

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,**

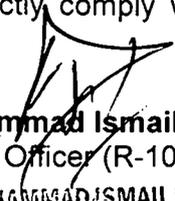
3. The cases seeking permission of travelling abroad to attend the trainings/meetings/seminars etc. are dealt with by Cabinet Division in the light of instructions issued by Cabinet Division from time to time. Cabinet Division has issued latest instructions vide O.M.No.F.9-148/2002-Min-II, dated 26-10-2018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

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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.

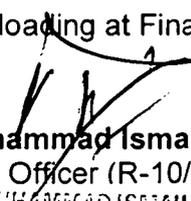
5. Ministries/Divisions are therefore, advised to strictly comply with the rules/instructions in true letter and spirit.


(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
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Government of Pakistan
FINANCE DIVISION

Annex-1

Islamabad, the 2nd Aug, 2023

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

OFFICE MEMORANDUM

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

The undersigned is directed to refer to this Division's Office Memorandum No. 1(10) R-10 /206-745, dated the 30-12-2006 on the subject indicated above and to state that the existing rates of daily allowance (DA) admissible to Government servants while on temporary duty outside Pakistan have been reviewed for foreign capital cities on the basis of UN Daily Subsistence Allowance in view of the existing boarding and lodging costs abroad. Accordingly, the President has been pleased to revise the existing rates of DA for foreign capital cities as shown in the attached schedule with effect from 1st July, 2023.

2. According to Para. 2 of Appendix 7 of FR&SR Vol. II, the existing Categories of Government Servants for the purposes of DA on tour/duty abroad are as under:-

Category	Grades
Category-I	BPS-21 and above
Category -II	BPS-20
Category-III	BPS 17-19
Category -IV	BPS-3-16
Category -V	BPS-1-2

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

3. The revision of rates in case of Category-I officer shall be subject to following conditions:-

- 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 DA for Category-I, be allowed reimbursement, on production of hotel bills, of the actual charges of single room accommodation not exceeding the amount of DA admissible to Category-II Officer. In such a situation the Officer concerned will be allowed advance equal to DA of category-I plus Category-II and this advance will be adjusted on return of the officer to duty station by producing the hotel bills.
- ii. A Category-I Officer who stays in a hotel under his own arrangement shall only be allowed DA admissible for a Category-II officer if no hotel receipt is produced.

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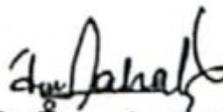
For adjustment/reimbursement of DA concerning Categories-II, III, IV and V DA paid in advance would be adjusted in following manner:-

- 50% of DA, meant to cover accommodation charges, is admissible as per entitlement of officials/officers without production of hotel receipts.

5. Moreover, the above revision of rates shall be subject to following conditions:-

- i. In some cities, two different rates of hotel accommodation are permissible i.e. one rate for some specified hotels and another rate for remaining hotels. In such cities, the full DA can be paid at the rates prescribed for specified hotels on production of hotel receipts.
- ii. Government officials visiting Saudi Arabia on official temporary duty during the Hajj season shall be entitled to the DA and other facilities as laid down in this Division's O.M No.F.1(1) R-10/83, dated 20th February, 1983.
- iii. The DA in Pakistan rupees will be calculated on the basis of selling rates applicable to US Dollars in cash on the date of purchase as notified by the State Bank of Pakistan.
- iv. Only 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.
- v. To meet miscellaneous expenses, 15% incidental charges of normal DA are admissible only to the officers/officials who proceed from Pakistan on official tours/duties abroad. These charges are not admissible to the state guests and employees posted at Pakistan Missions Abroad.
- vi. In case of journey by air, Transit DA at the rate of 30% of normal DA will be admissible provided overnight journey is involved. The overnight journey for purposes of transit on tour by air means the journey commenced before midnight and ended after midnight.

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


(Dr. Tayyaba Sahar)
Section Officer (R-10)

All Ministries/Division etc.

