upto which joining time could be granted by the Heads of Departments, were not otherwise altered and were to remain operative. The

Ministries/Divisions are accordingly requested to ensure that no joining time in excess of the prescribed limits is granted to Government servants availing of the travelling concession during leave. If in any case the period of compulsory waiting exceeds these limits, the period in excess of the joining time should be covered by the grant of leave due. If, however, no leave is due to a Government servant extraordinary leave may be granted to him to cover this period. The question whether T.A. concession will be admissible to a Government servant if regular leave is combined with extraordinary leave may be examined by the Ministries/Divisions on merits of each case under the provision of Annexure 'A' to this Ministry's Office Memorandum No. F. 1 (40)-Admn. (RWP)/60, dated the 30th June, 1960.

2. Cases which have already been finalised before the issue of these orders shall not be reopened.

*S. No.53.— OFFICE MEMORANDUM NO. F. 2 (3)-R.2 (RWP)/61, DATED THE 20TH NOVEMBER, 1962.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. D. 317-Regs (RWP)/60, dated the 29th April, 1960, on the above subject and to say that with the introduction of Jet Air Service between West and East Pakistan, higher rate of tourist class fare has been prescribed by the PIA authorities for persons travelling by that service. A question has been raised as to whether Government servants travelling during leave between West Pakistan and East Pakistan shall be entitled to claim higher tourist class fare when travelling by Jet Air Service. The matter has been considered in this Ministry and it has been decided that fare in such cases shall be restricted to the lower rate of tourist class fare charged by the PIA.

S. No.54.— OFFICE MEMORANDUM NO. F. 2(3)-R.2 (RWP)/61, DATED THE 16TH MARCH, 1963.

SUBJECT:— *Travelling concessions during leave.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum of even number dated the 20th November, 1962, on the above subject, and to clarify that Government servants who, while availing themselves of travelling concession during leave, perform inter-wing journey by air by an approved route on which both the ordinary and the jet services operate, shall be allowed the lower rate of tourist class fare. If, however, no air service, other than the jet service, operate on the approved route, tourist class fare for jet service charged by the air company shall be allowed to Government servants undertaking journey by that route.

* Clarified by O.M. No. F. 2(3)-R2 (RWP)/61, dated 16-3-1963.

S. No.55.— OFFICE MEMORANDUM NO. F. 8 (17)-Regs.(RWP)/60, DATED THE 3RD MAY, 1963.

SUBJECT:—*Grant of travelling concessions to Central Government servants proceeding on leave for rest and recreation.*

The undersigned is directed to say that the question of granting travelling allowance concession to Central Government servants serving in the same Wing of Pakistan in which they are domiciled and proceeding on leave for rest and recreation within the zone of their posting has been under the consideration of Government for some time. The President has been pleased to decide that, subject to the conditions mentioned below, Government will pay 50% of the cost of railway fares for a Government servant and his family for a journey performed by rail during leave from the place of duty to the nearest railway station from the home town of the Government servant, or to any other place connected by rail in the same Wing of Pakistan within 500 miles of the place of duty, and back to the place of duty:—

- *(i) The concession will be admissible once in a calendar year and only if the Government servant takes leave on average pay or earned leave for a minimum period of 15 days. This condition will not apply to employees of Vacation Departments to whom the concession will be admissible if they proceed on leave, other than casual or extraordinary leave, for a minimum period of 15 days or undertake the journeys during vacations.
- (ii) For the purpose of these orders, the term “family” shall mean family as defined in Supplementary Rule 2(8) for the purpose of travelling allowance.
- (iii) The Government servant and his family will travel in the class of accommodation to which the Government servant is entitled under the travelling allowance rules applicable to him.
- * (iv) All journeys shall be performed on railway warrants, a specimen of which is attached (Annexure ‘A’). Printed warrant form books may be obtained from the Accounts Officer concerned.
- (v) No extra half fare, as on tour, will be admissible.
- (vi) If a Government servant and/or his family desire to travel by a route other than, or in a class higher than, that authorised in the warrant, he shall have to pay the excess fares to the Railway authorities from his own pocket.
- (vii) The family of a Government servant may precede or follow him, both in the case of outward as well as return journeys, by not more than a month from the dates of the commencement of his journeys.

* Please see also O.M. No. F. 8(17)-Regs.(RWP)/60, dated 30-11-1963.

* Please see also O.M. No. F. 8(17)-Regs.(RWP)/60, dated 13-11-1963.

- (viii) If a Government servant proceeds on leave towards the close of the year and returns in the beginning of the next year, the concession shall count against entitlement for the year in which the outward journey commenced.
- (ix) When a Government servant serving in the Wing other than the Wing of his domicile is reposted to the Wing of his domicile, this concession will not be admissible during the calendar year in which outward journey if any, was commenced by him in connection with inter-Wing travel concession.
- (x) The concession shall not be admissible for the return journey if outward journey was performed before the issue of these orders.
- (xi) The concession cannot be carried forward to the next year, even if leave is refused on administrative grounds.

2. For the purpose of these orders, the home town of Government servant shall be determined as follows:—

- (a) *Government servants domiciled before Independence in the territories now forming part of Pakistan:*

The home town shall be determined according to the entries pertaining to the permanent address of the Government servants in their service records.

- (b) *Government servants who were domiciled immediately before Independence in the territories now forming part of India:*

- (i) *Those recruited after Independence :*

As in (a) above.

- (ii) *Those recruited before Independence:*

If a Government servant has declared his home-town previously in connection with the grant of travelling allowance concession for inter-Wing journeys or expatriation allowance that place will be treated as his home-town for the purpose of these orders also. In other cases Government servants shall be required to declare their home-towns, which declaration once made, shall be final, irrevocable and binding on them for the rest of their service for the purpose of this concession.

3. These order shall apply to all Government servants under the rule making control of the President who are paid from the Civil Estimates (including employees of the Post Offices and Telegraphs Departments) and to civilians paid from the Defence Services Estimates, but shall not apply to the following categories:—

- (a) Government servants who are entitled to travel in free Railway passes.

- (b) Government servants who are entitled to the concession of inter-wing travel once in three years during the period they continue to remain entitled to this concession.
- (c) Contract officers, unless their contract contains a general enabling clause or a specific provision for the grant of this concession.
- (d) Government servants proceeding on leave preparatory to retirement.
- (e) Contingent-paid, daily rated or casual employees.
- (f) Work-charges employees, whose case is under consideration separately.

4. In each Division, Department or Office, a Class I officer shall be authorised by the Head of Department to sign and issue the Voucher-cum-Warrants.

5. Instructions for the guidance of officers authorised to issue Voucher-cum-Warrants are enclosed (Annexure 'B'). Separate instructions will be issued by the Comptroller and Auditor General of Pakistan to all Accounts Officers regarding accounting procedure to be followed for the acceptance of debits raised by the Railway authorities and other subsidiary matters.

6. These orders take effect from the 3rd May, 1963.

ANNEXURE 'A' to MINISTRY OF FINANCE OFFICE MEMORANDUM
NO. F. 8 (17)-Regs.(RWP)/60, DATED THE 3RD MAY, 1963

Form No.....

GOVERNMENT OF PAKISTAN
 MINISTRY OF.....

Leave concession Voucher-cum-Warrant for Central Government employees and their family members when travelling on leave for rest and recreation to their home towns irrespective of distance or to any other place within 500 miles from the place of duty.

Available for exchange upto.....

(To be exchanged with a paper ticket before commencement of journey; otherwise the holder will be treated as travelling without ticket).

(NOT TRANSFERABLE)

No.....

Dated.....19

To be submitted to(name of Accounts Officer) for adjustment. Debitable to Head.....

To

The Station Master

.....

.....Railway.

In exchange of this Voucher-cum-Warrant issue to Mr./Mrs/Miss..... designation..... whose signature or thumb impression is given below and of his/her under-mentioned family members, proceeding on leave.....class..... Paper Ticket by Mail/Express/Ordinary Train from..... to..... via..... on payment in cash of 50% of Public Tariff Fare(s), the balance being debitible to Government.

Details of Family Members

- | | |
|----------------------|-------------------|
| (1) Wife..... | Age..... years |
| (2) Son(s)..... | Age(s)..... years |
| (3) Daughter(s)..... | Age(s)..... years |

Signature_____

Designation_____

- (a) Specimen signature or thumb impression of the Government servant.....
- (b) Signature or thumb impression of the Government servant or his/her family member (if the family is not accompanied by the Government servant) to be obtained by Booking Clerk at the time of issue of ticket(s).

(To be filled in by the Railway Station Staff)

- 1. Paper ticket No..... dated.....19 issued
- 2. Rate of single fare chargeable.....
- 3. Number of passengers chargeable.....
- 4. Total amount due to the Railway.....
- 5. Total amount of 50% fare(s) paid by the Government servant.....
- 6. Balance debitible to Government.....

Date..... 19

Station Master or Booking Clerk

Note: — Items not required should be scored out.

INSTRUCTIONS

- 1. This Warrant must be signed by an officer who is authorised to do so.
- 2. Any alteration in this form renders it null and void.
- 3. The Warrant must bear the stamp of the Issuing Officer; otherwise it will not be accepted by the Booking Clerk.
- 4. The authorised route for the journey should invariable be entered in the Warrant.
- 5. Under the heading “Details of Family Members” the number of family members together with the age of each of them should be indicated.
- 6. If a Government servant and/or member of his family desire to travel by a route other than that authorised in the Warrant, this may be arranged by the Government servant with the Railway authorities on payment of the full difference between the ordinary public fares by the two routes.
- 7. A holder of this Warrant wishing to travel in a higher class than that authorised by the Warrant will pay the excess fares from his own pocket.
- 8. Ticket issued in exchange of this Warrant will be treated as fully paid tickets and will be subject to the rules, regulations, etc., applicable to public traffic.

ANNEXURE 'B' TO OFFICE MEMORANDUM NO. F. 8 (17)-Regs.(RWP)/60,
DATED THE 3RD MAY, 1963

INSTRUCTIONS FOR THE GUIDANCE OF ISSUING OFFICERS

1. The Voucher-cum-Warrant Form Books shall be obtained from the Accounts Officer concerned.
2. The warrant will be issued under the provisions of the Ministry of Finance Office Memorandum No. F. 8(17)-Regs (RWP)/60, dated the 3rd May, 1963, and only to those Government servants who are entitled to the concession sanctioned therein.
3. Separate warrants will be issued to the Government servant and to members of his family if they do not travel together.
4. The Government servant and his family must travel by the shortest route as defined in the Supplementary Rules. This route will invariably be entered in the warrant.
5. A monthly statement, giving details of the warrant forms issued during the months, shall be sent to the Accounts Officer concerned.

S. No.56.— OFFICE MEMORANDUM NO. F. 1 (12)-R.2 (RWP)/63, DATED THE 18TH SEPTEMBER, 1963.

SUBJECT:— *Inter-wing travelling concession during leave.*

Government have had under consideration the question of providing relief to those Government servants who are not entitled to the inter-wing travelling concession during leave in terms of this Ministry's Office Memorandum No.313-Regs.(RWP)/60, dated the 26th April, 1960. After careful consideration, it has been decided that such Government servants shall be entitled to the inter-wing travelling concession under Part-A of this Ministry's Office Memorandum No. F. 6(1)-PC/51, dated the 21st April, 1951 (as modified from time to time) subject to the condition that this concession shall be allowed once during every five calendar years instead of once during every three calendar year as admissible to other Government servants. This concession shall take effect from 1st January, 1963.

It has also been decided that the inter-wing travelling concession shall also be admissible in cases where the Government servant takes regular leave for the purpose of this concession but has subsequently to combine it with extra ordinary leave. Clause (iii) of this Ministry's Office Memorandum No. F. 21(16)-RII/51, dated the 13th December, 1951, shall be modified to this extent with immediate effect.

S. No.57.— OFFICE MEMORANDUM NO. F. 8 (17)-Regs.(RWP)/60, DATED THE 13TH NOVEMBER, 1963.

SUBJECT:—Grant of travelling concession to Central Government servants proceeding on leave for rest and recreation.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 8 (17)-Regs (RWP)/60, dated the 3rd May, 1963, on the above subject and to say that clause (iv) of para 1 thereof shall be substituted as under:—

“(iv) All journeys shall be performed on railway warrants, a specimen of which is attached (Annexure ‘A’). Printed warrant form books may be obtained from the Deputy Controller, Stationery and Forms, Karachi, or the Deputy Controller, Stationery, Forms and Publications, Dacca.”

S. No.58.— OFFICE MEMORANDUM NO. F. 8 (17)-Regs.(RWP)/60, DATED THE 30TH NOVEMBER, 1963.

SUBJECT:—Grant of travelling concession to Central Government servants proceeding on leave for rest and recreation.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 8 (17)-Regs (RWP)/60, dated the 3rd May, 1963, on the above subject and to say that the President has been pleased to decide that in partial modification of clause (i) of para 1 thereof, travelling allowance concession sanctioned therein shall be admissible also in cases where the Government servant takes regular leave for the purpose of that concession but has subsequently to combine it with extraordinary leave.

S. No.59.— OFFICE MEMORANDUM NO. F. 16 (7)-R.2 (RWP)/61, DATED THE 18TH JANUARY, 1964.

SUBJECT:—Travelling allowance concession during leave.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 6(1)-PC/51, dated the 21st April, 1951 and No. F. 8(17)-Regs (RWP)/60, dated the 3rd May, 1963, on the above subject, according to which a Government servant is entitled to avail himself of the travelling allowance concession sanctioned therein for self and his family members. A point has been raised in regard to the admissibility of travelling allowance concession during leave to children of Government servants in case where both the husband and the wife are in Government service. According to the existing orders the children are regarded as members of their father's family when both the husband and the wife are in Government service. The matter has been considered further in this Ministry and it has been decided that in order to regulate the admissibility of the aforesaid concession in such cases, both the husband and the wife shall be given the right to exercise a joint option, to the effect that all of their

children shall be regarded as members either of the husbands' or of the wife's family for the purpose of travelling concession during leave. The joint option shall be exercised by the 31st March, 1964 and once exercised shall be final and binding on both of them for the rest of their service.

S. No.60.— **OFFICE MEMORANDUM NO. F. 8(17)-Regs.(RWP)/60, DATED THE 25TH JANUARY, 1964.**

SUBJECT:—*Grant of travelling allowance concession during leave for rest and recreation.*

The undersigned is directed to refer to para 5 of Annexure 'B' to this Ministry's Office Memorandum No. F. 8(17)-Regs (RWP)/60, dated the 3rd May, 1963, on the above subject and to say that the monthly statement giving details of the warrant forms issued during the month shall be sent by the issuing officers to the Accounts Officers concerned in the enclosed form.

2. Printed warrant form are now available with the Deputy Controller, Stationery and Forms, Karachi, and the Deputy Controller, Stationery, Forms and Publications, Dacca.

STATEMENT SHOWING PARTICULARS OF WARRANT FORMS ISSUED DURING THE MONTH OF..... 19.....

[See para 5 of Annexure 'B' to Ministry of Finance Office Memo. No. F.8(17)-Regs (Rwp)/60, dated 3rd May, 1963]

S.No.	Name of Ministry/Division/Department/Office	Book No. of Warrant Form	Serial No. of Warrant Form	Date of Issue	Name and designation of the person to whom issued	Particulars of the members of family included in the warrant	Destination	Class of entitlement	Remarks
1	2	3	4	5	6	7	8	9	10

Forwarded to the Accountant General/Comptroller..... for information and necessary action.

Signature _____
Designation _____

S. No.61.— OFFICE MEMORANDUM NO. F. 16 (9)-R.2 (RWP)/63, DATED THE 18TH AUGUST, 1964.

SUBJECT :— *Grant of Expatriation Allowance and travelling concession during leave.*

The undersigned is directed to say that question of granting [* * *] travelling concession during leave to Government servants paid from the Civil and Defence Estimates, who were not entitled to these allowances, not having been recruited on All-Pakistan basis, had been under consideration of Government. Inter-Wing travelling concession during leave once in five years has since been sanctioned to such Government servants on the civil side in this Ministry's Office Memorandum No. F. 1 (12)-R2 (RWP)/63, dated the 18th September, 1963. The President has now been pleased to decide that the Class IV employees, domiciled in one wing of Pakistan but serving in the other, who have not been recruited on All-Pakistan basis shall, with immediate effect, be granted the following concessions.

[* * * *]

(2) Class IV employees paid from the Civil Estimates shall continue to avail of the travelling concession during leave once in five years sanctioned in this Ministry's Office Memorandum No. F. 1 (12)-R2 (RWP)/63, dated the 18th September, 1963. This concession shall also be allowed to Class IV employees paid from the Defence Services Estimates.

S. No.62.— OFFICE MEMORANDUM NO. F. 2 (5)-R.2/64, DATED THE 30TH SEPTEMBER, 1964.

SUBJECT:— *Inter-Wing travelling allowance during leave.*

The undersigned is directed to say that the President has been pleased to take the following decision :—

(1) In supersession of this Ministry's O.M. No. F. 12 (2)-R1(2)/56, dated the 16th April, 1958, each three-year period for the grant of travelling concession during leave to a Government servant shall count from the date of his appointment or transfer, as the case may be, to a post under the Central Government in a zone other than the zone of his domicile. For the purpose of this sub-paragraph, the date of appointment/transfer of a Government servant who has already availed himself of the concession for the period 1963-65 shall be deemed to be the 1st January, 1963.

(2) In case a Government servant is unable to avail himself of the concession within a three-year period, as determined under sub-paragraph (1) above, the concession shall not lapse and it shall be permissible for him to avail himself of the same after the expiry of that period, but in that case, the next three-year period for admissibility of the subsequent concession shall commence from the date of resumption of duty on return from the leave with which travelling allowance concession is availed of by him. This

Ministry's O.M. No. F. 21 (16)-R11/51, dated the 13th December, 1951, shall be deemed to have been modified to this extent.

(3) The travelling allowance concession during leave shall be admissible as under:—

- (a) *First concession.*— On completion of one year's continuous service on first appointment or transfer, as the case may be, in the zone other than the zone of the Government servant's domicile.
- (b) *Subsequent concession (s).*— At any time during each subsequent three-year period as determined under sub-paragraphs (1) and (2) above, provided that the Government servant had completed one year's service in the same zone after resumption of duty on return from the travelling concession leave taken during the preceding three-year period.

2. All other conditions for the grant of travelling concession during leave shall continue to apply in so far as they are not inconsistent with the above orders.

S. No.63.— OFFICE MEMORANDUM NO. F. 16 (9)-R.2 (RWP)/63, DATED THE 21ST OCTOBER, 1964.

SUBJECT:— *Grant of Expatriation Allowance and travelling concession during leave.*

In continuation of this Ministry's O.M. No. F. 16 (9)-R2 (Rwp)/63, dated the 18th August, 1964, on the above subject, the undersigned is directed to clarify that the [* * *] travelling concession during leave sanctioned therein shall be admissible to all classes of Government servants paid from the Civil and Defence Services Estimates who are not recruited on all-Pakistan basis and are serving in the zone other than the zone of their domicile, subject to the other conditions laid down in the above order.

S. No.64.— OFFICE MEMORANDUM NO. F. 2 (5)-R.2/64, DATED THE 5TH DECEMBER, 1964.

SUBJECT:— *Inter-Wing travelling concession during leave.*

In continuation of this Ministry's Office Memorandum No. F. 2 (5)-R2/64, dated the 30th September, 1964, on the above subject, the undersigned is directed to say that the President has been pleased to decide that the provisions of the above order shall apply *mutatis mutandis* also to Government servants who are entitled to inter-wing travelling concession during leave once in five years in terms of this Ministry's Office Memorandum No. F. 1 (12)-R2 (Rwp)/63, dated the 18th September, 1963, with the modification that the one-year period prescribed in paragraph 1(3) thereof shall, in their case, be two years.

S. No.65.— OFFICE MEMORANDUM NO. F. 2 (6)-R.2/65, DATED THE 17TH MARCH, 1965.

SUBJECT:—*Grant of travelling allowance concession to Government servants proceeding on leave.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 8 (17)-Regs (Rwp)/60, dated the 3rd May, 1963, on the above subject, and to clarify that travelling concession sanctioned in that Office Memorandum, as modified from time to time, shall be admissible also to Government servants who are domiciled in Azad Jammu and Kashmir State and are serving in West Pakistan.

S. No.66.— OFFICE MEMORANDUM NO. F. 2 (6)-R.2 (RWP)/63, DATED THE 24TH MARCH, 1965.

SUBJECT:—*Grant of travelling allowance concession to Central Government servants proceeding on leave.*

In partial modification of paragraph 1 of this Ministry's Office Memorandum No. F. 8 (17)-Regs (Rwp)/60, dated the 3rd May, 1963, on the above subject, the President has been pleased to decide that Government servants serving in the zone of their domicile shall, with effect from the 1st January, 1965, be allowed to avail themselves of travelling concession during leave once in three years and the entire cost of railway fares shall be borne by Government. All other existing conditions prescribed in that Office Memorandum shall continue to apply.

2. Each three-year period for the purpose of the grant of travelling concession during leave to a Government servant shall count from the date of his appointment or transfer, as the case may be, to a post under the Central Government in the zone of his domicile. In case a Government servant is unable to avail himself of the concession within a three-year period, the concession shall not lapse and it shall be permissible for him to avail himself of the same after expiry of that period, but in that case the next three-year period for the admissibility of subsequent concession shall commence from the date of resumption of duty by him on return from leave with which travelling concession is availed of by him.

3. The first travelling allowance concession shall be admissible on completion of one year's continuous service on first appointment or transfer, as the case may be, in the zone of the Government servant's domicile. Subsequent concession(s) may be availed of at any time during each subsequent three-year period, as determined under paragraphs 2 above, provided that the Government servant had completed one year's service in the same zone after resumption of duty on return from the travelling allowance leave taken during the preceding three-year period.

S. No.67.— OFFICE MEMORANDUM NO. F. 10 (1)-R.2/64, DATED THE 10TH JUNE, 1965.

SUBJECT:—*Travelling concession during leave.*

The undersigned is directed to say that according to paragraph 2 of this Ministry's Office Memorandum No. F. 6 (1)-PC/51, dated the 21st April, 1951 (as amended from time to time), on the above subject, a Government servant availing himself of the inter-wing travelling concession during leave is entitled to travelling allowance at the tour rate (for self only) and actual fares paid for each member of his family and is required to meet travelling expenses for the 100 miles each way of the land journey where involved. The matter has been reviewed and the President has been pleased to decide that in future the cost of fares for the 100 miles of land journey also shall be borne by Government. But no extra fare as admissible on tour duties will be admissible to the Government servant concerned.

2. These orders shall take effect immediately.

S. No.68.— OFFICE MEMORANDUM NO. F. 10 (1)-R.2/64, DATED THE 5TH JULY, 1965.

SUBJECT:—*Travelling concession during leave.*

In continuation of this Ministry's Office Memorandum of even number, dated the 10th June, 1965, on the above subject, the undersigned is directed to clarify that the term "extra fare" used in the last sentence of paragraph 1 thereof, includes daily allowance which is admissible for journeys on tour by air. Accordingly Government servant availing himself of the inter-zonal travelling concession shall now be entitled to claim only actual rail/sea/air fare and no incidental fare, including daily allowance for journeys by rail/sea/air will be admissible in addition.

S. No.69.— OFFICE MEMORANDUM NO. F. 2 (9)-R.2/65, DATED THE 20TH OCTOBER, 1965.

SUBJECT:—*Reimbursement of ACC surcharge to Government servants travelling while availing of T.A. concession during leave or on transfer.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 8 (17)-Regs (Rwp)/60, dated the 3rd May, 1963 and No. F. 2 (6)-R.2 (Rwp)/63, dated the 24th March, 1965, according to which ACC surcharge is not payable by Government in respect of Government servants of Grade I and members of their family travelling by rail in an air-conditioned coach while availing themselves of the travelling concession for journeys during leave. The position has been reviewed and it has been decided that in such cases ACC surcharge shall be paid by Government, subject to the following conditions:—

- (a) The Government servant and/or members of his family travel by a train in which no first class compartment other than air-conditioned coach is provided, and
- (b) There is no through train whether running on the same route or on alternative route, on which ordinary first class accommodation is provided.

2. In supersession of this Ministry's Office Memorandum No. F. 1 (13)-R2 (Rwp)/61, dated the 25th September, 1961, it has also been decided that reimbursement of ACC surcharge in respect of Government servants and members of their family for journeys performed by rail on transfer shall also be regulated by paragraph 1 above.

- 3. These orders shall take effect from the 1st July, 1965.

S. No.70.— OFFICE MEMORANDUM NO. F. 2 (26)-R2/65, DATED THE 27TH DECEMBER, 1965.

SUBJECT:—Travelling allowance concession during leave.

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 8 (17)-Regs (Rwp)/60, dated the 3rd May, 1963 and No. F. 2 (6)-R2 (Rwp)/63, dated the 24th March, 1965, as amended from time to time, on the above subject and to say that in view of the financial stringency as a result of the present emergency, the concession of travelling allowance sanctioned therein shall be held in abeyance till the close of the current financial year.

- 2. These orders shall take effect immediately.

S. No.71.— OFFICE MEMORANDUM NO. F. 2 (2)-R2/66, DATED THE 8TH MARCH, 1966.

SUBJECT:—Grant of travelling concession for journeys on leave to workmen employed in various establishments under the Central Government.

The prescribed scale of pay of Rs.60-2-80 has been replaced by the Revised Prescribed Scale of Rs.110-2-120-3-135 with effect from 1-12-1962. Consequently the scale of Rs.110-2-120-3-135 shall be substituted for the scale of pay of Rs.60-2-80 appearing in para 1(c) of this Ministry's Office Memorandum No. 315-Regs (Rwp)/60, dated the 26th April, 1960.

S. No.72.— OFFICE MEMORANDUM NO. F. 2 (26)-R2/65, DATED THE 10TH JUNE, 1966.

SUBJECT:—Travelling allowance concession during leave.

The undersigned is directed to say that according to this Ministry's Office Memorandum No. F. 2 (6)-R2 (Rwp)/65, dated the 27th December, 1965, the travelling concession during leave admissible to Government servants in the zone of their domicile

was held in abeyance till the close of the current financial year. References are being received from various quarters in regard to the admissibility of the concession from beginning of the next financial year. It is, therefore, clarified that the concession will stand revived automatically with effect from 1st of July, 1966.

S. No.73.— OFFICE MEMORANDUM NO. F. 2 (10)-R2/65, DATED THE 13TH SEPTEMBER, 1966.

SUBJECT:—*Grant of travelling allowance concession to Central Government servants on foreign service within the zone of their domicile.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 9 (143)-R11/52, dated the 20th December, 1952, according to which Government servants on foreign service are entitled to travelling concession during leave under the rules applicable to Central Government employees and the cost of travelling allowance is borne by the foreign employer. In Ministry of Finance's Office Memorandum No. F. 2 (6)-R2 (Rwp)/63, dated the 24th March, 1965, travelling allowance concession during leave was sanctioned to Government servants serving in the zone of their domicile. One of the conditions for the admissibility of the concession is that the journey should be performed on railway warrant, which the various Divisions/Departments/Offices of the Central Government can obtain from the Offices of the Controller of Printing and Stationery at Karachi and Dacca. There is no provision in the existing orders for the procurement and issue of railway warrant forms by semi-Government and autonomous organisations. A question has been raised as to the authority which is competent to issue railway forms in respect of Government servants on foreign services and also the procedure for adjustment of the cost of railway warrant with the Railways/Departments.

2. The matter has been considered in this Ministry and the President has been pleased to decide that the railway warrant forms shall be issued by the Division/Department/Office which is responsible for the payment of leave salary to the official concerned. The cost of railway fares shall be realised by the Division/ Department/Office concerned from the foreign employer. The Accounts Officer responsible for the recovery of pension and leave salary contributions of Government servant from the foreign employer shall watch recovery of the railway fares also. The amount to be realised from the foreign employer on this account should as far as possible be recovered within the financial year in which payment of the Railway is made by the Ministry/Department concerned and should be adjusted in reduction of expenditure under the relevant sub-head. Recoveries made in a subsequent year should, however, be classified as receipt under the corresponding receipt head of the Ministry/ Department concerned.

