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CHAPTER-I

PRELIMINARY

1. (1) These rules may be called the ¹Bangladesh Foreign Service (Pay, Allowances, Leave, etc.) Rules 1962.
(2) They shall come into force with immediate effect.
(3) Except as otherwise provided these rules shall apply to every person appointed to the Service or to a post borne on the cadre of the Service and in relation to such person shall have effect notwithstanding anything inconsistent therewith contained in any other rules.
2. In these rules, unless the context otherwise requires,
 - (a) "Government" means the Government of Bangladesh;
 - (b) "Service" means the Bangladesh Foreign Service;
 - (c) "Member of the Service" means a person appointed to the service as distinguished from a person holding a post borne to the cadre of the Service.
3. In respect of any matter for which no provision exists in these rules, the relevant provisions of the Fundamental and Supplementary Rules, the Civil Service Regulation apply.

CHAPTER-II

GRADES OF PAY

4. Subject to the provisions of the Central (gazette) Civil Service (Revision of pay) Rules 1951², the scales of pay shall be as follows
 - (i) In Missions abroad.
 - (a) Heads of Missions

Grade I (High Commissioner and Ambassador)	Rs. 3,000/- p.m. ³
Grade II	-do- Rs. 2,750/- p.m.
Grade III	-do- Rs. 2,500/- p.m.
Grade IV	-do- Rs. 2,250/- p.m.
Grade V (Minister & Commissioner)	Rs.1,800-100-2,000/-p.m.

¹ Erstwhile Pakistan Foreign Service Rules

² Source: PFS 1962 Chapter II

³ p.m. means per month

(b) Officers other than Heads of Mission including Charge d' Affaires a.i.

i)	Minister including Deputy High Commissioner and Consul General of equivalent rank	Rs.1,800-100-2,000/- p.m.
ii)	Counsellor including Consul General and Deputy High Commissioner of equivalent rank.	Grade of pay in the senior PFS scale (i.e. Rs. 850-75-1650) plus special pay not exceeding Rs. 2,000/- p.m.
iii)	First Secretary, Assistant High Commissioner and Consul of equivalent rank	
iv)	Second Secretary, Assistant High Commissioner and Vice-Consul of equivalent rank	
v)	Third Secretary and Vice-Consul	Grade of pay in the junior PFS scale Rs. 500-50-1100

(ii) At the Headquarters:

- a) Foreign Secretary: Rs. 2,500/- p.m.
- b) Director-General : Rs. 2,000/- p.m.
(Joint Secretary)
- c) Director : Grade pay in the senior PFS scale plus (Deputy Secretary) special pay of Rs. 400/- p.m. subject to pay plus special not exceeding Rs. 1,600/- p.m.
- d) Section Officer : Grade pay in the senior or Junior PFS as the case may be, plus special pay of Rs. 200/- p.m. subject to pay plus special pay not exceeding Rs. 1200/- p.m.

CHAPTER-III

OUTFIT ALLOWANCE

5. i) The following outfit allowance will be payable in the circumstances set out in the following rules on first appointment abroad, namely:-

- (a) For single Officer..... Rs. 1,250.00
 (b) For married Officers Accompanied by wife..... Rs. 2,500.00

The revised rate⁴ as of 08-08-2018:

Sl	Description	Rank & Marital Status	Outfit Allowance approved by Finance Ministry (in Taka)
1.	First appointment as Ambassador	Ambassador/High Commissioner	16,000/-
2.	For first appointment in the Mission	Married Officer	20,000/-
		Unmarried Officer	9,600/-
		Married staff (any)	8,000/-
		Unmarried staff (any)	4,000/-
3.	<u>Special Outfit Allowance:</u> For the Missions of Moscow, Ottawa, Beijing, Stockholm	Married Officer	12,000/-
		Unmarried Officer	6,000/-
		Married staff (any)	-
		Unmarried staff (any)	-
4.	For first appointment in the Mission	Married Driver & Non Clerical staff	4,000/-
		Unmarried Driver & Non Clerical staff	2,400/-

ii) Where a married officer is not accompanied by his wife he will draw Rs. 1,250/- only and the balance will be payable to him when his wife joins him.

6. Where an officer has already drawn the outfit allowance admissible under rule 5, he shall be entitled to a further allowance of Rs. 2,000/- on appointment as Head of a Mission on a pay not lower than that of Minister (other than Charge d' Affaires ad-interim).

NOTE: The rate in this rule may be replaced as new rate has been set for the Ambassadors/ High Commissioner. This rule also implies that a person can get outfit allowance only once unless he is not posted later as Head of the Mission.

7. **Special Clothing Allowance:**

On appointment to the Missions specified below an officer shall draw a special outfit allowance of Rs. 1,500/- if married and accompanied by his wife, he shall draw Rs. 750/- only and that the balance will be payable to him when his wife joins him. Payment of this allowance will be limited to two occasions during an officer's career in the service, but the allowance shall not be admissible unless there is an interval of at least three years since the last allowance was drawn.

The stations at which the special outfit allowance will be admissible will be admissible in accordance with the rules are:

- 1) Moscow (2) Ottawa (3) Peking⁵ (4) Stockholm (5) Kabul⁶ (6) Montreal

8. Methods of Payment Outfit Allowance:

- (1) Payment of allowance under these rules will be subject to the production of a certificate that the amounts claimed above have been expended for the purpose laid down.
- 2) All the allowances mentioned above may be drawn in advance and adjusted later on production of the prescribed certificate. This certificate will be furnished within 06 months from the date of drawal of advance, otherwise entire amount shall become refundable to Government.
9. Fifty percent of the allowances under rules 5,6 and 7 must be drawn in Bangladeshi currency unless the officer concerned is serving abroad when an allowance becomes admissible to him.

⁷General Instructions regarding Outfit Allowances on first appointment abroad:

- i. Local recruits are not entitled to any outfit allowance
- ii. Fifty percent of the outfit allowance should be drawn in Bangladesh and the balance in the currency of the country of their posting
- iii. The grant of advance of this allowance to the temporary Government servants is subject to the same terms and conditions of surety, etc, as applicable to the grant of Travelling allowance advance to Government servants.
- iv. In the following cases, Government servants concerned will be liable to refund the allowance:
 - (a) Government servants who by reason of reaching the age limit for service retire from service or proceed on leave preparatory to retirement before expiry of three years from the drawing date.
 - (b) Government servants whose services are terminated for reasons other than their resignation viz., dismissal, or non-selection by the Public Service Commission.
(Ministry of Foreign Affairs Memo No. M/50/61/49, dated 25th August,1949)
- v. Government servants who leave the Foreign Service within a period of three years of receiving an initial outfit allowance are required to refund except in the cases specified in paragraph ivabove, the amount of allowance according to the scale detailed hereunder.

Government Servants residing within

Amounts refundable

- | | |
|------------------------------------|-----------------------------|
| (1) First six months | -----Full amounts |
| (2) Second six months | ----- $\frac{2}{3}$ amounts |
| (3) Third six months | ----- $\frac{1}{2}$ amounts |
| (4) Remaining period up to 3 years | ----- $\frac{1}{4}$ amounts |

- vi. In order to ensure against overpayment or second payment the amount paid to a Government servant is required to be invariably noted in his service statement/service book.
- vii. Widowers or divorcees posted to Bangladesh Missions abroad will receive the outfit allowance at single rate.

⁵ Peking refers to the Bangladoot, Beijing. Also, Prague is included in the list of Special Clothing Allowance

⁶ Mission in Kabul has been closed temporarily with a possibility of opening in future

⁷ Source: Financial Instructions for the Guidance of Bangladesh Missions Abroad

CHAPTER-IV

FOREIGN ALLOWANCE

10. Members of the Service and other persons appointed to, or holding posts on, the BCS (Foreign Affairs) shall, when serving outside Bangladesh, be entitled to a Foreign Allowance, at such rates as may be determined by the Government from time to time, and draw it subject to such terms and conditions as may be prescribed by the Government.

NOTE: The terms and conditions regulating the Foreign Allowance immediately before the Notification of these rules are laid down in the Ministry of Foreign Affairs circular of No. B-8/1/79, date 21st May, 1980, as amended from time to time.

NOTE: Latest rate is enclosed at appendix-B

11. The Foreign Allowance is payable during authorised absence from his post abroad of an officer (including the Head of Mission on leave or duty. The rates given in these rules shall be reduced by half during leave on half average pay. The allowance shall not be admissible during extra-ordinary leave (without pay).

(A) Returning to his post

i) The Head of Mission:

A Head of Mission during his authorised absence on duty outside his jurisdiction will receive his Foreign Allowance in full. When he is on leave, the Foreign Allowance will be subject to a deduction equivalent to the charge allowance to be granted to the Charge d' Affaires, as provided under rules 12. In both cases the Foreign Allowance will be granted on condition that he should continue to defray his share of the expenses on the upkeep of the Embassy during the period involved.

ii) Other Officers:

On duty in Bangladesh or elsewhere outside the jurisdiction of his post or on leave on average pay in Bangladesh or at his post or elsewhere, every officer shall draw his Foreign Allowance at the following rates:-

(a) If leave is for 01 (one) month.....100%

(b) If leave is in excess of one month, then the Foreign Allowance will be as follows:

(i) For the first 02 (two) months.....75%

(ii) For the next 02 (two) months.....50%

(iii) No Foreign Allowance would be admissible if leave is granted for a period exceeding 04 (Four) months

(B) Not returning to his post

Officers including Heads of Missions shall draw an allowance at the following rates:-

(i) **Leave:** Cost of living allowance as admissible in Bangladesh

(ii) **Temporary duty:**

(a) **Abroad:** Allowance attached to the new post or when the post does not carry any allowance the allowance of the last post.