Copy forwarded to:

Government of Pakistan
FINANCE DIVISION
(Litigation Wing)

Annex - II

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

Islamabad, the 05th November, 2020

OFFICE MEMORANDUM

Subject:- **TERMS ADMISSIBLE TO CIVIL SERVANTS PROCEEDING ABROAD TO PARTICIPATE IN SEMINARS ETC.**

The undersigned is directed to refer to this Division's O.M.No.F.3(24)R-10/04/313/05, dated 16-06-2005, on the above subject and to clarify that the policy instructions contained in Finance Division's above referred O.M. is not applicable in case of desirable/fully funded trainings, seminar, symposia, international conferences, visits and programs etc. offered by donor agencies/countries, whatever its duration may be.


(Izhar Ahmad)
Deputy Secretary (R-1V)

All Ministries/Divisions

Copy to:-

- i. P.S to Finance Secretary.
- ii. P.S to all Additional Finance Secretaries, Finance Division.
- iii. P.S to J.S (HRM), Finance Division
- iv. Deputy Secretary (HRM), Finance Division
- v. Deputy Secretary (QA/PMDU), Finance Division
- vi. Web Administrator, Finance Division

Annex - III EID

Government of Pakistan
Finance Division
(Regulations Wing)

No.F.3(24)R.10/04/313/05

Islamabad, the 18 June, 2005.

Office Memorandum

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 :

Facility Offered	Government Subsidy
(1) Board plus lodging.	(1) 30% of the normal rate of daily allowance prescribed for the station concerned.
(2) Board plus lodging & cash payment.	(2) 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 provided.	(3) 50% of the normal rate of daily allowance.
(4) Cash payment plus lodging but no board.	(4) 50% of the normal rate of daily allowance less cash payment offered.
(5) Cash payment plus board but no lodging.	(5) 80% of daily allowance less cash payment offered.
(6) No board, or lodging or cash payment.	(6) Full daily allowance (as at present).
(7) Cash payment but no board or lodging.	(7) Full daily allowance less cash payment offered.
(8) Free transport (normally to be met out of cash payment) with or without any other facility.	(8) 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.

M. Sikandar Iqbal
(M. Sikandar Iqbal)
Deputy Secretary (R.IV)

All Ministries / Divisions etc.

GOVERNMENT OF PAKISTAN
FINANCE DIVISION
(Regulation Wing)

Annex - IV I

Islamabad, the 27th June, 2008

No.F.6(1)R.10/83-209/08

OFFICE MEMORANDUM

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 & Canada	Other Countries (except India, Bangladesh, and Srilanka)
1)	Trainees attached with educational institutions with technical	\$ 1000/- per month	\$ 950/- P.M.
2)	Trainees attached with workshops, factories and industrial establishments	\$ 1350/- per month	\$ 1200/-P.M.

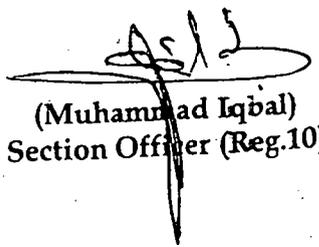
2. Full DA during first week and subsistence allowance at the above prescribed rates shall be admissible for rest of the training period.
3. For India, Bangladesh and Srilanka, the rates of subsistence allowance will be fixed separately as and when required.
4. These orders shall apply to all Government 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.


(Muhammad Iqbal)
Section Officer (R.10)
Ph: -9266193
FAX. No. 9262666

All Ministries/Divisions etc.

Copy also forwarded for information to:

1. President's Secretariat (Public), Islamabad.
2. President's Secretariat (Personal), Islamabad.
3. Prime Minister's Secretariat (Internal), Islamabad.
4. Prime Minister's Secretariat (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. AGPR, Islamabad/Lahore/Peshawar/Karachi/Quetta.
11. Pakistan Mint, Lahore.
12. Auditor General of Pakistan, Islamabad.
13. Federal Public Service Commission, F-5/1, Agha Khan Road, Islamabad.
14. Capital Development Authority, Islamabad.
15. Cost Accounts Organization, Islamabad.
16. Military Accountant General, Rawalpindi.
17. Central Directorate of National Savings, Islamabad.
18. Chief Accounts Officer, M/O Foreign Affairs, Islamabad.
19. Financial Adviser and Chief Accounts Officer, Pakistan Railways, Lahore.
20. All Financial Advisers/Deputy Financial Advisors attached to Ministries/Divisions etc and all officers of Finance Division.
21. Secretariat Training Institute, Islamabad.
22. Federal Tax Ombudsman's Secretariat, Islamabad.
23. DG Post Offices, Islamabad.
24. Office of the Chief Commissioner, Islamabad.
25. Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
26. Pakistan Atomic Energy Commission, Islamabad.
27. All Chief Secretaries/Finance Secretaries of the Government of Punjab/ Sindh/ NWFP/Baluchistan & Azad State of Jammu & Kashmir.
28. Directorate General of Inspection & Training, Customs & Central Excise, 8th Floor, New Custom House, Karachi.
29. National Re-Construction Bureau, Prime Minister's Secretariat, Islamabad.
30. National Accountability Bureau, Islamabad.
31. Intelligence Bureau, Islamabad.
32. Member (Finance), KRL, P.O.Box.No.1384, Islamabad.
33. Controller General of Accounts, Islamabad.