S. No.74.— OFFICE MEMORANDUM NO. F. 2 (11)-R2/67, DATED THE 3RD OCTOBER, 1968.

SUBJECT:—*Grant of leave travel concession/recreation allowance to Government servants when proceeding on leave.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 2 (11)-R2/67, dated the 4th March, 1968, and to say that under the existing orders leave travel concession is admissible once in three years. At the time of sanctioning leave with travelling allowance concession, the competent authority has to satisfy itself that the Government servant concerned is likely to remain in service in the zone concerned during that three year period. Where it is not known or this requirement is not fulfilled, the concession is not admissible. The matter has been further considered in this Ministry and it has been decided that a Government servant who is due to retire within a three-year period may be allowed to avail himself of the leave travel concession applicable to him or to draw recreation allowance, provided that he has rendered, or is likely to render two years continuous service (including the period of leave preparatory to retirement) in the zone concerned.

2. The President has also been pleased to take the following decisions:—
 - (i) Government servants who are entitled to leave travel concession under this Ministry's Office Memorandum No. F. 1 (12)-R2 (Rwp)/63, dated the 18th September, 1963, shall be entitled to draw recreation allowance once in five years to the extent and under the conditions prescribed in the Office Memorandum of the 4th March, 1968.
 - (ii) Employees of Vacation Departments shall be eligible to draw recreation allowance when they proceed on vacation.
 - (iii) Recreation allowance has been sanctioned in lieu of the zonal and inter-zonal leave travel concessions. Government servants on foreign service in Pakistan are entitled to leave travel concession and the liability of this account devolves on the foreign employer. Such Government servants are, therefore, entitled to draw recreation allowance to the extent and under the conditions prescribed in the Office Memorandum of the 4th March, 1968. Liability on account of recreation allowance would, as in the case of leave travel concession, be that of the foreign employer.
 - (iv) A Government servant can avail himself of the zonal and inter-zonal leave travel concession, as the case may be, when he takes recreation leave.
 - (v) Provincial Government servants who are on deputation with the Central Government and are entitled to leave travel concession shall be eligible to draw recreation allowance also subject to the usual conditions.

(vi) For the purpose of paragraph 1(i) to this Ministry's Office Memorandum No. F. 2 (11)-R2/67, dated the 4th March, 1968, the term 'pay' means, pay as defined in F.R. 9 (21).

3. The above orders shall take effect from the 1st January, 1968.

S. No.75.— OFFICE MEMORANDUM NO. F. 2 (1)-R2/69, DATED THE 6TH MARCH, 1969.

SUBJECT:—*Grant of leave travel concession/recreation allowance to work-charged employees.*

The undersigned is directed to refer to paragraph 3 (f) of this Ministry's Office Memorandum No. F. 8 (17)-Regs (RWP)/60, dated the 3rd May, 1963, on the above subject and to say that the question of granting leave travel concession x x x x to the work-charged employees has been under consideration. The President has been pleased to decide that the work-charged staff employed in the various establishments under the Central Government who are remunerated on monthly rates of pay shall be entitled w.e.f. the 1st January, 1968, to the leave travel concession x x x x on the scale and subject to the conditions laid down in the orders applicable to regular Government servants. For this purpose, the employees drawing pay in the scale of Rs.110-2-120-3-135 or in higher scale shall be treated as Government servants of the third grade and those drawing pay in the lower scales as Government servants of the fourth grade.

S. No.76.— OFFICE MEMORANDUM NO. F. 2 (4)-R2/69, DATED THE 14TH APRIL, 1969.

SUBJECT:—*Grant of leave travel concession/recreation allowance to the Provincial Government servants on deputation to the Central Government.*

The undersigned is directed to invite reference to this Ministry's Office Memorandum No. F. 8 (17)-Regs (RWP)/60, dated the 3rd May, 1963, as modified by Office Memorandum No. F. 2 (6)-R2 (RWP)/63, dated the 24th March, 1965, and No. F. 2 (11)-R2/67, dated the 4th March, 1968, on the above subject. A question has been raised as to whether the leave travel concession x x x sanctioned in the orders quoted above is admissible to the Provincial Government servants who, while on deputation to the Central Government, are posted in the zone of their domicile. It is clarified that the leave travel concession x x x x admissible to Government servants serving in the zone of their domicile is admissible, to the extent and under the conditions laid down in the relevant orders, to such Provincial Government servants subject to the condition that the administrative Ministry/Division certifies that the Government servant concerned is likely to continue in the service of the Central Government for at least 3 years from the date of his appointment under that Government. These orders shall apply from 1st January, 1968.

S. No.77.— OFFICE MEMORANDUM NO. F. 2 (11)-R2/69, DATED THE 26TH AUGUST, 1969.

SUBJECT:— *Grant of leave travel concession – preparation of railway warrant form.*

The undersigned is directed to refer to this Ministry's O.M. No. F. 8 (17)-Regs (RWP)/60, dated the 3rd May, 1963, and No. F. 2 (6)-R2 (RWP)/63, dated the 24th March, 1965 (as amended) and to say that it has been brought to the notice of this Ministry that certain Ministries/Divisions/Departments are preparing the Leave Concession railway warrants in pencil and not in ink. It is requested that officers authorised to issue railway warrants should be directed to prepare them in ink. Government servants availing of the leave travel concession should also check that the railway warrant forms issued to them are in order in this respect. In case any warrant prepared otherwise than in ink is not accepted by the railway authorities for exchange with ticket, the responsibility will be that of the issuing officer and the Government servant concerned and no request for reimbursement of railway fare in such cases will be entertained by Government. Ministries/Divisions are requested to bring these instructions to the notice of all concerned.

S. No.78.— OFFICE MEMORANDUM NO. F. 2 (11)-R2/70, DATED THE 8TH SEPTEMBER, 1970.

SUBJECT:— *Grant of Inter-Wing leave travel concession to work-charged staff and other to workmen employed under the Government of Pakistan.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 1(12)-R2 (Rwp)/63, dated the 18th September, 1963, authorising grant of inter-wing leave travel concession, once in every five calendar years, subject to the relevant conditions, to those regular Government servants who are not entitled to that concession in terms of this Ministry's O.M. No. 313-Regs (Rwp)/60, dated the 26th April, 1960 and to say that the President and CMLA has been pleased to decide that the orders conveyed in the Office Memorandum dated the 18th September, 1963 referred to above, as amended from time to time, shall also, with effect from the 1st January, 1970, be applicable *mutatis mutandis* to those temporary work-charged staff and workmen employed under the Government of Pakistan who are remunerated on monthly rates of pay and are not entitled to the above concession under this Ministry's the Office Memorandum No. 315-Regs (Rwp)/60, dated the 26th April, 1960.

S. No.79.— OFFICE MEMORANDUM NO. F. 2 (9)-R2/68, DATED THE 6TH NOVEMBER, 1970.

SUBJECT:— *Admissibility of leave travel concession/recreation allowance to Government servants while on leave preparatory to retirement.*

The undersigned is directed to invite a reference to this Ministry's O. M. No. F. 21(16)-RII/51, dated the 9th August, 1952 and to paragraph 3(d) of Office Memorandum No. F. 8 (17)-Regs (RWP)/60, dated the 3rd May, 1963, according to which leave travel

concession is not admissible to a Government servant proceeding on leave preparatory to retirement. A doubt has been raised as to whether the above provision is effective even after the orders contained in paragraph 1 of this Ministry's Office Memorandum No. F. 2 (11)-R2/67, dated the 3rd October, 1968, which provides that a Government servant, who is due to retire within a three-year period, can avail himself of the leave travel concession x x x provided that he has rendered, or is likely to render, two years continuous service (including leave preparatory to retirement), in the zone concerned. In order to remove all doubts it is clarified that under the orders of 3rd October, 1968, the period of leave preparatory to retirement is to be taken into account only for the limited purpose of determining whether the Government servant "is likely to render two years continuous service." The provisions regarding the inadmissibility of leave travel concession to a Government servant proceeding on leave preparatory to retirement remains unaffected even after issue of the orders of 3rd October, 1968.

S. No.80.— OFFICE MEMORANDUM NO. F. 2 (13)-R2/70, DATED THE 12TH DECEMBER, 1970.

SUBJECT:—*Devastations in the coastal areas of East Pakistan and its off-shore island caused by the cyclonic storm and tidal bore of November, 1970 - grant of the inter-wing leave travel concession prematurely to East Pakistani Central Government servants whose home-towns have been affected by.*

The President and C.M.L.A. has been pleased to decide that East Pakistani Central Government servants serving in West Pakistan, whose home-towns have been affected by the recent cyclonic storm and tidal bore, may, as a special case, be allowed to avail themselves, prematurely, of the inter-wing leave travel concession to which they are otherwise entitled. The leave travel concession so availed of prematurely, will be set off against the entitlement for the next concession-term in cases in which the entitlement for the current term has already been consumed.

2. To enable the Government servants concerned to avail of the premature leave travel concession under the preceding para, in cases in which adequate amount of leave is not available in the relevant leave account, "leave not due" or extraordinary leave, as the case may be, may be granted by the competent authority as admissible under the rules.

S. No.81.— OFFICE MEMORANDUM NO. F. 1 (3)-E1/71, DATED THE 14TH DECEMBER, 1971.

SUBJECT:—*Measures for economy in non-development expenditure.*

The undersigned is directed to state that with a view to effecting economy in non-development expenditure, Government have taken the following decisions :—

x

x

x

x

connection it is considered desirable to collect the exact data in respect of the various advances referred to above. It is, therefore, requested that details of all the outstanding Government dues together with the particulars of officials who took the advances as also those of the sureties may be furnished to this Division as early as possible, but not later than the 15th July, 1972, as in the enclosed statement form.

S. No.84.— **OFFICE MEMORANDUM NO. F. 2 (7)-R.9/72, DATED THE 3RD JULY, 1972.**

SUBJECT:—*Grant of recreation allowance to Government servants proceeding on leave for rest and recreation.*

The undersigned is directed to say that it has been brought to the notice of this Division that certain Government servants were granted T.A. concession/Rest and Recreation leave and were paid Rest and Recreation Allowance but due to emergency in 1971 were recalled to duty before the expiry of even a fortnight. Ordinarily leave for not less than 15 days is required to avail of the concession of T.A. [x x x]. But in view of the unforeseen circumstances under which such Government servants were recalled to duty before the expiry of 15 days, it has been decided that the T.A. [x x x] concession [x x x] already sanctioned in such cases, should be allowed to stand, as a special case, and no recovery be effected from the officials who were recalled to duty due to unavoidable circumstances as explained above.

S. No.85.— **OFFICE MEMORANDUM NO. F. 2 (6)-R.9/72-127, DATED THE 22ND JULY, 1972.**

SUBJECT:—*Travelling Allowance concession/recreation allowance to Government servants when proceeding on leave – Revival of.*

The undersigned is directed to say that, vide paragraph 1 (viii) of the Finance Division's Office Memorandum No. F. 1 (3)-E1/71, dated the 14th December, 1971, travelling allowance concession [x x x] were held in abeyance for the time being. It has now been decided to revive that concession, [x x x] with immediate effect; orders as existing on the eve of the abeyance orders, shall, as amended from time to time, continue to apply.

S. No.86.—**D.O. LETTER NO. F. 2 (6)-R.9/72-127, DATED THE 1ST JANUARY, 1973, ADDRESSED TO ALL SECRETARIES/ADDITIONAL SECRETARIES IN-CHARGE OF MINISTRIES/DIVISIONS.**

SUBJECT:—*Travelling Allowance concession/recreation allowance to Government servants proceeding on leave.*

MY DEAR SECRETARY,

As a measure of effecting economy in non-development expenditure the concession relating to the grant of travelling facilities/ [x x x] to Government servants proceeding on leave was held in abeyance in 1971. Subsequently, representations were received from various Services Associations etc. requesting for its revival. The matter was examined and it was decided to restore the concession with immediate effect. Orders to this effect were issued in this Ministry's O.M. No. F. 2 (6)-R.9/72-127, dated 22nd July, 1972.

2. The matter has been further reviewed and it has been decided that a policy should be adopted and sanctions should very sparingly be given to Class I and Class II Government servants. I am desired to request that this be strictly followed.

S. No.87.— OFFICE MEMORANDUM NO. F. 1 (14)-R.9/73-751, DATED THE 23RD JUNE, 1973.

SUBJECT:—*T.A. concession during leave/recreation allowance.*

The undersigned is directed to refer to para 1 of this Division's O.M. No. F. 2(11)-R2/67, dated the 3rd October, 1968, on the above subject and to say that a point has been raised as to whether in the case of a Government servant who does not remain in service to complete the period for which the leave travel concession [x x x] was sanctioned to him the amount should be recovered or not. The matter has been considered and it has been decided that while the Ministries/Divisions should continue to exercise due care while granting the concession recovery of the [x x x] amount equivalent to the cost of Railway Warrant should be effected from the Government servant who leaves service by resignation before the expiry of the period for which the concession was allowed.

S. No.88.— OFFICE MEMORANDUM NO. F. 8 (1)-R.9/73, DATED THE 10TH JULY, 1973.

SUBJECT:—*Travelling Allowance during leave/recreation allowance.*

The undersigned is directed to say that under the existing scheme of T.A. concession during leave, a Government servant has the option either to claim actual fare by rail of the class of entitlement for himself and for each member of his family from the place of his duty to his home town and back, or to draw recreation allowance equal to one month's pay subject to a maximum of Rs.1,000. It has been represented that in the case of those Government servants whose places of domicile are in the Gilgit, Baltistan and Chitral agencies these concessions are inadequate. The matter has been considered and it has been decided that such Government servants may be given the option either to draw recreation allowance as admissible under the existing orders or to avail themselves of the leave travel concession once in 3 years to the extent indicated below :—

- (a) Rail fare of the class of entitlement for self and for each member of family in respect of the journey from the place of duty to Rawalpindi (in the case of those whose places of domicile are in Gilgit agency or Baltistan agency) or to Peshawar (in the case of those whose places of domicile are in Chitral agency) and back.
- (b) The journey upto Rawalpindi/Peshawar shall be performed on Railway Warrant alone; and
- (c) Cost of actual air fare (economy class) from Rawalpindi/Peshawar to the airport of the place of domicile and back, for the Government servant and his family members.

2. The option once exercised shall be treated as final and shall not be allowed to be revised subsequently. The other existing conditions regulating these concessions will continue to apply.

S. No.89.— OFFICE MEMORANDUM NO. F. 2 (11)-R.9/72-370, DATED THE 17TH APRIL, 1974.

SUBJECT:—Grant of leave travel concession/recreation allowance to Government servants formerly domiciled in erstwhile East Pakistan who have opted to serve and are now domiciled in West Pakistan.

The question whether the Government servants who were previously domiciled in erstwhile East Pakistan and have opted for service in Pakistan may be allowed the leave travel concession [x x x] which was admissible to Government servants serving in the zone of their domicile had been under consideration of the Government for some time past. In view of the consideration that such Government servants have been allowed change of domicile after entry into Government service vide Establishment Division's O.M. No. F. 1(8)/72-RC (Estt) dated the 17th October, 1973, it has been decided that the leave travel concession [x x x] sanctioned in this Ministry's O.M. No. F. 8(17)-Regs (RWP)/60, dated the 3rd May, 1963 and No. F. 2(11)-R.2/67 dated the 4th March, 1968 (as amended from time to time) may be allowed to such of these employees whose options in terms of para 4 of the Establishment Division's above mentioned O.M. have been accepted by the Government. The three-years term, in their case, will commence from the date of their exercising such option.

S. No.90.— OFFICE MEMORANDUM NO. F. 3 (3)-R.9/72-520, DATED THE 21ST MAY, 1974.

SUBJECT:—Grant of leave travel concession/recreation allowance to Federal Government employees of erstwhile West Pakistan domicile who on 16th December, 1971 were serving in what then was East Pakistan and have since returned to what formerly was West Pakistan.

The President has been pleased to decide that, in the case of Federal government employees who on 16th December, 1971, being domiciled in what then was West Pakistan, were serving in what then was East Pakistan, and have since returned to what formerly was West Pakistan, without having availed of the inter-wing leave travel concession [x x x] for the cycle current on 16th December, 1971, the period for which they were eligible for the above inter-wing leave travel concession [x x x] will count for the purpose of admissibility of the leave travel concession within what formerly was West Pakistan or the recreation allowance in lieu thereof.

S. No.91.— OFFICE MEMORANDUM NO. F. 2 (11)-R.9/72-636/74, DATED THE 7TH JUNE, 1974.

SUBJECT:—*Grant of leave travel concession/recreation allowance to Government servants formerly domiciled in erstwhile East Pakistan who have opted to serve and are now domiciled in West Pakistan.*

Reference the orders issued in this Division's O.M. No. F. 2(11)-R.9/72-370 dated the 17th April, 1974 on the above subject.

2. It has come to notice that some of the Government servants to whom the above orders apply, had already availed of the leave travel concession [x x x] for the three year cycle current on the date of their exercise of option for serving and permanent settlement, in what formerly was West Pakistan. It is hereby clarified that, in such cases, the first three year cycle for admissibility of the concession [x x x] under the orders referred to above will commence from the date of the expiry of the last cycle for which they had availed of the concession [x x x].

S. No.92.— OFFICE MEMORANDUM NO. F. 3 (5)-R.9/76, DATED THE 19TH AUGUST, 1976.

SUBJECT:—*Leave Travel Concession.*

The undersigned is directed to say that due to the disruption in the means of communications caused by recent floods, certain civil servants who had proceeded to their home towns on rest and recreation leave with leave travel concession and travelled on railway warrants had not been able to undertake the return journey to headquarters by rail. Some of them had to return or may return to their headquarters by performing journey by air. The President is pleased to decide that such a civil servant may, in lieu of the railway warrants, be allowed air fare limited to the cost of the railway fare of the class of his entitlement for himself and his family if actually accompanying him on the return journey.

S. No.93.— OFFICE MEMORANDUM NO. F. 2 (6)-IMP.I/77, DATED THE 7TH MAY, 1977.

SUBJECT:—*Grant of Recreation Allowance.*

The undersigned is directed to refer to this Division O.M. No. F. 2(11)-R.2/67, dated the 4th March, 1968 (as amended from time to time) on the subject noted above and to say that in partial modification thereof it has been decided that a recreation allowance equal to half a month's pay or Rs.500 whichever is lower, shall be granted to a Government servant once in a year. This will be in replacement of the existing concession of recreation allowance admissible once in three years.

2. A Government servant shall have the option either to avail himself of the leave travel concession on railway warrant once in three years or to draw the recreation allowance now being sanctioned every year. This option will be exercised within six months of the commencement of three year period for the purpose of leave travel concession and shall be operative for the whole period of three years.

3. In the case of Government servant whose three-year cycle began from a date before 1st January, 1977 and who has already availed of the leave travel concession or drawn the recreation allowance for that cycle, he shall, at his option, be allowed to draw the allowance being sanctioned now once every year, after the expiry of the period for which the leave travel concession or the recreation allowance has been availed of/drawn. If any such Government servant has not yet availed of the concession in either way he shall be entitled to avail of the leave travel concession or to draw the recreation allowance beginning from 1st January, 1977 on year to year basis, as he may opt.

4. In the case of Government servant, whose three-year cycle began on or after 1st January, 1977 and who has already drawn the recreation allowance equal to one month's pay subject to maximum of Rs.1000/-, he shall be allowed to draw the allowance being sanctioned hereunder after the completion of two years from the date of commencement of the current cycle of three years.

5. If a Government servant applies in writing for rest and recreation leave which is refused in public interest, he may be granted cash allowance in lieu of leave travel concession notwithstanding the fact that the leave was not availed of by him.

6. The existing conditions regulating the grant of recreation allowance shall continue to apply.

S. No.94.— OFFICE MEMORANDUM NO. F. 3 (10)-R9/77-D.946/77, DATED THE 1ST DECEMBER, 1977.

SUBJECT:—*T.A. during Leave//Recreation Allowance.*

The undersigned is directed to refer to this Division O.M. No. F. 8(1)-R.9/73, dated the 10th July, 1973 on the above subject, and to say that in partial modification

thereof, it has been decided that the recreation allowance sanctioned therein shall now be equal to half month pay subject to a maximum of Rs.500, once in a year.

2. It shall not now be necessary to obtain “options”, and the same shall be considered to have been given for the concession for which the application is made viz, if a person applies for TA concession it will mean that it is his option for the 3-year cycle in question. If, on the other hand, he applies for recreation allowance, that will be his option for that year and the next two years.

3. The other conditions regulating the grant of recreation allowance shall continue to apply.

S. No.95.— OFFICE MEMORANDUM NO. F. 3 (11)-R.9/77, DATED THE 6TH APRIL, 1978.

SUBJECT:—*Leave Travel Concession/Recreation Allowance.*

The undersigned is directed to state that the admissibility of recreation allowance under the original orders @ one month’s pay subject to a maximum of Rs.1000 in 3 years period, was modified in 1977 vide this Division Office Memorandum No. F. 2(6)-Imp.I/77, dated the 7th May, 1977, making it equivalent to half month’s pay subject to a maximum of Rs.500 on a year to year basis, the existing conditions continuing to regulate the allowance. The following instructions shall regulate the grant of [x x x] leave travel concession.

2. *Minimum period of service required to become entitled to the recreation allowance.*— Since the two concessions, viz, leave travel concession and recreation allowance, are interchangeable, it will not be appropriate to prescribe different criteria for the two. For both the concessions, therefore, the minimum period of service for entitlement will continue to be one year.

3. *Whether application for recreation allowance with leave is necessary.*— It will be necessary for the employee to apply for leave whether applying for travel concession or recreation allowance. The power of refusal shall vest in the competent authority. However, if recreation leave is not granted for any reason in a case where cash allowance had also been applied for, the cash allowance shall be paid.

4. *Continuance of the facility of recreation leave.*— Recreation leave, for 15 days (against 10 days casual leave) has always been and shall continue to be admissible every year, with or without the allowance.

5. *Minimum interval between availing of one concession and another.*— Minimum interval between successive utilisations of the recreation allowance will be 6 months, while for leave travel concession, the interval shall be one year.

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x

x

7. *Admissibility of recreation allowance in the case of retiring officers.*— Under the existing orders, recreation allowance is admissible to an employee who is due to retire within 3 year period, provided he is likely to render in that period at least 2 years service (including LPR). This condition will apply in the case of those availing of leave travel concession on railway warrant. The recreation allowance shall, however, be admissible if in the particular year he renders or it is certified that he is likely to render six months of service excluding the period of LPR.

8. *Recovery of recreation allowance in the cases of resignation.*— Presently, an employee who resign before completion of the cycle for which the leave travel concession or recreation allowance has been availed of or drawn, has to refund it. It is clarified that *status quo* will be maintained in the case of those availing of leave travel concession. In the case of those availing of recreation allowance, recovery will be made only if on resignation from service, it is found that the total service rendered by him in that year is less than nine months.

9. *Admissibility of recreation allowance in the case of contract officer.*— The concession will continue to be governed by general or specific terms of contract. If it is proposed to be availed of on annual basis, it may be allowed where the contract is at least for a period of 2 years. As for other employees, the concession will not be admissible in the first year of the contract service unless it is in continuation of previous service in which the concession was admissible.

x x x x x

11. *Leave travel concession on railway warrants.*— Under the existing orders, a government servant is supposed to travel with the family on a given date, except that family members may be specifically allowed to precede or follow the government servant and leave must be sanctioned before the family members can avail of the concession. As this requirement has operated harshly in many cases, especially in the cases of school/college going children whose vacations would not coincide with the time of recreation of other family members, it has been decided that the family members may be permitted to travel on separate railway warrants. In such a case, warrants will be issued in instalments as and when applied for, within the overall entitlement of the employee concerned, regardless of the sanction of the leave of government servant.

12. *Options.*— It is not necessary to obtain options between leave travel concession and recreation allowance. The concession applied for in the first instance in a cycle shall automatically determine the choice of the government servant.

S. No.96.— OFFICE MEMORANDUM NO. F. 3 (3)-REG.(9)/78, DATED THE 12TH APRIL, 1978.

SUBJECT:— *T.A. concession during leave.*

The undersigned is directed to state that at present, for the purpose of T.A. concession during leave, all journeys have to be performed on railway warrants according

to the grades of civil servants concerned. It has now been decided that on such occasions, civil servants and their families entitled to travel by ACC may, at their discretion travel by air, subject to the condition that the cost of air travel payable to the civil servant shall be restricted to that of ACC fares. The difference shall be met by the civil servants concerned themselves.

2. Advances of T.A., not exceeding the cost of ACC fares, may be allowed, if and when requested, in accordance with the actual requirements of civil servant {or member(s) of his family}, not more than 15 days before the commencement of the outward journey. Adjustment of the advance shall invariably be made on production of air tickets.

S. No.97.— OFFICE MEMORANDUM NO. F. 3 (12)-R.9/78, DATED THE 9TH JANUARY, 1979.

SUBJECT:—*Leave Travel Concession/Recreation Allowance.*

According to para 2 of this Division O.M. No. F. 3 (11)-R.9/77, dated the 6th April, 1978, on the above subject, the minimum period of service for entitlement to both the concessions is one year. It is clarified that whereas the period for eligibility to recreation allowance shall continue to be one year, the concession for that year can be drawn in arrears after completion of one year service. The next occasion will, however, be admissible after an interval of 6 months period.

S. No.98.— OFFICE MEMORANDUM NO. F. 3 (3)-R9/82, DATED THE 18TH APRIL, 1982.

SUBJECT:—*Travelling Concession during leave/Recreation Allowance.*

The undersigned is directed to say that under the existing scheme of leave travel concession, a Government servant has the option either to avail the concession on railway warrants of the class of entitlement for self and family, once in three years period or to draw recreation allowance equal to half a month's pay, subject to a maximum of Rs.500/-, on a year to year basis. The concession applied for in the first instance in a three year cycle, determines the choice of the Government servant concerned for the particular cycle. The question as to how the leave travel concession may be allowed in the case of employees working at Karachi and other places of the country with Gwadar as home town, has been considered. It has been decided that such cases shall be regulated as follows:—

- (a) Journey by rail on railway warrants alone from the place of posting to Karachi, for self and each member of family, in the class of entitlement; and
- (b) Air journey from Karachi to Gwadar and back in economy class, for the Government servant and his family members.

The other conditions regulating the concession will continue to apply.

S. No.99.— OFFICE MEMORANDUM NO. F. 2(17)-R9/78-D.296/84, DATED THE 4TH APRIL, 1984.

SUBJECT:—*Travelling Allowance under S.R. 144(b).*

The undersigned is directed to refer to S.R. 144(b) under which T.A. is allowed, subject to prescribed conditions, to Government servants employed in Gilgit and Chilas when proceeding on, or returning from leave. A question has been raised as to whether with the abolition of the concept of leave travel concession w.e.f. July, 1983, the concession under S.R. 144(b) would also be deemed to have been abolished. The matter has been considered. It is clarified that the rationale for allowing T.A. under S.R. 144(b) being the remoteness and unattractiveness of the stations, the concession under the said Supplementary Rule would continue to be admissible.

TRAVEL BY AIR

MILEAGE ALLOWANCE FOR JOURNEYS BY AIR

S. R. No. 48-B.— Travel by air is permissible on tour or on transfer:

- (i) in the case of an officer of the first grade, at his discretion.
- (ii) in the case of an officer to whom sub-clause (i) does not apply, whenever a competent authority certifies that air travel is urgent and necessary in the public interest.

Provided that the President may grant general permission to any Government servant or class of Government servant to travel by air as a matter of routine in connection with a specified journey or journeys—

S. R. No. 48-C.— (a) Where the air company provides first class and tourist class accommodation a Government servant whose pay is Rs.2,300 per month or more shall be entitled to travel by first class and a Government servant whose pay is less than Rs.2,300 per month shall be entitled to travel by tourist class.