(b) **In Bangladesh:** As at B (i) above

(iii) When a Government servant leaves his wife and family (if any) at his post:

Such cases are likely to be rare and will be dealt with on their merits.

NOTE: No Foreign Allowance can be claimed during leave preparatory to retirement. Cost of living allowance, can however, be claimed if otherwise admissible.

12. When an officer acts as Charge d' Affaires at a Mission during the absence of the Head of Mission, provided that the period for which he acts as Charge d' Affaires is 04 (four) weeks or more, he will draw in addition to his own Foreign Allowance to enable him to meet the additional cost of entertainment, subject to a maximum of the rate Foreign Allowance admissible to the Head of the Mission.

General Instructions regarding Foreign & Entertainment Allowance:

- (i) চার্জ দ্য এফেয়ার্সের দায়িত্ব পালনের জন্য নিজ বৈদেশিক ও আপ্যায়ন ভাতার ২০% হারে দায়িত্বভাতা প্রাপ্য (এফ এস রুলস-১২ ও পররাষ্ট্র মন্ত্রণালয়ের আদেশ নং ইস্ট(১)৩/৩৯/৭৩, তারিখঃ ২৭/০৫/৭৪)। তবে শর্ত থাকে যে, দায়িত্ব ভাতাসহ সর্বমোট উত্তোলিত ভাতা কোনোক্রমেই মিশন প্রধানের প্রাপ্য বৈদেশিক ও আপ্যায়ন ভাতার সমস্তির অধিক হবেনা। (পররাষ্ট্র মন্ত্রণালয়ের স্মারক নং এডি-পি১-১০৩ (খড-৫), তারিখঃ ২৩ এপ্রিল ২০০৫ খ্রিঃ)।
- (ii) According to a decision of the Comptroller and Auditor General of erstwhile Pakistan Foreign Allowance is payable to an officer on leave only in case he returns to his post in terms of Rule 11 of the P.F.S. Rules 1962. Certificate of likelihood of returning to the same post is of no consequence, when P.F.S. Rules clearly allow this only on actual return to the same post.
- (iii) বিদেশস্থ বাংলাদেশ দূতাবাস/হাইকমিশনে কর্মরত মহিলা কর্মকর্তা/কর্মচারীদের প্রসূতি ছুটি ভোগকালীন সময়ে পূর্ণ হারে বৈদেশিক ভাতা প্রাপ্য হবেন। তবে কোনো আপ্যায়ন ভাতা প্রাপ্য হবেন না। (সূত্রঃ অর্থ মন্ত্রণালয়, অর্থ বিভাগ স্মারক নং অম/অবি/প্রবিধি-৩/ছুটি-৩/২০০৫/০৪, তারিখঃ ৩১/০১/২০০৬ খ্রিঃ)।
- (iv) বাংলাদেশ দূতাবাসসমূহে নিয়োজিত স্বদেশভিত্তিক অবিবাহিত ও নিঃসন্তান সকল কর্মকর্তার যথাক্রমে ২৫% ও ১০% কম বৈদেশিক ও আপ্যায়ন ভাতা প্রদানের প্রচলিত বিধান রহিত করে পূর্ণ হারে সকল কর্মকর্তা বৈবাহিক পরিস্থিতি ও সন্তান সংখ্যা নির্বিশেষে একই হারে বৈদেশিক ও আপ্যায়ন ভাতা প্রাপ্য হবেন।
(সূত্রঃ অর্থ মন্ত্রণালয়ের পত্র নং অম/অবি/বহিঃ অর্থ-৪/এম (৫১)/৯৮/৩০০ তারিখঃ ১৫-০৩-১৯৯৯)
- (v) Payment of foreign and entertainment allowance to officers and staff posted abroad by other Ministries, including officers and staff paid from Defence Estimates, will continue to be governed by the principles contained in the existing instructions which are reproduced hereunder:-
 - (a) Heads of non-diplomatic and technical Divisions shall receive 100% of the foreign and entertainment allowances admissible to a diplomatic officer of corresponding rank. The percentage of compulsory entertainment will also be the same in their case as that of diplomatic officers of corresponding rank.
 - (b) Class I officers of other Ministries who are not Heads of Division will receive a consolidated allowance *equal to 75% of the total of the foreign and entertainment allowance*^৪admissible to a diplomatic of corresponding rank.
- (vi) These amount of entertainment allowance as shown in Appendix-A as required to be spent wholly on entertainment, in the usual manner. Whenever Military Missions are established, the senior Military Liaison Officer shall be treated as the Head of the Military Division and paid foreign allowance at full rates. The remaining officers shall be regarded as Deputy or Assistant Heads of Divisions and paid 75% of the allowance, unless they function as Heads of their respective organizations independently of the Senior Liaison Officer. In the latter case for the

^৪ The provision of para v(b) has been removed with effect from 1st December 1980 to enable all officers upto the then National Scale of Tk. 750-1470 to draw 100% Foreign and Entertainment allowance as admissible to Diplomatic Officers of corresponding rank.

purpose of admissibility of foreign allowance, they may be equated with Heads of Divisions. Consequently, the following officers in our Missions at London and Washington will be entitled to full foreign allowance according to the diplomatic rank assigned to them:-

UK

- (1) Naval Adviser/Military Adviser, depending on whether the Head of the Military Mission is from the Army or Navy;
- (2) Air Adviser;
- (3) Head of PATLO;
- (4) A.D.M.S.;
- (5) Chief Controller, D.S.S.D. and
- (6) D.O.A.F

U.S.A.

- (1) Naval Attachè
- (2) Air Attachè/Military Attachè, depending on whether the Head of the Military Mission is from the Army or Air Force.
- (3) Attachè (Defence Procurement)

- (c) The rates of foreign allowance of the Ministerial staff will be the same as of similar staff in the diplomatic wing.

(vii) Entertainment Allowance being an integral part of foreign allowance should be regulated during leave in the same manner as the Foreign Allowance is regulated under the relevant rules.

(viii) Foreign Allowance is admissible to a Government servant stationed abroad according to the country in which he is posted. He is entitled to draw it from the date he takes over charge of his duties in the foreign country except in cases when daily allowance is drawn in lieu of Foreign Allowance and House rent allowance.

(ix) Government Servants posted who are widowers are entitled to Foreign Allowance at the following rates:

- (a) Without children under 18 years of age---at the single rate
- (b) With children under 18 years of age-----at the single rate plus one quarter of the difference between the single and married rates.

(x) Government servants posted abroad when coming to Bangladesh on official duty are entitled to foreign allowance as below:

If the official visit is short not exceeding 15 days -----Full rate

If the official visit is for more than 15 days but not exceeding 01 (one) month ----- 75% of the allowance for total duration of visit

If the official visit is for more than a month---66% of the foreign allowance for total duration of visit

(xi) No member of the Bangladesh based non-diplomatic staff who declares himself to be married but does not take his family with him at the time of his posting abroad is entitled to draw the allowance at married rates unless he furnished a certificate from gazetted officer in Bangladesh to the effect:-

- (a) that he is married,
- (b) that his wife is alive, and
- (c) that he is not a divorcee.

While scrutinizing the claims of the nature mentioned above it should be verified in Audit that competent authority has certified in support thereof that the certificates prescribed above have been received from the Government servants concerned and accepted by Government.

(xii) Foreign Allowance is exempted from the liability to Income Tax and Supertax.

(xiii) No allowance (foreign or cost of living) is admissible during joining time to the officers and staff of Bangladesh Missions abroad proceeding on transfer from one post to another or on leave.

(xiv) Foreign allowance does not count as a part of pay for the purpose of calculating General Provident Fund Subscriptions and car Advances.

CHAPTER V

TRAVELLING ALLOWANCE

DEFINITION OF ROUTE, FAMILY ETC.

13. In this Chapter, unless the context otherwise requires,

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

NOTE:

An officer who makes a journey by route other than the "approved route" (such as, travels by air or in his own car when the approved route is by rail) will not be entitled to claim more than the amount for journey by the approved route.

- b) "family" means a Government servant's wife, legitimate children and step children who are wholly dependent on him.

JOURNEY ON DUTY

14. (1) An officer making a journey on duty is entitled to be paid travelling allowance in accordance with the rules in this Chapter.

(2) "Journey on duty" includes,-

- (a) **Tour:** Tour or visit made with general or special sanction of the Government or of the Head of the Mission, if he is authorised to sanction such tour or visit; and
- (b) **Transfer:** A journey made by a Government to join a new post while on duty in his old post or on leave.

(3) Journey on duty does not include,-

- (a) Transfer on request:- Journeys on account of transfer of an officer at his own request before the completion of the normal period of his service as determined by the Government.
- (b) While proceeding on or returning from leave:-
Journeys undertaken with a view to spending the leave in Bangladesh or any other country. This refers to (i) onward and (ii) return journey from and to the same station.

