

“SAVE TREES & PROTECT ENVIRONMENT”



No.FD.SR-IV/1-84/2020
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated: Lahore, the 12th December, 2023

From

Mr. Mujahid Sherdil
Finance Secretary

To

1. Additional Chief Secretary, South Punjab
2. All Administrative Secretaries to Government of the Punjab
3. The Secretary to Governor, Punjab, Lahore
4. The Secretary to Chief Minister, Punjab, Lahore
5. The Military Secretary to Governor, Punjab, Lahore
6. All Commissioners in the Punjab
7. All Deputy Commissioners in the Punjab
8. All Heads of Attached Departments in the Punjab
9. The Registrar, Lahore High Court, Lahore
10. All District & Sessions Judges in the Punjab
11. The Secretary, Punjab Public Service Commission, Lahore
12. The Secretary, Punjab Provincial Assembly, Lahore
13. The Provincial Director, Local Fund Audit, Punjab, Lahore
14. The Chief Inspector of Treasuries & Accounts, Punjab, Lahore
15. The Chief Pilot, VIP Flight, Lahore

Subject: **REVISION OF RATES OF DAILY ALLOWANCE ADMISSIBLE TO OFFICIALS AND OTHER PERSONS WHILE ON TOUR / DUTY OUTSIDE PAKISTAN**

In continuation of this department's letter bearing No.FD.SR.IV/1-84/2020, dated 27.10.2023 on the subject noted above, the undersigned is directed to enclose herewith copies of letters of Finance Division, Government of Pakistan, bearing No.F.3(24)R-10/87-159, dated 12.10.2023 and No.F.1(10)R-10/2006-259, dated 18.10.2023 alongwith enclosures for information and further necessary action.

Encl: as above


12-12-2023
(ABDUL MANAN)

DEPUTY SECRETARY (SR)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Accountant General Punjab, Lahore
2. All District Accounts Officers in the Punjab
3. Treasury Officer, Lahore
4. System Analyst, Government of the Punjab, Finance Department for uploading on Departmental Website.


12/12-23
SECTION OFFICER (SR-IV)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Finance Secretary, Government of Sindh, Karachi.
2. The Finance Secretary, Government of Khyber Pakhtunkhwa, Peshawar.
3. The Finance Secretary, Government of Balochistan, Quetta.
4. The Finance Secretary, Government of Azad State of Jammu & Kashmir, Muzaffarabad.
5. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.


SECTION OFFICER (SR-IV)

No.F.3(24)R-10/87-159

Islamabad, the 12th October, 2023

OFFICE MEMORANDUM

Subject: - ADMISSIBILITY OF DAILY ALLOWANCE TO CIVIL SERVANTS PROCEEDING ABROAD TO PARTICIPATE IN SEMINARS ETC.

The undersigned is directed to refer to the subject noted above, and to state that in some cases, it has been observed that government officers are drawing Daily Allowance and other allowances from the public exchequer even for foreign tours/visits and short courses which are fully funded by Foreign Governments or International Agencies. Apparently, this is due to a misinterpretation or incorrect application of the applicable rules.