S. No. 1.— **OFFICE MEMORANDUM NO. F. 7 (23)-R.2/65, DATED THE 28TH DECEMBER, 1965.**

SUBJECT:—*Gradation of Government servants for travel by air outside Pakistan.*

The undersigned is directed to invite a reference to paragraph 3(a) of Appendix No.7 to the Fundamental and Supplementary Rules, Volume II, which entitles a Government servant to travel abroad in accordance with the class of accommodation to which he is entitled in Pakistan. According to SR 48-C (a), a Government servant of Grade I whose pay is Rs.2,300 p.m. or more is entitled to travel by air by first class and others by tourist class. In view of the present financial stringency it has been decided that, until further orders, all officers of Grade I who are entitled to travel by air by the first class should travel by tourist class while proceeding abroad or returning to Pakistan by air and while performing journeys on official duty outside Pakistan.

2. These order shall take effect from the 15th of January, 1966.

S. No. 2.— **OFFICE MEMORANDUM NO. F. 7 (23)-R.2/65, DATED THE 30TH DECEMBER, 1965.**

SUBJECT:—*Gradation of Government servants for travel by air in and outside Pakistan.*

In continuation of this Ministry's Office Memorandum No. F. 7 (23)-R.2/65, dated the 28th December, 1965, on the above subject, the undersigned is directed to say that the instructions therein shall apply to journeys by air on official duty within Pakistan. Accordingly, all Grade I officers who are entitled to travel by air by the first class should travel by tourist class both in and outside Pakistan with effect from the 15th of January, 1966.

S. No. 3.— OFFICE MEMORANDUM NO. F. 8(23)-R.2/65, DATED THE 20TH JANUARY, 1966.

SUBJECT:—*Gradation of Government servants for travel by air in and outside Pakistan.*

The undersigned is directed to say that the orders issued in this Ministry's Office Memorandum No. F.7(23)-R.2/65, dated the 28th and 30th December, 1965 are hereby withdrawn.

S. No. 4.— OFFICE MEMORANDUM NO. F. 1(34)-R.9/71, DATED THE 27TH DECEMBER, 1971.

SUBJECT:—*Gradation of Government servants for air travel.*

The undersigned is directed to say that in accordance with the provisions of S. R. 48-C(a) Government servants who are in receipt of a pay is Rs.2,300 p.m. or more are entitled to travel by 1st class and others by tourist class while undertaking journeys on tour or transfer. The President and C.M.L.A. is now pleased to decide that henceforth all Government servants irrespective of the pay drawn or post held by them shall travel in the tourist class whenever journey on duty by air either in Pakistan or abroad is involved.

The above decision would also be applicable to the officers employed in the various autonomous/semi-Government organisations/corporations under the control of the Central and Provincial Governments.

S. No. 5.— OFFICE MEMORANDUM NO. F. 1(32)-R.10/74, DATED THE 24TH JUNE, 1974.

SUBJECT:—*Gradation of Government servants for air travel.*

In partial modification of this Division O.M. No. F. 1 (34)-R.9/71, dated the 27th December, 1971, on the subject mentioned above, it has been decided to restore entitlement to travel in first class by air on duty abroad upto the level at which it was admissible before the issue of the above Office Memorandum.

2. These order shall take effect from the 18th June, 1974.

S. No. 6.— OFFICE MEMORANDUM NO. F. 1(32)-R.10/74, DATED THE 21ST APRIL, 1975.

SUBJECT:—*Gradation for purpose of air travel.*

It has been decided that the following shall, with effect from the date of issue of these orders, be added at the end of paragraph 1 of this Division O.M. No. F. 1(32)-R.10/74, dated the 24th June, 1974 on the above subject:—

“In respect of the journeys performed by air while on duty within Pakistan, the following shall be entitled to travel in first class:—

- (1) Federal Ministers;
- (2) Minister of State;
- (3) Special Assistants to the Prime Minister;
- (4) Secretary General, and
- (5) Officers designated as ‘Secretary to the Government of Pakistan’.
- *(6) Chief Justice of Pakistan and Judges of the Supreme Court.

The above amendment shall take effect immediately.

S. No. 7.— OFFICE MEMORANDUM NO. F. 1(32)-R.10/74, DATED THE 3RD MAY, 1975.

SUBJECT:—*Gradation for purpose of air travel.*

Reference this Division O.M. No. F. 1(32)-R.10/74, dated the 21st April, 1975 on the subject mentioned above. It has been decided that the following new entry shall be made in the list of persons entitled to travel by air in first class while on duty in Pakistan:—

“(6) Chief Justice of Pakistan and Judges of the Supreme Court”.

S. No. 8.— COPY OF D.O. LETTER FROM SECRETARY, CABINET DIVISION TO ALL FEDERAL MINISTERS, NO. 102/40/74-MIN., DATED THE 4TH JULY, 1975.

SUBJECT:—*Air travel on official business.*

MY DEAR MINISTER/MINISTER OF STATE,

Kindly refer to the Cabinet Division Office Memorandum of even number dated the 23rd April, 1975, on the above subject.

2. The Federal Government has decided that, as a measure of economy, the Federal Ministers, The Governors, the Ministers of State, the Special Assistants to the Prime Minister, the Secretary-General and the officers designated as “Secretary to the Government of Pakistan” shall, with immediate effect, travel in economy class instead of first class on PIA within the country on official business. They will continue to travel in first class on visits abroad on official duty.

* Added vide O.M. No. F. 1(32) R.10/74, dated 3rd May, 1975.

S. No. 9.— OFFICE MEMORANDUM NO. F. 2(1)-IMP.I/77, DATED THE 29TH APRIL, 1977.

SUBJECT:—*Travelling Allowance Rules.*

The undersigned is directed to say that it has been decided that the rules governing the grant of travelling allowance to Government servants on tour or on transfer shall be revised to the extent indicated in the following paragraphs. The revision shall come into force with effect from the 1st May, 1977.

x x x x x x

6. *Travel by air for journeys abroad.*— Government servants in Grade 20 and above shall be entitled to travel by air in first class on duty outside Pakistan. For the portion of journey, if any, lying within Pakistan such Government servants shall travel by economy class as at present.

7. The existing rules and general orders on the subject shall be deemed to have been modified to the extent indicated in the above paragraphs.

S. No. 10.— OFFICE MEMORANDUM NO. F. 12(14)-Reg.(9)/77, DATED THE 14TH MAY, 1977.

SUBJECT:—*Travel by Air.*

The undersigned is directed to refer to this Division Office Memorandum No. F. 1(34)-R.9/71, dated the 27th December, 1971, whereby all Government servants, irrespective of the pay drawn or post held by them, including the officers employed in the various autonomous/semi-government organisations/corporations under the control of the Federal and Provincial Governments, were required to travel in economy class while undertaking journeys on duty by air within Pakistan. It has been noticed that the above orders are not being strictly followed in some cases, particularly by officers employed in various autonomous/semi-government organisations/corporations etc.

2. It has been decided that no officer of any corporation and autonomous/semi-autonomous body or organisation whether he is a deputationist or a regular officer of the corporation or whether he has been appointed by the Government or by the corporation itself shall travel in first class during air journey within Pakistan. It is requested that necessary instructions in this regard may kindly be issued to all corporations/autonomous bodies under the control of Federal Government for strict compliance of the above decision.

3. A copy of the instructions issued to (and further on) by the bodies may be endorsed direct to the undersigned by name.

S. No. 11.— OFFICE MEMORANDUM NO. F. 1(50)-R.10/78, DATED THE 17TH MAY, 1979.

SUBJECT:—*Travel from Airport to Residence – Clarification in terms of Para 8 of Appendix 7 to F&SRs.*

The undersigned is directed to say that some doubt has been expressed as to the correct application of Para 8 of Appendix 7 to F&SRs. 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.

2. Cases not settled or under objection as on the date of issue of this Office Memorandum may also be treated likewise.

S. No. 12.— OFFICE MEMORANDUM NO. F. 2(9)-R.9/82–D.332, DATED THE 26TH APRIL, 1982.

SUBJECT:—*Air Travel on Official Business.*

The undersigned is directed to refer to the Cabinet Division Office Memorandum No.102/11/82-Min.I, dated the 17th March, 1982 on the above subject and to state that in the context of the existing financial position of the Government, it is not considered desirable to liberalise the air travel rules in any way, as any such measure, if carried out, will be viewed with disfavour by the public at large. The Finance Division does not, therefore, recommend any liberalisation of the existing air travel rules.

2. It may be added that the orders to travel by air in economy class within the country are *inter-alia* applicable to officers employed in autonomous/semi Government organisation/Corporations under the control of the Federal and Provincial governments. In 1977, it was brought to the notice of this Division that these orders were not being strictly implemented by the various autonomous bodies etc. Accordingly, Ministries/Divisions were requested vide this Division O.M. No. F. 2(14)-R9/77 dated 14th May, 1977 to issue necessary instructions to all corporations/autonomous bodies etc. under their control for strict compliance with the above orders.

3. This issues with the approval of the Finance Secretary.

S. No. 13.— CABINET DIVISION OFFICE MEMORANDUM NO.102/11/82–Min.I, DATED THE 10TH OCTOBER, 1982.

SUBJECT:—*Air Travel on Official Business.*

The undersigned is directed to refer to the Ministry of Finance O.M. No. F.2(9)/82-D.332, dated the 26th April, 1982 on the above subject and to state that the

question of air travel on official business was considered by the Cabinet in its meeting held on 23rd September, 1982 and it was decided as under: —

“The Cabinet decided that travel by air on official business within the country by Federal Ministers, Secretaries, heads of autonomous bodies and all other officers should be in economy class. The Cabinet further directed that all Federal Ministries should ensure full compliance of this decision in case of the autonomous corporations and other bodies under their control.

The Cabinet further directed that in case of travel outside the country the status quo should be maintained, namely that the Ministers/Advisers and the entitled officials should be allowed to travel first class, if they so desire.”

2. It is requested that the fresh instructions may be issued to all concerned for compliance under intimation to the Cabinet Division.

S. No. 14.—OFFICE MEMORANDUM NO. F. 2(9)-R.9/82–D.1403–82, DATED THE 15TH NOVEMBER, 1982.

SUBJECT:—*Air Travel on Official Business.*

The undersigned is directed to refer to this Division Office Memorandum No. F.2(14)-Reg.(9)/77, dated the 14th May, 1977 and to say that it has been noticed that the orders contained therein to travel in economy class, while undertaking journeys on duty by air within Pakistan, are not being strictly followed by some heads of the autonomous/semi-autonomous bodies/corporations and their officers are resorting to first class travel by air within the country, thus creating an anomalous position. A serious view of it has been taken. In the context of the existing financial stringency, it has again been decided that, travel on official duty within the country by Federal Ministers, Secretaries, heads of the autonomous/semi-autonomous bodies/corporations and all other officers entitled to travel by air, shall invariably be in the economy class within the country. However, in the case of travel outside the country, the *status quo* will continue to be maintained, namely, that the Ministers/Advisers and the other entitled officials may be allowed to travel in first class by air, if they so desire.

2. Ministries/Divisions are requested to ensure strict compliance with the above orders. A copy of the instructions on the subject issued to the heads of the autonomous/semi-autonomous bodies/corporations under the respective control of various Ministries may please be endorsed to Finance Division Islamabad.

S. No. 15.— OFFICE MEMORANDUM NO. F. 4(3)-Reg.9/96, DATED THE 7TH DECEMBER, 1996.

SUBJECT:—*Air Travel on Official Business.*

The undersigned is directed to refer to this Division’s Office Memorandum No. 2(9)/82-D.1403-82, dated the 15th November, 1982 on the above subject and to say

that the question of Air Travel within country on official business was considered by the Cabinet in its meeting held on 25th November, 1996 and it was decided as under:—

“The Cabinet re-iterated its earlier decision that all those entitled to first or business class air travel within the country should travel by economy class”.

2. Ministries/Divisions are requested to ensure strict compliance with the above orders. A copy of the instructions on the subject issued to the heads of the autonomous/semi-autonomous bodies/corporations under the respective control of various Ministries may please be endorsed to Finance Division, Islamabad.

S. No.16.— OFFICE MEMORANDUM NO. F. 4(3)-R.9/96-739/2003, DATED THE 23RD SEPTEMBER, 2003.

SUBJECT:—*Air Travel on Official Duty within Pakistan.*

The undersigned is directed to refer to this Division’s O.M. No. F. 4(3) R-9/96, dated 7th December, 1996 on the subject noted above and to state that the policy on air travel has been reviewed and it has been decided by the Government that henceforth the Federal Ministers and Ministers of State shall be entitled to newly introduced PIA’s Economy Plus Class instead of Economy Class while travelling on official duty within the country.

2. However, the entitlement of the other categories of Government functionaries will remain unchanged.

S. No.17.— OFFICE MEMORANDUM NO. F. 1(7)-R.10/93-471/07, DATED THE 30TH JUNE, 2007.

SUBJECT:—*Air Travel to Foreign Countries – Streamlining of Procedures.*

The undersigned is directed to refer to Finance Division’s O.M. No. F.1(17) R-10/86, dated 14th July, 1986 and to say that due to the newly established system of E-ticketing by the Pakistan International Airlines, booking can also be done through Internet service without formal ticketing. In order to streamline the accounting procedure, it has been decided to revise the instructions contained in Para 2(vi) of the aforesaid O.M. as under:—

“Used air tickets/E-tickets plus boarding card, shall be produced alongwith the TA adjustment bills. However, reasons for failure to do so should be recorded on T.A. bill by Controlling Officer of the Office”.

S. No.18.— OFFICE MEMORANDUM NO. F. 4(3)-R.10/96-990/07, DATED THE 10TH DECEMBER, 2007.

SUBJECT:—*Air Travel on Official Duty within Pakistan.*

The undersigned is directed to refer to Finance Division's O.M. No. F.4(3)-R. 9/96-739/2003, dated 23rd September, 2003 on the subject noted above and to state that it has been decided that henceforth, the Federal Secretaries/Additional Secretaries In-charge of Ministries/Divisions shall also be entitled to travel by the PIA Economy Plus Class instead of Economy Class while travelling by air on official duty within the country.

2. With the issue of this O.M. Sr. II of Para 2 of Cabinet Division's orders dated 25-11-1996 also stands modified to the extent of this O.M. However, the entitlement of the other categories of the Government functionaries will remain unchanged.

S. No.19.— OFFICE MEMORANDUM NO. F. 4(3)-R.10/96-419/08, DATED THE 31ST MAY, 2008.

SUBJECT:—*Air Travel on Official Duty within Pakistan.*

The undersigned is directed to refer to Finance Division's O.M. No. F.4(3)-R. 10/96-990/07, dated 10th December, 2007 and O.M. No. F.4(3)-R.9/96-739/2003, dated 23rd September, 2003 on the subject and to state that Ministers and Ministers of State, Federal Secretaries and Additional Secretaries In-charge of the Ministries/Divisions are entitled to travel in PIA Economy Plus Class while on official duty within the country.

S. No.20.— OFFICE MEMORANDUM NO. F. 8(2)-R.10/2008-584, DATED THE 23RD JULY, 2008.

SUBJECT:—*Air Travel on Official Duty within Pakistan.*

The undersigned is directed to refer to Finance Division's O.M. No. F.4(3)-R. 10/96-419/08, dated 31ST May, 2008 and Federal Cabinet decision in case No.101/12/2008, dated the 2nd July, 2008 on the above subject and to say that in addition to Federal Ministers, Ministers of State, Federal Secretaries and Additional Secretaries In-charge of Ministries/Divisions, all the Chairmen and Executives/Members of the Boards of Public sector Organizations will also be entitled to travel in Economy Plus Class on PIA's domestic routes. The concerned Ministries/Divisions may circulate these instructions to the Organisations under their administrative control, in order to ensure uniform adoption of austerity measures.

S. No.21.— OFFICE MEMORANDUM NO. F. 8(2)-R.10/2008–690, DATED THE 5TH OCTOBER, 2009.

SUBJECT:—*Air Travel on Official Duty within Pakistan.*

The undersigned is directed to state that during the Cabinet meeting held on 26th August, 2009, it was observed that Finance Division's instructions dated 23rd July, 2008 which authorised all Chairmen and Executives/Members of Public Sector Organisations to travel in Economy Plus Class are not being observed strictly as during the official visits within Pakistan, Chairmen and Executives/Members of Public Sector Organisations travel by Club/First Class instead of Economy Plus Class. The Federal Cabinet has taken serious note of this practice and has therefore directed to reinstruct all the Ministries/Divisions to abide by the Finance Division's aforesaid instructions contained in its O.M. dated 23rd July, 2008.

2. In view of the aforesaid position, Prime Minister has directed that all Ministries/Divisions must ensure strict compliance of the Cabinet's instructions contained in Finance Division's aforesaid Office Memorandum by all the Chairmen and Executives/ Members of Public Sector Organisations under their administrative control as any violation of these instructions will be viewed seriously.

S. No.22.— OFFICE MEMORANDUM NO. F. 1(7)-R.10/93-199, DATED THE 12TH APRIL, 2011.

SUBJECT:—*Air Travel to Foreign Countries – Streamlining of Procedures.*

The undersigned is directed to refer to Finance Division's O.M. No. F.1(7)-R-10/93-471/07, dated 30th June, 2007 on the above subject and to state that provisions of above referred O.M. will also be applicable in case of domestic flights. The revised instructions for air travel on domestic/foreign flights are as under:—

“Used air tickets/E-tickets plus boarding card, shall be produced alongwith the TA adjustment bills. However, reasons for failure to do so should be recorded on T.A. bill by countersigning officer only.”

2. All rules/instructions on the subject are hereby modified to the above extent.

MISCELLANEOUS ORDERS

S. No. 1.— OFFICE MEMORANDUM NO. F. 20(3)-R/48, DATED THE 16TH JUNE, 1948.

SUBJECT:—Reimbursement to touring officers in certain circumstances of necessary expenditure on conveyance at place of halt.

The undersigned is directed to invite a reference to the late Government of India, Finance Department, Office Memorandum No. D. 4302-WI/44, dated the 3rd June, 1944, on the subject noted above, according to which a touring officer was allowed, subject to certain conditions, the concession of claiming from Government the total excess of expenditure on conveyance hired for official purposes during tour over 25% of the total daily allowance drawn by him for that tour. The concession was originally granted for the duration of the War. It was subsequently extended from time to time; the last extension being up to the 29th February 1948, vide Government of India, Finance Department, Office Memorandum No. F. 5(68)-R.I/44, dated the 30th March, 1947. The Government of Pakistan have now reviewed the position and after full consideration are pleased to decide that the concession referred to above should be treated as withdrawn with effect from the 1st March, 1948.

S. No. 2.— OFFICE MEMORANDUM NO. 4240-R/48, DATED THE 2ND OCTOBER, 1948.

SUBJECT:—Classification of Staff Car Drivers for purposes of travelling allowance, leave and pension etc.

The undersigned is directed to state that the question has been raised as to whether the Staff Car Drivers should be classified as 3rd grade or 4th grade Government servants for purposes of travelling allowance, leave and pension, etc. After careful consideration, the Government of Pakistan have decided that Staff Car Drivers should be treated as members of regular establishment belonging to General Central Services, Class III and be eligible to the concessions of travelling and other allowances, leave, etc., as admissible to Class III Government servants under the relevant rules.

The pay of the Staff Car Drivers will be Rs.45. In addition to this they will draw allowances as admissible to Class III Government servants drawing that rate of pay. The drivers for whom higher rates of pay were sanctioned by the Government of India prior to partition and who have come to Pakistan should continue to draw those higher rates as personal to them.

**S. No. 3.— OFFICE MEMORANDUM NO. F. 26 (59)-R/48, DATED THE 10TH NOVEMBER, 1948.*

SUBJECT:—Grant of luggage freight to Government servants travelling by air on tour in Pakistan and India.

The undersigned is directed to state that the Government of Pakistan have decided that the Government servants travelling by air on tour in Pakistan and India may be

* Modified by O.M. No. F. 1(2)-R I(2)/58, dated the 19-5-1958.

allowed to carry with them luggage at Government expense up to 60 lbs. (inclusive of the free allowance given by the air companies). This concession will not automatically be admissible when the free allowance given by the air companies exceed 60 lbs.

S. No. 4.— OFFICE MEMORANDUM NO. F. 26 (80)-RI/48, DATED THE 27TH NOVEMBER, 1948.

SUBJECT:—*Calculation of incidental and other fares for Railway admissible on tour, transfer, etc.*

The undersigned is directed to state that due to the introduction of a higher fare for the Mail trains doubts have been expressed whether the incidental and other fares admissible under Supplementary Rules 36, 43-D, 101, 116, 116-I-A (i), 116-A (2), 116-B, 181-A (b), 181-B etc. should be calculated on the basis of the Mail train fares or the Ordinary train fare. After careful consideration, it has been decided that the incidental fares for the purposes of these rules should be calculated on the basis of Ordinary train fares irrespective of the train by which the journey is actually performed.

2. The railway fares for the journey actually performed by the Government servants and their families will, however, continue to be calculated on the basis of the fares which they have to pay for the journeys by the Mail or Ordinary trains, as the case may be.

S. No. 5.— OFFICE MEMORANDUM NO. D. 4445-R/48, DATED THE 1ST DECEMBER, 1948.

SUBJECT:—*Joining time admissible to a Government servant when journey on transfer is performed by air.*

The undersigned is directed to say that a question has been raised what joining time should be allowed to Government servants when journeys on transfer are performed by air, in the absence of any specific provision in the Supplementary Rule 294 for regulating joining time in such cases. The Government of Pakistan have, after full consideration, been pleased to decide that when air journeys on transfer are performed in the interest of public service by a Government servant entitled to travel by air or specially authorised to do so by a competent authority, 6 days for preparation and in addition, the number of day(s) actually taken in the air journey should be allowed as joining time.

**S. No. 6.*— OFFICE MEMORANDUM NO. F. 6 (73)-R.II/50, DATED THE 24TH MAY, 1950.

SUBJECT:—*Grant of air passage to Government servants for official journeys between East and West Pakistan.*

The undersigned is directed to state that the Government of Pakistan have had under consideration the question regarding the grant of air passage to Government

* Modified by O.M. No. F. 6(73) R.II/50, dated 6th December, 1950.

servants who have to perform journeys on official duty between East and West Pakistan. After a careful consideration of the question, the Government of Pakistan are pleased to decide that Government servants of the 1st, 2nd and 3rd grades may be allowed to travel by air between Dacca and Karachi on tour or transfer.

€S. No. 7.— **RESOLUTION NO. F. 1 (1)-PC/50, DATED THE 10TH JUNE, 1950.**

SUBJECT:—*Repatriation of the families of deceased Government servants.*

On the recommendations of the Pakistan Pay Commission the Government of Pakistan have had under consideration the question of Government assistance in the repatriation of the families of Government servants who die while in service at places far off from their homes. The Government have now been pleased to decide that families of Government servants domiciled in Eastern Pakistan/Western Pakistan who die while in service in Western Pakistan/Eastern Pakistan leaving their families in a zone other than the zone of their domicile will be repatriated to their place of residence in the zone concerned at Government expense, subject to the following conditions:—

- (i) The concession will ordinarily be admissible to the families of Government servants whose pay at the time of their death was Rs.500 p.m. or less.
- (ii) The family of a deceased Government servant will be entitled to claim actual rail and/or sea fares, by the cheapest route, of the same class as the deceased was entitled to at the time of his death from the last station of posting of the deceased Government servant to home town of the deceased or to such other place in the zone of domicile of the deceased as the family may actually proceed to, subject to the condition that the amount to be paid by Government will not exceed the amount admissible from the last station of posting of the deceased to the home town of the deceased. One fare will be admissible for each adult and half fare for each child.
- (iii) For the purpose of calculating the amount admissible under these orders, the definition of the term 'family' will be as given in S.R. 2(8) and pay will include all emoluments drawn under F.R. 9 (21) (a) (i), (ii) and (iii).
- (iv) The concession should be availed of within a period of six months from the date of the death of the Government servant concerned.
- (v) The amount admissible will be paid to the eldest member of the deceased Government servant's family who should apply for it to the Head of the Department in which the deceased was working at the time of his death.
- (vi) The claim for the concession should be supported by a certificate from the Controlling Officer of the deceased Government servant to the effect that the family intend to proceed to the place of residence of the deceased in the zone

€ Clarified by O.M. No. F. 18(19)-R.I (RWP)/61, dated the 10th August, 1961.

of domicile within one month of the receipt of government aid or has already proceeded after the death of the Government servant at its own expense. The certificate should also specify the destination of the family.

2. The Government have also been pleased to decide that special cases in which the family of deceased Government servant, who was drawing pay of more than Rs.500 p.m. at the time of his death is left in indigent circumstances may also be considered for the grant of the concession, but orders on such cases will be passed by the Hon'ble Minister concerned in the light of the above instructions.

3. These orders will take effect from the date of issue of this Resolution and will apply to officers under the rule-making control of the Governor-General who are paid from Civil Estimates, including employees of the Railway and Post and Telegraphs Departments and to Civilians paid from Defence Estimates.

4. The expenditure will be debitable to the Sub-head "Travelling Allowance" under the head to which the pay and allowances of the deceased Government servant were debited.

ORDERED that the above Resolution may be published in the Gazette of Pakistan.

S. No. 8.— **OFFICE MEMORANDUM NO. F.10(33)-1008-EG.1/49, DATED THE 6TH SEPTEMBER, 1950.**

It has been decided that officers of the Government of Pakistan who on their transfer from Pakistan to posts abroad are allowed to travel by air, may also be allowed to carry luggage up to a maximum of 44 lbs. accompanied or 88 lbs. un-accompanied as excess baggage or the actual expenditure incurred in carrying the baggage by air, whichever is less.

2. Ministerial Government servants (including Superintendents) who on their transfer from Pakistan to posts abroad are allowed to travel by air, may also be allowed to carry luggage up to a maximum of 22 lbs. accompanied or 44 lbs. un-accompanied as excess baggage or the actual expenditure incurred in carrying the baggage by air, whichever is less.

3. The wives of the officers mentioned in para.1 above who are authorised by competent authority to travel by air in the event of their husbands' transfer abroad may also be allowed to carry with them excess baggage up to the maximum of 22 lbs. accompanied or 44 lbs. un-accompanied or the actual expenditure incurred in carrying the baggage by air, whichever is less.

4. The wives of the Ministerial Government servants mentioned in para.2 above who are authorised by competent authority to travel by air in the event of their husbands' transfer abroad may carry with them excess baggage up to the maximum of 11 lbs. accompanied or 22 lbs. un-accompanied or the actual expenditure incurred by carrying the baggage by air, whichever is less.

5. The limits mentioned in paras 1, 2, 3 and 4 above are exclusive of the free allowance given by the Air companies.

6. The above orders are in supersession of the orders already issued vide this Ministry's Office Memorandum No. F. 10(33)-3458-EG. 1/49, dated the 8th April, 1949, No. F. 10(33)-EG. 1/49, dated the 31st August, 1949 and No. F. 10(33)-EG. 1/49, dated the 22nd December, 1949 and Office Memorandum No.582-EG. 1/1/50, dated the 31st January, 1950.

S. No. 9.— OFFICE MEMORANDUM NO. F. 6(73)-RII/50, DATED THE 6TH DECEMBER, 1950.

SUBJECT:—Grant of air passage to Government servants for official journeys between East and West Pakistan.

In modification of this Ministry's Office Memorandum No. F. 6 (73)-R.II/50, dated the 24th May, 1950, regarding the grant of air passage to Government servants for official journeys between East and West Pakistan, the Government of Pakistan have been pleased to decide that the Government servants of 1st, 2nd and 3rd grades may be allowed to travel by the shortest route between any station in West Pakistan and Dacca, on tour or transfer.

2. In case of the Government servants who have to proceed to Dacca from stations other than Karachi and Lahore in West Pakistan, the journey should be performed from those stations to Karachi or Lahore, whichever is nearer by rail, and thence only by air.

**S. No. 10.— OFFICE MEMORANDUM NO. F. 6 (35)-RII/50, DATED THE 9TH DECEMBER, 1950.*

SUBJECT:—Grant of travelling and halting allowance to the candidates called for interview by the High Commissioner for Pakistan in the United Kingdom for selection to posts in Pakistan.

This Ministry has had under consideration the question whether any travelling allowance should be granted in the case of persons called for interview by the High Commissioner for Pakistan in the United Kingdom for recruitment to posts in Pakistan. After careful consideration and in consultation with the Provincial Governments it has been decided that the persons called for interview should be allowed travelling allowance at the following rates : —

1. (i) *Candidates called from outside the London postal area in the United Kingdom.—* The cost of a return third class railway ticket.