NOTE 1: The Head of the Mission only can authorise tour journeys within his jurisdiction. For other journeys sanction of Government, specific or general, would be necessary.

NOTE 2: In the case of temporary absence of the Head of Mission from Headquarters, journeys of an emergent nature can be authorised by the Head of the Chancery who shall, on return of the Head of the Head of Mission apprise him of the authorization issued.

NOTE 3: The Head of Mission will inform the Government at the end of the month of the tour journeys undertaken by him. He will likewise keep Government informed of the tours undertaken by any other officer of the Mission.

CASES WHEN THE FARE IS REIMBURSABLE

15. The amount of fares by rail by rail, ship, aircraft or motor car, as the case may be, by an approved route will be payable to an officer serving abroad in the following cases:-

- (a) If he is proceeding from or returning to his post during leave other than extraordinary leave, as admissible under rule 16;
- (b) On retirement or termination of service an officer will not be entitled to claim more than what would be payable in respect of journey from his last post to the point of entry in that Wing of Bangladesh to which he belongs.

NOTE1: In the case of air journeys such fare will be limited to tourist or economy class in case of officers drawing less than Rs. 2,000⁹- as pay.

NOTE2: In the case of air journey to the countries of posting on first arrival only, Permanent Heads of Mission of the rank of Minister irrespective of the pay drawn by them will travel by first class. (Ministry of Foreign Affairs Letter No. Rules-10/2/61-(v), dated 30th January 1964).

HOME LEAVE

16. An officer will be entitled to receive the amount of actual fares in the case referred to in clause (a) of rule 15 only after twenty four months' consecutive service abroad on duty or, in the case of officers serving at a certain post or in a certain country which is regarded as unhealthy for the purpose of leave, after eighteen months consecutive service. Where leave is spent in a country other than Bangladesh, the amount payable in respect of a journey to or from Bangladesh by an approved route. If, however, the amount of fare to or from the place at which leave is being taken is less than the amount of the fare of a journey to Bangladesh, the officer will not receive more than the amount of the fare of a journey to Bangladesh, the officer will not receive more than the amount of the fare for the journey actually undertaken.

RETURN FARE FOR MEDICAL ADVICE IN THIRD COUNTRY

17. Government may allow payment to an officer of the amount of fare from his post to such nearest place in another country as he may proceed to under medical advice or for the purpose of undergoing treatment which is not which is not available locally. The amount of travelling allowance admissible to the officer would be actual return fare from his post to the place of his treatment or from his post to Bangladesh whichever is less. The restrictions in rule 18(4) would apply.

TRAVEL EXPENSES FOR FAMILY

18. 1) An officer making a journey in any of the cases referred to in clause (b) of sub-rule (2) of Rule 14 or in clause (a) or (b) of rule 15 will be entitled to receive the amount of fare by approved route for his family. In cases referred to in clause (a) of sub-rule (2) of rule 14 he will only be entitled to receive the amounts of the fares for a member of his family if Government in any particular case so decide. Government's order, special or general, regarding the necessity and desirability of his wife or any member of his family accompanying him should be obtained by him before the journey is undertaken.

NOTE 1: The members of an officer's family and his servants are expected to travel together with him on transfer or leave. A member of an officer's family or his servant, who either precedes him by not more than three months or follows him by not more than six months may be treated as accompanying him. In the case, however, of a child receiving education at a school or college at the time of the officer's transfer, the child follows him within one year of the date of his transfer.

NOTE 2: In case leave is refused to an officer, home home-paid passage will be admissible to his family after the officer has earned home passage.

⁹ This pay is obsolete

NOTE 3: In case any member of the family does not reside with the officer, the entitlement of home passage would be limited to the actual cost not exceeding the cost of passage from the officer's post to Bangladesh.

NOTE 4: Travelling expenses will be allowed for an officer's wife in cases under clause (a) of sub-rule (2) of rule 14 only where the journey is of a strictly representational or ceremonial nature. Heads of Mission will be allowed to take their wives on such occasions twice a year in the countries of their concurrent accreditation. Heads of Missions will authorise such journeys in the case of other officers in their Missions.

NOTE 5: Where, in view of the Provisions of clause (a) of sub-rule (3) of rule 14, the officer is not entitled to receive the amount of fares for himself, he will not be able to claim them for his family.

- 2) The cost of passage (and other expenses as on transfer including half transfer grant) of the members of the family of an officer serving abroad who dies, leaving his family abroad, for a journey from the place where they are to the place where they desire to go, will be paid at the request of his widow or other members of his family upto the amount admissible from the officer's post to their place of residence in Bangladesh, provided the journey is actually made within three months after the officer's death.
- 3) If an officer (or a member of his family) dies abroad, the cost of transportation of the dead body will be borne by the Government subject to the maximum of the fare to which the officer or the member of the family who has died, might have been entitled on transfer to Bangladesh.
- 4) If a member of the family of an officer serving out of Bangladesh who is resident with the officer at his post, is seriously ill and is required to proceed elsewhere on medical grounds for treatment, Government may at their discretion, allow payment to the officer of the return fare of the sick person and where necessary of another person escorting the sick person from the place where the officer is posted to such nearest place in another country as the sick person may proceed to a medical advice, provided reasonable medical facilities are not available locally. The amount of travelling allowance admissible would be the actual fare from the place where the officer is posted to the place of treatment or from the place of treatment to the place where the officer is posted to Bangladesh, whichever is less.

NOTE: North America and Western Europe are excluded from the purview of this rule. The provision is intended for outlying Missions. Except in cases of emergency prior permission of Government should be obtained. For this purpose a certificate from the authorized medical adviser countersigned by the Head of Mission would be necessary.

19. An officer and the members of his family shall be entitled to the following class of passage when on leave at Governmental expenses¹⁰:

- (a) Officers drawing Rs. 2000/- or more p.m.
By air-----First Class
By sea-----First class subject to the limit of the air fare
- (b) Officers drawing below Rs. 2,000/- p.m.
By air-----First Class
By sea-----Lowest First class

¹⁰ The grades of pay is not updated

DOMESTIC AIDES:

- 20.(i) An officer who is making a journey in any of the cases referred to clause (b) of sub-rule (2) of rule 14 or clause (b) of rule 15 will be entitled to receive the amount of the fare by the approved route for such number of servants as may be sanctioned by the Government from time to time.

NB: *The passage charges of servant will be borne by Government on first posting subsequent transfer of the officer concerned. Diplomatic officers promoted in a Bangladesh Mission abroad as Minister or a counselor is permitted to bring private servants at Government expenses by the lowest class accommodation available by the approved route from Dhaka to the place of posting subject to such other conditions as are prescribed in the rules Rules/Government Orders. This free passage for the servants will be allowed on promotion of the officer concerned or this subsequent transfer. Such posting on promotion may involve same or between two stations in Bangladesh Missions abroad. However, no daily allowance will be admissible because such cases do not involve transfer from Dhaka. (Ministry of Foreign Affairs Letter No. Set (1)-65/72, dated 7th July 1978)*

- (ii) Where an officer serving abroad dies, leaving at his post servants up to the permissible number whom he had brought from Bangladesh to his post and for whose return to their homes he would be responsible; the amount of the fare for such servants (within the limits of sub-clause (i) sub-rule (1)) for the journey from his post to their homes will be paid, provided it does not exceed the fare from the last post to the place of residence of the deceased officer.

AMOUNT OF FARE ADMISSIBLE TO OFFICER, HIS FAMILY AND SERVANTS

21. The amount of fare that can be drawn by an officer for himself, the members of his family or for servants is as follows:-

- (a) Officer and his family: The cheapest admissible first class fares including sleeping berths for a journey by train.
- (b) Servants:
 - (i) In the case of a journey or part journey by sea, the fare of the cheapest passage available on the same boat by which the officer or members of his family travel;
 - (ii) In the case of a journey or part of a journey by rail, the fare of the lowest class;
- (c) In the case of a journey on transfer where the officer travels in his own car and for any member of his family who travels by the car he may draw the fares admissible under clause (c), and if any servant travels by the car, he will draw the fares of the lowest class.

½ MONTH'S BASIC AS A LUMP SUM DURING TRANSFER

22. Where an officer is proceeding on transfer from one post out of Bangladesh to a post out of Bangladesh or return to Bangladesh 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 of the post from which he is transferred, subject to a minimum of two hundred fifty rupees to meet the expenditure of breaking-up of the household at one station and setting it up at another and such other expenses incidental to the transfer as are not specifically paid for under the rules.

NOTE: When an officer dies abroad his family will be entitled to the same transfer grant as would have been admissible to the officer if he had been transferred to Bangladesh.

NB: *Half of the admissible amount of transfer grant is to be drawn at the station from where the officer is transferred and the remaining half at the next station of his posting. (Ministry of Foreign Affairs, Memo No. Rules 10/61, dated 31st October 1963)*

PERSONNEL EFFECTS

23. The cost of transporting personnel effects other than private car referred to in rule 27 will be admissible as indicated below:

- (a) By Rail or Road or Sea

Where an officer is proceeding to another post on transfer or on first appointment to post outside Bangladesh leaving such post on retirement or termination or when an officer dies while serving out of Bangladesh, the cost of carriage by goods train and steamer of personal effects will be allowed upto the following maximum excluding the free allowance given by the Shipping or Railway Companies:

If possessing a family
60 maunds

If not possessing a family
40 maunds

Provided that if an officer carries his personal effects by passenger train instead of by goods train he may draw the actual cost of carriage upto the limit of the amount which would have been admissible to him had he taken the maximum number of maunds by goods train.