2. The admissibility of Daily Allowance shall be subject to the following conditions:-

- i) As per para-5 (iv) of this Division's O.M No. 1(10)R.10/2006-259 dated 02.08.2023 (**Annex-I**), 30% of the DA is admissible to the Government officials who are declared "State Guests" by the host country and are provided boarding and lodging. The Government officials, who attend fully funded training courses and seminars, are not treated as "State Guests" unless they are declared as such by the host country.
- ii) The Government officials proceeding abroad to participate in trainings, seminar, symposia, international conferences, visits and programs etc. where return air ticket, boarding and accommodation is borne by donor agencies/countries, whatever its duration may be. The Government officials are not entitled to Daily Allowance as laid down in this Division's O.M.No.F.3(24)R-10/87, dated 05-11-2020 (**Annex-II**).
- iii) The policy instructions contained in Finance Division's O.M.No.F.3(24)R-10/04/313/05 dated 16-06-2005 (**Annex-III**), are applicable in case of short term obligatory seminars, symposia, international conferences, tours and programmes where partial subsidy was provided by the Government of Pakistan. Fully funded program by the donor agencies/countries are not covered under this policy.
- iv) The Government officials are entitled to full DA during 1st week and Subsistence Allowance fixed amount per month only for the rest of the training period, where the entire expenses of the training are borne by the Government of Pakistan itself (other than Foreign Technical Assistance Program) as per Finance Division's O.M.No.F.6(1)R-10/83-209/08, dated 27-06-2008 (**Annex-IV**).
- v) Where the visit is fully funded, in each case while authorizing visits and courses abroad, the relevant Ministries/Division should clearly mention in the notification of approval that the visit will be: "**at no cost to the Government**,"

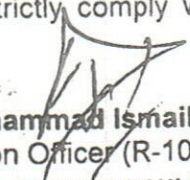
3. The cases seeking permission of travelling abroad to attend the trainings/meetings/seminars etc. are dealt with by Cabinet Division in the light of instructions issued by Cabinet Division from time to time. Cabinet Division has issued latest instructions vide O.M.No.F.9-148/2002-Min-II, dated 26-10-2018 (**Annex-V**) as amended vide O.M No.F.9-148/2002-Min-II, dated 07-10-2021 (**Annex-VI**).

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Section (SR-IV)
Diary No. 396
Dated 31.10.2023
Finance Department

DR. MUHAMMAD ISMAIL HASNI
Section Officer
Finance Division
Government of Pakistan
Islamabad

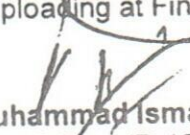
4. The Account General Pakistan Revenue and Military Accountant General Offices should issue instructions to all account offices to scrutinize the bills prior to making payments.
5. Ministries/Divisions are therefore, advised to strictly comply with the rules/instructions in true letter and spirit.


(Dr. Muhammad Ismail Hasni)
Section Officer (R-10/FR-17)
DR. MUHAMMAD ISMAIL HASNI
Section Officer
Finance Division
Government of Pakistan
Islamabad

All Ministries/Divisions

Copy also forwarded for information to:-

1. President's Secretariat (Public), Islamabad.
2. President's Secretariat (Personal), Islamabad.
3. Prime Minister's Office (Internal), Islamabad.
4. Prime Minister's Office (Public), Islamabad.
5. National Assembly Secretariat, Islamabad.
6. Senate Secretariat, Islamabad.
7. Election Commission of Pakistan, Islamabad.
8. Supreme Court of Pakistan, Islamabad.
9. Federal Shariat Court, Islamabad.
10. Islamabad High Court, Islamabad
11. Auditor General of Pakistan, Islamabad.
12. Controller General of Accounts, Islamabad.
13. AGPR, Islamabad/Lahore/Peshawar/Karachi/Quetta.
14. Military Accountant General, Rawalpindi.
15. All Financial Advisors/Deputy Financial Advisors attached to Ministries/Divisions etc. and all officers of Finance Division.
16. Chief Accounts Officer, M/o Foreign Affairs, Islamabad.
17. Financial Adviser and Chief Accounts Officer, Pakistan Railway, Lahore.
18. All Chief Secretaries/Finance Secretaries of the Govt. of Punjab/Sindh/Khyber Pakhtunkhwa/Balochistan/Azad State of Jammu & Kashmir and Gilgit Baltistan.
19. Capital Development Authority, Islamabad.
20. Office of the Chief Commissioner, Islamabad.
21. Federal Public Service Commission, F-5/1, Agha Khan Road, Islamabad
22. Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
23. Pakistan Atomic Energy Commission, Islamabad.
24. Central Directorate of National Saving, Islamabad.
25. National Accountability Bureau, Islamabad.
26. Member (Finance), KRL, P.O.Box No.1384, Islamabad.
27. Intelligence Bureau, Islamabad.
28. Pakistan Mint, Lahore.
29. Director General Post Office, Islamabad.
30. Secretariat Training Institute, Islamabad.
31. Directorate General of Inspection & Training, Custom & Central Excise, 8th Floor, New Custom House, Karachi.
32. Earthquake Reconstruction & Rehabilitation Authority (ERRA), Prime Minister's Office (Public), Islamabad.
33. Federal Tax Ombudsman's Secretariat, Islamabad.
34. Web Administrator, Finance Division, Islamabad for uploading at Finance Division's website i.e. www.finance.gov.pk).


