

GOVERNMENT OF INDIA

Ministry of External Affairs (FD Section)

ORDER

No./Q/FD/695/1/90.

New Delhi, Dated, 11th November, 1996

Subject: Daily Allowance Rates.

In supersession of this Ministry's Order No. Q/FD/695/1/90 dated 20th August, 1996 on the subject, sanction of the President is accorded to the rates of Daily Allowance for journeys on duty in various countries as in the Annexure.

2. The rates of Daily Allowance are the same throughout a country. However, tours undertaken by Officers attached to the Missions/Posts abroad, within the same country, the Daily Allowance will be limited to 75% of the Daily Allowance.

3. Full Daily Allowance shall be applicable upto 14 days, 75% of full Daily Allowance for the next 14 days, and 60% of full Daily Allowance thereafter in case of long tours/Temporary duties.

4. Daily Allowance shall be regulated as in para (3) above or rank Foreign Allowance whichever is less in case of long term training/deputation etc.

5. Admissibility of Daily Allowance for various officers as defined in SR 17 shall be as follows:

- (a) Officers drawing pay of Rs. 2800 p.m. and above in the new pay scales. : Full rates as indicated in the enclosed list.
- (b) Officers drawing pay of Rs. 1100 p.m. and above but less than Rs. 2800 p.m. : 75% of the prescribed rate.
- (c) Officers drawing pay below Rs. 1100 p.m. : 33% of the prescribed rate.

6. However, Group 'A' officers of the Central Government are treated as Grade I Officers for TA/DA purposes even if their pay is less than Rs. 2800 p.m.

7. The rates of Daily Allowance fixed for various grades of officers do not include any element towards cost of transport for official journeys. Accordingly, the actual cost of taxi or conveyance hired for trips on duty which is considered necessary and reasonable by the controlling authority will be reimbursed to the Officers subject to specific provision of funds in the sanction order sanctioning the deputation/delegation.

8. As regards accommodation, no monetary ceilings have been prescribed for hotel rentals but instead panels of hotels have been drawn up for all the major cities of the world. The Officer is required to arrange accommodation in a hotel on the approved panel and claim reimbursement of the actual room rentals (including service charges, taxes and other charges). For the

cities where approved panel of hotel has not been prescribed, the lowest hotel rate for a particular grade of Officer in the capital city of the country shall be the ceiling for hiring accommodation in a hotel in such cities. Where the Officer makes his own arrangement for accommodation or where accommodation alone is provided free, he shall be granted Daily Allowance at the rate prescribed for his grade.

9. Hotel entitlement of Officers going abroad on non-representational visits such as training courses or seminars shall be one step below their normal entitlement.

10. Where an Officer is treated as State Guest and is provided all meals free of cost, only 25% of the daily allowance rates shall be admissible.

11. No reimbursement on account of tips, in addition to Daily Allowance shall be admissible.

12. Where the hotel charges include breakfast charges, the Daily Allowance shall be reduced by 10%.

13. In the case of countries, where local currencies are freely convertible, the equivalent amount of prescribed Daily Allowance in US Dollars for the country concerned may be paid in the local currency. The local currency equivalent may be arrived at via Rupee, by using the official rates of exchange fixed by the Ministry from time to time. In the case of Missions where local currencies are not freely convertible, the prescribed Daily Allowance for the country concerned may be paid in the US Dollars.

14. This issued with the concurrence of the Ministry of Finance (Department of Expenditure) vide their Dy. No. F. 7979(SE)/96 dated 20-10-1996 and Fin. I Branch of this Ministry vide their Dy. No. 5722/Dir (Fin)/96 dated 11-11-1996.

15. The above order will be effective from 11th November, 1996.

PRAVEEN VERMA,

Director to the Government of India.

Copy to:

1. All Indian Missions/Posts abroad.
2. The Director of Audit, Washington/London.
3. The Director of Audit, CR New Delhi.
4. The Chief Controller of Account MEA, New Delhi
5. The Comptroller and Auditor General, New Delhi
6. The Resident Audit Officer, MEA, New Delhi
7. Fin. I/Cash I/II/III/GA Sections, MEA, New Delhi
8. All Ministries/Departments of Government of India. } They are requested to circulate these orders to all subordinate offices/PSUs under their control.
9. Office of Chief Secretaries to State Governments /Union Territories.
10. India International Centre, New Delhi.
11. Indian Council of Cultural Relations, New Delhi.
12. 50 spare copies.

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Annexure to MEA's letter No. Q/FD/695/190 dated 11-11-1996

Sl. No.	Name of the Country	Daily Allowance (US \$)
(1)	(2)	(3)
1.	Afghanistan	75.00
2.	Albania	75.00
3.	Algeria	75.00
4.	American Samoa	60.00
5.	Angola	75.00
6.	Anguilla	75.00
7.	Antigua	75.00
8.	Argentina	75.00
9.	Armenia	75.00
10.	Australia	100.00
11.	Austria	100.00
12.	Azerbaijan	75.00
13.	Bahamas	75.00
14.	Bahrain	75.00
15.	Bangladesh	60.00
16.	Barbados	75.00
17.	Belgium	100.00
18.	Belize	60.00
19.	Belarus	75.00
20.	Benin	60.00
21.	Bermuda	75.00
22.	Bhutan	60.00
23.	Bolivia	75.00
24.	Botswana	75.00
25.	Brazil	75.00
26.	British Virgin Islands	60.00
27.	Brunei	100.00
28.	Bulgaria	75.00
29.	Burkina Faso	60.00
30.	Burundi	60.00
31.	Cameroon	60.00
32.	Canada	100.00
33.	Cap Verde Islands	60.00
34.	Cayman Islands	60.00
35.	Central African Republic	60.00
36.	Chad	60.00
37.	Chile	75.00
38.	China	100.00