(Muhammad Iqbal)
Section Officer (Reg.10)

Tahir Sheikh

INSTRUCTIONS ON VISITS ABROAD

1. Instructions on visits abroad, alongwith the procedure for processing cases on the subject, are as follows:

I.	Visits abroad of Federal Ministers, Ministers of State, Advisors/Special Assistants to the Prime Ministers.	Visits abroad by Federal Ministers, Ministers of State, Advisors/Special Assistants to the Prime Minister shall require approval of the Prime Minister.
II.	Visits abroad of Secretaries and Additional Secretaries Incharge of Ministries/Divisions.	Visits abroad by Secretaries/Additional Secretaries Incharge shall require approval of the Prime Minister.
Obligatory Visits:		
III.	Visits abroad of officers in BPS-20 and above and their equivalent working in Autonomous/ Semi-Autonomous Bodies and Corporations.	Where size of the delegation is upto three members, Federal Ministers / Minister Incharge of a Ministry/Division concerned shall be competent to accord approval.
IV.	Visits abroad by officers/officials upto and including BPS-19 and their equivalent working in Autonomous/ Semi-Autonomous Bodies and Corporations.	Where size of the delegation is upto three members, Secretary/ Additional Secretary Incharge of a Ministry/Division concerned shall be competent to accord approval.
V.	Where size of the delegation exceeds three members.	<p>a. Where GoP funding is involved, matter would be submitted for approval of the Prime Minister through both Finance and Foreign Affairs Divisions;</p> <p>b. Where GoP funding is not involved, matter would be submitted for approval of the Prime Minister through Foreign Affairs Division.</p>
Non-Obligatory Visits:		
VI.	Visits abroad of officers in <u>BPS-20</u> and above and their equivalent working in Autonomous/ Semi-Autonomous Bodies and Corporations.	In case of events/meetings organized by UN Agencies/International Financial Institutions, where no GoP funding is involved and size of the delegation is upto three members, Ministers/Minister Incharge of a Ministry/Division concerned shall be competent to accord approval subject to NOC by Foreign Affairs Division.
VII.	Visits abroad by officers/officials upto and including <u>BPS-19</u> and their equivalent working in Autonomous/ Semi-Autonomous Bodies and Corporations.	In case of events/meetings organized by UN Agencies/International Financial Institutions, where no GoP funding is involved and size of the delegation is upto three members Secretary/Additional Secretary Incharge of a Ministry/Division concerned will be competent to accord approval subject to NOC by Foreign Affairs Division.


RAB NAWAZ KHAN
Section Officer

VIII.	Visit abroad of officers/officials to events/meetings, where size of the delegation exceeds three members.	<p>a. Where GoP funding is involved, the matter would be submitted to the Prime Minister through Foreign Affairs and Finance Divisions.</p> <p>b. Where no GoP funding is involved, the matter would be submitted to the Prime Minister through Foreign Affairs Division.</p>
IX.	Visits abroad of officers/officials for bilateral and multilateral meetings/events.	<p>a. Where GoP funding is involved, the matter would be submitted to the Prime Minister through Foreign Affairs and Finance Divisions.</p> <p>b. Where no GoP funding is involved, the matter would be submitted to the Prime Minister through Foreign Affairs Division.</p>

