

**Government of Pakistan**  
**Finance Division**  
**(Regulations Wing)**  
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No.F.1(10)R-10/2014-471

Islamabad, the 31<sup>st</sup> August, 2016

**Office Memorandum**

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

Finance Division vide O.M. No.F.1(10)R-10/2014-500, dated 30-11-2015, on the above subject allowed full Daily Allowance (DA) to be paid without production of hotel receipt. In some cities of the countries, two different rates of hotel accommodation are permissible i.e. one rate for some specified hotels and the other for non-specified.

2. A question has arisen whether the officers/officials drawing daily allowance of specified hotel are required to produce hotel receipt or not. It is, therefore, clarified that full Daily Allowance (DA) can be paid at the rates prescribed for specified hotels on production of hotel bills. In other cases, the Daily Allowance for elsewhere rates can be claimed without production of hotel receipt/vouchers in the final TA adjustment bill. This does not apply to Category-I Officers for whom there are separate rules on the subject.

  
(Dr. Muhammad Ismail Hasni)  
Section Officer (R-10)

**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 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.

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

  
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