(b) By Air

When an officer or his family are authorised by Government to travel by air, each adult member may take by air one hundred pounds of personnel effects, inclusive of the free allowance granted by the air company, and each child half of that weight or the free allowance, whichever is greater; Provided that the total amount admissible on account of transportation of personal effects by air as well as by any other means of conveyance shall not exceed the amount admissible for the maximum number of maunds admissible by goods train and by steamer.

NOTE: Subject to the maximum admissible under clause (a) or (b) an officer may transport personnel effects from his old station or a place en route to his new place of posting or to a place en route or to Bangladesh.

NB: Latest rate of Personal Effects is enclosed at appendix-N

24. When an officer entitled to travel first class by air chooses to travel by a cheaper class the cost of transporting personal effects equal to the difference between the free allowance for the first class and the cheaper class may be allowed to him. Subject to this maximum cost he may send his personnel effects by air or by surface route.
25. Where the allowance for the transportation of personnel effects has been given under Rule 23, the total value of all insurance of property including car, if any shall not exceed in the case of Head of Mission Rs. 25,000/- in the case of a married officer, Rs. 29,000/- and in the case of an unmarried officer Rs. 15,000/-

INCIDENTAL CHARGES

26. The fares for journeys of officers and their families and the cost of carriage of personal effects, when payable by Govt. under the rules in the Chapter will include the following charges:

- i) Landing or Port or Head or Terminal Tax;
- ii) Dock dues;
- iii) Port Trust charges;
- iv) Wharfage;
- v) Porterage;
- vi) Cartage or Lorry charges;
- vii) Launch hire between ship and shore;
- viii) Passport fees;
- ix) Rail insurance (outside Bangladesh only), air insurance, marine insurance premia subject to the limit in rule 25;
- x) Actual handling and agency charges of the Travel Agent;
- xi) Actual conveyance charges incurred for journeys by road as explained in Note 3;
- xii) Telegram, telephone and other service charges.

- NOTE 1:** Landing or Port or Head or Terminal Tax usually forms part of steamer ticket and its reimbursement will not, therefore, present any difficulty. If, however, in any case it is charged for separately the claim should be supported by a receipt.
- NOTE 2:** Claims for Dock dues, Port Trust charges, Wharfage, Passport fees and launch hire between ship and shore where separately charged for, should also be supported by receipts. Storage charges may be paid in special circumstances with specific approval of Government.
- NOTE 3:** The charges mentioned at items (v), (vi) and (xi) above will be payable if the Controlling Officer certifies that the expenses are reasonable and essential. These will include expenditure incurred during journeys between residence and railway station or port of embarkation or port of debarkation or air booking office, between railway station and port of embarkation or port of debarkation and air booking office, performed at the old station and the new station as well as at places of authorised halts on route. Where transport between air port and air booking office is not provided free by the air companies, and, in case of Head of Mission, where such transport is provided but not availed of, the charges shall be payable to and from air port. For the portion of the journeys within Bangladesh, the amount reimbursable on account of conveyance charges and transportation of baggage shall be limited to the amount admissible under the Supplementary Rules and expenditure incurred on portage will not be separately payable.
- NOTE 4:** Handling and agency charges of the Travel Agents will include expenditure incurred on loading, un-loading and carriage of luggage and only the service charges levied by the Travel Agent for undertaking the transport of the luggage. For the portion of journey within Bangladesh, however the amount payable shall be the actual service charges levied by the travel Agent and the loading and the loading and unloading expenses at the place of entry into or departure from Bangladesh, to the extent considered reasonable by the Controlling Officer.
- NOTE 5:** Telegram and telephone charges charged by travel agencies or incurred by missions or incurred by missings or posts, in connection with the reservation of accommodation, including sleeper accommodation on railways, handling and all other Agency Service charge and fees shall be reimbursed in respect of all journeys on duty by road, rail, sea or air abroad when considered by the Controlling authority as necessary and reasonable except on specific sanction of Government in each case.

TRANSPORT OF CAR

27. (1) An officer appointed to a post abroad or on transfer or return to Bangladesh on termination of his appointment may draw the actual cost of transporting his own car by rail or steamer, from the old to the new station provided he has maintained a car at the place of his old station. An officer may draw the cost of transporting a car from a place other than his last post to his new place of posting upto the extent of the cost of transportation of his car from the old station to the new station.

The above transportation charges will be permissible provided a car arrives at the new station within a period of six months from the date of the arrival of the officer at the new post.

- NOTE I:** The cost of transportation of car of an officer who had not maintained a car, but may be required to maintain it at his next place of posting, will be determined by the Government on merit.
- NOTE II:** If an officer dies abroad, the cost of transportation of a car to Bangladesh may be allowed at the request of his family in accordance with the principles set out above.

INCIDENTAL EXPENSES ON TRANSPORT OF CAR

27. (2) The actual cost of transporting a car will include charges such as ghat pass, river dues, dock dues, carnet dues, loading and unloading charges, actual handling and agency charges of the Travel Agent and marine insurance subject to maximum given in rule 26 but will exclude crating charges. All claims for incidental charges will be supported by payees' receipts.

TRANSPORT OF CAR BY RAIL

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

NOTE 1: When a car is transported by rail or sea or partly by rail and partly by sea at Government expense from one post to another and the officer chooses to have the car boxed with a view to minimizing the risk of damage to the vehicle in transit, the actual cost of the freight and packing charges admissible under sub-rule (2) may be reimbursed to the officer, provided that the total amount so payable does not exceed the cost of the freight and other incidental charges that would have been admissible under sub-rule (2) had the car been transported unboxed. The reimbursement will be allowed to the officer on production of a certificate from the Head of the Mission or the Ministry of External Affairs to the effect that the amount claimed by the officer on the transport of the boxed car does not exceed the amount that would have been payable by Government on that account had the car been transported unboxed.

TRANSPORT OF CAR BY ROAD

27. (4) When the car is transported by road under its own power between stations connected by rail or steamer, or partly by rail and partly by steamer, the officer may draw an allowance of twelve paise a mile in respect of the motor car, the distance to be reckoned for the purpose of this concession being limited to the distance by the approved route between the stations by rail or steamer or partly by rail and partly by steamer. Where the car is transported partly by rail or steamer and partly by road the officer may draw the allowance of 12 paises a mile for the car in respect of the road journey.

NOTE: The concession under this sub-rule shall not be admissible to an officer who is not entitled to transfer his own car by rail or steamer at Government expense under the provisions of sub-rule (1).

Guidelines:

i) APPLICATION OF FUNDAMENTAL RULES AND SUPPLEMENTARY RULES:

Officers and staff employed in Bangladesh Missions abroad are, for purpose of travelling allowance, not governed by the provisions of Fundamental Rules and Supplementary rules but by the instructions issued by the Ministry of Foreign Affairs from time to time.

ii) ACTUAL COST OF TICKET INSTEAD OF QUOTATION OR IATA

অর্থ বিভাগ, অর্থ মন্ত্রণালয়ের পত্র নং- অম/অবি/বা-৮/১৮০১-০০০১(১)/৯৮(অংশ-২)/৩৬১, তারিখ: ২২/০৬/২০০৯ খ্রিঃ তে নিম্নবর্ণিত সিদ্ধান্ত প্রদান করা হয়েছে:

- ক. বিধি-বিধান অনুসরণপূর্বক মার্কেট ফেয়ার (actual cost of ticket), বিশেষ করে জিএফআর-১০ যথাযথ ভাবে অনুসরণ করতে হবে।
- খ. IATA কিংবা অন্য কোন ট্রাভেল এজেন্সির নিকট থেকে সংগৃহীত কোটেশনের ভিত্তিতে ভাড়া দাবি করা যাবে না।
- গ. দাখিলকৃত ভ্রমণ ভাতা বিলগুলো মার্কেট ফেয়ারের সাথে সামঞ্জস্য রেখে সংশ্লিষ্ট কর্মকর্তা/কর্মচারীকে সংশোধন করতে বলা হবে। সংশ্লিষ্ট কর্মকর্তা/কর্মচারী এ বিষয়ে উদ্যোগ না নিলে সিএও দাখিলকৃত বিলগুলো retrench করে পাশ/অতিরিক্ত উত্তোলিত অর্থ আদায়ের ব্যবস্থা গ্রহণ করবে।

iii) TIME LIMIT FOR TA ADJUSTMENT

In the case, a child receiving education at a school or college at the time of the officer's transfer, the child follows him within one year of the date of his transfer then the child will be treated as family member accompanying the officer. In this situation, the time limit for Travelling Allowance adjustment is 18 months instead of 1 year. [Ministry of Finance, Finance Division's Memo No-MF/R-4/TA-3/85(Part)/269, date: 14/03/1995]

iv) 20% PENALTY IF FAILED TO ADJUST THE TA WITHIN STIPULATED TIME LIMIT

প্রধান হিসাব রক্ষণ কর্মকর্তার কার্যালয় হতে জানানো হয়েছে যে, অর্থ মন্ত্রণালয়ের ০৫-১২-১৯৯৩ ইং তারিখের আঃ সঃ পত্র নং-অম/অবি/বাউ-১/১৫ই-১৬৫ (৮)/৯৩-অংশ-১/২৮৮ এর মাধ্যমে সরকারী সিকান্স অনুযায়ী নির্ধারিত সময়ের মধ্যে ভ্রমণ ভাতা অগ্রিম বিল সমন্বয় করা না হলে সে ক্ষেত্রে মোট গৃহীত অগ্রিমের উপর ২০% দণ্ডপ্রদানের বিধান রয়েছে।