2. Notwithstanding the provisions in para 1 above:

- a. In cases of urgent nature, the Prime Minister may dispense with the requirement of routing the summaries for visits abroad through one or more Divisions;
- b. Information pertaining to all foreign visits, irrespective of the approving authorities, should immediately be shared with the Foreign Affairs Division as well as the concerned Pakistani Missions Abroad in advance;
- c. In case of foreign visits by officers/officials of the Foreign Affairs Division, where size of the delegation is up to five members, the Minister for Foreign Affairs shall be empowered to grant approval; and where size of the delegation exceeds five members, matter would be submitted for approval of the Prime Minister.
- d. Both the Minister and the Secretary of a Ministry/Division shall not be out of the country at the same time. However, simultaneous visit abroad of both the Minister and the Secretary may only be allowed in unavoidable and very exceptional circumstances. The Ministries/Divisions seeking such an exemption shall submit the case for approval of the Prime Minister and should add a paragraph to the summary fully justifying the exemption being sought;
- e. Ministries/Divisions shall ensure that to the maximum extent possible, officers of Pakistan Embassies in the country in which a meeting/conference is to take place, represent Pakistan at such meetings. However, the Ministries/Divisions concerned shall provide proper briefing material to the Pakistan Missions abroad well in time. Meetings/Conferences which can be handled by Pakistan Missions abroad will be identified and proper intimation sent to the concerned missions. Ministry of Foreign Affairs shall coordinate in such matters. In case the visit is considered absolutely unavoidable, it should be explicitly mentioned in the summary as to why Pakistan Mission Abroad cannot handle the issue.
- f. All Federal Ministers, Ministers of State, Advisers, Special Assistants to the Prime Minister and officers etc. will be allowed to avail not more than three (03) visits abroad per year, except for special circumstances. However, the Minister for Foreign Affairs and Minister for Commerce are exempted from the restriction of three (03) visits.
- g. All Divisions should obtain NOC from Economic Affairs Divisions for visits with respect to International Financial Institutions.

3. In cases of participation in Conferences, Seminars, Workshops etc. categorization of the same i.e. either "Obligatory" as classified and circulated vide Cabinet Division's O.M. No. 9-148/2002-Min.II, dated 26.10.2018 may invariably be indicated in the summary.

RAB NAWAZ KHAN
Section Officer

4. For trainings/workshops of government officers upto BS-19, where no GoP funding is involved, Establishment Division, in consultation with all Ministries/Divisions, shall formulate detailed policy guidelines. The report should be submitted to the Committee on Visits Abroad within a month.

5. No Minister or Government functionary shall solicit at his own an invitation for participation in Trainings, Seminars, Conferences, Workshops, Meetings etc. from any source.

6. Members of the National Security Committee, Federal Ministers, Ministers of State, Advisers, Special Assistants to the Prime Minister, persons holding the status of Federal Minister or Minister of State without Cabinet rank, Parliamentary Secretaries, and Provincial Governors shall not avail of any offer of airfare or per-diem made by a Foreign Government or International Agency for a visit abroad except made by the UN Agencies/OIC.

7. Summaries seeking orders of the Prime Minister should reach 14 days prior to the visit abroad through Ministries of Foreign Affairs, Finance (where applicable) and shall contain details of expenditure involved including the Foreign Exchange component and balance in the relevant budget head (in the main body of the Summary) and details of previous visits abroad during the last twelve months.

8. Entitlement of different government functionaries to the facility of air travel abroad shall be as follows:-

S. #	Designation	Class
1.	The President.	1 st Class
2.	Chief Justice of Pakistan.	
3.	The Prime Minister.	Business Class
	Chairman, Senate.	
	Speaker, National Assembly.	
	Minister for Foreign Affairs	
	Federal Ministers.	
	Ministers of State.	
	Chairman, JCSC.	
	Services Chiefs.	
	Senators.	
	MNAs.	
4.	All Federal Secretaries, officers in BPS-22, Additional Secretaries Incharge and equivalent in Armed Forces.	Economy Class
	Ambassadors	
	All other officers of the Federal Government, Attached Departments, Autonomous and Semi-Autonomous Bodies, Corporations and other Institutions under the administrative control of various Ministries/ Divisions.	

9. All Federal Ministers, Ministers of State, Advisers, Special Assistants to the Prime Minister and Government officers/officials shall use PIA flights during their foreign visits, in case the airline is flying to these destinations and on relevant dates.