* Amplified by O.M. No. F. 34(33)-R 1(2)/55, dated 14-6-1956, amended by O.M. No. F. 1 (10)-R 1(2)/57, dated 6-11-1957.

(ii) *Candidates invited from the Continent.*— The cost of a return second class railway ticket on the continent and third class ticket for the part of the journey performed in the United Kingdom.

2. Halting allowance at the rate of 15*sh.* 6*d.* per night in cases of detention overnight in London.

3. The expenditure on this account will be chargeable to the respective Ministries of the Central Government, Provincial Governments, or the Local Bodies as the case may be, on whose behalf the recruitment is undertaken by the High Commissioner.

S. No. 11.— OFFICE MEMORANDUM NO. F. 4(1)-RII/51, DATED THE 9TH FEBRUARY, 1951.

SUBJECT:—*Delay in the Settlement of the Bills of Air Tickets.*

The undersigned is directed to say that the question of obviating undue delays in the payment of the bills of Air Companies has been examined by this Ministry in consultation with the various Ministries/Divisions and it has been decided that all Government officials proceeding on tour by air either in performance of their official duties or with a Delegation within or outside Pakistan should be sanctioned advance to enable them to purchase Air tickets like all other passengers. The advance should be adjusted under the normal rules.

2. The non-official members to Delegation should also be similarly granted advances. The sponsoring Ministry would be responsible for drawing the advances against the sanction of the competent authority which should be adjusted through regular Travelling Allowance bills in due course.

**S. No. 12.*— OFFICE MEMORANDUM NO. F. 17 (7)-RII/51, DATED THE 5TH APRIL, 1951.

A question has arisen whether the tax levied on Railway fares and freights in accordance with the Finance (Supplementary) Act, 1950 should be treated as part of the Railway fares and freights for the purpose of travelling allowance. After careful consideration, it has been decided that for the purpose of Travelling Allowance the tax should be treated as part of the actual Railway fares and freights, but it should be excluded in calculating the incidental fares admissible on tour and transfer.

S. No. 13.— OFFICE MEMORANDUM NO. F. 17 (7)-RII/51, DATED THE 25TH SEPTEMBER, 1951.

SUBJECT:—*Treatment of the tax levied on railway fares and freights under Finance (Supplementary) Act, 1950, as part of the rail-fares and freights for the purpose of travelling allowance.*

* Please see also O.Ms. No. F.17(7)-R II/51, dated 25-9-1951 and No. F.17(7)-R II/51, dated 20-11-1951.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F. 17 (7)-RII/51, dated the 5th April, 1951, on the above subject and to state that it has been decided that the orders contained therein may be considered effective from the date on which the Finance (Supplementary) Act, 1950, became law.

S. No.14.— OFFICE MEMORANDUM NO. F. 17 (7)-RII/51, DATED THE 20TH NOVEMBER, 1951.

SUBJECT:— Railway fares and freights, etc.— Finance (Supplementary) Act, 1950.

The undersigned is directed to refer to this Ministry's Office Memorandum of even number, dated the 5th April, 1951, on the subject noted above and to state that the orders contained therein apply *mutatis mutandis* to air fares also.

S. No.15.— OFFICE MEMORANDUM NO. F. 13 (1)-RII/51, DATED THE 24TH NOVEMBER 1951.

SUBJECT:—Grant of transfer Travelling Allowance to Class IV Government servants.

The undersigned is directed to state that the Government of Pakistan have had under consideration the question of grant of travelling allowance on transfer to Class IV Government servants. It has been decided that Class IV Government servants should be granted travelling allowance on transfer in accordance with the normal rules applicable to other Classes of Government servants except that the Class IV Government servants should be allowed only one extra fare for journeys performed by rail or steamer, and that the cost of carriage of personal effects up to the following maxima :—

- | | | |
|---------------------------------|----|---------|
| (i) If possessing a family | .. | 10 mds. |
| (ii) If not possessing a family | .. | 5 mds. |

**S. No. 16.— LETTER NO. F. 10(4)-RII/52, DATED THE 20TH MAY, 1952.*

SUBJECT:—Increase in the rates of P & O Steam Navigation Company fares.

I am directed to invite a reference to this Ministry's letter No. F.25(5)-R/48, dated the 19th May, 1948, and to state that the following figures and percentages shall supersede the corresponding ones in the letter referred to above in respect of passage engaged on or after the 1st November, 1951:—

		As in the letter of 19-7-1948	As revised from 1-11-1951
(a)	Standard single fare		
	(i) Ist Class B	£108	£123
	(ii) Ist Class C	£100	£117

* Revised w.e. from 1-1-1953 by letter No. F. 5(3)-R I(2)/57, dated 17-2-1959. Please see also letter No. F. 1(5)-R I(2)/57, dated 30-8-1960.

(b)	Standard return fare		
	(i) Ist Class B	£216	£246
	(ii) Ist Class C	£200	£234
(c)	Percentage increase for the purpose of Regulation 12		
	(i) For officers and wife :		
	(A) Ist Class B	71.4	95.2
	(B) Ist Class C	72.4	101.7
	(ii) For Child :		
	(A) Ist Class B	50	70.8
	(B) Ist Class C	51.5	77.3

2. In the case of passage benefits admissible under the Central Services (Non-Superior Officers) Passage Rules, 1939, in respect of passages engaged on or after the 1st November, 1951, the following would be revised fares:—

Standard single fare	£67
Standard return fare	£134

For the purpose of recalculating the amount at credit under rule 11 of the above Rules, the increase in the standard fare should be taken as 81.1 per cent for an officer and wife and 59.5 per cent for a child.

3. The normal rate of contribution for passages recoverable from foreign employers should also be raised by 95.2 per cent in respect of superior passages (101.7 per cent in the case of First Class C) and in respect of non-superior passages by 81.1 per cent with effect from the 1st November, 1951.

4. In making the above calculation old grades B and C of the First Class have been treated as equivalent to the new grades BB and BC of that class respectively and the old grade B of the Second class as corresponding to the new grade BD of Tourist class.

*S. No.17.— OFFICE MEMORANDUM NO. F. 24(21)-RII/53, DATED THE 13TH MAY, 1953.

SUBJECT:—*Grant of Travelling Allowance to Government servants for journeys performed between the two zones of Pakistan after the termination of their services.*

The Governor-General has been pleased to decide that Government servants whose services are terminated in pursuance of the orders for disposal of surplus staff issued by the Government recently should, if they belong to a zone other than the one in which they were serving at the time of their discharge, be allowed the following ex gratia

* Clarified and amplified by O.Ms. No. D. 4320-R II/53, dated 5-9-1953 and No. D. 4973-R-III/53, dated 26-9-1953.

concessions for journeys performed from the last place of duty to their hometown in the other zone:—

- (a) For journeys by rail or road, if any, from the last place of duty to the port of embarkation and from the port of debarkation in the other zone to their home-town, the Government servants concerned should be paid in advance an amount equal to the actual cost of the following:—
 - (i) One fare for self calculated at one stage lower than the class of accommodation to which the Government servant was entitled at the time of his discharge from Government service.
 - (ii) One extra fare for each adult member of his family, who accompanies him and for whom full fare is actually paid and one-half fare for each child for whom such fare is actually paid, of the class of accommodation admissible to the Government servant under (i) above.
 - (iii) Actual cost of carriage by goods train, of personal effects up to half the maximum weight to which he would have been entitled on transfer, according to his grade in Government service at the time of his discharge.
- (b) For sea journeys from Karachi to Chittagong or *vice versa*, passage for self and family of the class mentioned in (a) above and transport of personal effects on the same scale. No advance should be made on this account and the passage, etc., should be booked by the Ministry/Department concerned, the payments being made direct to the Shipping Companies/Travel Agents.

2. Class IV Government servants should be allowed the above concessions for the lowest class of accommodation.

3. While paying the advances and booking passages, etc., the Controlling Officers should satisfy themselves about the details regarding the members of the family for whom travelling allowance is admissible, the personal effects and the home-town of the Government servant, etc., and should ensure that the cash payments and free passages provided to the Government servant concerned are not in excess of what is admissible under these orders.

4. The concessions sanctioned in this Office Memorandum will be admissible only to those Government servants who actually proceed to their homes within three months of the date of their discharge.

5. This sanction will expire on the 31st March, 1954.

S. No.18.— OFFICE MEMORANDUM NO. D. 4320-R.III/53, DATED THE 5TH SEPTEMBER, 1953.

SUBJECT:—*Grant of Travelling Allowance to Government servants for journeys performed between the two zones of Pakistan after the termination of their services.*

The undersigned is directed to invite a reference to Office Memorandum from this Ministry No. F. 24 (21)-R.II/53, dated the 13th May, 1953, under which certain concessions for journeys between the two zones of Pakistan have been sanctioned for “Government servants whose services are terminated in pursuance of the orders for disposal of surplus staff issued by the Government”.

2. The orders in that Office Memorandum as it stands at present, do not apply to persons discharged before the 13th May, 1953. It is, however, felt that there might be cases in which surplus staff were discharged between the 1st March, 1953 and the 12th May, 1953, as a result solely of the financial stringency. It has been suggested that there is justification for bringing this category of “retrenched” Government servants also within the scope of the Office Memorandum of the 13th May, 1953. Before the matter is considered this Ministry would need to have an idea of the probable financial effect of this proposal in respect of the persons with whom the Ministry of Interior/etc., and the offices under it are concerned. It is requested that this information may kindly be furnished immediately, in any case before the 30th September, 1953.

S. NO. 19.— OFFICE MEMORANDUM NO. D. 4973-R.III/53, DATED THE 26TH SEPTEMBER, 1953.

SUBJECT:—*Grant of Travelling Allowance to Government servants for journeys performed between the two zones of Pakistan after the termination of their services.*

The undersigned is directed to refer to para 3 of this Ministry’s Office Memorandum No. F. 24 (21)-R.II/53, dated the 13th May, 1953, on the subject noted above and to state that with a view to provide safeguard against the possible abuse of payment of Travelling Allowance in terms of the Office Memorandum referred to above, it has been decided that the Controlling Officers may record the following certificate on Travelling Allowance bills drawn in accordance with the said Office Memorandum:—

“Certified that the claimant is entitled to the Travelling Allowance concession in terms of the Government of Pakistan, Ministry of Finance, Office Memorandum No. F. 24 (21)-R.II/53, dated the 13th May, 1953, and I have satisfied myself about the correctness of the details regarding the family members for whom Travelling Allowance has been claimed, the personal effects and the home town of the claimant and that the claimant and the family members for whom Travelling Allowance has been claimed in the bill presented will proceed to his home town within three months of his discharge.”

2. The above certificate may be endorsed both on the bills on which the advance Travelling Allowance is drawn as well as on the final adjustment bills in addition to the other usual certificates given on Travelling Allowance bills.

*S. No.20.— OFFICE MEMORANDUM NO. D. 4986-RIII/53, DATED THE 11TH NOVEMBER, 1953.

SUBJECT:—*Reimbursement to Government servants of expenses incurred on account of Cancellation of reserved seats.*

Cases have come to the notice of this Ministry in which reservation of seats for journeys on tour made by Government servants had to be cancelled due to an eleventh hour change in the tour programmes. It has been suggested in such cases that it would be hard on the officers to bear the fee for the cancellation of the reservation. It has been decided that cancellation fee in such cases may be reimbursed by Government provided that the Controlling Officer or the Self-controlling Officer records a certificate to the effect:—

1. That the tour had to be cancelled or modified at very short notice (for reasons to be stated) and;

2. That earlier cancellation of reservation of seat was not possible (for reasons to be stated).

S. No. 21.— OFFICE MEMORANDUM NO. (23)-F.34(12)-R.I(2) /54, DATED THE 7TH SEPTEMBER, 1954.

SUBJECT:—*Classification of officers for the purposes of Travelling Allowances while travelling on duty by Pakistan International Airlines.*

The undersigned is directed to say that consequent on the introduction of Pakistan International Airlines which provide for both 1st class and Tourist class accommodation, the question has been raised as to what class of accommodation Government servant would be entitled to while travelling on duty under existing rules by the Pakistan International Airlines or other Airlines which provide for 1st class and Tourist class accommodation. It has been decided that officers entitled to travel by 1st class on Pakistan Railways be entitled to 1st class accommodation while travelling on such Airlines and others be entitled to the Tourist class accommodation while travelling on official duty by Pakistan International Airlines which provide for 1st class and Tourist class accommodation.

* Please see also O.M. No. F. 34(61)-RI(2)/55, dated the 21st September, 1955.

S. No.22.— OFFICE MEMORANDUM NO. 43-F. 34(57)-R.I(2)/54, DATED THE 29TH DECEMBER, 1954.

SUBJECT:—*Fares admissible to Government servants under S. R. 116(a) I (i) on transfer for journeys by Steamer etc.*

Under S. R. 116(a) I (i) a Government servant in Superior service on transfer is entitled to 3 fares of the class of accommodation to which his grade entitles him, fares being limited to the lowest rate of such class of accommodation in the case of journey by steamer.

2. The question has been raised whether the words “fares” used in this rule should be treated inclusive of diet charges. The undersigned is directed to say that S. R. 116(a) I (i) applies to journeys by rail as well as to journeys by sea. The Railway fares do not include diet charges and the fare paid by Government is the amount charged by the Railway authorities for transportation of the Government servant and the members of his family and in addition two extra fares for incidental expenses. Similarly extra fares are allowed for sea journeys. The amount payable by Government should therefore be based on fares without diet. It is accordingly clarified that the words “fares” used in S. R. 116(a) I (i) for journeys by rail or steamer should be treated as exclusive of diet charges.

S. No.23.— OFFICE MEMORANDUM NO. 48-F. 34 (71)-RI(2)/54, DATED THE 8TH MARCH, 1955.

SUBJECT:—*Grant of free passage to officers visiting foreign countries.*

It has been brought to the notice of this Ministry that in certain cases Ministries and Pakistan Embassies and Missions abroad have arranged passage for officers travelling on duty abroad by sea by Luxury Liners, at rates higher than rates for corresponding grades in ordinary ships. In one case passages were arranged for an officer and his wife at a cost of £175 each on the “Queen Marry” as against the ordinary first class rate of £105 and the air fare of £141/2. The matter has been considered by the Ministry of Finance and it has been decided that unless it is expressly provided in the orders, passage should in future be booked by ordinary Liners only. In case, however, the officers desire passages being booked by Luxury Liners, the Government’s liability should be limited to what would have been payable for the class of the accommodation to which they are entitled by ordinary ships and the difference in cost should be met by the officers themselves. Cases, in which journeys have already been performed otherwise than in accordance with the above instructions need not be re-opened.

S. No.24.— OFFICE MEMORANDUM NO. F.34(30)-RI(2)/55, DATED THE 1ST JULY, 1955.

SUBJECT:—*Grant of T.A. on transfer to surplus staff.*

The undersigned is directed to state that a question has been raised whether T.A. on transfer is admissible to temporary Government servants who were declared surplus to

the requirements of one Ministry/Division in pursuance of the instructions issued by the Establishment Division in their Office Memorandum No.54/27/53-ME, dated the 17th August, 1953, but were later on nominated by that Division against alternative appointments in continuation of their previous appointments in other Ministry/Division of the Central Government. The matter has been considered in this Ministry and it has been decided that in the cases of such Government servants T.A. on transfer may be allowed for the journeys performed by them to join the alternative appointments.

*S. No.25.—OFFICE MEMORANDUM NO. F.34 (60)-RI(2)/55, DATED THE 5TH SEPTEMBER, 1955.

SUBJECT:—*Journeys by air, on transfer between East and West Zones of Pakistan – Calculation of incidental fares.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F.4 (5)-RII/51, dated the 25th April, 1951, and to say that in supersession of the orders contained in that Office Memorandum it has been decided that the incidental fares for air journeys, between East and West Zones, on transfer shall be calculated by the shortest land route open through India.

S. No.26.—OFFICE MEMORANDUM NO. F. 34 (61)-RI(2)/55, DATED THE 21ST SEPTEMBER, 1955.

SUBJECT:—*Reimbursement to Government servants of expenditure incurred on account of cancellation of reserved seats.*

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. 4986-R III/54, dated the 11th November, 1953, on the subject noted above and to say that a question has been raised whether the provisions of that Office Memorandum are applicable to cases where seats for journeys on transfer are cancelled due to an eleventh hour change in the transfer orders. It has been decided that reimbursement of expenditure on account of cancellation of reservation of seats may be allowed in cases of journeys on transfer also subject to the conditions on which such reimbursement is allowed in cases of tours.

S. No.27.— OFFICE MEMORANDUM NO. F. 34(33)-RI(2)/55, DATED THE 14TH JUNE, 1956.

SUBJECT:—*Grant of travelling allowance and halting allowance to the candidates called for interview by the High Commissioner for Pakistan in the United Kingdom for selection to posts in Pakistan.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 6 (35)-RII/50, dated the 9th December, 1950, on the above subject, and to state that a

* Please see also O.M. No. F. 1(11)-R2(RWP)/63, dated 13-8-1963.

question has been raised whether the concessions contained therein may also be allowed in the case of recruitments made in foreign countries other than the United Kingdom.

2. It has been decided that the candidates called for interview and the members of the Board who are called to interview candidates, may be allowed travelling allowance and halting allowance at the rates specified in paras.1 (ii) and 2 of the Office Memorandum referred to above.

S.No.28.—OFFICE MEMORANDUM NO. F.7(10)-RII(II)/57, DATED THE 28TH MAY, 1957.

SUBJECT:—Delay in the settlement of the bills of Air Companies.

The undersigned is directed to invite attention to this Ministry's Office Memorandum No. F. 4 (1)-RII/51, dated the 9th February, 1951, on the subject mentioned above, and to state that the Accountant General Pakistan Revenues has brought to the notice of this Ministry that the various Ministries and Divisions etc. of the Government of Pakistan are booking air passages with Air Companies on credit in contravention of this Ministry's Office Memorandum quoted above. This practice also causes delay in the settlement of the Air Companies bills. The undersigned is, therefore, directed to request that the instructions contained in this Ministry's Office Memorandum quoted above be followed strictly in future.

**S.No.29.—OFFICE MEMORANDUM NO. F.7(17)-RII(II)/57, DATED THE 19TH SEPTEMBER, 1957.*

SUBJECT:—Air travel by Government officials on duty.

The undersigned is directed to say that in order to save foreign exchange, it has been decided that all Government servants who are required to travel by air on duty should be instructed to travel by the P.I.A., except in cases where for any unavoidable reasons it is necessary to travel by any other airline in which case the permission of the Head of the department should be obtained.

S.No.30.—OFFICE MEMORANDUM NO. F.34(78)-RI (2)/56, DATED THE 28TH SEPTEMBER, 1957.

SUBJECT:—Grant of T.A. on retirement to Government servants domiciled in one Zone of Pakistan who retire from service in the other Zone.

See Supplementary Rule 147–A in F.Rs. and S.Rs. Vol. I – First Edition (Re-print).

* Please see also O.M. No. F. 7 (17)-RII(II)/57, dated the 5th November, 1957.

S.No.31.—OFFICE MEMORANDUM NO. F.7(17)-RII (II)/57, DATED THE 5TH NOVEMBER, 1957.

SUBJECT:—*Air travel by Government officials on duty.*

In continuation of this Ministry's Office Memorandum No. F. 7 (17)-RII (II)/57, dated the 19th September, 1957, on the subject mentioned above, the undersigned is directed to state that all Government servants travelling on official duty by air should be instructed to book their passages through the Pakistan International Airlines Travel Agency only. They should not, except for unavoidable reasons, book their passages through any other Travel Agency in which case a report should be sent to the Ministry of Finance.

S. No.32.— OFFICE MEMORANDUM NO. F. 1(10)-RI(2)/57, DATED THE 6TH NOVEMBER, 1957.

SUBJECT:—*Grant of travelling allowance and halting allowance to the candidates called for interview by the High Commissioner for Pakistan in the United Kingdom for selection to posts in Pakistan.*

The undersigned is directed to refer to this Ministry's Office Memorandum No. F. 6 (35)-RII/50, dated the 9th December, 1950, on the above subject, and to state that since there are now only two classes of accommodation viz., 1st and 2nd class, on British and Continental Railways, it has been decided that the words "third class" wherever they occur in the said Office Memorandum may be substituted by words 'second class'.

S. No.33.—OFFICE MEMORANDUM NO. F. 1(46)-RI(2)/57, DATED THE 27TH DECEMBER, 1957.

SUBJECT:—*Determination of the T.A. admissible to re-employed pensioners.*

The undersigned is directed to say that the President has been pleased to decide that the Travelling Allowance of re-employed pensioners shall be regulated as follows:—

- (a) In the case of officers whose pension is held in abeyance, the T.A. admissible will be determined with reference to pay drawn by them if it does not exceed the maximum pay of the posts otherwise it will be determined with reference to that maximum pay of the post;
- (b) In the case of officers who are allowed to draw the whole or a part of their pension in addition to pay, the T.A. admissible will be determined with reference to pay plus pension subject to the condition that only such portion of the pension will be taken into account for this purpose as, together with the pay, does not exceed the maximum pay of the post.

2. For the purpose of those orders “pension” means the gross pension originally sanctioned, i.e., the amount sanctioned before commutation or surrender of 1/4th pension in lieu of gratuity under the Pension–cum–Gratuity Scheme promulgated in this Ministry’s Office Memorandum *No.(4) F. 12 (2)-RI/53, dated the 24th March, 1954.

€S. No.34.—OFFICE MEMORANDUM NO. F. 1(2)-RI(2)/58, DATED THE 11TH FEBRUARY, 1958.

The undersigned is directed to say that the Government have decided on the recommendations of the Economy Committee that an appeal should be made to all Government officers that they should travel in the tourist class when travelling by air. Ministries and Divisions are kindly requested to bring this appeal to the notice of all Government officers serving under them.

S. No.35.—OFFICE MEMORANDUM NO.F.1(2)-RI(2)/58, DATED THE 19TH MAY, 1958.

SUBJECT:— *Excess baggage admissible to Grade 1 Officers who travel in tourist class on official duty.*

The undersigned is directed to invite a reference to this Ministry’s Office Memorandum No. F. 1(2)-RI (2)/58, dated the 11th February, 1958, and to say that the President has been pleased to decide that if a Government Officer who is entitled to travel first class by air, travels by the tourist class in response to the appeal made in the above Office Memorandum, he will be allowed to carry luggage up to 66 lbs., inclusive of free luggage allowance given by the Airlines instead of 60 lbs., admissible under this Ministry’s Office Memorandum No. F. 26 (59)-RI/48, dated the 10th November, 1948.

S. No.36.—OFFICE MEMORANDUM NO. F. 1(67)-RI(2)/58, DATED THE 15TH AUGUST, 1958.

SUBJECT:—*Reserved accommodation for high officials of Government on High Officials Requisitions.*

The undersigned is directed to say that in accordance with the existing High Official Requisition Rules notified by the Ministry of Communications (Railways Division) from time to time, the high officials of Government are entitled to requisition reserved accommodation when travelling on duty at Government expense by making use of High Official Requisition Form (S–116). It has been brought to the notice of this Ministry that in actual practice in certain cases, instead of tendering the usual High Official Requisition Form, the high officials purchase ticket (s) in cash and at the same times insist on obtaining the High Official Requisition facilities. This practice besides

* See. — Pension–cum–Gratuity Scheme 1954.

€ Please see also O.M. No. F. 1(2)-RI(2)/58, dated the 19th May, 1958.

being inconvenient to the railway, is contrary to the High Official Requisition Rules. The High Official Requisition facilities under the rules can be claimed only when the necessary the High Official Requisition form is used for the journey. Attention is invited to the Ministry of Communications (Railways Division) Notification No. T/RS-58/HOR-1, dated the 5th April, 1958, laying down the rules and rates for the carriage of High Officials of the Federal Government entitled to reserved rail accommodation under the High Official Requisitions when travelling on duty at Government expense. The Ministries/Divisions are requested to ensure that High Official Requisition forms are invariably used for obtaining High Official Requisition facilities.

S.No.37.—OFFICE MEMORANDUM NO. F. 1 (150)-RI (2)/58, DATED THE 23RD JANUARY, 1959.

SUBJECT:—Grant of T.A. on retirement to Government servants domiciled in one Zone of Pakistan, who retire from service in the other Zone.

See Supplementary Rule 147–A in F.Rs. and S.Rs. Vol. I – First Edition (Re-print).

**S.No.38.—LETTER NO. F. 5 (3)-RI (2)/57, DATED THE 17TH FEBRUARY, 1959.*

SUBJECT:—Increase in the rates of P. & O. Steam Navigation Company Fares – Superior Passages under the Lee Concession.

I am directed to invite a reference to this Ministry's letter No. F. 10(4)-R.II/52, dated the 20th May, 1952, on the subject noted above and to say that in consequence of the increased rates of fares introduced by the P. & O. Steam Navigation Company since 1st January, 1953, the following figures and percentages shall supersede the corresponding ones in the letter referred to above in respect of superior passages engaged on or after 1st January, 1953:—

	As in the letter of 20-5-1952/ 11-11-1951	As revised from 1-1-1953	Via cape as revised from 1-11-56	Via cape as revised from 11-12-56	Via Suez as revised from 1-5-1957	As revised from 1-2-1959
(a) Standard single fare —						
(i) First Class 'B'	£123	£138	£194.8	£194	£182	£169
(ii) First Class 'C'	£117	£132	£184.16	£185	£173	£153
(b) Standard return fare —						
(i) First Class 'B'	£246	£276	£388.16	£388	£344	£304
(ii) First Class 'C'	£234	£264	£369.12	£370	£328	£276
(c) Percentage increase for the purpose of Regulation 12						
(i) For officers and Wife :						
(A) First Class 'B'	£95.2	£119.0	£208.5	£207.9	£173.0	£141.2
(B) First Class 'C'	£101.7	£127.5	£218.6	£218.9	£182.8	£137.9
(ii) For Child :						
(A) First Class 'B'	£70.8	£91.6	£170	£169.4	£152.7	£134.7
(B) First Class 'C'	£77.3	£94.1	£171.7	£172.0	£154.4	£125

* Please see also O.M. No. F.1(5)-RI(2)/57, dated the 30th August, 1960

2. The normal rates of contribution for passages recoverable from foreign employers should also be raised correspondingly with effect from the 1st January, 1953, by the following percentages:—

(i) First Class 'B'	£95.2	£119.0	£208.5	£207.9	£173.0	£141.2
(ii) First Class 'C'	£101.7	£127.5	£218.6	£218.9	£182.8	£137.9

3. Orders about non-Superior Passages will issue in due course.

S.No.39.—OFFICE MEMORANDUM NO. F. 1 (38)-RI (2)/59, DATED THE 27TH JUNE, 1959.

SUBJECT:—*T.A. to Government servants for journeys to appear in person before the Screening Committee.*

The undersigned is directed to say that the question has been raised whether a Government servant who appears in person before a Screening Committee in response to the 'Show-cause-notice' issued to him is entitled to T.A. in respect of the journeys performed by him for this purpose. The matter has been considered and the President has been pleased to decide that subject to what is stated in the following paragraph, such a Government servant may draw T.A. as for journeys on tour from his headquarters or from such other place at which he may happen to be on duty to the place where he appears before the Screening Committee. In the event of a Government servant being on leave at a place other than his headquarters; and the journey being performed from that place, the Government servant concerned may draw T.A. for the journey performed from and to the place but in no case exceeding the amount that would have been admissible had the journeys been performed from and to his headquarters.

2. No T.A. under paragraph 1 above will be admissible when the journey is performed during a period of suspension. If, however, the period of suspension is, by a latter order in terms of F.R. 54, declared retrospectively to be a period spent on duty the T.A. would become admissible for the journey undertaken during the period of suspension.

3. The claim of T.A. should be supported by a certificate signed by the controlling officers to the effect that the Government servant appeared on _____ (date to be specified) before the Screening Committee at _____ (place to be specified) with the permission of his superior officer and the journey for which T.A. has been claimed was actually performed.

*S.No.40.—OFFICE MEMORANDUM NO. F. 1 (36)-RI (2)/58, DATED THE 15TH JULY, 1959.