CHAPTER-VI DAILY ALLOWANCE

28. In addition to the Travelling Allowance provided for in the Chapter-V, a Government servant may draw Daily Allowance for each night at a place of halt on duty or forced halt outside the Headquarters in the following circumstances:-
 - (a) While on authorized duty in cases referred to in sub-rule (2) of rule 14;
 - (b) In all cases where Travelling Allowance is payable to the Government servant under provisions of Chapter V, except when Travelling on leave.
29. The Daily Allowance is a uniform allowance for each night spent at a place of halt outside the Headquarters on official duty. It is intended to cover the ordinary daily charges incurred by an officer in consequence of such absence. It generally covers expenses on food and sleeping accommodation.
30. Full Daily Allowance will be payable in respect of the officer, his wife and children above twelve years and one half of the full allowance for every other member of his family above the age of twelve months and three-eighth of the full allowance for the servant who the officer is entitled to take with him at Government expenses.
31. Daily Allowance mentioned in rule 30 will be payable for the officer's wife if she accompanies him under general or special permission obtained in advance from the Government in cases referred to under Note 4 of rule 18.
32. The rates of Daily Allowance will be regulated by the Office Memorandum from the Ministry of Finance No. 7 (IO)-R-I (II)/59 dated 1.9.59 and such other orders as may be issued by Government from time to time.

NB: Updated rate of TA/DA is enclosed at Appendix-C

TRANSIT

- 33.(1) During transit in journey by rail, road or sea an officer may claim daily allowance at fifty percent of the normal rate for every twenty four hours from the time of departure from the station of duty to the time of arrival at the next station of duty. On the outward journey, Daily Allowance will be allowed for the next place of duty where he last stayed on duty.

NOTE1: If food is included in the fare, the rate of Daily Allowance for every twenty four hours in transit will be only twenty percent of the normal rate.

NOTE2: For periods of less than twenty four hours or for the broken periods in transit, an officer may claim one fourth of the transit rate of Daily Allowance for every six hours or fraction thereof.

- 33.(2) During transit by air, Daily Allowance will be admissible as laid down in sub-rule (1) read with Note 1 above for the entire duration of transit, of each journey from the station of commencement of the journey to the destination.

CHAPTER-VII

JOINING TIME

34. Joining time will be reckoned as duty and will be admissible as provided below in cases of journeys for which fares are payable by the Government:

- (a) In the case of journey on transfer from a post abroad to a post in bangladesh or vice-versa or from one Mission to another, the actual time spent in transit from the old place of duty to the new place of duty, by the approved route including such forced halts as are certified by the Officer plus six days for preparation. If the journey is performed in the Government servant's own car, the joining time shall be the actual time spent in transit or that admissible had the journey been performed by the approved route, whichever is less.
- (b) In case of journeys on leave:
 - (i) The actual travelling time, that is the time taken for the outward and the return journey by an approved route between the station from where he proceeds on leave and the nearest port of debarkation in the country where he spends his leave, including force halts, if any, on route to be certified as in clause (a) provided that, if the leave is spent in a country other than Bangladesh, the travelling time thus allowed shall not exceed the time occupied by a journey to and from the nearest port of debarkation in Bangladesh by an approved route.
 - (ii) Travelling time will be allowed not more than once in every two years of service abroad on duty, or in the case of an officer serving in any of the localities declared as unhealthy for purposes of leave (hardship stations) not more than once in every eighteen months.

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

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

EXTENDED JOINING TIME

35. The Ministry of Foreign Affairs may grant to an officer a longer period of joining time than is otherwise admissible, subject to a maximum of thirty days.

JOINING EMOLUMENTS

36. The emoluments during joining time will be as follows:

- i) **Pay:** as define in F.R. 107 (a) or (b) as the case may be, and
- ii) **Daily Allowance:** asin rules 28 and 33 at the rate admissible for the country where joining time is spent, provided that
 - a) only fifty percent of the rate of daily allowance would be admissible if an officer occupies accommodation provided by Government at the post where he relinquished charge or at the post where he assumes charge,
 - b) No daily allowance will, however, be admissible for joining time spent at Headquarters.

NOTE: No actual expenses will be admissible during joining time including force halts and transit time.

OTHER GUIDELINES

- i) An officer is entitled to draw the DA for 6+15=21 days due to not having accommodation arranged by the Government. During this time, if he draws DA, he is not allowed to take any Foreign Allowance.
- ii) If there is arrangement of accommodation upon his joining, he is allowed to to take the DA at the rate of 50% for a maximum of 12 days. During this time he is not allowed to take any Foreign Allowance.
- iii) Daily Allowance will not be allowed for an officer's wife in cases under clause (a) of sub-rule (2) of rule 14 unless the journey is of a representational or ceremonial nature. Heads of Mission will be allowed to take their wives on such occasions twice a year in the countries of their concurrent accreditation. Heads of Missions will decide whether such journeys are of representational/ceremonial nature or not.
- iv) Without prior approval from the Ministry Head of the Mission can not travel outside the jurisdiction of his post. (*Mission Audit Manual, Chapter-9, Paragraph 102, Note-1*)

CHAPTER-VIII

LANGUAGE ALLOWANCE

37. 1) Officers appointed to the Bangladesh Foreign Service are required to learn French compulsorily in accordance with the standard prescribed in Chapter IV on Probation, Training and Seniority.
- 2) In addition they will be expected to pass the II Class interpreteship examination (or an Examination of at least equal standard) in at least one of the foreign languages, mentioned below:

GROUP 'A'

Arabic

Bhasa, Indonesia

GROUP 'B'

Chinese

Japanese

Burmese
German
Hindi
Italian
Japanese
Kiswahili
Malay
Persian
Portugese
Spanish
Sinhalese
Siamese
Turki
Turkish

Russian

It would be open to an officer to pass the Class I Interpretership Examination in any of the above languages as also in French.

38. On passing the prescribed Interpretership Examination following lump sum payments will be admissible.

Languages	Class II Interpretership Examination	Class I Interpretership Examination
Group 'A'	Tk. 1,000.00	An additional Tk. 1000 after passing Class II Interpretership Examination otherwise Tk. 2,000
Group 'B'	Tk. 1,500.00	An additional Tk. 1000 after passing Class II Interpretership Examination otherwise Tk. 2,500
French	-	Rs. 1,000 only

NOTE I: No lump sum can be claimed for any other language until the Officer concerned has passed the compulsory examination mentioned in sub-rule (1) of 37.

NOTE II: For every additional language mentioned in sub-rule (2) of rule 37, a lump sum payment provided for this rule would be admissible.

39. A Service Officer not above the rank of Counsellor who has passed an examination in the language in current use of the country to which he is posted shall draw monthly language allowance during his term of service in that country as under:

i) For the languages in Group-A

- If he has passed Class I Interpretership Examination Tk. 75 per month.
- If he has passed Class II Interpretership Examination only, Tk. 50 per month.

ii) For the languages in Group-B

- If he has passed Class I Interpretership Examination Tk. 100 per month.
- If he has passed Class II Interpretership Examination only, Tk. 75 per month.

NOTE: The admissibility of the above allowance will be subject to the condition that the officer passed the Examination after every five years from the date he passed the first examination in order to ensure continued proficiency, but no lump sum¹¹ payment provided for in rule 38 will be made on passing the second or subsequent examinations in the same language.

¹¹ Lump Sum amount in this chapter is not updated.

40. Expenditure on books and tuition fees and similar other items shall not be reimbursed to the officer unless specifically decided otherwise by Government.
41. An officer shall have to obtain prior approval of the Government before learning any of languages mentioned in this Chapter.

CHAPTER-IX

LEAVE RULES APPLICABLE TO MEMBERS OF THE SERVICE AND OTHER GOVERNMENT SERVANTS HOLDING POSTS ON THE SERVICE CADRE

42. Officers of the Service and other Government servants holding posts on the Service cadre shall be governed by the leave rules in the Fundamental or Supplementary Rules or the Prescribed Leave Rules 1955, as may be applicable.
43. In the case of officers serving abroad, periods of leave as may be admissible, not exceeding one month, can be sanctioned by the immediate administrative supervisor of the officer concerned subject to title.

CHAPTER-X

RESIDENTIAL ACCOMMODATION AND SCALE OF FURNITURE

44. (1) FREE FURNISHED ACCOMMODATION:

All members of the Service serving out of Bangladesh will be provided with rent-free furnished residential accommodation, excluding services and other tenant charges. The extent to which Government will bear expenditure on the provision of accommodation will be further subject to such ceiling rent and other restrictions as may be prescribed by Government from time to time for particular localities.