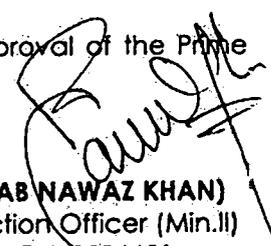
10. The Ambassadors of Pakistan should normally sign agreements with the countries of their accreditation and, as far as possible; visits abroad shall not be undertaken by the officers of the Ministries/Divisions to sign such agreements.

11. The Federal Ministers, Ministers of State, Advisers, Special Assistants to the Prime Minister shall not take their personal staff along with them on foreign tours and, instead, use the services of the embassy staff.



RAB NAWAZ KHAN
Section Officer

12. The members of the Cabinet shall, as far as possible, not undertake any local or foreign tour during National Assembly/Senate Sessions.
13. The visits of Ministers and other delegations should be well planned and be made only if essential and serve vital national interests.
14. At the conclusion of a foreign visit, the delegation/official shall submit post visit report to the Ministry of Foreign Affairs and concerned Division within 15 days of completion of the visit.
15. All Ministers/delegations proceeding abroad on official visits shall secure necessary briefing from the Ministry of Foreign Affairs before departure.
16. No contact shall be made with the countries with whom Pakistan does not have any diplomatic relations.
17. For countries with whom Pakistan has strained diplomatic relations, prior concurrence of the Foreign Office and the Prime Minister, shall be required for any official/semi-official contact, on case to case basis.
18. No official/semi-official contact with Taiwan is to be made under any circumstances, as part of Pakistan's declared One China policy.
19. Specific permission shall also be sought for any visits involving meetings with the officials of Democratic People's Republic of Korea (DPRK).
20. NOC for proceeding abroad by all government servants shall be required from parent Division/Head of Department. In case of visit to India, NOC by Ministry of Interior and Ministry of Foreign Affairs is mandatory.
21. For undertaking private visits, clearance of the Ministry of Foreign Affairs is not required.
22. The hospitality of foreign companies shall be discouraged as a matter of policy.
23. Name and designation of the officer who is authorized by the Secretary/Additional Secretary Incharge to look after the work in his absence, shall be indicated in the main body of the Summary.
24. Experts/Consultants engaged temporarily and on the basis of the expertise which they already possess, will be eligible for visits abroad, where negotiations at a bilateral/multilateral fora are involved. However, they shall not be recommended for foreign trainings/Workshops etc.
25. If any doubt or dispute arises as to the interpretation of these Instructions, the matter shall be referred to the Cabinet Division, whose decision shall be final.
26. Amendments in these Instructions shall be made with the approval of the Prime Minister.


(RAB NAWAZ KHAN)
Section Officer (Min.II)
Tel: 9206601

RAB NAWAZ KHAN
Section Officer
Cabinet Division
Islamabad

Annex-IV

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION

F.No. 9-148/2002-Min-II

Islamabad, the 7th October, 2021.

OFFICE MEMORANDUM

Subject: **AMENDMENT IN THE INSTRUCTIONS ON VISITS ABROAD**

The undersigned is directed to refer to this Division's O.M. of even number dated 26-10-2018 and to inform that the Prime Minister, in terms of Para 26 of the Instructions on Visits Abroad, has been pleased to approve amendment in Para 6 of the Instructions on Visits Abroad dated 26-10-2018, to insert "**domestic NGO or Private Sector Organization**" which shall read as under:-

"Members of the National Security Committee, Federal Ministers, Ministers of State, Advisers, Special Assistants to the Prime Minister, persons holding the status of Federal Minister or Minister of State without Cabinet rank, Parliamentary Secretaries, and Provincial Governors shall not avail any offer of airfare or per-diem made by a Foreign Government, International Agency, **domestic NGO, or Private Sector Organization** for a visit abroad except made by the UN Agencies/OIC".

2. All Ministries / Divisions are, therefore, requested to ensure strict compliance.


(Anum Siddique) 07/10/2021
Section Officer (Mir-II)
Ph:051-9206601

**All Ministries/Divisions.
(Secretaries / Additional Secretaries
In-charge),
Islamabad/Rawalpindi**