(Dr. Muhammad Ismail Hasni)
Section Officer (R-10/FR-17)
DR. MUHAMMAD ISMAIL HASNI
Section Officer
Finance Division
Government of Pakistan
Islamabad

Government of Pakistan
Finance Division
(Regulations Wing)

No. F.1 (10) R-10/2006-259

Islamabad, 18th October, 2023

CORRIGENDUM

Subject:- **REVISION OF DAILY ALLOWANCE ADMISSIBLE TO OFFICIALS AND OTHER PERSONS WHILE ON TOUR AND DUTY ABROAD**

In continuation of this Division O.M of even number dated 2nd August, 2023 on the subject noted above and to say that the rates of Daily Allowance for Budapest Capital city of Hungary Category-II Officers appearing at Page-11 of Sl.No.87, may be read as "US\$ 261 instead of US\$ 216".

All Ministries/Divisions

(Dr. Muhammad Ismail Hasni)
Officer (R-10/FR-17)
DR. MUHAMMAD ISMAIL HASNI
Section Officer
Finance Division
Government of Pakistan
Islamabad

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5. National Assembly Secretariat, Islamabad.
6. Senate Secretariat, Islamabad.
7. Election Commission of Pakistan, Islamabad.
8. Supreme Court of Pakistan, Islamabad.
9. Federal Shariat Court, Islamabad.
10. Auditor General of Pakistan, Islamabad.
11. Controller General of Accounts, Islamabad.
12. AGPR, Islamabad/Lahore/Peshawar/Karachi/Quetta.
13. Military Accountant General, Rawalpindi.
14. Chief Accounts Officer, M/o Foreign Affairs, Islamabad.
15. Financial Adviser and Chief Accounts Officer, Pakistan Railway, Lahore.
16. All Chief Secretaries/Finance Secretaries of the Govt. of Punjab/Sindh/Khyber Pakhtunkhwa/Balochistan/Azad State of Jammu & Kashmir and Gilgit Baltistan.

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Section (SR-IV)
Diary No. 393
Dated 3/10/23
Finance Department

17. Capital Development Authority, Islamabad.
18. Office of the Chief Commissioner, Islamabad.
19. Federal Public Service Commission, F-5/1, Agha Khan Road, Islamabad
20. Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
21. Pakistan Atomic Energy Commission, Islamabad.
22. Central Directorate of National Saving, Islamabad.
23. National Accountability Bureau, Islamabad.
24. Member (Finance), KRL, P.O. Box No. 1384, Islamabad.
25. Intelligence Bureau, Islamabad.
26. Pakistan Mint, Lahore.
27. Director General Post Office, Islamabad.
28. Secretariat Training Institute, Islamabad.
29. Directorate General of Inspection & Training, Custom & Central Excise, 8th Floor, New Custom House, Karachi.
30. Earthquake Reconstruction & Rehabilitation Authority (ERRA), Prime Minister's Secretariat (Public), Islamabad.
31. Federal Tax Ombudsman's Secretariat, Islamabad.
- ✓32. Web Administrator, Finance Division, Islamabad (for uploading at Finance Division's website i.e. www.finance.gov.pk).

(Dr. Muhammad Ismail Hasni)
Officer (R-10/FR-17)

DR. MUHAMMAD ISMAIL HASNI
Section Officer
Finance Division
Government of Pakistan
Islamabad