NOTE: In the case of Heads of Mission free furnished accommodation shall include cost of water, heating and lighting as admissible at various stations, as well as freemaintenance of the lawns attached to the residence, with pay of the gardener.

(2) LEASE OF RESIDENCE:

The appropriate authority when renting accommodation for a Government servant should always endeavour to include a break clause (known as a diplomatic clause) in the lease agreement for the house so as to enable the lease to be terminated at short notice in the event of transfer of the officer before the expiry of lease. Where it is not possible to secure such a clause and the Government servant is transferred to another post before the expiry of the lease of his residence and appropriate authority is unable to dispose of or terminate the lease without incurring financial loss or without payment of compensation it should require the succeeding officer or any other Government servant entitled to rent free accommodation who is not already suitably accommodated according to the terms of his appointment, to occupy the vacated residence. If such a Government servant declines to occupy the vacated residence, he should forfeit his title to rent free accommodation or house rent allowance for the period for which Government has to pay compensation for the abandoned lease.

(3) THE SCALE OF FURNITURE

The scale of furniture which will be provided at Government expense will be as decided by Government from time to time.

CHAPTER-XI

NON-CAREER HEADS OF MISSIONS

APPOINTMENT

45. The rules in this Chapter shall apply to non-career Heads of Missions drawn from amongst non-officials or from amongst retired or re-employed Government servants.
46. Non-career Heads of Mission may be appointed by the President in his discretion and consultation with the public Service Commission or the Selection Board shall not be necessary.

Eligibility

47. No one below the age of thirty shall be appointed or allowed to continue beyond the age of sixty years.

Tenure

48. Appointments shall be held at the pleasure of the President. But they shall not be normally made for a period exceeding three years.

TRANSFER AND RE-EMPLOYMENT

49. Normally there would be no question of transfer from one post to another. Re-employment for another terms of three years, if justifiable, may be resorted to.

PAY

50. Pay as provided in rule 4 (Chapter-II) will be admissible.

OUTFIT ALLOWANCE

51. Outfit Allowance as provided for in Chapter III will be admissible.

FOREIGN ALLOWANCE

52. Foreign Allowance as provided for in Chapter III will be admissible.

TRAVELLING ALLOWANCE

53. Travelling Allowance as provided for in Chapter V will be admissible. No free passage on home leave can be claimed under rule 16 during a tenure of office. Free passage will, however, be admissible at the end of the tenure. Free passage for two servants as provided in Chapter V will be allowed. (The wages of the servants will not be borne by Government).

DAILY ALLOWANCE

54. Daily Allowance as provided for in Chapter VI will be admissible.

JOINING TIME

55. Joining time (Travelling time) will be regulated in accordance with the rules in Chapter VII.

LEAVE

56. Leave will be admissible at the rate of thirty days for each year of service. Accumulation of leave for more than ninety days will not be permissible.

TRANSPORT

57. Transport will be available as admissible to career Heads of Missions.

MEDICAL FACILITIES

58. Transport will be available as admissible to career Heads of Missions and their families from time to time.

ACCOMMODATION

59. Accommodation will be provided in accordance with the rules in Chapter X.

CHAPTER-XII

CHILDREN'S PASSAGE AND EMERGENCY PASSAGES

60. CHILDREN'S PASSAGE

Children of an officer left behind in Bangladesh for purposes of education may be given a return passage once a year to visit their parents in the country of posting, subject to the following conditions:

- (i) The concession will be limited to the payment once every year of the cost of a return air passage by the cheapest class available from the post of embarkation in Bangladesh to the post abroad;
- (ii) The stay of the child with the parents shall not be less than six weeks;
- (iii) In cases where the station of posting abroad is not directly linked by air with Bangladesh, the cost of passage by air (cheapest class) by sea (tourist class) by land (appropriate class will be admissible and the condition, about the minimum period of six weeks stay abroad shall not be applicable);
- (iv) The total period of absence from Bangladesh shall not, however, be less than six weeks in any case.

The concession will be further subject to such conditions as may be laid down by Government from time to time.

61. EMERGENCY PASSAGES

Two emergency return passages may be allowed to an officer serving abroad, from the country of posting to Bangladesh, during the entire period of his service. These passages shall be utilized only by the officer or his wife.

OTHER ALLOWANCES

i. ACCREDITATION ALLOWANCE

The Heads of Mission are also entitled to draw Accreditation Allowance @\$450.00 per annum per country, subject to the maximum of 3 countries. Such allowance will be admissible with effect from the 1st January 1980 and will be payable in the same manner as the Foreign and Entertainment Allowance.

In every month 1/12th of the total Accreditation Allowance should be drawn. This allowance should be spent for the entertainment in the posting country. *[Ministry of Foreign Affairs Memo No. AD-P-1-0022, dated 28/12/98]*

ii. **HARDSHIP ALLOWANCE**

Hardship Allowance at the rate of 20 percent of basic pay subject to a maximum of Tk. 300 (Taka three hundred only)¹² per month to the officers and staff at the following stations would be admissible:

(1) Jeddah; (2) Akyab; (3) Kabul; (4) Peking

This allowance will be drawn and paid in Taka in Bangladesh and the expenditure so involved will be debited to the respective budget grant of the Missions concerned.

iii. **EDUCATION ALLOWANCE**

- a) Children of the officers/staff serving in the Mission are entitled for Education Allowance upto the age of 21.
- b) Officers/staff having their dependent children's education in Bangladesh are allowed to take them once in a year to the country of posting at Government's expense. [সূত্র: অর্থ মন্ত্রণালয়ের স্মারক নং অম/অবি-৪/পম/ভাতা-১১/৮৭/১৬৫, তারিখ: ১৪/০৫/১৯৯৪ খ্রিঃ]

- c) নিয়োগকৃত স্থানে সন্তান-সন্ততির শিক্ষার সুযোগ সুবিধাদির অবর্তমানে স্বদেশ প্রেরণপূর্বক তাদের অধ্যয়ন করাতে চান, তবে সেক্ষেত্রে বিদেশ থেকে প্রত্যাবর্তন/প্রেরণ বাবত শুধুমাত্র পাথেয় খরচ প্রদান করার এবং যে ক্ষেত্রে তাদের নির্ভরশীল ও অধ্যয়নরত সন্তানগণকে বছরে একবার সরকারী খরচে পিতা-মাতার সাথে মিলিত হওয়ার সুবিধা প্রদান করা হয়েছে। সে একই সুবিধা একজন সঞ্জীসহ বছরে ১ (এক) বার প্রতিবছরী সন্তানদেরকেও প্রদান করা যেতে পারে। [সূত্র: অর্থ মন্ত্রণালয়ের স্মারক নং অম/অবি-৪/পম/ভাতা-১১/৮৭/২৭৫, তারিখ: ০১/০৪/১৯৯৫ খ্রিঃ]

- d) মিশনে কর্মরত কর্মকর্তা/কর্মচারীদের সন্তানগণ কর্মরত দেশ বহির্ভূত যে কোন ৩য় দেশে অধ্যয়নের জন্য শিক্ষা ভাতা প্রাপ্য হবে এবং পিতা-মাতার সাথে সাক্ষাতের জন্য বছরে একবার বিমান ভাড়া প্রাপ্য হবে। [সূত্র: অর্থ মন্ত্রণালয়ের স্মারক নং অম/অবি/প্রবিধি-৫/পম/বিবিধ-২৬/৯৯/১০৮, তারিখ: ২৫/১১/২০০৪ খ্রিঃ]

- e) সন্তানদের শিক্ষা ভাতার ক্ষেত্রে ব্যয়িত অর্থের সর্বোচ্চ ৮৫% সরকার বহন করবে এবং তা 'ক' ক্যাটাগরির দেশের জন্য মাঃ ড: ১৫০০০, 'খ' ক্যাটাগরির দেশের জন্য মাঃ ড: ১২০০০, 'গ' ক্যাটাগরির দেশের জন্য ৭৮০০ এর অধিক নয়। [সূত্র: অর্থ মন্ত্রণালয়ের স্মারক নং অম/অবি/ব্যঃনিঃ-৭/এম(৫৪)/অংশ-১/২০০২-২০০৫/১৯, তারিখ: ০৮/০৪/২০০৭ খ্রিঃ]

ক-ক্যাটাগরি-২২ টি	খ-ক্যাটাগরি-২২ টি	গ-ক্যাটাগরি-১৩ টি
বার্লিন, ব্রাসেলস, জেনভা, মস্কো, নিউইয়র্ক (পিএম), বেইজিং, প্যারিস, রোম, স্টকহোম, টোকিও, ওয়াশিংটন, সিউল, দি-হেগ, বার্মিংহাম, ক্যানবেরা, লন্ডন, ম্যানচেস্টার, অটোয়া, লসএঞ্জেলস, হংকং, নিউইয়র্ক (সিজি) এবং মাদ্রিদ	আংকারা, মাসকাট, মানামা, জাকার্তা, ম্যানিলা, তেহরান, তাসখন্দ, আশ্মান, নাইরোবী, প্রিটোরিয়া, মালে, ব্রুনাই, কায়রো, রাবাত, রিয়াদ, দোহা, ত্রিপোলী, কুয়ালালামপুর, সিঙ্গাপুর, জেদ্দা, কুয়েত এবং ব্যাংকক	আগরতলা, সিটুয়ে (মায়ানমার), কাঠমুন্ডু, থিম্পু, কলকাতা, করাচী, ইয়াংগুন, হ্যানয়, কলম্বো, নয়াদিল্লী, ইসলামাবাদ, দুবাই এবং আবুধাবী