SUBJECT:—*Payment of ACC surcharge to Government servants travelling on duty by air-conditioned coaches.*

The undersigned is directed to say that, consequent on the introduction of certain trains on the Pakistan Railways, in which no First Class compartments, other than air-conditioned coaches, are provided, the President has been pleased to decide that if a Government servant who is ordinarily entitled to travel First Class by rail, has to travel on duty in an air-conditioned coach by such a train, the ACC surcharge paid by him may be reimbursed to him as part of T.A. in addition to usual railway mileage, provided that the controlling officer records a certificate on the T.A. Bill to the effect that it was necessary in the interest of public service that the officer should travel by the particular train (to be specified) on (date to be specified) and that the train had no first class compartment other than an air-conditioned compartment.

2. These instructions will take immediate effect and all pending cases in which T.A. claim have not yet been settled shall be dealt with accordingly.

S.No.41.—OFFICE MEMORANDUM FROM MINISTRY OF INTERIOR (ESTABLISHMENT DIVISION) NO. S. O. 12/59, DATED THE 1ST OCTOBER, 1959.

SUBJECT:—*Grant of Pensions, Gratuities, Leave and T.A. to Government servants discharged as a result of the introduction of Section Officer's Scheme.*

See under "PENSIONS – Grant of Pension (i) Ordinary Pension" in Part III of the Compilation.

S.No.42.— OFFICE MEMORANDUM FROM MINISTRY OF INTERIOR (ESTABLISHMENT DIVISION) NO. S. 20/59-EOM, DATED THE 13TH OCTOBER, 1959.

SUBJECT:—*Determination and Disposal of Surplus Staff.*

See under "PENSIONS – Grant of Pension (i) Ordinary Pension in Part III of the Compilation.

S.No.43.— OFFICE MEMORANDUM NO. F. 1 (95)-RI (2)/59, DATED THE 16TH NOVEMBER, 1959.

SUBJECT:—*Grant of T.A. to Surplus Staff for joining alternative appointments.*

The undersigned is directed to invite a reference to the Ministry of Interior (Establishment Division) Office Memorandum No. S. O. 12/59, dated the 1st October, 1959 and Office Memo. No. S. 20/59-EOM, dated the 13th October, 1959 wherein

* Clarified by O.M. No.F.1(13)-R2 (RWP)/61, dated 25-9-1961.

Government servants rendered surplus and discharged as a result of the introduction of Section Officer's Scheme and the re-organization of the Central Secretariat as a result of the implementation of the recommendations of the Administrative Re-organization Committee's Report, have been allowed travelling allowance for self and family and transportation charges for personal effects according to the rules governing T.A. on transfer, from the station of their last appointment to their home town or place within Pakistan where Government is satisfied that a Government servant had taken up permanent residence within six months of the date of relinquishing the charge of his post. A point has been raised as to whether temporary Government servant declared surplus to the requirements of a Ministry/Division, but later on nominated by that Ministry/Division against the alternative appointments under the Central Government, would be entitled to T.A. as on transfer. The matter has been considered in this Ministry and it has been decided that in the case of such Government servants T.A. as on transfer may be allowed for journeys from the station of the previous employment to the station in which they join the alternative appointments under the Central Government or the Provincial Government or in semi-Government organisations. The T.A. so allowed will be in lieu of the T.A. admissible under orders dated 1st October, 1959 and 13th October, 1959 quoted above. The expenditure will be met from the budget provisions of the Department where the Government servant has been declared surplus. The Controlling Officer should record on the T.A. bill, a certificate to the effect that the Government servant concerned was declared surplus as a result of (i) the introduction of Section Officer's Scheme in the Central Secretariat or (ii) the Re-organization of the Central Secretariat, as the case may be.

2. No joining time will be admissible in such cases and Government servants must join alternative appointments within the period of leave due.

3. They will not be entitled to the benefits of gratuity, etc. sanctioned in the Establishment Division's Office Memo. dated the 1st October, 1959 read with their Memo, dated 13th October, 1959 quoted above.

S.No.44.— OFFICE MEMORANDUM NO. F. 1 (69)-RI (2)/58, DATED THE 30TH NOVEMBER, 1959.

The undersigned is directed to say that the development surcharge has been levied with effect from 1st April, 1958, on Railway fares to the extent indicated below:—

- (i) 1st and 2nd Class passenger traffic — 12-1/2% (Two annas per rupee) of fare on 1st and 2nd Class passenger traffic except for fares of 6 annas and less;
- (ii) Inter and 3rd Class passenger traffic — 6-1/4% (one anna per rupee) of fare on Inter and 3rd Class passenger traffic except for fares of less than 8 annas.

2. A question has been raised whether the development surcharges should be allowed as part of Railway fare in the incidental fares admissible to a Government servant on tour and transfer. The matter has been considered and it has been decided that the development surcharge could be excluded in calculating the incidental fares

admissible on tour and transfers of the Government servants. As the railway tickets are inclusive of the surcharge, reduction may be made there-from as follows for determining the Railway fare on which the incidental fare will be calculated:—

- (i) in the case of 1st and 2nd Class tickets — by 1/9th of the amount of fare shown on the ticket, and
- (ii) in the case of Inter and 3rd Class — by 1/17th of the amount of fare shown on the ticket.

The reduced fare thus arrived at will represent the Railway fare, for purposes of incidental fare. No reduction will be necessary in the case of 1st and 2nd Class tickets of less than 6 annas and in the case of Inter and Third Class tickets of less than 8 annas.

3. It may, however, be made clear that the surcharge can be validly recouped as a part of the original Railway fare.

*S.No.45.—OFFICE MEMORANDUM NO. F. 1 (110)-R(2)/59, DATED THE 1ST JANUARY, 1960.

SUBJECT:—*Grant of Travelling Allowance on retirement to Government servants domiciled in one Zone of Pakistan, who retire from service in the other Zone.*

The undersigned is directed to invite a reference to this Ministry's [¥]Office Memorandum No. F.34(78)-RI (2)/56, dated the 28th September, 1957 and to say that a question has been raised as to whether the Travelling Allowance and transportation charges sanctioned therein are admissible to Government servants domicile in one Zone of Pakistan and invalided out of service in the other Zone on the recommendations of Medical Board. As the term "retirement" includes invalidment from service with invalid pension, such Government servants are entitled to the Travelling Allowance and transportation charges under this Ministry's Office Memorandum cited above.

S.No.46.— LETTER NO. F. 1 (5)-RI (2)/57, DATED THE 30TH AUGUST, 1960.

SUBJECT:—*Increases in the rates of P & O Steam Navigation Company Fares – Passages under the Central Services (Non-Superior Officers) Passages Rules, 1939.*

I am directed to invite a reference to para. 2 of this Ministry's letter No. F. 5 (3)-R.I (2)/57, dated the 17th February, 1959, and to say that the following figures and percentages shall supersede the corresponding ones in this Ministry's letter No. F. 10 (4)-R.II/52, dated the 20th May, 1952, in the case of passages benefits admissible under the Central Services

* Please see O.M. No.F. 8 (11)-Regs/60, dated the 30-9-1960.

[¥] See Supplementary Rule 147 – A in F.Rs. & S.Rs. Vol.I First Edition (Re-print).

(Non-Superior Officers) Passages Rules, 1939, in respect of passages engaged on or after 1st November, 1951:—

	As in the letter of 20-5-52	As revised from July 1952	As revised from 1-1-1953	As revised from 26-3-54	As revised from 1-3-1956	As revised from June 1957
Standard single fare	£ 67	£ 73	£ 82	£ 80	£ 92	£101
Standard return fare	£134	£146	£164	£160	£184	£202
For the purpose of recalculating the amount at credit under rule 11 of the above rules the percentage increases in the standard fare for an officer and wife and for a child should be taken as below :—						
For an Officer and wife	£ 81.1	£ 97.3	£ 121.6	£ 116.2	£ 148.6	£ 172.9
For a child	£ 59.5	£ 73.8	£ 95.2	£ 90.5	£ 119.0	£ 140.5

2. The normal rates of contribution for passages recoverable from foreign employers should also be raised correspondingly with effect from July, 1952 by the following percentages:—

£ 81	£ 97.3	£ 121.6	£ 116.2	£ 148.6	£ 172.9
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3. In making the above calculations the old grade 'B' of the Second Class has been treated as equivalent to the new grade 'B' of the Tourist Class.

S.No.47.—OFFICE MEMORANDUM NO. F. 8(11)-Regs/60, DATED THE 30TH SEPTEMBER, 1960.

SUBJECT:—Grant of T. A. on retirement to Government servants domiciled in one Zone of Pakistan, who retire from service in the other Zone.

The undersigned is directed to say that a question has been raised as to whether incidental charges like port tax, river dues, shipping charges, wharfage fees and charges, sea dues and documentation charges may also be allowed to Government servants for journeys to their zone of domicile in terms of para 1(b) of this Ministry's *Office Memorandum No. F.34(78)-RI (2)/56, dated the 28th September, 1957. The matter has been considered in this Ministry and the President has been pleased to decide that such incidental charges, where actually paid by a Government servant and duly supported by necessary receipts, vouchers, etc., may be allowed, provided that the total amount payable to a Government servant on account of transportation of personal effects shall not exceed Rs. **20 per maund.

S.No.48.—OFFICE MEMORANDUM NO. F. 1(57)-R2/60, DATED THE 22ND MARCH, 1961.

SUBJECT:—Purpose of journey on T.A. bills.

It has been brought to the notice of the Government that on the T.A. bills submitted to audit, the purpose of journey is often indicated by such vague expressions

* See Supplementary Rule 147 – A in F.Rs. & S.Rs. Vol.I First Edition (Re-print).

** Raised to Rs.40 vide O.M. No. F.1(16)-R.2(RWP)/63, dated the 14-9-1963.

as “official business”, “official duty” and “official tour” etc. As it is necessary to know the exact purpose for which a journey is undertaken in order to determine whether the cost of the journey is correctly debitable to Government, an indication as to the specific purpose of the journey is essential. The Controlling Officers, in terms of S.R. 195, are responsible to ensure that the specific purpose of the journey is always indicated on the T.A. bills. The undersigned is directed to request that this requirement should invariably be complied with in order to obviate the delay which otherwise occurs as a result of the submission of incomplete T.A. bills which have to be returned by Audit. Where the purpose of the journey is of a secret nature it may be indicated in separate letter signed by the Controlling Officer and sent in a sealed cover to the Audit Officer concerned by name.

S.No.49.—OFFICE MEMORANDUM NO. F. 18(3)-RI/61, DATED THE 27TH MARCH, 1961.

SUBJECT:—*Grant of T.A.to Government servants compulsorily retired from service under the Government Servants (Efficiency and Discipline) Rules, 1960.*

The undersigned is directed to say that the President has been pleased to decide that a Government servant who is domiciled in the one zone of Pakistan and is compulsorily retired from service in the other zone under the Government Servants (Efficiency and Discipline) Rules, 1960 on the ground of inefficiency may, if he had rendered more than 5 years continuous service at the time of retirement, be allowed T.A. as admissible to Government servants on retirement under the provision of this Ministry's Office Memorandum No. F.34(78)-RI (2)/56, dated the 28th September, 1957. This concession is not admissible to those who are compulsorily retired on grounds other than that of inefficiency.

S.No.50.—OFFICE MEMORANDUM NO. F. 1(10)-R2 (RWP)/61, DATED THE 5TH AUGUST, 1961.

SUBJECT:—*Travel by air in a class higher than the class of entitlement.*

The undersigned is directed to invite a reference to this Ministry's Resolution No. *1(30)-RI (2)/59, dated the 23rd February, 1961 on the subject noted above, and to say that under the revised orders Government Servants whose pay is less than Rs. 2,000.00 p.m. are entitled to travel by air by the tourist class only. Proposals have, however, been received by this Ministry for allowing journey by the first class, in relaxation of these orders, on the ground that tourist class accommodation was not available and the Government Servant had to travel by the first class under urgent circumstances. The matter has been considered in this Ministry. The undersigned is directed to say that tours of the officers should be planned well in advance so as to secure accommodation in the class of their entitlement. In emergent circumstances, however, where travel on a

* See Supplementary Rules 48-B & 48-C in F.Rs. & S.Rs. Vol.I.

particular date and the particular P.I.A. service is in the public interest and unavoidable, the Government Servant concerned may be allowed to travel by air in the first class on the production of a certificate from the P.I.A.C., of a date not later than the date of travel, to the effect that accommodation in the class of the entitlement was not available. The controlling offices should satisfy themselves, before countersigning such T.A. claims, that the journey on that date and by that particular P.I.A. service was in the public interest and should also record a certificate to this effect on the T.A. bill.

S.No.51.—OFFICE MEMORANDUM NO. F. 18(19)-RI(RWP)/61, DATED THE 10TH AUGUST, 1961.

SUBJECT:—*Repatriation of the families of deceased Government servants.*

The undersigned is directed to say that in accordance with para 2 of this Ministry's Resolution No. F. 1(1)-PC/50, dated the 10th June, 1950, cases in which the family of a deceased Government servant who was drawing pay of more than Rs.500 at the time of his death, is left in indigent circumstances, can be considered for the grant of the concession sanctioned therein, but orders on such cases are to be passed by the Minister concerned. The matter has been considered further in this Ministry and it has been decided that in such cases the Ministers need not be troubled personally and that the administrative Ministries should decide cases at the level of the Head of the Ministry.

S. No.52.—OFFICE MEMORANDUM NO. F. 1(13)-R2 (RWP)/61, DATED THE 25TH SEPTEMBER, 1961.

SUBJECT:—*Payment of ACC surcharge to Government servants travelling on duty by air-conditioned coaches.*

The undersigned is directed to say that a doubt has been raised as to whether the payment of ACC surcharge is admissible in respect of the members of the family accompanying the Government servant or preceding or following him, in cases where the Government servant himself is entitled to claim ACC surcharge under the provisions of this Ministry's Office Memo. No. F. 1(36)-RI (2)/59, dated the 15th July, 1959. It is clarified that payment of ACC surcharge in respect of the family members is not permissible in such cases.

S.No.53.—OFFICE MEMORANDUM NO. F. 1(11)-R2 (RWP)/62, DATED THE 11TH AUGUST, 1962.

SUBJECT:—*Travel by Air.*

The undersigned is directed to invite a reference to this Ministry's Resolution No. *1(30)-RI (2)/59, dated the 23rd February, 1961 on the above subject, according to which

* See Supplementary Rules 48-B & 48-C in F.Rs. & S.Rs. Vol.I.

officers of Grade I whose pay is Rs. 2,000 p.m. or more are entitled to travel by air on official duty in the first class and others in the tourist class, and to request that the autonomous and statutory Corporations under the control of the Ministries/Divisions may be directed to extend these orders to persons serving in those Corporations. A copy of the orders issued in the matter may kindly be endorsed to this Ministry.

S.No.54.—OFFICE MEMORANDUM NO. F.1(31)-R2 (RWP)/62, DATED THE 13TH FEBRUARY, 1963.

SUBJECT:—*Admissibility of travelling allowance to obtain dental treatment.*

The undersigned is directed to invite a reference to Government Decision No. (I) below S.R. 155–A according to which no travelling allowance is admissible to a Government servant for journeys performed in connection with dental treatment or advice. This restriction was imposed at the time when Government servants were not entitled to dental treatment; nor were facilities there-for available in Government hospitals.

2. In accordance with the Ministry of Health, Labour and Social Welfare (Health Division)'s Notification No. S.R.O.1110(K), dated the 24th August, 1960, Government servants and their families have become entitled to free dental treatment to the extent mentioned in rule 2 (i) (vii) of the Central Services (Medical Attendance) Rules, 1958. Under the existing rules, dental treatment is permissible at an outstation in cases where facilities for the same are not available at the station of duty of a Government servant. In view of the above, a question has been raised as to whether Government servants or members of their families can now be allowed travelling allowance for journeys undertaken to obtain dental treatment or advice at an outstation under the advice of the competent medical authority, in cases where facilities for the same are not available at the station of posting. The matter has been considered in this Ministry and the President has been pleased to decide that travelling allowance shall be admissible in such cases under the provisions of S.R. 155–A, and S.R. 155–B, subject to the provisions of rules 2 (f) and 2(i) (vii) of the Central Services (Medical Attendance) Rules, 1958.

3. The undersigned is to add that, in consequence of the decision given in the preceding paragraph, the following amendments shall be made in Government Decision No. (I) below S.R. 155–A:—

After the words “for journeys performed in connection with dental treatment or advice” the words “except for journeys undertaken in order to obtain such dental treatment as is admissible under the provisions of rule 2 (f) read with rule 2 (i) (vii) of the Central Services (Medical Attendance) Rules, 1958” shall be inserted.

S.No.55.— OFFICE MEMORANDUM NO. F. 1 (16)-R2 (RWP)/63, DATED THE 14TH SEPTEMBER, 1963.

SUBJECT:—Grant of T.A. on retirement to Government servants domiciled in one zone of Pakistan who retire from service in the other zone.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum No. F.34(78)-RI (2)/56, dated the 28th September, 1957 (as amended), on the above subject, and to say that the President has been pleased to decide that the maximum limit for the admissibility of actual charges for transportation of personal effects by sea under clause (b) thereof shall be raised from Rs.20 per maund to Rs.40 per maund.

S.No.56.—NOTIFICATION NO.F.18 (7)-RI/63, DATED THE 7TH OCTOBER, 1963.

S. R. O. 748 (K)/63:

In exercise of the powers conferred by clause (ii) of rule 48-B of the Supplementary Rules, the President is pleased to direct that the following amendments shall be made in Appendix 13 against S. No. 17-A of the Fundamental and Supplementary Rules, Volume II, namely:—

In the Said Appendix, the following new entry shall be added in Columns 4 and 5 against S. No. 17-A after the existing entries, namely:—

“3. Chief Justice, Supreme Court of Pakistan Full powers in respect of officers of Grade I, II and III in cases of urgency and necessity.”

2. This Notification shall be deemed to have taken effect on the first day of May, 1962.

S.No.57.— OFFICE MEMORANDUM NO. F. 1 (83)-RI(2)/59, DATED THE 11TH JULY, 1964.

SUBJECT:—Travelling Allowance to Government servants for journeys to appear in person before the Review Committee.

The undersigned is directed to say that a question has been raised whether a Government servant who appears in person before a Review Committee constituted under the Government servants (Further Usefulness in Public Service) Rules, 1963 in response to the show cause notice issued to him is entitled to travelling allowance in respect of journeys performed by him for that purpose. The President has been pleased to decide that such a Government servant may draw travelling allowance to the extent and under the conditions prescribed in this Ministry's Office Memorandum No. F.1(38)-RI (2)/59, dated the 27th June, 1958.

S.No.58.— OFFICE MEMORANDUM NO. F.1(13)-R2 (RWP)/61-1531/64, DATED THE 31ST JULY, 1964.

SUBJECT:—Reimbursement of ACC surcharge to officials travelling on temporary duty by rail.

The undersigned is directed to refer to this Ministry's Office Memorandum No. F.1(36)-RI (2)/59, dated the 15th July, 1959, on the above subject and to say that the above order has been reviewed, and it has been decided that if a Government servant who is ordinarily entitled to travel first class by rail travels on duty in an air-conditioned coach by a train in which no first class compartment other than air-conditioned coaches, are provided, shall be reimbursed ACC surcharge paid by him, as part of travelling allowance in addition to the usual railway mileage.

These instructions shall take immediate effect and all pending cases in which travelling allowance claims have not been settled shall be dealt with accordingly.

S.No.59.— OFFICE MEMORANDUM NO. F. 1 (20)-R2/64, DATED THE 10TH DECEMBER, 1964.

SUBJECT:—Entitlement of travelling allowance when tour and casual leave are combined.

The undersigned is directed to say that a question has been raised in regard to entitlement of a Government servant to travelling allowance where tour and casual leave are combined. It is clarified that in case where a Government servant proceeds on tour and takes casual leave before the commencement of tour during or after the tour, travelling allowance from his headquarters to the placer of temporary duty and back is admissible. In case a Government servant is already on casual leave at an outstation and is required to attend to some official business during or after the expiry of casual leave, no mileage allowance is admissible, because he was never sent out of the headquarters on official duty but had attended to official work which had arisen incidentally. He may, however, be allowed daily allowance for the day(s) spent on official work at the outstation.

2. The Comptroller and Auditor General has been consulted before the issue of these orders.

S.No.60.— OFFICE MEMORANDUM NO. F.1(26)-R2/65, DATED THE 20TH JULY, 1965.

SUBJECT:—Grant of Travelling Allowance to persons residing in one Zone of Pakistan who are appointed to their first post in Government service in the other Zone.

The undersigned is directed to invite a reference to SR-105-C which regulates payment of T.A. to a person residing in one Zone of Pakistan who is appointed to his first post in Government service in the other Zone. A doubt has been raised as to the route by which travelling allowance should be granted in such cases. It is clarified that as the land route across India cannot, ordinarily, be regarded as practicable route, Government shall

pay the actual fare by air or sea-cum-land route, whichever is the cheaper. However, where the journey is actually performed by land route, rail fare for the shortest land route across India shall be paid.

S.No.61.— OFFICE MEMORANDUM NO. F.7(27)-R2 (RWP)/63, DATED THE 27TH DECEMBER, 1965.

SUBJECT:—*Inclusion of adopted child in the definition of the term “family” for the purpose of Travelling Allowance rules.*

The undersigned is directed to invite a reference to SR 2(8) and Audit Instruction there-under, according to which adopted children, except those adopted under the Hindu Law, are not treated as members of a Government servants' family. The question of including an adopted child in the term “family” in respect of Government servants not subject to Hindu Law has been under consideration of Government for some time. It has now been decided that, subject to the following conditions, an adopted child shall be treated as a member of Government servant's family for the purpose of travelling allowance rules:—

- (i) Government servant has no legitimate or step-child of his own;
 - (ii) prior approval of the Government is obtained for adopting child;
 - (iii) Government's liability will be restricted to one adopted child only; and
 - (iv) an adopted child will cease to be a member of the family if, after his adoption, the Government servant has a legitimate or step-child of his own.
2. Necessary amendment to the relevant rules will be made in due course.

S.No.62.— OFFICE MEMORANDUM NO. F. 7 (27)-R2 (RWP)/63, DATED THE 14TH JUNE, 1966.

SUBJECT:—*Inclusion of adopted child in the definition of the term “family” for the purpose of Travelling Allowance rules.*

The undersigned is directed to refer to clause (ii) of paragraph 1 of this Ministry's Office Memorandum No. F. 7 (27)-R2 (RWP)/63, dated the 27th December, 1965, according to which prior approval of the Government is required for adopting a child under those orders. It is clarified that necessary Government approval to this effect shall be accorded by the head of the Ministry/Division concerned.

S.No.63.— OFFICE MEMORANDUM NO. F. 1 (35)-R2/66, DATED THE 4TH JULY, 1967, AS AMENDED BY O.M. OF THE EVEN NUMBER, DATED 11TH DECEMBER, 1967.

SUBJECT:—*Inter-wing visits of officers on duty.*

The undersigned is directed to say that with a view to promoting better understanding between the people of East and West Pakistan, the President has been pleased to decide that officers of the first grade, who are entitled to travel on official duty by air in first class, shall be permitted to take their wives along with them while proceeding by air on temporary official duty to the other zone subject to the following conditions:—

- (i) the officer shall claim two economy class air fares for self and wife ;
- (ii) the concession shall be admissible once in a calendar year ; and
- (iii) while claiming two economy class fares, the officer shall render a certificate to the effect that he had not already availed of the concession during the calendar year.

S.No.64.— OFFICE MEMORANDUM NO. F.10(5)-R2/67, DATED THE 5TH FEBRUARY, 1968.

SUBJECT:—*Grant of excess baggage to Government servants who proceed to Rawalpindi from East Pakistan in connection with the National Assembly Session.*

The undersigned is directed to say that the President has been pleased to decide that Government servants who proceed to Rawalpindi from East Pakistan in connection with the sessions of the National Assembly of Pakistan and who travel by air shall be entitled to air freight on the following scale inclusive of the free baggage allowance given by the air company:—

- | | | | |
|------|---|----|---------|
| (i) | Those entitled to travel by first class | .. | 80 lbs. |
| (ii) | Those entitled to travel by tourist class | .. | 60 lbs. |

S.No.65.— OFFICE MEMORANDUM NO. F. 1 (35)-R2/66, DATED THE 14TH NOVEMBER, 1968.

SUBJECT:—*Inter-wing visits of officers on duty.*

The undersigned is directed to refer to this Ministry's Office Memorandum of even number, dated the 4th July, 1967, on the subject noted above, according to which an officer of the first grade entitled to travel by air in first class on official duty is permitted

to take his wife along with him while proceeding on temporary official duty to the other zone and to say that a question has been raised whether the wife can precede or follow her husband, or should only accompany him, on such tours. As it is considered that such permission will be conducive to the purpose for which the concession has been sanctioned, namely to promote better understanding between the people of East and West Pakistan, it is decided that the wife shall be permitted to precede or follow her husband within a period of one week both ways.

2. Other conditions governing the grant of the concession remain unchanged.

S.No.66.— OFFICE MEMORANDUM NO. F. 1(35)-R2/66, DATED THE 5TH MARCH, 1970.

SUBJECT:—*Inter-wing visits of officers on duty.*

The undersigned is directed to refer to this Ministry's O.M. No. F. 1 (35)-R2/66, dated the 4th July, 1967, on the above subject, as amended up-to-date, regarding the officers of first grade, entitled to travel on official duty by air in the first class who are permitted to take their wives alongwith them while proceeding by air on temporary official duty to the other zone subject to certain prescribed conditions. The President and CMLA has been pleased to decide that if in any of the above category of cases of the wife of the officer is unable to accompany him, he may take with him, instead of his wife, one of his dependent, adult children at Government cost, subject to the same conditions as would be applicable if the officer were to be accompanied by his wife and subject also to the condition that the officer, gives a certificate that the adult child concerned is wholly dependent on him (the officer).

S.No.67.— OFFICE MEMORANDUM NO. 1 (15)-R.9/72, DATED THE 17TH JULY, 1972.

SUBJECT:—*Grant of Travelling Allowance to officers/officials posted in East Pakistan who managed to reach West Pakistan after 16-12-1971.*

The undersigned is directed to say that references have been received in this Division enquiring about the nature and extent of the travelling allowance to which the officers/officials posted in East Pakistan who managed to reach West Pakistan after 16-12-1971 would be entitled in respect of the journeys performed from East Pakistan. The matter has been considered in this Division and it has been held that as these officers did not come to West Pakistan in consequence of any transfer orders no T.A. is admissible to them under the normal rule. In order however to afford financial relief to such Government servants, it has been decided that an officer posted in East Pakistan who managed to leave East Pakistan on or after 16-12-1971 and reached West Pakistan, may be allowed reimbursement of the expenditure incurred by him on travelling from East Pakistan as under:—

- (i) Expenditure actually incurred on fares for self and family upto the station of first posting after reaching West Pakistan.

(ii) The amount to the extent of Daily Allowance for each day spent by him since leaving East Pakistan and reaching West Pakistan *[excluding period during which he and his family have been maintained officially during transit].

(iii) The above reimbursements will be made in Pakistan rupees.

2. The above decision will be subject to the condition that Secretary of the Division/ Chief Secretary concerned satisfies himself of the correctness of the claim at 1(i) & (ii) above as well as of the correctness of the claim that the respective officer left East Pakistan on or after the specified date viz., 16th December, 1971. Only after the Secretary/Chief Secretary has given the certificate of so being satisfied, the Audit/Accounts Officers concerned shall entertain the claim.

S.No.68.— OFFICE MEMORANDUM NO. F. 2 (8)-R.9/72-3, DATED THE 1ST NOVEMBER, 1972.

SUBJECT:—Responsibility of Sureties in respect of recovery/adjustment of Government dues from Government servants of East Pakistan domicile who have not returned to duty in West Pakistan.

The undersigned is directed to say that a number of permanent Government servants had stood surety for certain temporary Government servants of East Pakistan domicile in respect of advances paid to them on account of Inter-Wing leave travelling concession, flood/cyclone relief and purchase of conveyances. Some of these East Pakistani Government servants subsequently did not return to duty in West Pakistan, with the result that the advances received by them remained un-adjusted/un-recovered. Under the normal rules the guarantor, in all such cases, have been liable to pay to Government the outstanding advances which cannot be recovered from the Government servants for whom they had stood surety. However, after careful consideration, it has been decided to henceforth absolve them of their responsibility in respect of advances of the kind mentioned above for the recovery of which they had stood surety. No recovery need therefore be made from them on this account.

2. These orders shall have effect from the 1st of November, 1972. The recoveries already made under the rules from the sureties shall not be refunded.

S.No.69.—OFFICE MEMORANDUM NO. F.1(15)-R9/72-704, DATED THE 21ST NOVEMBER, 1972.

SUBJECT:—Grant of Travelling Allowance to officers/officials posted in East Pakistan who managed to reach West Pakistan after 16-12-1971.

The undersigned is directed to refer to this Division's Office Memorandum No. 1(15)-R9/72, dated the 17th July, 1972, as modified by Division's O.M of even number dated the 7th October, 1972, on the above subject and to say that a question has arisen as

* Added by F.D., O.M. No. F. 1(15)-R9/72, dated the 7th October, 1972.

to what should be done in the case of Central Government servants who are unable to meet the cost of travelling to Pakistan. The matter has been carefully considered and it has been decided that, in order to provide relief to such Government servants, the parent Ministry/Division concerned should, after necessary verification, authorise the Pakistan Embassy concerned to purchase tickets for such Government servants and their family members. The special remittance of additional funds required by the Pakistan Embassy concerned for this purpose, will be arranged, as and when necessary, by the Ministry of Foreign Affairs directly through the State Bank of Pakistan.

2. The expenditure on this account will ultimately be debited to the respective Departments.

3. This issues with the agreement of the Ministry of Foreign Affairs.

S.No.70.— OFFICE MEMORANDUM NO. F.2(1)-Rev.I/72, DATED THE 20TH DECEMBER, 1972.

SUBJECT:—Revision of Travelling Allowance Rules.

The undersigned is directed to say that the existing rules governing the grant of travelling allowance to government servants on tour and on transfer, etc. within Pakistan were framed long ago and do not conform to the present day conditions. The President has therefore been pleased to decide as follows:

TRAVELLING ALLOWANCE FOR JOURNEYS ON TOUR

2. *Rates of daily allowance.*— The rates of daily allowance shall be revised as indicated below :—

Pay limit	Special rate of daily allowance	Ordinary rate of daily allowance
	Rs.	Rs.
Pay exceeding Rs. 1,700 p.m.	35	30
Pay between Rs. 1,001 and Rs. 1,700 p.m.	30	25
Pay between Rs. 500 and Rs. 1,000 p.m.	20	15
Pay between Rs. 176 and Rs. 499 p.m.	15	12
Pay upto Rs. 175 p.m.	10	6

3. A government servant who has, of necessity, to stay in a hotel shall, in addition to the above daily allowance, be allowed reimbursement of actual single room rent, subject to the production of hotel receipts/vouchers, up to the following maxima per day:—

1. *Localities where Special daily allowance rate is admissible.*— Twice the amount of Special daily allowance.
2. *Localities where Ordinary daily allowance rate is admissible.*— Equal to the amount of Ordinary daily allowance.

Note:— Special rate of daily allowance shall be admissible at Hyderabad, Islamabad, Karachi, Lahore, Lyallpur, Multan, Peshawar, Quetta and Rawalpindi.

4. *Rate of mileage allowance for journey by road.*— The existing rate of mileage allowance for journey by road shall be revised as under:—

Mode of travel	Rate per mile
(a) Personal car or by engaging a full taxi	75 paisa
(b) Borrowed car	37 paisa
(c) Motor cycle or scooter	25 paisa
(d) Bicycle, animal back, or foot	12 paisa
(e) Public transport plying for hire on single seat basis	For government servants of Grades I and II : 10 paisa For government servants of Grade III and IV : 6 paisa

These rates shall, except in the case of (e) above, be admissible from the residence at headquarters to the residence at the temporary place of duty of the government servant.

Note:— The term “personal car” means a car registered in the name of the Government servant or in the name of any member of his family as defined in S.R. 2(8) for purpose of travelling allowance rules.

5. Extra fare for journeys by rail or steamer shall not be admissible.

6. Irrespective of the mode of travel, for the period spent in transit, and for the days of arrival at and departure from the place of temporary duty, daily allowance will be admissible at the following scale, subject to the condition that not more than two DAs will be allowed for any one calendar day in any case:

Total absence from headquarters	Daily allowance during transit period	Daily allowance for the days of arrival at and departure from place of temporary duty
(1) Where absence from headquarters does not exceed six consecutive hours.	NIL	NIL
(2) Where absence from headquarters exceeds six consecutive hours but does not exceed one calendar day.	One daily allowance at special rate.	NIL
(3) Where absence from headquarters exceeds one calendar day.	One daily allowance at special rate provided absence from head-quarters exceeds six consecutive hours on any calendar day.	One daily allowance for each calendar day at the rate applicable at that place.

Note 1:— Illustrations are given in the Annexure to this memo.

Note 2:— The period of absence from headquarters shall commence from the time of departure of the government servant from his office or residence, as the case may be, till the time of his return to his office or residence as the case may be.

Note 3:— The period of forced delays in transit will be treated as part of the total transit period. The travelling official will append a certificate to his T.A. bill in case where scheduled transit period is less than six consecutive hours but the actual transit period exceeds six hours because of forced delay enroute or otherwise.

7. Mileage allowance shall be admissible from the residence of the government servant to the railway station or the airport, or the sea/river-port, as the case may be, at his headquarters and from the railway station or the airport or the sea/river-port, to the place of his temporary residence at the out-station, instead of from and up to the Chief Public Office.

8. Where a Government servant claims road mileage for journey performed by road in his personal car, between places connected by rail, the controlling officer may, at his discretion, accept the claim, if he is satisfied that journey by road had to be performed in the public interest.

9. Except as specified in para 10 below, daily allowance at full rate shall be admissible for the entire period of continuous halt on temporary duty, without any special sanction or subject to reduction in rate.

10. In case of temporary duty at a hill station exceeding thirty days, Heads of Departments shall have full powers to sanction daily allowance for the entire period of continuous halt of a government servant.

11. Daily allowance shall be admissible on Sundays and public holidays falling during the period of government servant's temporary duty at an out-station. (It shall not be necessary to render certificate to the effect that the official concerned was actually and not merely constructively on duty in camp).

12. A Government servant who takes casual leave immediately on the conclusion of temporary duty will draw daily allowance for the day of departure from the out-station to which he would have been entitled had he not proceeded on casual leave.

TRAVELLING ALLOWANCE FOR JOURNEYS ON TRANSFER

*13. On transfer two extra fares as for journeys by rail or steamer and the extra mileage allowance for journeys by road shall be discontinued.

14. On transfer, a government servant shall be granted the following :—

* Substituted by G.P. F.D. O.M. No. F.2(1)-Rev.I/72, dated the 31st May, 1973.

(a) *Transfer Grant.*—

<i>Government servant possessing a family</i>	<i>Government servant not possessing a family</i>
One month's pay subject to a maximum of Rs. 1,500.	Half month's pay subject to a maximum of Rs. 750.

(b) *Daily Allowance during journey period.*— One daily allowance at special rate shall be payable to the government servant for every 300 miles of road distance.

(c) *Daily Allowance on arrival at the new place of posting.*— One daily allowance at the rate applicable to the station shall be payable in respect of the government servant and in respect of each member of his family above 12 years and one-half of the full rate for every child above the age of 12 months, for the day of arrival at the new place of his posting.

Transportation of personal effects

15. (a) The maximum limit up to which personal effects can be transported at Government expense shall be as follows :—

Grade of Government servant	Maunds	
	<i>If possessing a family</i>	<i>If not possessing a family</i>
Grade I	120	60
Grade II	80	40
Grade III	40	20
Grade IV	15	10

(b) Cost of carriage of personal effects up to the maximum number of maundage as in sub-para 15(a) shall be allowed at the rate of 3 paises per maund per road mile from the residence of the government servant at the old station to his residence at the new station, irrespective of the mode by which the personal effects are carried. (It will not be necessary to call for receipts in support of his claim of cost of transportation of personal effects).

Transportation of Motor Car/Motor Cycle by road

16. The rate of allowance admissible to a government servant who transports his motor-car or motor-cycle/scooter by road between stations connected by rail or steamer or partly by rail or partly by steamer shall be raised to 37 paise per mile in respect of a motor-car and 12 paise per mile in respect of a motor-cycle/scooter.

TRAVELLING ALLOWANCE FOR JOURNEY ON RETIREMENT

17. (a) A Government servant shall be allowed T.A., to the extent specified below, in respect of the journey from the place of his last posting to his home town, performed during leave preparatory to retirement on or after retirement:—
- (i) Actual fare by rail or steamer of the class to which he was entitled immediately before his retirement for himself and for each member of his family. For journeys by road between places not connected by rail or steamer, mileage allowance shall be allowed.
 - (ii) Cost of transportation of personal effects to the extent admissible to him immediately before retirement for journeys on transfer.
- (b) Advance payment for expenditure as at (a) above shall be made and be treated as final payment.
- (c) The home town shall be determined according to entries pertaining to the permanent address of the government servant in his service record or according to the declaration made by him for purposes of leave travel concession.
- (d) The term “retirement” shall mean retirement on attaining the age of superannuation, or on completing prescribed service limit, or voluntary retirement on completion of 25 years qualifying service, or on invalid pension, or compulsory retirement.
18. Percentage increases in the rates of daily and mileage allowances in localities shown in Appendix 18–A to F.Rs. and S.Rs. Volume II, will be calculated on the ordinary rates of daily allowance as indicated in paragraph 2 above and of mileage allowance as indicated in paragraph 4 above respectively.
19. The existing rules and general orders on the subject shall be deemed to have been modified to the extent indicated in the preceding paragraphs.
20. These orders shall come into force from the 1st January, 1973.

(SEE PARAGRAPH 6 OF FINANCE DIVISION O.M. No. F.2(1)-REV.I/72, DATED 20-12-1972)

ENTITLEMENT TO DAILY ALLOWANCE OF A GOVERNMENT SERVANT ON TOUR

No.	Departure			Arrival			Daily allowance admissible		Applicable Sub-para of memo. Under reference
	Station	Date	Time (hours)	Station	Date	Time (hours)	For transit period	For arrival at and departure from place of temporary duty	
1.	A	15 th	07.00	B	15 th	08.30	Nil	Nil	(1)
	B	15 th	11.00	A	15 th	12.30			
2.	C	15 th	07.00	D	15 th	10.00	One D.A. at special rate.	Nil	(2)
	D	15 th	08.00	C	15 th	21.00			
3.	C	15 th	02.00	D	15 th	05.00	One D.A. at special rate.	Nil	(2)
	D	15 th	13.00	C	15 th	16.00			
4.	C	15 th	23.00	D	16 th	02.00	Nil for 15 th	Nil for 15 th	(3)
	D	16 th	11.00	C	16 th	14.00	One D.A. at special rate for the 16 th	One D.A. at the rate applicable to the locality.	
5.	C	15 th	19.00	D	15 th	22.00	Nil	One D.A. at the rate applicable to the locality for arrival.	(3)
	D	16 th	19.00	C	16 th	22.00	One D.A. at special rate.	One D.A. at the rate applicable to the locality for departure.	
6.	C	15 th	17.00	D	15 th	20.00	One D.A. at special rate.	One D.A. at the rate applicable to the locality for arrival.	(3)
	D	16 th	17.00	C	16 th	20.00	One D.A. at special rate.	One D.A. at the rate applicable to the locality for departure.	
7.	E	15 th	10.00	F	15 th	11.00	One D.A. at special rate.	One D.A. at the rate applicable to the locality for arrival.	(3)
	F	16 th	04.20	E	16 th	05.30	Nil.	One D.A. at the rate applicable to the locality for departure.	
8.	G	15 th	08.30	H	15 th	10.00	One D.A. at special rate for 15 th	Nil	(3)
	H	16 th	14.45	G	16 th	18.00	One D.A. at special rate for 16 th	One D.A. at the rate applicable to the locality.	
9.	G	15 th	02.00	H	16 th	06.30	One D.A. at special rate for 15 th One D.A. at special rate for 16 th	Nil for 15 th One D.A. at the rate applicable to the locality for 16 th for arrival.	(3)
	H	17 th	17.00	G	17 th	20.00	One D.A. at special rate.	One D.A. at the rate applicable to the locality for departure.	

S. No.71.—OFFICE MEMORANDUM NO. F. 1(15)-R.9/72, DATED THE 28TH DECEMBER, 1972.

SUBJECT:—*Grant of T. A. to Government servants posted in East Pakistan who managed to reach West Pakistan after 16th December, 1971.*

The undersigned is directed to refer to this Division's O.M. No. 1(15)-R9/72-704, dated the 21st November, 1972, on the above subject and to say that the question of repatriation to West Pakistan of the stranded family of a Government servant who was killed in East Pakistan has been considered and it has been decided that the provisions of the O.M. referred to above may be extended to such cases also. However, if in such a case, any person for whom the ticket is purchased at Government expense is not covered by the definition of the term “family”, the cost of the ticket (s) purchased by the Embassy for such person (s) may be recovered from the amount of pension/gratuity that may be admissible to the family in accordance with this Ministry’s O.M. No. F. 2(2)-Reg.7/71, dated 12-1-1972, and or the Pension-cum-Gratuity Scheme, 1954, for which consent of the widow may be obtained before repatriation.

S.No.72.—OFFICE MEMORANDUM NO. F.1(15)-R9/72-210, DATED THE 28TH FEBRUARY, 1973.

SUBJECT:—*Grant of Travelling Allowance to officers/officials posted in East Pakistan who managed to reach West Pakistan after 16th December, 1971.*

The undersigned is directed to say that references have been received in this Division enquiring whether the orders contained in this Division's O.M. No. F. 1(15)-R9/72, dated the 17th July, 1972, as modified by Office Memorandum of even number dated the 7th October, 1972, and 21st November, 1972, are also applicable to the employees of autonomous bodies under the Central Government and the Provincial Governments. The matter has been considered in this Division, and it has been decided that the above mentioned orders are applicable to the following categories of employees also:—

- (a) Employees of autonomous bodies under the Central Government that operated in both Wings of the country.
- (b) Employees of autonomous bodies under the Central Government that operated only in East Pakistan.

2. Expenditure in respect of category (a) above will be borne by the autonomous body concerned. Expenditure in respect of category (b) will be borne, in the first instance, by the administrative Ministry concerned.

3. It is further clarified that the orders mentioned in para 1 above do NOT apply to persons who reach West Pakistan through Camps in India or “Bangladesh” meant for Prisoners of War or for Civilian Internees.

S.No.73.—OFFICE MEMORANDUM NO. F.1(15)-R.9/72-371, DATED THE 4TH APRIL, 1973.

SUBJECT:—Grant of Travelling Allowance to officers/officials posted in East Pakistan who managed to reach West Pakistan after 16th December, 1971.

The undersigned is directed to refer this Division's O.M. No. F. 1(15)-R.9/72-704, dated the 21st November, 1972, on the above subject and say that it has been decided that the travelling concession envisaged therein may also be extended *mutatis mutandis* to the stranded families of the Government servant who had been taken P.O.Ws. in East Pakistan.

S.No.74.—OFFICE MEMORANDUM NO. F.2(20)-R.9/73, DATED THE 30TH APRIL, 1973.

SUBJECT:—Adjustment of T. A. advances bills.

The undersigned is directed to state that under the existing orders the Heads of Departments are empowered to relax the prescribed time limit for submission of T.A. adjustment bills to the following extent:—

- (i) Where no TA advance was drawn .. Full power.
- (ii) Where TA advance was drawn .. Upto one year of the date of performance of the journey failing which the advance will be recovered.

2. The question of adjustment of T. A. advances drawn by Central Government employees who proceeded to East Pakistan on transfer/temporary duty and have not been able to submit their adjustment bills as they are POWs in India has been under consideration of Government since some-time past. It has now been decided that the T.A. advances drawn in these cases shall be adjusted according to the following procedure:—

- (a) Outstanding TA advances may not be recovered from the Subsistence Allowance being paid to the families of the POWs.
- (b) TA advances drawn by them may be kept pending till they resume duty in West Pakistan.
- (c) On repatriation they may be allowed to submit their TA claims within 4 months of the date of their resumption of duty in West Pakistan; and

radius of five miles (cf SR 71) has not been dispensed with and that distance will now be reckoned from office or residence as the case may be. The question whether the government servant should proceed on temporary duty from his office or residence is one for the competent authority authorising the tour to decide.

X X X X

- (vi) *Admissibility of travelling allowance to officials of particular departments for whom special provisions have been made in the Fundamental and Supplementary Rules.*—The special provisions in the Supplementary Rules applicable to particular departments (e.g., SRs 82–88) continue to be in force.

X X X X

- (ix) *Admissibility of travelling allowance in cases where the tour commenced on or before 31st December, 1972 but concluded on or after 1st January, 1973.*—Claims for both the outward and the inward journeys are to be regulated by the rules in force at the time of the commencement of the outwards journey.

- (x) *Admissibility of T.A. (including cost of transportation of personal effects) to government servants who performed journey on transfer prior to 1st January, 1973 but whose family travelled and/or personal effects were dispatched on or after 1st January, 1973.*—Where a government servant commenced journey on transfer before 1st January, 1973 but his family performed the journey or the personal effects were transported on or after that date, the grant of travelling allowance will be regulated by the rules in force before that date.

3. *Duties and powers of the Controlling Officers.*—The undersigned is also directed to state that the provisions of SR 195 define the duties and powers of the Controlling Officers which inter-alia require them to scrutinise the necessity, frequency, and duration of journeys, halts and to reduce claim of travelling allowance where called for. This fact was duly taken into account in drawing up the revised travelling allowance rules.

S.No.77.—OFFICE MEMORANDUM NO. F. 2 (6)-R.9/73–513, DATED THE 13TH JUNE, 1973.

SUBJECT:—*Grant of Travelling Allowance.*

The undersigned is directed to say that the question of the grant of T.A. to a Central Government employee who was posted in East Pakistan on 16th December, 1971 and was taken POW and on his repatriation to West Pakistan is posted at a place other than the place where he may be spending the “2 months special leave” has been considered in consultation with the Cabinet Division. It has now been decided that in the

case of such repatriated Government servants, T.A. at transfer rates may be allowed from the place where the special leave is spent to the place of first posting in West Pakistan.

S.No.78.— OFFICE MEMORANDUM NO. F.3(6)-E.I/73, DATED THE 29TH SEPTEMBER, 1973.

SUBJECT:—Stay of employees of Government owned Corporations at Hotels.

It has been noticed that employees of Government owned Corporations, while on tour, have been staying at Inter-Continental Hotels. It has been decided that wherever the expenses of such Corporations are borne out of Government revenues, this practice should stop unless for a particular case in which the contract of the employee so provides. Such employees ought to stay in rest-houses.

2. Where necessary, T.A. Rules should be amended to discontinue such permissions.

3. Ministries/Divisions are requested to take action on paras 1 and 2 above at once.

S.No.79.— OFFICE MEMORANDUM NO. F. 3(6)-E.I/73, DATED THE 28TH DECEMBER, 1973.

SUBJECT:—Stay of employees of autonomous and semi-autonomous organizations at hotels while on tour.

The undersigned is directed to refer to this Division's O.M. No. F. 3(6)-E.I/73, dated the 29th September, 1973, on the subject mentioned above and to say that the following questions have since been raised in this connection:—

(a) whether the orders contained in above O.M. are applicable to employees of all the autonomous and semi-autonomous organizations like the National Shipping Corporation, Trading Corporation of Pakistan Ltd., the State Bank of Pakistan and National Bank of Pakistan etc. and

(b) whether it is permissible for the officers of these bodies to stay at hotels other than the Inter-Continental hotels while on tour.

2. It is hereby clarified that —

(a) the provisions of this Division's O.M. No. F. 3(6)-E.I/73, dated the 29th September, 1973 are applicable to employees of all the autonomous and semi-autonomous organizations set up by the Federal Government whether under any statute or otherwise.

(b) there is, however, no objection to the employees of the above organisations staying at hotels other than the Inter-Continental hotels and claiming

reimbursement of single room-rent charges to the extent and under the conditions prescribed for the corresponding categories of Federal Government servants.

3. Attention in this connection is also invited to para 3 of this Division's O.M. No. F. 3(11)-Exp.I/73, dated the 18th December, 1973, under which the autonomous/semi-autonomous organizations referred to above are required to adopt the same rules in regard to TA/DA etc. as are applicable to Federal Government servants.

S. No.80.— OFFICE MEMORANDUM NO. F. 2(20)-R.9/73-528, DATED THE 21ST MAY, 1974.

SUBJECT:—*Adjustment of T.A. advances bills.*

Reference the orders issued in this Division's Office Memorandum No. F. 2(20)-R.9/73, dated the 30th April, 1973 on the above subject.

2. It has been decided that the above mentioned order will apply *mutatis mutandis* also to those Federal Government employees who on 16th December, 1971 were on duty in what then was East Pakistan and who without having been taken POW later managed to escape to what then was West Pakistan. In the case of these employees the period of four month mentioned in the above O.M. will count from the date of issue of the present O.M. where the employee has already returned and from the date of arrival in Pakistan where the employee has not yet returned.

S.No.81.—OFFICE MEMORANDUM NO. F.1(15)-R.9/72-698-Part, DATED THE 23RD MAY, 1974.

SUBJECT:—*Grant of Travelling Allowance to officers/officials posted in the erstwhile East Pakistan who managed to reach what then was West Pakistan after 16th December, 1971.*

In partial modification of this Division's O.M. No. F. 1(15)-R.9/72, dated the 17th July, 1972 on the above subject, it has been decided that the certificate prescribed in paragraph 2 thereof may be given also by an Additional Secretary of the Division concerned.

S. No.82.— OFFICE MEMORANDUM NO. F. 4(3)-R.9/73-D.669/74, DATED THE 20TH JULY, 1974.

SUBJECT:—*Powers to grant conveyance allowance under S.R. 25.*

Reference the entries against serial number 44 of Annexure-II of this Division's Office Memorandum No. F. 1(3)-EI/72, dated the 18th May, 1973, on the above subject.

2. The President has been pleased to decide that the table in the above entries will stand replaced, with effect from 1st July, 1974, by the following table:—

Average extent of mileage done by the official concerned per month on official duty in terms of SR 25.	Monthly rates of conveyance allowance		
	Civil servants of Grade 17 or above maintaining a car	Civil servants of Grade 16 or below maintaining a motorcycle/scooter	Civil servants of Grade 15 or below maintaining a bicycle
1	2	3	4
Not exceeding 100 miles	Nil	Nil	Nil
101 to 150 miles	Rs. 60/-	Rs. 20/-	Rs. 15/-
151 to 200 miles	Rs. 80/-	Rs. 25/-	- Do -
201 to 250 miles	Rs. 100/-	Rs. 30/-	- Do -
251 to 300 miles	Rs. 120/-	Rs. 40/-	- Do -
301 to 350 miles	Rs. 140/-	Rs. 45/-	- Do -
351 to 400 miles	Rs. 160/-	Rs. 55/-	- Do -
Above 400 miles	Rs. 180/-	Rs. 60/-	- Do -

3. It is hereby clarified that the grant of the conveyance allowance in individual cases, in accordance with the above scale and subject to the requisite conditions, is intended to be sanctioned on financial-yearly basis viz for 1974–75 on the basis of the actual or estimated extents of mileage done per month during 1973–74, and so on.

S.No.83.—OFFICE MEMORANDUM NO. F. 2(54)-R.9/74, DATED THE 24TH JULY, 1974.

SUBJECT:—Admissibility of Travelling Allowance or actual travelling, hotel and carriage expenses to persons not in Government service.

Reference serial number 52 of Appendix-13 to FRs and SRs, Volume II, regarding grant of travelling allowance under S.R. 190 to persons not in Government service.

2. There seems to be some misunderstanding in certain quarters as to the scope of the above power. The correct position is this. SR 190 (a) deals with grant of “travelling allowance” to persons not in Government service, while SR 190 (b) deals with grant to above persons of “actual travelling, hotel and carriage expenses” instead of “travelling allowance”. It follows that, for purposes of SR 190, the term “travelling allowance” is distinct from, and does not include “actual travelling, hotel and carriage expenses”. The power delegated under SR 190, as in column 3 against S. No.52 of Appendix-13 to FRs and SRs, Volume II, is confined to grant of “travelling allowance” and thus does not include power to grant “actual travelling, hotel and carriage expenses”.

S.No.84.— OFFICE MEMORANDUM NO. F. 3(6)-E.1/73, DATED THE 29TH JULY, 1974.

SUBJECT:—Stay in hotels of employees of Government owned Corporations and autonomous/semi-autonomous organizations, while on tour.

It has been noticed that the instructions on the above subject issued in this Division’s O.M. of even number dated the 29th September, 1973, and 28th December, 1973

are not being observed by all concerned. It is understood that the employees of Government owned Corporations and autonomous/semi-autonomous organizations are still in the practice of staying in Inter-Continental Hotels while on tour. The Ministries/Divisions etc. are requested again kindly to take such action as would effectively ensure discontinuance of the above practice and strict observance of the instructions referred to above.

2. The Ministries/Divisions etc. are also requested kindly to confirm urgently if the T.A. rules of the Corporations etc. under their administrative control have since been amended as requested in this Division's O.M. of 29th September, 1973 referred to above. A very early reply will appreciated.

S.No.85.—OFFICE MEMORANDUM NO. F.1(15)-R.9/72–866/74, DATED THE 30TH JULY, 1974.

SUBJECT:—Grant of Travelling Allowance to officers/officials posted in the erstwhile East Pakistan who managed to reach what then was West Pakistan after 16th December, 1971.

In supersession of this Division's O.M. No. F. 1(15)-R.9/72–698-Part, dated the 23rd May, 1974, on the above subject, it has been decided that the certificate prescribed in paragraph 2 of this Division's O.M. No. F. 1(15)-R.9/72, dated the 17th July, 1972, may be given, in the case of employees of the Secretariat, by the Joint Secretary incharge of Administration in the Ministry/Division concerned, and in the case of employees of an Attached Department/Subordinate Office, by the head of that Department/Office unless he is in a Grade lower than Grade 20 in which case the certificate in question may be given by the Joint Secretary (Admn) by the Ministry/Division concerned.

S.No.86.—OFFICE MEMORANDUM NO. D.1697-R.12/74, DATED THE 23RD AUGUST, 1974.

SUBJECT:—Hiring of Office/Residential accommodation at Inter-Continental Hotel.

Reference this Division's O.M. No. F. 3(6)-E.I/73, dated the 29th September, 1973, and even number dated 28th December, 1973 and 29th July, 1974.

2. It has been noticed that the employees of certain Government owned establishments have, at the place of their duty, acquired residential accommodation at Inter-Continental Hotels. The President has been pleased to decide that this practice shall be discontinued forthwith and officials employed on the managements of Government establishments as well as Government owned and controlled Corporations and autonomous/semi autonomous organizations should, under no circumstances, be allowed to stay in Inter-Continental or Five Star hotels unless it was so specified in the contract of their service. It has also been decided that no office accommodation should be hired out by the above Corporations/organizations at the aforesaid hotels. Ministries/Divisions are requested to issue necessary directives to this effect and to ensure that the above decisions are strictly enforced by all concerned.

S.No.87.—OFFICE MEMORANDUM NO. F. 2 (45)-R.9/74–1036, DATED THE 21ST OCTOBER, 1974.

SUBJECT:—Travelling Allowance Bills.

In accordance with the provisions of SR 32–A, every Government servant is required to travel by the class of accommodation to which he is entitled, and if he travels in a lower class of accommodation, he is entitled to claim fare of the class of accommodation actually used. In terms of SR 195 it is the duty of the Controlling Officers to satisfy themselves that the Government servant concerned travelled in the class of accommodation of which he has claimed the fare. The responsibility for verifying the correctness of the claim representing the fare for the class of accommodation used by the Government servant thus being of the Controlling Officer, and not of Audit, the Ministries/Divisions are requested kindly to impress upon the Controlling Officers to ensure that the above requirement is duly complied with by adopting such measures as may be deemed necessary in each case before the T.A. bill is countersigned by them. In the case of an officer who is his own Controlling Officer, his signature on the T.A. bill should be taken as a proof that the journey was performed in the class of accommodation of which fare has been claimed by him.