- f) অর্থ প্রদানের সাপেক্ষে সংশ্লিষ্ট শিক্ষা প্রতিষ্ঠানের ম্যানি রিসিপ্ট থাকতে হবে অথবা মিশন কর্তৃক সরাসরি শিক্ষা প্রতিষ্ঠানকে অর্থ পরিশোধ করতে হবে। ইহা ব্যতীত অন্য কোন সুবিধা প্রাপ্য নয়। একজন কর্মকর্তা/কর্মচারী সন্তান সংখ্যা নির্বিশেষে তার ইচ্ছা অনুযায়ী এক বা দুই সন্তানের জন্য ব্যয় করতে পারবেন। এ ভাতাসমূহ ০১ জুলাই ২০০৭ খ্রিঃ হতে কার্যকর।

- g) Similar benefit may also be extended for a handicapped child requiring attendance in specialized schools. If such specialized schools are not available locally, such a child may be allowed, subject to the approval of the Head of Mission to get admission in such a specialized school. In that case economy class air fare for the student and return air fare for the escort may be paid to enable the student to join the school. Thereafter, once in a year one return air fare for the student and two

¹² Latest data needs to be collected

return air fares for the escort may be paid to enable the student to avail of vacations with his parents.
(Ministry of Foreign Affairs Order No. B-8/2/83, Dated: 28th September, 1983)

h) The purpose of granting education allowance to the home-based officials of Bangladesh Missions abroad, High School Education means education upto the level of 12th Class within the age limit of 21 years. (Ministry of Foreign Affairs Order No. MF/DP-IV(AT)/C(27)/85-86/142, Dated: 22/09/1986).

i) মিশনে নিযুক্ত কর্মকর্তা/কর্মচারীদের অধ্যয়নরত সন্তানদের ক্ষেত্রে স্কুলের বই, পোশাক স্কুল থেকে সরবরাহ সরবরাহ করা হোক বা না হোক এ বাবদ খরচ অবশ্যই অভিভাবককে বহন করতে হবে। এই খরচকে বাধ্যতামূলক (ম্যান্ডেটরি) খরচ হিসেবে গণ্য করা যায় না। [সূত্র: পররাষ্ট্র মন্ত্রণালয়ের অফিস আদেশ নং ই সি-৬/১/৮৮, তারিখ: ২২ জুলাই, ১৯৮৯]

j) বিদেশে মিশন প্রধান কর্তৃক অনুমোদিত শিক্ষা প্রতিষ্ঠানে “Under Graduate” (বাংলাদেশের Bachelor Degree) কোর্সে অধ্যয়নরত মিশন প্রধানসহ দেশ ভিত্তিক কর্মকর্তা/কর্মচারীদের উপর নির্ভরশীল পোষ্যগণকে (অনূর্ধ্ব ২১ বছর) শিক্ষা ভাতার সুবিধা প্রদান করা হবে। [সূত্র: পররাষ্ট্র মন্ত্রণালয়ের অফিস আদেশ নং বি-৭/১/৮৯ (অংশ), তারিখ: ১৯/১১/১৯৯২ খ্রিঃ]

k) যে সমস্ত দেশে পাবলিক স্কুলে ইংরেজি ভাষার মাধ্যমে শিক্ষা লাভের সুযোগ রয়েছে সে সব দেশে প্রাইভেট স্কুলে শিক্ষা গ্রহণের জন্য কোন শিক্ষা ভাতা প্রদেয় নয়। ইংরেজি ভাষা-ভাষী দেশ সমূহে যেমনঃ অস্ট্রেলিয়া, কানাডা, যুক্তরাষ্ট্র এর ইংরেজি পাবলিক স্কুলে/কলেজে শিক্ষা লাভের সুযোগ থাকা সত্ত্বেও ঐ সকল দেশে বাংলাদেশ মিশনসমূহে নিয়োজিত কর্মকর্তা/কর্মচারীদের সন্তানগণের প্রাইভেট স্কুলে/কলেজে অধ্যয়নের জন্য সরকারী তহবিল হতে শিক্ষা ভাতা প্রদানের বিধিগত কোনো অবকাশ নেই। (সূত্র: অর্থ মন্ত্রণালয়ের স্মারক নং অম(অবি)/বিধি-৪/পঃমঃ/ভাতা-৯/৮৫/২৯০, তারিখ: ১২/০৬/১৯৯৫ খ্রিঃ)

iv. FESTIVAL ALLOWANCE

a) Festival Allowance will not admissible in the same year to an officer if he spends his Home Leave in the third country. Locally recruited officers and staff are not entitled to get any Festival Allowance.

[The Ministry of Finance's Order No. MF/FD(IMF)-V/FB/12/84/129, Date: 12/11/1986]

b) Officers/Staff recruited on contract are entitled to draw the Festival Allowance to an amount equal to his basic salary before joining on contract.

[সূত্র: সিএজি/প্র-১/৫৯(ঋ-১)/৪২৫, তারিখ: ০১/১০/১৯৯৯ খ্রিঃ]

c) Foreign Service Officers availing their Home Leave in Bangladesh are entitled to get Festival Allowance in that year.

v. REGARDING DRAWL OF DEPUTATION ALLOWANCE AND FOREIGN ALLOWANCE SIMULTANEOUSLY

Officers and staff serving in different wings of the Mission abroad, are not allowed to simultaneously draw Deputation Allowance and Foreign Allowance. They are only entitled to get the Foreign Allowance. [সূত্র: অর্থ বিভাগ, অর্থ মন্ত্রণালয়, স্মারক নং ০৭.১৭৫.০৩১.০১.০০.০২৭.২০০৭ (অংশ)/২০৩, তারিখ: ০৯/০৯/২০১০]

AMENDMENTS IN FOREIGN SERVICE RULES

Amendment-i

**Government of Pakistan
Ministry of External Affairs**

Karachi, the 9.4.1963

MEMORANDUM

Sub: P.F.S. (Pay, Allowance, Leave, etc.) Rules, 1962.

Reference the letter from the Government of Pakistan, Ministry of External Affairs No. Rules-10/2/61, dated 12/XI/62, on the above subject.

The following amendments, addition, alteration, etc., may please be carried out to the P.F.S.(Pay, Allowance, Leave, etc.) Rules, 1962 forwarded with the endorsement under reference.

Page 2 of Rules: Scale of pay appearing against (v) Third Secretary and vice-Consul may be amended to read as follows: "Grade pay in the Junior PFS Scale: Rs. 350-375-400-425-500-530- EB-560-590-620-650-680-710-740-770-810-850".

Page 3 *ibid*: 'that' appearing in the line 5 of Rule 7 should be deleted.

Page 7 *ibid*: Note 1 should be reconstructed to read as follows:

"The members of an officer's family and his servants are expected to travel together with him on transfer or leave. A member of an officer's family or his servant, who either precedes him by not more than three months or follows him by not more than six months may be treated as accompanying him. In the case, however, of a child receiving education at a school or college at the time of the officer's transfer, the amount of fare for the child may be claimed if the child follows him within one year of the date of his transfer".

After Note 2, please substitute No. 3 for "Rule 3".

"or a member of his family" appearing in line 1 of sub-para 3 should be shown in bracket ()."

Page 8 *ibid*: "also" appearing in the line 2 of Note below Rule 18 should be deleted.

Line 3 of Rule 20 (1) should read as follows:

"rule (2) of rule 14 or clause (b) of rule 15"

Page 17 *ibid*: The words "Revised Leave Rules 1933" should be inserted in line 4 of Rule 42 between the words "Rules" and of the.

Sd/- K. Shamsuzzoha
Section Officer
Government of Pakistan

All Pakistan Missions abroad (except Honorary Consulates)-2 copies each, Receipt of this Memorandum may please be acknowledged.

Amendment-ii

No. Rules-10/2/61
Government of Pakistan
Ministry of External Affairs

Karachi, the 5th August 1963.

From : A. Alam, Esq. P. F. S.
Deputy Secy. to the Government of Pakistan.

To : The Accountant General
Pakistan Revenues
Jauharabad.

Sub : Pakistan Foreign Service (Pay, Allowance, Leave etc.) Rules.

Sir,

I am directed to convey the sanction of the President to the application mutates mutandis of the P. F. S. (Pay, Allowance, Leave etc.) Rules, 1962 with effect from 12.11.1962 to officers in Missions abroad holding post not borne on the cadre of the Pakistan Foreign Service. The following rules will, however, not be applicable to them :

- i) Rule 4 (1) (b) (ii) to 4 (1) (b) (v) and rule 4 (II)
 - ii) Rules 37 to 41.
 - iii) Rule 61.
2. The question of the grant of emergency passages to these officers will, however, be considered on merits of each case.

Your obedient servant
Sd/- M. Alam, PFS
Deputy Secy. to the Government of Pak.

Copy to all Pakistan Missions abroad (except Hony. Consulates) - 2 copies each.
Receipt of this letter may please be acknowledged.