S.No.88.—OFFICE MEMORANDUM NO. F. 2(3)-R.9/76, DATED THE 19TH APRIL, 1976.

SUBJECT:—Grant of Travelling Allowance to Officials posted in former East Pakistan who managed to reach (West) Pakistan after 16th December, 1971.

The undersigned is directed to invite a reference to this Division's O.M. No. F. 1(15)-R.9/72, dated the 17th July, 1972 (as amended and amplified from time to time), regarding the grant of travelling expenses etc. to Government servants who were posted in former East Pakistan and managed to reach Pakistan after 16th December, 1971 and to the families of those Government servants who had died or had been taken P.O.Ws.

2. A case has come to notice in which the family members of deceased Government servants managed to leave former East Pakistan after 16th December, 1971, but instead of coming direct to Pakistan, managed to reach a third country from they were repatriated at Government expense. A doubt has been raised as to whether in such cases the expenditure incurred in connection with journey from former East Pakistan to the third country concerned is admissible in terms of the above mentioned orders. It is clarified that such cases are also covered by the said orders.

S.No.89.— OFFICE MEMORANDUM NO. F. 7(5)-R9/76, DATED THE 19TH MAY, 1976.

SUBJECT:—Attendance at Official Functions.

The undersigned is directed to invite a reference to Rule 5(5) of the “Rules for the Use of Staff Cars 1975” which provides that an officer of Grade 19 and above may use

the staff car for attending diplomatic and official functions in his official capacity, whether during or outside office hours.

2. A question has been raised as to whether taxi charges would be admissible to such an officer in case staff car is not available. It has been decided that officers of Grade 19 and above when invited to attend diplomatic and official functions in their official capacity should place a requisition for the staff car. In case staff car is not provided, the officers concerned may claim taxi charges as admissible on official visit.

S.No.90.—OFFICE MEMORANDUM NO. F. 2 (59)-R.9/73, DATED THE 1ST JUNE, 1976.

SUBJECT:—Recovery of unutilised T.A. advance drawn by Government servants who proceeded to former East Pakistan on Transfer/Tour.

The undersigned is directed to invite a reference to this Division's O.M. No. F. 2 (20)-R.9/73, dated the 30th April, 1973, according to which Central Government servants who proceeded to former East Pakistan on transfer or tour before the 16th December, 1971 but who could not submit their TA adjustment bills in time because of having been taken POWs, were allowed to submit the same within four months of the date of their resumption of duty in Pakistan.

2. A case has been brought to the notice of this Division, wherein the claim submitted by such a Government servant did not cover the entire amount of the TA advance drawn at the time of his transfer to East Pakistan. It has been represented that the Government servant had deposited the unutilised TA advance in his bank account in the former East Pakistan which was later frozen by the Government of Bangladesh and as such recovery of that amount from his pay is likely to cause hardship. The matter has been considered as a general issue and it has been decided that recovery of the unutilised TA advance, if any, from such Government servants shall be held in abeyance until further orders. The Government servant concerned shall, however, give a certificate to the effect that he had deposited the unutilised TA advance in his bank account in former East Pakistan (details to be indicated) which was frozen by the Government of Bangladesh. The other formalities regarding the preparation and submission of the TA bills to the audit should be completed without further delay so that the amount of recovery is known.

3. Cases in which TA claims have been settled shall not be reopened.

S.No.91.—OFFICE MEMORANDUM NO. F. 2 (2)-R.9/76–D.138/77, DATED THE 6TH APRIL, 1977.

SUBJECT:—Grant of conveyance/daily allowance to civil servants who perform short visits on official duty between Karachi/Lahore and their suburbs.

The question of admissibility of conveyance/daily allowance etc. to civil servants posted in Karachi/Lahore who perform short visits from the stations of their posting to

S.No.93.—OFFICE MEMORANDUM NO. F. 2 (15)-R.9/77, DATED THE 27TH MAY, 1977.

SUBJECT:—Stay of Employees of Government owned Corporations at Hotels.

Instances have come to the notice of this Ministry that despite clear prohibitory orders, as contained in this Division's O.M. F. 3(6)-EI/73, dated 29-9-1973, as clarified under this Division's O.M. F. 3(6)-EI/73, dated 28-12-1973, some officers of autonomous/ semi autonomous organizations, nationalised banks and taken over industries etc. still stay, during tour, at Inter-Continental Hotels. It is emphasised once again that no officer of any corporation, autonomous/semi autonomous body or organization, nationalised bank or taken over industry etc., whether he is a deputationist or a regular employee of one of these bodies and whether he has been appointed by the Government or by the corporation itself shall stay at Inter-Continental Hotel, during his tours outside his Headquarters. If any officer of such a body or organisation stays at an Inter-Continental Hotel he shall do so at his own cost. The liability of the organisation would be restricted to the expenses that would have been incurred had the officer stayed at a hotel other than the Inter-Continental.

2. It is requested that all the officers concerned should be advised to observe the above instructions in their own interest. If any officer has already stayed at an Inter-Continental Hotel, after the issue of this Division's O.M. of 29-9-1973 the difference at the rates indicated above should be recovered from him.

3. It is requested that necessary instructions in this regard may kindly be issued to all corporations/autonomous bodies etc. under the control of Federal Government for strict compliance of the above decision. A copy of the instructions issued to (and further on) by these bodies may be endorsed direct to the undersigned by name. An intimation in regard to the recovery, if any, or else a 'Nil' Report may also be sent to the undersigned.

S.No.94.—OFFICE MEMORANDUM NO. F. 2 (36)-R.9/77-D.1044, DATED THE 12TH DECEMBER, 1977.

SUBJECT:—Stay at Inter-Continental hotels.

Instances have come to notice of this Division where Ministries/Divisions and other offices made arrangements for the stay of senior officers on tour at a cost exceeding the entitlement of the officer. Such a practice subsequently leads to difficulties and complications.

2. It is therefore emphasised that when making such arrangements for accommodation, the entitlement of the officer concerned should invariably be borne in mind.

S.No.95.— OFFICE MEMORANDUM NO. F. 2 (1)-R.9/78, DATED THE 21ST FEBRUARY, 1978.

SUBJECT:—Travelling allowance Rules.

The undersigned is directed to refer to the Interior Division Notification No.3/2/77-Public dated the 24th May, 1977, declaring 'Friday' as a weekly closed holiday

instead of 'Sunday' and to say that the President has been pleased to decide that as from 1st July, 1977 the word 'Sunday' wherever occurring in the rules and orders etc ; relating to Travelling Allowance shall be deemed to have been replaced by the word 'Friday'.

S.No.96.—OFFICE MEMORANDUM NO. F. 2 (9)-R.9/78, DATED THE 26TH MARCH, 1978.

SUBJECT:—*Delay in Settlement of Bills of Air Companies.*

The undersigned is directed to say that it has been brought the notice of this Division that in spite of the instructions issued in this Division's O.M. No. F. 4 (1)-RII/51, dated the 9th February, 1951 and No. F. 7 (10)-RII/57, dated the 28th May, 1957, on the subject mentioned above, the practice of credit bookings has not been stopped by various Divisions, Departments etc. This practice causes undue delay in the settlement of bills of the air companies. It is therefore emphasised that due regard should be paid to the existing instructions which should be followed strictly.

S.No.97.— OFFICE MEMORANDUM NO. F.2(53)-R.9/77, DATED THE 10TH MAY, 1978.

SUBJECT:—*Entitlement of civil servants to rail accommodation consequent upon the reclassification of rail classes.*

The undersigned is directed to state that as a result of the decision of Railway administration to reclassify the passenger traffic with effect from 14th August, 1977, it has been decided that civil servants when travelling on tour or transfer by the Pakistan railways, will be entitled to rail accommodation according to the scales indicated below:—

2. *Grade I* — *Civil servants in NPS 17 and above and all those in receipt of pay exceeding Rs. 1,150.*— Accommodation of the highest class by whatever name be it called.

3. *Grade II* — *Civil servants drawing pay exceeding Rs. 400 but not exceeding Rs. 1,150.*— First class (Sleeper) accommodation. If travelling on a line which does not provide First class (Sleeper), the next lower class.

4. *Grade III* — *all civil servants excluding those in NPS I and II.*— First class (Sleeper-cum-sitter) accommodation. If travelling on a line which provides no First class (Sleeper-cum-sitter) accommodation, the next lower class.

5. *Grade IV* — *civil servants in NPS I and II.*— Lowest class by whatever name be it called.

6. The relevant provisions in FRs and SRs may be treated as having been modified to the extent indicated above.

S.No.98.—OFFICE MEMORANDUM NO. F. 2(45)-REG.9/78-719, DATED THE 9TH AUGUST, 1978.

SUBJECT:—*Grant of T.A. to officers appointed under the lateral entry scheme on termination of their services.*

The undersigned is directed to say that a question has been raised as to whether Government servants whose services have been terminated under the provisions of Civil Servants (Amendment) Ordinance, 1978, are entitled to claim T.A. as on retirement. It has been decided that such Government servants are eligible to draw T.A. to the extent specified in para 17 of this Division O.M. No. F. 2(1)-Rev.I/72, dated the 20th December, 1972.

2. These orders will also be applicable to any person in the service of a corporation or an institution set up, established, managed or controlled by the Government of Pakistan and whose services have been terminated under the provisions of Corporation Employees (Special Powers) Ordinance, 1978.

S. No.99.— OFFICE MEMORANDUM NO. F. 4(5)-R9/78, DATED THE 31ST JANUARY, 1979.

SUBJECT:— *Powers to grant permanent conveyance allowance.*

Reference this Division's O.M. No. F. 4(3)-R9/73 – D.669/74, dated the 20th July, 1974, on the above subject.

2. It has been decided that the Table in the above mentioned Office Memorandum will stand replaced by the following table:—

Extent of mileage (scale of metres)	Monthly rate of conveyance allowance		
	Civil servants of Grade 17 or above maintaining a car	Civil servants of Grade 16 or below maintaining a motor cycle/scooter	Civil servants of Grade 15 or below maintaining a cycle
1	2	3	4
From 161 to 240 km	Rs.140/-	Rs. 45/-	Rs. 30/-
“ 241 to 320 km	Rs.195/-	Rs. 65/-	- do -
“ 321 to 400 km	Rs.250/-	Rs. 80/-	- do -
“ 401 to 560 km	Rs.300/-	Rs.100/-	- do -
Above 560 km	Rs.350/-	Rs.120/-	- do -

3. These orders shall take effect from 1st February, 1979.

S.No.100.—OFFICE MEMORANDUM NO. F.1(15)-R.9/72–D.128/83, DATED THE 29TH MARCH, 1983.

SUBJECT:—*Grant of Travelling Allowance to officers/officials posted in East Pakistan who managed to reach West Pakistan after 16th December, 1971.*

The undersigned is directed to refer to this Division Office Memorandum No. F.1 (15)-R.9/72, dated 17th July, 1972 on the above subject and to say that this Division feels that a long period of over 10 years having already passed since the issue of the said Office Memorandum, the need for the orders contained therein no longer exists. It has, therefore, been decided that the said Office Memorandum shall be deemed to have been withdrawn and cancelled w.e.f. 1st April, 1983.

S.No.101.— OFFICE MEMORANDUM NO. F.2(23)-R.9/83-D.357/84, DATED THE 6TH MAY, 1984.

SUBJECT:—*Entitlement of Civil Servants to rail accommodation consequent upon the introduction of the Scheme of Basic Pay Scales, 1983.*

The undersigned is directed to refer to this Division's O.M. No. F. 2(23)-R.9/83, dated the 5th September, 1983, on the above subject and to state the Table of rail accommodation indicated therein shall be revised as under:—

2. Category–I: Civil servants in BPS–17 and above and all those in receipt of pay exceeding Rs.2200/- p.m.

Accommodation of the highest class by whatever name be it called.

3. Category–II: Civil servants drawing pay exceeding Rs.700/- but not exceeding Rs.2200/- p.m.

First Class (Sleeper) accommodation. If travelling on a line which does not provide First Class (Sleeper), the next lower class.

4. Category–III: All Civil servants excluding those in B–1 and B–2.

First Class (Sitter) accommodation. If travelling on a line which provides no First Class (sitter) accommodation, the next lower class.

5. Category–IV: Civil servants in B–1 and B–2.

Lowest class by whatever name be it called.

6. The relevant provisions in the FRs and SRs may be treated as having been modified to the extent indicated above.
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S.No.102.— OFFICE MEMORANDUM NO. F. 2(57)-R.9/85–648, DATED THE 7TH JULY, 1985.

SUBJECT:—*Terms of Deputation of officers sent for training to National Institute of Public Administration at Karachi, Lahore and Peshawar.*

The undersigned is directed to say that specific instructions issued by the Establishment Division regulate the terms and conditions of officers deputed for training at the National Institute of Public Administration at Karachi, Lahore and Peshawar. In the case of regular courses, a lump sum amount is placed at the disposal of the said institutes on account of boarding, lodging, transport, utility charges etc. Daily Allowance is given when the participants are taken on field tours during training. In the case of courses of short duration of less than one month, normal D.A. is admissible. Hostel accommodation is made available to the participants on request on payment of nominal charges.

2. In some quarters a doubt exists that the participants of short course can stay at a hotel and claim reimbursement of room rent. The matter has been considered in consultation with the Establishment Division. It has been decided that reimbursement of room rent is not admissible in such cases. It has also been decided that past and closed cases of this nature may not be re-opened.

S.No.103.—OFFICE MEMORANDUM NO. F.4(11)-R.9/87, DATED THE 18TH AUGUST, 1987.

SUBJECT:—*Entitlement of Civil Servants to rail accommodation consequent upon the introduction of the Basic Pay Scales, 1987.*

The undersigned is directed to refer to this Division's O.M. No. F. 2(23)-R.9/83-D.357/84, dated the 6th May, 1984, on the subject noted above and to state that in consequence of the introduction of Basic Pay Scales 1987, the Table of rail accommodation shall be revised as under:—

- | | |
|-----------------------|--|
| 2. <u>Category-I</u> | <u>Civil servants in BPS-17 and above and all those in receipt of pay exceeding Rs.2840/- p.m.</u> |
| | Accommodation of the highest class by whatever name be it called. |
| 3. <u>Category-II</u> | <u>Civil servants drawing pay exceeding Rs.910/- but not exceeding Rs.2840/- p.m.</u> |
| | First Class (Sleeper) accommodation. If travelling on a line which does not provide First Class (Sleeper), the next lower class. |

4. Category—III Civil servants excluding those in BPS—1 and 2.

First Class (sitter) accommodation. If travelling on a line which does not provide First Class (sitter) accommodation, the next lower class.

5. Category—IV Civil servants in BPS—1 and 2.

Lowest class by whatever name be it called.

6. The relevant provisions in the FRs and SRs may be treated as having been modified to the extent indicated above.

7. These orders shall take effect from 1st July, 1987.

S.No.104.— OFFICE MEMORANDUM NO. F. 8(1)-Reg.(9)/88, DATED THE 14TH JULY, 1988.

SUBJECT:—*Terms of Deputation of officers sent for training to National Institute of Public Administration at Karachi, Lahore and Peshawar.*

The undersigned is directed to refer to this Division's O.M. No. 2(57)-R.9/85-648, dated the 7th July, 1985 on the above subject and to say that it has been inter-alia provided therein that in case of regular courses of more than one month duration, a lump sum amount is placed at the disposal of NIPA on account of boarding, lodging, transport, utility charges, etc. by the Department concerned in respect of their nominees. A question has been raised whether a participant of a course of more than one month duration in whose case lump sum amount is not paid to the Institute on account of boarding and lodging will be entitled to the reimbursement of expenditure incurred on account of the aforesaid facility. It is clarified that such a participant may be allowed reimbursement of (1) actual room rent and (2) boarding/meal charges charged by the Institute on production of receipt from NIPA. It is further clarified that if such a trainee does not avail by himself of the facility of boarding and lodging in NIPA, he will not be entitled to such charges.

S.No.105.— OFFICE MEMORANDUM NO. F. 1(30)-Reg.9/91, DATED THE 24TH MARCH, 1992.

SUBJECT:—*Specialised Courses on Management Analysis and Operations Research organised at the Management Services Division, Karachi.*

Management Services Division organised courses of more than one month's duration, on 'Management Analysis and Operations Research' at Karachi which were attended by the officers nominated by various government agencies.

2. The claims on account of D.A./hotel charges submitted by the officers who attended the course on the subject were objected to by the AGPR. Representations received on this account, have been examined and it has been decided that the government officers who attended the 15th and 16th courses may be allowed reimbursement of actual expenditure incurred on hotel charges (subject to a maximum of three D.As. on production of actual hotel receipts) or/and receipt of accommodation, if available from the Institute concerned and D.A. for the entire period of training.

S.No.106.— OFFICE MEMORANDUM NO. F. 1 (4)-R.10/2002-225/05,
DATED THE 20TH MAY, 2005.

SUBJECT:— *Revised Entitlement of Civil Servants to rail accommodation travelling on Official Duty within the Country.*

The undersigned is directed to refer to Finance Division's O.M. No. F. 1(4)-R-9/2002-510, dated 8th June, 2002 on the subject noted above and to state that Pakistan Railways has recently upgraded its services and enhanced the Classes of accommodation for Railway journey on its country wide routes. Accordingly existing entitlement of civil servants (BPS 1–22) for the purpose of Railway accommodation while on official duty within the country has been revised as under :—

- | | |
|---------------------------|---|
| (i) Category–I | <u>Civil Servants in BPS–17 and above</u>
Air conditioned class or accommodation of the highest class available on the route. |
| (ii) Category–II | <u>Civil Servants in BPS–14 to 16</u>
AC lower (Special). If travelling on a line which does not provide AC lower (Special) the next lower class. |
| (iii) Category–III | <u>Civil Servants in BPS–11 to 13</u>
AC lower (Ordinary). If travelling on a line which does not provide AC lower (Ordinary) the next lower class. |
| (iv) Category–IV | <u>Civil Servants in BPS–1 to 10</u>
Economy Class of the lowest class by whatever name be it called. |

2. The relevant provisions in the FRs and SRs may be deemed to have been modified to the extent indicated as above.

3. These orders shall come into force with immediate effect.

S.No.107.— OFFICE MEMORANDUM NO. F. 1 (4)R-10/2002, DATED THE 19TH SEPTEMBER, 2009.

SUBJECT:—*Revised Entitlement of Civil Servants to Rail Accommodation Travelling on Official Duty Within the Country.*

The undersigned is directed to refer to Finance Division's O.M.No.F.1(4) R-10/2002-225/05, dated 20-05-2005 on the subject noted above and to state that Pakistan Railways has recently upgraded its services and enhanced the Classes of accommodation for Railway journey on its country wide routes. Accordingly existing entitlement of civil servants (BPS 1-22) for the purpose of Railway accommodation while on official duty within the country has been revised as under:—

- | | |
|---------------------------|--|
| (i) Category-I | <u>Civil Servants in BPS-17 & above</u>
Air conditioned class or accommodation of the highest class available on the route. |
| (ii) Category-II | <u>Civil Servants in BPS 14 to 16</u>
Business Class, If traveling on line which does not provide Business Class the next lower class. |
| (iii) Category-III | <u>Civil Servants in BPS 11 to 13</u>
AC Standard. If traveling on line which does not provide AC Standard the next lower class. |
| (iv) Category-IV | <u>Civil Servants in BPS 01 to 10</u>
Economy Class or the Lowest Class by whatever name be it called. |

2. The relevant provisions in the FRs and SRs may be deemed to have been modified to the extent indicated as above.

3. These orders shall come into force with immediate effect.

OFFICIAL VISITS ABROAD

S. No.1.— OFFICE MEMORANDUM NO. F. 8(2)-R.II(II)/58, DATED THE 31ST OCTOBER, 1958.

SUBJECT:—*Terms admissible to Government servants proceeding abroad under Foreign Technical Assistance Programme or as Trainees otherwise.*

In supersession of all previous orders issued on the subject by the Ministry of Finance or by the Ministry of Economic Affairs, the following terms will be admissible to Government servants proceeding abroad under any of the Foreign Technical Assistance Programmes, from the date of issue of these orders.

NOTE:— The term trainee used below will cover all persons travelling abroad for the purpose of training, observation or study but will exclude members of delegations or other Government servants deputed abroad on temporary duty in connection with specified official assignments.

- (i) During the period of training abroad as well as the transit time, to and from the place of training (both should be specified in the individual sanction letter), the trainee will be treated as on duty.
- (ii) Pay as defined in F.R. 9(21) i.e., including special pay (if attached to the post in question in Pakistan), personal pay, etc. and dearness/cost of living, local compensatory and house rent allowances, which would have been admissible but for the training abroad, subject, in the case of local compensatory and house rent allowances, to the following conditions:—
 - (a) that the family of the Government servant continues to reside for the period in question at a station in Pakistan where the allowances are admissible to him; and
 - (b) that the Government servant continues to incur the expenditure for which the allowances were sanctioned.

The dearness/cost of living, local compensatory and house rent allowance will be admissible in rupees in Pakistan. As regards pay, the question as to what portion thereof, if any, should be admissible abroad in foreign currencies, is under consideration, and a supplementary memorandum will issue shortly. In the meantime, existing orders on the subject will remain in force.

- (iii) Travelling allowance in Pakistan will be admissible under the normal rules, from the place of duty to the seaport/airport of embarkation and vice versa on return.
- (iv) Passage for both outward and return journeys will be limited to the scale (1ST Class or Tourist) payable by the donor government/agency. No liability on account of passage will ordinarily be accepted by the Government of Pakistan.

- (v) Baggage will be limited to the free allowance admissible on the air ticket and no extra freight will be paid for by the Government of Pakistan.
- (vi) Subsistence allowance (or daily allowance) will be limited to what is payable by the donor government/agency and no additional contribution will be made by the Government of Pakistan.
- (vii) Other allowance which the donor government/agency provides as part of the terms of its offer e.g., outfit allowance, book allowance, etc. will be payable to the trainees. No contribution will be made by the Government of Pakistan.
- (viii) Except where the donor government/agency prescribes the airline for travel, the trainees will travel by P.I.A. or make their travel arrangements through P.I.A.
- (ix) Unless the period of training is more than one year, no trainee will be permitted to take his family with him. In cases of training exceeding one year permission may be given by the Ministry of Finance but no payment for passage, etc., will be made by the Government of Pakistan.
- (x) Medical facilities will be admissible on the scale and in the manner provided by the donor government/agency.
- (xi) In cases where the cost of passage or any other expenditure payable by the donor government/agency is initially paid in foreign currencies, the latter will be surrendered to the Government of Pakistan through an authorised dealer (bank).

2. Where the training programme is sponsored by a Government Department, otherwise than under a Foreign Technical Assistance Programme, the terms to be granted will not be more favourable than the above.

3. Where a Government servant is permitted to go for training abroad, under arrangements not sponsored by the Government but with the specific and prior consent of his employing department, and in a field of training which is accepted in writing as relevant and useful for the department, he may be permitted the above terms after consultation with the Ministry of Finance.

4. The terms applicable to employees of semi-government institutions should not be more favourable than the above.

S. No. 2.— OFFICE MEMORANDUM NO. F. 1(7)-R.10/80, DATED THE 10TH MAY, 1980.

SUBJECT:— *Categorization of Grade 21 officers as category I officers for the purposes of entitlement of Daily Allowance while on official tour abroad.*

The undersigned is directed to say that according to Para 2 of Appendix 7 to FR&SRs, among others, officers above the rank of Joint Secretaries are categorized as category I officer. A doubt has arisen whether Grade 21 officers serving in Federal Government Departments/offices outside the Secretariat will be treated as above the rank

of Joint Secretaries. The matter has been considered in this Division and it has been decided that Grade 21 officers will be treated as category I officers for the purpose of entitlement of daily allowance while on official tour abroad.

S. No. 3.— OFFICE MEMORANDUM NO. F. 1(7)-R.10/80, DATED THE 2ND AUGUST, 1980.

SUBJECT:—Categorization of Grade 20 officers in Federal Government Departments/Offices outside the Secretariat as category II officers for the purpose of entitlement to Daily Allowance while on official tour abroad.

The undersigned is directed to say that according to Para 2 of Appendix 7 to FR&SRs, among others, officers of the rank of Joint Secretary to Government of Pakistan are categorized as category II officers and Grade 20 officers in Federal Government Departments/Offices outside the Secretariat are treated as category III officers. The matter has been considered in this Division and it has been decided that henceforth Grade 20 officers in Federal Government Departments/Offices outside the Secretariat will also be treated as category II officers for the purpose of entitlement to Daily Allowance while on official tour abroad.

S. No. 4.— OFFICE MEMORANDUM NO. F.1(16)-R.10/81, DATED THE 30TH JULY, 1981.

SUBJECT:—Terms admissible to persons proceeding to places outside Pakistan on official business and those posted in Pakistan Missions abroad while travelling on duty abroad except on transfer.

The undersigned is directed to refer to paragraph 2 of Appendix No.7 to Fundamental Rules and Supplementary Rules, Volume II, and to say that it has been decided that military officers of the rank of Major General/equivalent and above in the Armed Forces, who correspond to Grade 21 and Grade 22 officers on the civil side, shall, with immediate effect, be treated as Category I officers for the purpose of entitlement to daily allowance on temporary duty abroad.

2. The existing orders on the subject shall be deemed to have been modified to the extent indicated in para 1 above.

S. No. 5.— OFFICE MEMORANDUM NO. F.6 (1)-R.10/83, DATED THE 12TH SEPTEMBER, 1983.

SUBJECT:—Grant of Subsistence Allowance to Government servants proceeding abroad on Training otherwise than under a Foreign Technical Assistance Program.

The undersigned is directed to refer to this Division's Office Memorandum No. F. 6(8)-R.10/79, dated 29th March, 1980 on the above subject, and to say that the existing

rates of subsistence allowance admissible to Government servants proceeding abroad on training under a program sponsored by a Government Department otherwise than under a Foreign Technical Assistance Program and where the entire expenses are borne by the Government of Pakistan themselves, have been reviewed having regard to the prevalent cost of living abroad. Sanction of the President is conveyed to the following revised rates of subsistence allowance to be admissible from 15th September, 1983 in cases of training, involving a period of more than one week:—

	U.S.A. and Canada	Other Countries (except India, Bangladesh and Sri Lanka)
Trainees attached with educational/technical institutions	\$ 650 p.m.	\$ 600 p.m.
Trainees attached with workshops, factories and industrial establishments	\$ 975 p.m.	\$ 850 p.m.

Half pay in foreign exchange will be admissible as in the case of trainees getting subsistence allowance from the foreign agencies, as hitherto-fore.

2. For India, Bangladesh and Sri Lanka, the rates of subsistence allowance will be fixed in specific cases as and when required.

3. These orders shall apply to all civil Government servants including civilians paid from Defence Estimates, and employees of Railways, T&T and P.O. Department.

S. No.6.— **OFFICE MEMORANDUM NO. F. 1(60)-R.10/83, DATED THE 4TH APRIL, 1984.**

SUBJECT:—*Entitlement to TA/DA of officers holding Current Charge of the higher posts while on tour outside Pakistan.*

The undersigned is directed to say that under paragraph 2 of Appendix No.7 of Fundamental Rules and Supplementary Rules (Volume II), for the purpose of drawl of TA/DA etc. while on official tour abroad, the Government officials have been categorised as under:—

Category-I	Officers in Basic Scale-21 and above.
Category-II	Officers in Basic Scale-20.
Category-III	Officers in Basic Scales 17-19, excluding officers who draw pay in BPS-17 on account of move-over from lower scale.
Category-IV	Officials in Basic Scale 16 and below.

2. Since officers of the rank of Joint Secretary and other officers in Basic Scale-20 are entitled to TA/DA of Category-II officers while on tour abroad, a question has been raised whether an officer holding current charge of the post of Joint Secretary would

also be entitled to TA/DA applicable to Category-II officers. The matter has been examined in consultation with the Establishment Division and it has been held that since 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.