Amendment-iii

No. Rules-10/2/61
Government of Pakistan
Ministry of External Affairs

Karachi, the 22nd August 1963.

To :

The Accountant General
Pakistan Revenue
Jauharabad.

Subject : P. F. S. (Pay, Allowance, Leave etc.) Rules 1962 (Provisional).

Sir,

I am directed to convey the sanction of the President to the application of Rule 7 of the above mentioned Rules also to an officer posted to Montreal.

2. An addition to this effect may please be made in the sub-para of para 7 of the above mentioned Rules.
3. This issues with the concurrence of the Ministry of Finance vide their u. o. Note. No. 1684-RI/63, dated 6.8.63.

Your obedient servant,
Sd/- S. M. A. Zaidi
Section Officer

Copy forwarded to all Pakistan Missions abroad (except Hony. Consulates) – 2 copies each.

Amendment- iv

**No. Rules-10/2/61
Government of Pakistan
Ministry of External Affairs**

Karachi, the 12th June 1963.

My dear Ambassador,

Please refer to your letter No. Estt. 58/63 dated the 22nd April, 1963, regarding passage of children of P. F. S. Officers posted abroad.

2. Permission of the Ministry is necessary for the grant of passage to the Children left in Pakistan for study of P. F. S. Officers posted abroad, as provided in Rules 60 of the provisional P. F. S. (Pay, Allowance, Leave, etc.) Rules 1962. Necessary sanction in regarding to Master Ifukhar Nurshed's visit to Brazil is under issue separately.

With regards,

Yours sincerely
Sd/- M. Alam

H. E. Mr. S. M. Murshed, P. F. S.
Ambassador of Pakistan
Rio de Janeiro.

Copy for information to :

All Pakistan Missions Abroad (except Hony. Consulates) – 2 copies each.

Amendment-v

No. Rules-4/32/62
Government of Pakistan
Ministry of External Affairs

Karachi, the 4.6.63

MEMORANDUM

Sub: Foreign Allowance entitlement during leave on average pay in Pakistan of Heads of Pakistan Missions abroad.

In order to enable a Heads of Mission to defray the expenses on the up-keep of his residence the country of his jurisdiction, it has now been decided that the Head of Mission, for the period of his leave in Pakistan, will be entitled to draw his foreign allowance in foreign exchange in the country of his jurisdiction minus the charge allowance payable to the officer acting as C. D. A. a. i. during that period, provided the Head of Mission continues to defray his share of the expenses to the up-keep of the Embassy during the period involved. Necessary provision has been made in the provisional P. F. S. (Pay, Allowance, Leave, etc) Rules 1962 vide Rule 11 (A) (i).

2. This issues with the concurrence of the Ministry of Finance (Regulations and External Wing) vide their u. o. No. 1393-LF/Exp/63 dated 24.5.63 and No. 1319-R (RWP)/63 22.5.63.

Sd/- K. Shamsuzzoha
Section Officer
Government of Pakistan

All Pakistan Mission abroad (except Henry, Consulates) 2cpies each.

Amendment-vi
No. Rules-10/2/61
Government of Pakistan
Ministry of External Affairs

Karachi, the 7th December, 1963

To :

The Accountant General
Pakistan Revenues
Karachi.

Sub : P. F. S. (Pay, Allowance, Leave, etc.) Rules, 1962 (Provisional) Grant of special clothing allowance to officers posted at Montreal.

Sir,

I am directed to refer to this Ministry's letter number Rules-10/2/61, dated 22.8.1963, on the above subject, and to say that the orders conveyed therein are effective from 12.11.1962 i.e. the date of issue of the P. F. S. (Pay, Allowances, Leave, etc.) Rules, 1962.

2. This issues with the concurrence of the Ministry of Finance vide their u/o. No. 2499-RI (RWP)/63, dated 28.11.1963.

Your obedient servant
Sd/- S. M. Zaidi
Section Officer.

Copy forwarded in continuation of this Ministry's endorsement of even number dated 22.8.1963 to:

- 1 All Pakistan Missions abroad (except Hony. Consulates) – 2 copies each.

Amendment-vii

**No. Rules-10/2/61
Government of Pakistan
Ministry of External Affairs**

Karachi, dated, the 31st October 1963.

MEMORANDUM

It has been brought to our notice that under Rule 22 of the P. F. S. (Pay, Allowances, Leave) Rules 1962, the officers on transfer have drawn a lump sum equal to half of one month's pay of the post from which they were transferred. This is not correct in as much the transfer grant is intended to cover the Expenditure, both at the station from where the officer is transferred and also at the next station of his posting.

2. In this connection attention is invited to the letters of appointment issued to officers which contain a provision about the payment of transfer grant at both the stations.
3. In view of the above it is clarified that half of the admissible amount of transfer grant is to be drawn at the station from where the officer is transferred and the remaining half at the next station of his posting.

Sd/- S. M. A. Zaidi
Section Officer
Government of Pakistan

All Pakistan Missions abroad (Except Hony. Consulates) – 2 copies each.

Amendment-viii

Government of Pakistan Ministry of External Affairs

Karachi, the 13th November 1963

MEMORANDUM

Sub: P. F. S. (Pay, Allowance, Leave, etc.) Rules 1962.

Reference rule 3 of the P. F. S. (Pay, Allowance, Leave, etc.) Rules, 1962.

It is clarified that in respect of any matter for which no provision exists in these rules, application of the Fundamental and Supplementary Rules, Central Services (Classification, Control and Appeal rules, and other rules will be subject to the provisions of the instructions issued by the Government of this Ministry from time to time in the past. These instructions will continue to be applicable to the extent they are not in conflict with the P. F. S. Rules.

Sd/- S. M. A. Zaidi
Section Officer
Government of Pakistan

All Pakistan Missions abroad (except Hony. Consulates) - 2 copies each.

Amendment - IX

No. Rules-10/2/61-(V)
Government of Pakistan
Ministry of External Affairs

Karachi, the 30th January 1964

To :

The Accountant-General
Pakistan Revenues
Karachi.

Subject: P. F. S. (Pay, Allowances, Leave, etc.) Rules, 1962.

Sir,

I am directed to convey the sanction of the President to the following amendments, to the above mentioned Rules, forwarded with the letter from this Ministry of even number, dated 12-11-1962:

Existing Note under Rule 15 is numbered 1. Thereafter, the following is added as Note II.

Note II : In the case of air journeys to the countries of posting on first arrival only, Permanent Heads of Missions of the rank of Minister irrespective of the pay drawn by them will travel by first class.

Yours obedient servant
Sd/- S. M. A. Zaidi
Section Officer.

Copy forwarded for necessary action to :

- 1) All Pakistan Missions abroad (except Hony. Consulates) - 2 copies each.

Amendment-x

A Compilation of Rules, Circulars and Government Orders for Mission Audit

No. M (1-A)-1/1/64
Government of Pakistan
Ministry of External Affairs

Karachi, the 5th March, 1964

From : Naziruddin, Esqr.
Section Officer.

To : The Chief Accounts Officer
Ministry of Foreign Affairs
Old State Bank Building
Karachi.

Sub : Pakistan Foreign Service (Pay, Allowance, Leave, etc.) – Language allowance

Sir,

I am directed to refer to this ministry's letter No. Rules-10/2/61 dated the 12th November, 1962, and to convey the sanction of the President to the inclusion of Serbo-Croat, the official language of Yugoslavia, in the languages listed under Group 'A' Rules 37 (2) of the above PFS Rules, issued on a provisional basis.

2. This issues with the concurrence of the Ministry of Finance vide their u. o. No. 228-R5/64 dated the 11th February 1964.

Your obedient servant,
Sd/- Naziruddin
Section Officer

Copy forwarded to :

1. All Pakistan Missions abroad except Honorary Consulates.

Amendment-xi
Government of Pakistan
Ministry of Foreign Affairs

No. Rules-8/1/65

Islamabad, the 7th February 1966.

To :

The Chief Accounts Officer
Ministry of Foreign Affairs
Islamabad.

Sub : P. F. S. (Pay, Allowance, Leave, etc.) Rules, 1962.

Sir,

I am directed to convey the sanction of the President to the following amendments, etc. to the above mentioned Rules, forwarded with the letter from this Ministry No. Rules-10/2/61, dated the 12th November, 1962 :

The restrictive clause appearing below rule 11 (A) viz 'No- foreign allowance would be admissible if leave is granted for a period exceeding four months' is substituted by the following :

"Note : Both in the case of Heads of Missions and other Officers, no foreign allowance would be admissible if leave is granted for a period exceeding 4 months. If the leave granted initially is for a period of 4 months or less and it is subsequently extended so as to exceed 4 months, the foreign allowance will be admissible for the first 4 months of the leave."

Clause (b) of sub-para (ii) of rule 11 (A) is amended as follows :

"If leave is in excess of one month 'han the foreign allowance for the period subsequent to the first month will be admissible 50%".

2. This issues with the concurrence of the Ministry of Finance, Rawalpindi, vide, their u/o No. 1701-R5/65, dated the 26th October, 1965.

Your obedient servant,
Sd/- (Riaz Piracha) PFS
Director

Copy forwarded to :

1. All Pakistan Missions abroad (except Hony. Consulates) - 2 copies each.