S. No.7.— OFFICE MEMORANDUM NO. F.3(10)-R.10/84, DATED THE 24TH MAY, 1984.

SUBJECT:—*Terms admissible to Government Servants proceeding abroad under Foreign Technical Assistance Programme or as Trainees otherwise.*

The undersigned is directed to invite attention of all Ministries/Divisions etc. to this Division's Office Memorandum No.F.8(2)-R.II(II)/58, dated 31st October, 1958 (copy at S. No.1), Para 1(iv) of which provides that passage for both outward and return journey will be limited to the scale (first class or tourist) payable by the donor Governments/Agencies and that no liability on account of passage will ordinarily be accepted by the Government of Pakistan. In spite of these Government orders, it has come to the notice of this Division that the Ministries/Divisions still process training offers from donor Governments/Agencies where the donor Govt/agencies provide board, lodging, training fees, personal expenses etc. but expect the travel expenses of participants to be borne by the Government of Pakistan or the participants themselves. Under existing Government orders in the afore-mentioned Office Memorandum, Government of Pakistan will not henceforth accept any liability on account of passage of participants.

2. In view of the above-stated position, it is requested that Establishment Division, Economic Affairs Division and other Ministries/Divisions etc. process only those training offers where the donor Governments/Agencies themselves provide all facilities including travel expenses and no liability whatsoever is placed on the Government of Pakistan.

S. No.8.— OFFICE MEMORANDUM NO. F.6(1)-R.10/83, DATED THE 5TH MARCH, 1985.

SUBJECT:—*Grant of Subsistence Allowance to Government servants proceeding abroad on Training.*

The undersigned is directed to refer to the Cabinet Division Office Memorandum No. 4/21/84-Sup, dated 28th January, 1985 on the above subject, and to say that a reply to the point raised has already been given in this Division U.O. No. F.6(1)-R.10/83, dated 24-10-1984. The foreign sponsored training programmes are regulated under this Division's O.M. No. F.8(2)-R.II(II)/58, dated 31-10-1958. In para 1(vi) of this O.M. it has been stated that subsistence allowance (or daily allowance) will be limited to what is payable by the donor government/agency and no additional contribution will be made by the Government of Pakistan. The training programmes wholly sponsored by Government of Pakistan are regulated under this Division O.M. No. F.6(1)-R.10/83, dated 12-9-1983. The provisions of this O.M. dated 12-9-1983 cannot be applied to the cases of foreign-

sponsored training. The two O.Ms. cannot be mixed up together. Each of these two Office Memorandums regulates a separate type of training. It is regretted that it is not possible to allow any difference of subsistence allowance in cases of foreign-sponsored training and no amendment in the existing rules is required.

2. This issues with the approval of J.S. (R-II).

S. No.9.— OFFICE MEMORANDUM NO. F.1(19)-R.10/86, DATED THE 24TH NOVEMBER, 1986.

SUBJECT:—*Forced Halt in cases of transfer from Headquarters to Pakistan Missions abroad and vice versa, and from one Mission to another.*

Under the existing rules, Daily Allowance for forced halt in cases of transfer of Officers/staff members from Headquarters to Pakistan Missions abroad and vice versa, and from one Mission to another, is allowed, as a special case, with the concurrence of Finance Division. Of late, there has been unprecedented increase in the incidence of forced halts. The concept of forced halt, introduced at the time of formulation of PFS Rules in 1962, has since lost much relevance because of availability of greater number of flights. Moreover, planning in posting/transfer of personnel can obviate the need to resort to forced halts.

2. With a view to minimising the incidence of forced halts, it has been decided that henceforth, in exceptional cases, the hotel charges (only room rent) where a flight has not been available after the expiry of joining time will be reimbursed under the existing rules. No daily allowance will be admissible for forced halts in the future.

S. No.9-A.— OFFICE MEMORANDUM NO. F. 1(62)-R.10/87-1070, DATED THE 19TH OCTOBER, 1991.

SUBJECT:—*Admissibility of Transfer Grant – From Headquarters to Missions abroad.*

The undersigned is directed to refer to the Ministry of Foreign Affairs Office Memorandum No. Rules-4/4/91, dated 8th October, 1991, on the subject cited above, and to say that Finance Division agree to the following rates with effect from 21-8-1991, as proposed (From Headquarters to Missions abroad):—

	Existing Rates	Proposed Rates
(I)	Government servant possessing a family equal to half month's pay subject to a maximum of Rs.2000/-.	Government servant possessing a family half month's pay.
(II)	Government servant not possessing a family 1/4 month's pay subject to a maximum of Rs.1000/-.	Government servant not possessing a family 1/4 month's pay.

2. This issues with the approval of Additional Finance Secretary (P&R).
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S. No.10.— OFFICE MEMORANDUM NO. F.1(12)-R.10/93-1121, DATED THE 11TH JANUARY, 1994.

SUBJECT:—*Revision of rates of Daily Allowance admissible to officials and other persons while on tour outside Pakistan in pursuance of Economy Commission recommendations.*

The undersigned is directed to refer to Finance Division's O.M. No. F. 1(12)-R.10/93, dated 29th September, 1993 on the above subject, and to say that the matter has been further considered in this Division. It is clarified that there is no restriction on payment of full D.A. advance to the Government servants proceeding on official tours abroad. However, 50% of D.A. meant to cover accommodation charges will be admissible in the final T.A. adjustment bill on production of hotel receipts/vouchers.

2. The above provisions are not applicable to Category-I officials for whom there are separate rules on the subject.

3. The existing rules regarding the incidental charges will continue to be operative without any change.

S. No.11.— OFFICE MEMORANDUM NO. F.1(16)-R.10/93-983, DATED THE 16TH NOVEMBER, 1996.

SUBJECT:—*Travel on official duty abroad.*

The undersigned is directed to refer to this Division's O.M. No. F. 1(41)-R.10/87, dated 26th November, 1989, O.M. dated 7th December, 1989, O.M. No. F. 1(6)-R.10/91, dated 4th July, 1991 and O.M. of even number dated 26th August, 1991 on the above subject, and to say that Government has decided that that henceforth, Federal Ministers and all those government servants entitled to first class air travel facility during official duty abroad shall travel by business class and all those allowed business class shall travel by economy class.

2. The above decision shall be applicable to all Government servants including defence personnel, employees of attached departments, autonomous and semi-autonomous bodies, corporations and other institutions under the administrative control of various Ministries/Divisions.

3. The existing rules and general orders on the subject shall be deemed to have been modified to the extent indicated above with immediate effect.

S. No.12.— OFFICE MEMORANDUM NO. F. 1(16)-R.10/93-1032, DATED THE 5TH DECEMBER, 1996.

SUBJECT:—*Travel on official duty abroad.*

The undersigned is directed to refer to Finance Division's O.M. No. F.1(16)-R.10/93-983, dated the 16th November, 1996 on the above subject, and to say that the matter regarding travel abroad has further been reviewed by the Government and it has

been decided that henceforth entitlement of different government functionaries to the facility of air travel abroad shall be as follows :—

S.No.	Designation	Class
1.	- The President - The Prime Minister - Chairman, Senate - Speaker, National Assembly - Chief Justice of Pakistan - Minister for Foreign Affairs	First Class
2.	- Federal Ministers - Ministers for State - Chairman, JCSC - Services Chiefs - Senators, MNAs - Federal Secretaries and equivalent in Armed Forces - Ambassadors	Business Class
3.	All other officers in BPS-22, Additional Secretaries Incharge and remaining Officers of the Federal Government, Attached Departments, Autonomous and Semi-autonomous Bodies, Corporations and other Institutions under the administrative control of various Ministries/ Divisions.	Economy Class

2. The above decision shall be applicable to all government servants including Defence personnel, employees of attached departments, Autonomous and Semi-autonomous Bodies, Corporations and other Institutions under the administrative control of various Ministries/ Divisions.

3. The existing rules and general orders on the subject shall be deemed to have been modified to the extent indicated above with immediate effect.

S. No.13.— OFFICE MEMORANDUM NO. F.3(24)-R.10/87, DATED THE 8TH APRIL, 2002.

SUBJECT:— Visits abroad of Government officials.

The undersigned is directed to refer to para 6(b) of appendix-7 of Appendices to the Fundamental Rules and the Supplementary Rules which stipulates that whenever the Government officer is a State Guest i.e. when the expenses for his accommodation and meals are paid for by another Government or International Organisation, the Daily Allowance admissible will be 30% of the normal rate at the station concerned. It has been learnt that the Government of the Peoples Republic of China treats all visitors

(Government officials) from Pakistan as State Guests. All the Ministries/Divisions are therefore advised to ensure that Government officials visiting China as State Guests claim only 30% of DA as per rules.

S. No.14.—OFFICE MEMORANDUM NO. F.3(24)-R.10/87-313/05, DATED THE 16TH JUNE, 2005.

SUBJECT:— *Terms admissible to Civil servants proceeding abroad to participate in Seminars etc.*

The undersigned is directed to refer to Finance Division's O.M. No. 3(24)-R.10/1987, dated 18-10-1987, on the above subject. The matter has further been reviewed and it has been decided that only in cases of visits abroad, where host government/agency does not provide adequate facilities on account of boarding/lodging or cash payment, GOP will bear the difference as under:—

S.No.	Facility Offers	Government Subsidy
1.	Board plus lodging.	30% of the normal rate of daily allowance prescribed for the station concerned.
2.	Board plus lodging and cash payment.	Nothing if cash payment is equal to 30% of normal rate of daily allowance or more. If cash payment offered is less than 30% of daily allowance, the difference between 30% and such cash payment.
3.	If only Furnished accommodation is availed.	50% of the normal rate of daily allowance.
4.	Cash payment plus lodging but no board.	50% of the normal rate of daily allowance less cash payment offered.
5.	Cash payment plus board but no lodging.	80% of daily allowance less cash payment offered.
6.	No board, or lodging or cash payment.	Full daily allowance (as at present).
7.	Cash payment but no board or lodging.	Full daily allowance less cash payment offered.
8.	Free transport (normally to be met out of cash payment) with or without any other facility.	10% to be deducted from the admissible amount (as above) of daily allowance.

2. As a matter of policy Finance Division would not allow difference in air travel cost and 15% incidental charges whatsoever in such cases.

3. All previous instructions of Finance Division on the subject stand modified/amended to the extent of this O.M.

S. No.15.— OFFICE MEMORANDUM NO. F.3(24)-R.10/87, DATED THE 1ST DECEMBER, 2005.

SUBJECT:— State Guest status of Government officers visiting China.

The undersigned is directed to refer to Finance Division's O.M. of even number dated 8-4-2002 regarding admissibility of State Guest status to all Government officers visiting China and to say that the matter has been reviewed in consultation with the Cabinet Division. It is now clarified that all Government officers are not treated "State Guests" in China unless they are declared as such by the host country/agency. However, Government servants who are normally not granted the status of state guest but provided free boarding/lodging by the host country/agency, they in terms of Para 6(b) of Appendix-7 of SR & FR Vol.II are entitled to 30% of the normal DA admissible for China or elsewhere, as the case may be.

2. Finance Division's earlier instructions contained in O.M. No. F.3(24)-R.10/87, dated 8-4-2002 stand modified/amended to the extent of this O.M.

S. No.16.— OFFICE MEMORANDUM NO. F.1(10)-R.10/90-124/06, DATED THE 24TH MARCH, 2006.

SUBJECT:—Admissibility of Daily Allowance to Government officials while on official tour/duties outside Pakistan.

The undersigned is directed to refer to Finance Division's O.M. No. F. 2 (6)-R. 10/72, dated 18-1-1972, as amended from time to time on the subject noted above. It has been observed that the requisite instructions are not being implemented in letter and spirits. In order to remove the confusion it is clarified that the Finance Division's O.M. dated 18-1-1972 allowed 15% incidental charges only to the officers who proceed from Pakistan on official tours/duties abroad. These charges are not admissible to the employees posted at Pakistan Missions abroad as in their case status-quo was maintained as per existing rules, i.e. para 5 of Appendix-7 of FR and SR Vol. II which provides them 10% of the DA as terminal charges.

2. As a consequence of the aforesaid position, the following proviso may be added below para 5 of Appendix-7 of FR and SR Vol. II:—

“Provided that in respect of the officers proceeding on official tours/duties outside Pakistan the benefit of 15% of the DA as incidental charges (in lieu of 10% terminal charges) shall be admissible”.

S. No.17.— OFFICE MEMORANDUM NO. F.1(10)-R.10/2006-745, DATED THE 30TH DECEMBER, 2006.

SUBJECT:—Revision of rates of Daily Allowance admissible to officials and other persons while on tour/duty outside Pakistan.

The undersigned is directed to refer to this Division's Office Memorandum No.F.1(10)-R.10/90-80/96, dated the 26th February, 1996 on the subject indicated above and to state that the existing rates of daily allowance admissible to Government servants while on temporary duty outside Pakistan have been reviewed having regard to the existing cost of living abroad. As a result, the President has been pleased to decide to revise the existing rates as shown in the attached Schedule with effect from the 1st January, 2007.

2. The existing rules for the subject are detailed below:—

- (i) A category-I 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 is 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 Daily Allowance and other facilities as laid down in this Division's O.M. No. F.1(1)-R.10/83, dated the 20th February, 1983.
- (iv) The daily allowance in Pakistan rupees will be calculated on the basis of selling rates applicable to US Dollars in cash or traveller's 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.

3. Full DA can be paid in advance. However, 50% of DA meant to cover accommodation charges will be admissible in the final TA adjustment bill on production of hotel receipts/vouchers. This does not apply to Category-I officers for whom there are separate rules on the subject.

4. In case of State guests, i.e. where the host agency/country provides boarding and lodging, only 30% of the DA is admissible. 15% incidental charges are not allowed to state guests.

5. According to Para. 2 of Appendix 7 of FR & SR Vol. II, the existing Categories of Government servants for the purpose of DA on tour/duty abroad are as under please:—

Category-I	—	BPS-21 and above.
Category-II	—	BPS-20
Category-III	—	BPS-17–19
Category-IV	—	BPS-16 and below.

6. Ministries/Divisions are requested to manage the expenditure out of their allocated budget. No requests of supplementary grants shall be entertained.

**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.

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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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 and (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				

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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 (Ocathong)	34	67	60	45
	Paro	25	49	44	33
	Punakhan	39	77	69	51
	Elsewhere	30	59	53	39
24	Bolivia				
	La Paz	64	127	114	85
	Santa Cruz	53	106	95	71
	Cocohabamba	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				
	Gaberones	77	153	138	102
	Maun	70	140	126	93
	Francistown	74	148	133	99
	Kasana	139	278	250	185
	Palapye	79	157	141	105
	Selebi-Phikwe	67	134	121	89

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	Lebatse	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, Alegra,	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
	(b)Burgus, 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				
	Bujunbura	100	200	180	133

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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, esea and Buea	51	101	91	67
	Ngaoundere	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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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
	Shanghi	111	222	200	148
	Chong Qing	85	170	153	113
	Nan Qing	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
	Gulin	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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	Urumqi	71	142	128	95
	Haikou	94	187	168	125
	Elsewhere	44	88	79	59
43	Colombia				
	Begota	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, Kalemi, and Likassi)	54	108	97	72
	(h) Elsewhere	27	54	49	36
47	Cook Islands				

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	Rarotonga	62	124	112	83
	Aiiutaki	61	121	109	81
	Atiu	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' Ivory				
	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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
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 Tropic 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				

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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				

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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	Hungry				
	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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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
	Luknow	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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	Pusan	129	258	232	172
	Kyungijv	127	253	228	169
	Dacjon	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	Kyrgyzstan				
	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
	Savannakhei	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				

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	Tripoli	103	206	185	137
	Benghazi, Sirte and Misurate	82	163	147	109
	Elsewhere	66	131	118	87
111	Lithuania				
	Vilinius	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 Macar)	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
	Telear	22	43	39	29
	Fianarantsoa	20	40	36	27
	Mahajanga	25	49	44	33
	Antsiranana	21	42	38	28
	Morondave/Toloary	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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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	Martinique				
	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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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
	Aguscalientes	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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	Cabo San Lucas, Baja California Sur	59	118	106	79
	Loreto, Haja, California Sur	52	103	93	69
	San Cristobal De la Casas, Chiapas	52	104	94	69
	Campeche, Cmpeche Neuvo Laredo, Tamaulipas Merida	77	153	138	102
	Matamoros, Tamulipas	47	94	85	63
	Tepic, Niarjarit	45	90	81	60
	Noogales, Sonora	42	83	75	55
	Chetumal, Quinta Too	42	83	74	55
	Reynosa, Tamaulipas Comitán, Chianpas	41	82	74	55
	Ensenda 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 Bater	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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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
	Sadoway	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				

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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
	Agaydez	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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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
	Jebu-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				
	Bambito	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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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				

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
164	Senegal				
	Dakar	92	183	165	122
	Cap Skirring	66	131	118	87
	Sally M'Bour	56	111	100	74
	Ziguincher	50	99	89	66
	Poubacounta	48	96	86	64
	Koolack	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 (Hotel 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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
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
	Johannesburg	83	166	149	111
	Rustenburg	69	137	123	91
	Ulindi	55	109	98	73
	Port Elizebeth, Blose Mofwtein Kiberley and Withbank	62	123	111	82
	Transbaal	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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	Elsewhere	30	60	54	40
177	Suriname				
	All areas	78	156	140	104
178	Swaziland				
	Mbabne	86	171	154	114
	Ezulwini (Royal Swazi Hotel)	170	340	306	227
	Ezulwini (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
	Malmo	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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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
	Chaing Rai	32	64	58	43
	Ait, Pathunmthani	36	71	64	47
	Serat 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' Aloba	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
	Koror (Palau)/Turk/ Majuro/Yap/ Ponape	91	182	164	121

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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				

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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 Esto (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
	Tanna Island	61	122	110	81
	Elsewhere	32	63	57	42

Sl. No.	Country (Town)	Category			
		I	II	III	IV
204	Venezuela				
	Caracas	96	191	172	127
	Caraballeda	86	171	154	114
	Barquisimientto, Puerto and La Cruz	57	114	103	76
	Barcelona and Maturin	47	93	84	62
	Maracaïdo 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 (Hotel Taj Sheba and Gold Mohr)	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

Sl. No.	Country (Town)	Category			
		I	II	III	IV
	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

S.No.18.— OFFICE MEMORANDUM NO.F.6(1)-R.10/83-209/08, DATED THE 27TH JUNE, 2008.

SUBJECT:—Grant of Subsistence Allowance to Government servants proceeding abroad on Training other than under a Foreign Technical Assistance Programme.

The undersigned is directed to refer to this Division's O.M. No.F.6(1)-R.10/83-416-95, dated the 15th June, 1995 on the subject noted above and to say that keeping in view the increased cost of living abroad, the existing rates of subsistence allowance admissible to Government servants proceeding abroad on training under a programme sponsored by the Government Departments (other than under a Foreign Technical Assistance Programme) and where the entire expenses are borne by the Government of Pakistan itself have been reviewed. It has been decided w.e.f. 01-07-2008 to allow increase in the existing rate of subsistence allowance as under:—

S.No.	Types of Trainees/trainings	Rates of Foreign Countries	
		USA and Canada	Other Countries (except India, Bangladesh and Sri Lanka)
1.	Trainees attached with educational/technical institutions	\$ 1000 per month	\$ 950 per month
2.	Trainees attached with workshops, factories and industrial establishments	\$ 1350 per month	\$ 1200 per month

2. Full DA during first week and subsistence allowance at the above prescribed rates shall be admissible for rest of the training abroad.

3. For India, Bangladesh and Sri Lanka, the rates of subsistence allowance will be fixed separately as and when required.

4. These orders shall apply to all Government servants including civilians paid from Defence Estimates and employees of Railways.

5. Ministries/Divisions are requested kindly to keep the expenditure as a result of revision of subsistence allowance rates within their sanctioned budgetary allocations.

No request for additional funds in rupee or in foreign exchange on this account will be entertained by this Division.

S.No.19.— OFFICE MEMORANDUM NO.F.1(7)-R.10/2010-675, DATED THE 15TH NOVEMBER, 2010.

SUBJECT:—*Forced Halt cases of transfer from Headquarters to Pakistan Missions abroad and vice versa, and from one Mission to another.*

In continuation of this Division's O.M. No.F.1(19)-R.10/86, dated the 24th November, 1986 (copy at S.No.9) on the above subject, the undersigned is directed to state that henceforth cases of forced halt involving period upto three days may be decided by the Principal Accounting Officer of the Ministries/Divisions concerned in consultation with the Financial Adviser's Organisation, adhering to all codal formalities and subject to provision of non-availability of PIA flight certificate in this regard. The cases, involving more than three days forced halt period should continue to be referred to the Finance Division.

2. All relevant rules on the subject stands modified to the above extent.

S.No.20.— OFFICE MEMORANDUM NO. F.1(10)-R.10/2010-242, DATED THE 24TH NOVEMBER, 2014.

SUBJECT:—*Revision of Rates of Daily Allowance admissible to Officials and Other Persons while on Tour/Duty outside Pakistan.*

The undersigned is directed to say that para-2 of Appendix No.7 of Fundamental Rules and Supplementary Rules (Vol-II), enumerate the following five categories for the purpose of TA/DA during travel abroad on official business and those posted in Pak Missions abroad while travelling on their duty abroad except on transfer:—

- (i) Ministers, 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, BPS 21 officers serving in Federal Government, Military 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-official leaders of delegations.
- (ii) Officers of the rank of Joint Secretary to the Government of Pakistan, Ministers (Diplomatic rank), Military Officers of the rank of Brigadier, BPS 20 officers in Federal Government Departments/offices outside Secretariat and non-officials other than leaders of delegation. [An officer holding current charge of the post of Joint Secretary draws pay and allowances of his own post in Basic Pay 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 Officer [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) Grade 1 & 2 Government officials and Military Personnel in corresponding positions.

Note: In terms of Para No.6 (a) of Appendix No.7 *ibid*, Rates of daily allowance for Category (V) Government officials shall, with effect from 1st March, 1966, be one half of the rates prescribed for Category(IV) against the stations concerned.

2. As no amendment has been made in para-2 of Appendix No.7 *ibid* to abolish category-V, therefore, clarification issued by this Division vide U.O. No. F.1(10)R-10/2010-39 dated 01-3-2010, para-5 of this Division's O.M. No. F.1(10)R-10/2006-745, dated 30-12-2006 and para-1 of O.M. No. F.1(60)R-10/83, dated 4th April, 1984 may be treated as withdrawn *ab-initio*.

S.No.21.— OFFICE MEMORANDUM NO. F.1(16)-R.10/2014-409, DATED THE 1ST JANUARY, 2015.

SUBJECT:—Grant of Leave/Air Passage to Class-IV Employees posted to Pakistan Missions abroad.

The undersigned is directed to refer to the above subject and to state that Finance Division has decided to allow airfare, once after two years, to the Class-IV employees of all Ministries/Divisions/Departments to meet their families in Pakistan during their posting tenure in Pakistan Missions abroad. The expenditure in this regard would be met from within the sanctioned budget of concerned Missions.

2. The above facility is not meant for the officials of Class-IV posted at family stations i.e. New Delhi and Beijing etc.

S. No. 22.— OFFICE MEMORANDUM NO. F.1(10)-R.10/2014-500, DATED THE 30TH NOVEMBER, 2015.

SUBJECT:—Revision of Rates of Daily Allowance admissible to Officials and Other Persons while on Tour/Duty outside Pakistan.

The undersigned is directed to refer to paragraph-3 of this Division's O.M. No. F. 1(10)-R.10/2006-745, dated 30-12-2006 on the above subject and to say that it has been decided to amend above paragraph as follows:—

Existing para-3 of the O.M.	Amended
Full DA can be paid in advance. However, 50% of DA meant to recover accommodation charges will be admissible in the final TA adjustment bill on production of hotel receipts/vouchers. This does not apply to Category-I officers for whom there are separate rules on the subject.	Full DA can be paid in advance. However, 50% of DA meant to recover accommodation charges which will be admissible as per entitlement of officials/officers without production of hotel receipt/vouchers in final TA adjustment bill. This does not apply to Category-I officers for whom there are separate rules on the subject.

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S.No.23.— OFFICE MEMORANDUM NO. F.1(10)-R.10/2014-471, DATED THE 31ST AUGUST, 2016.

SUBJECT:—*Revision of Rates of Daily Allowance admissible to Officials and Other Persons while on Tour/Duty outside Pakistan.*

Finance Division vide O.M. No. F. 1(10)-R.10/2014-500, dated 30-11-2015, on the above subject allowed full Daily Allowance (DA) to be paid without production of hotel receipt. In some cities of the countries, two different rates of hotel accommodation are permissible i.e. one rate for some specified hotels and the other for non-specified.

2. A question has arisen whether the officers/officials drawing daily allowance of specified hotel are required to produce hotel receipt or not. It is, therefore, clarified that full Daily Allowance (DA) can be paid at the rates prescribed for specified hotels on production of hotel bills. In other cases, Daily Allowance for elsewhere rates can be claimed without production of hotel receipt/vouchers in the final TA adjustment bill. This does not apply to Category-I Officers for whom there are separate rules on the subject.

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<p>TRANSPORTATION</p> <p>_____of excess baggage at Government cost during air journeys on tour in Pakistan and India.</p> <p>_____of the dead body of a Government servant or a member of his family who dies in a zone other than the zone of his domicile.</p> <p>_____of the dead body of Government servant deputed abroad on temporary duty.</p> <p>_____of the dead body of a Government servant who die while on deputation out-side Pakistan in connection a course of training.</p> <p>_____of the dead body of a Government servant who die at the station of their duty.</p>	<p>(1) F.26(59)-R/48 (2) F.1(2)-RI(2)/58</p> <p>F.1(31)-R2/66</p> <p>F.4(2)-R9/72</p> <p>F.2(12)-R9/73</p> <p>(1) F.2(12)-R.9/73-917 (2) F.2(12)-R.9/73-1294/74 (3) F.2(12)-R.9/73-917-D.1045-R.9/77 (4)F.2(12)-R.9/73-D.149/83 (5)F.2(70)-R9/85-D.1003/85 (6) F.2(8)-Reg(9)/87-950/88 (7) F.3(2)-R.10/95-672/06 (8) F.3(2)-R.10/95-308</p>	<p>10-11-1948 19-5-1958</p> <p>18-1-1967</p> <p>17-4-1972</p> <p>21-3-1973</p> <p>20-8-1973 24-6-1975 21-2-1978 15-2-1983 22-10-1985 11-8-1988 1-12-2006 3-7-2017</p>	<p>191-192 206</p> <p>87</p> <p>88</p> <p>90</p> <p>90-91 91 91-92 93 93-94 94 95 95-96</p>
<p>TRANSPORTATION OF PERSONAL EFFECTS</p> <p>Admissibility of cost of _____ to Government servants who performed journey on transfer prior to 1-1-1973.</p> <p>Government servants shall be paid Rs.20 per maund as cost of _____ which are actually left behind.</p> <p>Grant of cost of _____ on retirement.</p> <p>Grant of cost of _____ on personal car or motor cycle/scooter on retirement.</p> <p>Grant of cost of _____ to the family of a Government servant who die while in service.</p> <p>Grant of cash compensation in lieu of the cost of _____ on transfer from one zone to other.</p> <p>Grant of cost of _____ by air.</p>	<p>F.2(1)-Rev.I/72</p> <p>(1) F.8(12)-RII/52 (2) D.5089-RIII/53 (3) F.18(12)-RI/62</p> <p>F.2(1)-Rev.I/72</p> <p>F.2(2)-R.9/79</p> <p>F.2(1)-Rev.I/72</p> <p>(1) F.6(2)-RII/50 (2) F.11(12)-RIII/54 (3) F.34 (3)-RI(2)/55 (4) F.1(53)-R2/64</p> <p>(1) F.9(1)-RII/53 (2) D.6310-RIII/53</p>	<p>31-5-1973</p> <p>20-12-1952 23-11-1953 15-1-1963</p> <p>20-12-1972</p> <p>23-1-1979</p> <p>6-2-1973</p> <p>22-3-1951 14-5-1954 30-11-1955 16-12-1970</p> <p>17-2-1953 29-12-1953</p>	<p>81</p> <p>73-74 75 77-78</p> <p>80-81</p> <p>83</p> <p>89-90</p> <p>73 75-76 76 79-80</p> <p>74 75</p>

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