(1)	(2)	(3)
39.	Colombia	75.00
40.	Comoros	60.00
41.	Congo	60.00
42.	Cook Islands	60.00
43.	Costa Rica	75.00
44.	Croatia	75.00
45.	Cuba	75.00
46.	Cyprus	100.00
47.	Czech Republic	75.00
48.	Denmark	100.00
49.	Djibouti	60.00
50.	Dominica	75.00
51.	Dominican Rep.	75.00
52.	Ecuador	75.00
53.	Egypt	75.00
54.	El Salvador	75.00
55.	Equatorial Guinea	60.00
56.	Estonia	75.00
57.	Ethiopia	60.00
58.	Fiji	100.00
59.	Finland	100.00
60.	France	100.00
61.	French Guyana	60.00
62.	Gabon	60.00
63.	Gambia	60.00
64.	Gaza (PNA)	75.00
65.	Georgia	75.00
66.	Germany	100.00
67.	Ghana	60.00
68.	Greece	100.00
69.	Grenada	75.00
70.	Guadeloupe	75.00
71.	Guam	60.00
72.	Guatemala	75.00
73.	Guinea	60.00
74.	Guinea Bissau	60.00
75.	Guyana	75.00
76.	Haiti	75.00
77.	Honduras	75.00
78.	Hong Kong	100.00
79.	Hungary	75.00
80.	Iceland	100.00
81.	Indonesia	75.00

(1)	(2)	(3)
82.	Iran	75.00
83.	Iraq	75.00
84.	Ireland	100.00
85.	Israel	75.00
86.	Italy	100.00
87.	Ivory Coast	60.00
88.	Jamaica	75.00
89.	Japan	100.00
90.	Jordan	60.00
91.	Kampuchea (Cambodia)	75.00
92.	Kazakhstan	75.00
93.	Kenya	75.00
94.	Kiribati	60.00
95.	Korea (North)	60.00
96.	Korea (South)	60.00
97.	Kuwait	100.00
98.	Kyrgyzstan	75.00
99.	Laos	75.00
100.	Latvia	60.00
101.	Lebanon	75.00
102.	Lesotho	60.00
103.	Liberia	60.00
104.	Libya	160.00
105.	Lithuania	160.00
106.	Luxembourg	100.00
107.	Macao	100.00
108.	Madagascar	60.00
109.	Malawi	60.00
110.	Malaysia	60.00
111.	Maldives	75.00
112.	Mali	60.00
113.	Malta	60.00
114.	Martinique	100.00
115.	Mauritania	75.00
116.	Mauritius	60.00
117.	Mexico	60.00
118.	Moldova	75.00
119.	Monaco	75.00
120.	Mongolia	60.00
121.	Mottserrat	60.00
122.	Morocco	75.00
123.	Mozambique	60.00
124.	Myanmar	60.00

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(1)	(2)	(3)
125.	Namibia	75.00
126.	Nauru	60.00
127.	Nepal	60.00
128.	Nether land	100.00
129.	Nether Antille	75.00
130.	New Caledonia	60.00
131.	New Zealand	100.00
132.	Nicarague	75.00
133.	Niger	60.00
134.	Nigeria	60.00
135.	Niue	60.00
136.	Norway	100.00
137.	Oman	75.00
138.	Pacific Islands (Trust territory)	75.00
139.	Pakistan	60.00
140.	Panama	75.00
141.	Papua New Guinea	100.00
142.	Paraguay	75.00
143.	Peru	75.00
144.	Philippines	75.00
145.	Poland	75.00
146.	Portugal	100.00
147.	Puerto Rico	75.00
148.	Qatar	75.00
149.	Reunion	60.00
150.	Romania	100.00
151.	Rwanda	60.00
152.	Samoa	60.00
153.	Sao Tome & Principe	60.00
154.	Saudi Arabia	75.00
155.	Senegal	60.00
156.	Seychelles	75.00
157.	Sierra Leone	60.00
158.	Singapore	75.00
159.	Slovak Republic	75.00
160.	Solomon Islands	60.00
161.	Somalia	60.00
162.	South Africa	75.00
163.	Spain	100.00
164.	Sri Lanka	60.00
165.	St. Kitta & Nevis	60.00
166.	St. Lucia	60.00

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(1)	(2)	(3)
167.	St. Vincent & Grenadines	60.00
168.	Sudan	60.00
169.	Suriname	60.00
170.	Swaziland	75.00
171.	Sweden	60.00
172.	Switzerland	100.00
173.	Syria	100.00
174.	Tajikistan	75.00
175.	Tanzania	75.00
176.	Thailand	60.00
177.	Togo	75.00
178.	Tonga	60.00
179.	Trinidad & Tobago	60.00
180.	Tunisia	75.00
181.	Turkey	60.00
182.	Turkmenistan	100.00
183.	Turks & Caicos	75.00
184.	Tuvalu	75.00
185.	Uganda	60.00
186.	U.A.E.	60.00
187.	U.K.	75.00
188.	U.S.A.	100.00
189.	Russian Federation	100.00
190.	Ukraine	75.00
191.	Uruguay	75.00
192.	U. S. Virgin Islands	75.00
193.	Uzbekistan	60.00
194.	Vanuatu	75.00
195.	Venezuela	75.00
196.	Vietnam	75.00
197.	Yemen	60.00
198.	Yugoslavia	60.00
199.	Wallis Futuna	75.00
200.	Zaire	60.00
201.	Zambia	60.00
202.	Zimbabwe	75.00

GOVERNMENT OF INDIA
Ministry of External Affairs

(FD SECTION)

ORDER

No. Q/FD/695/1/90.

Dated, New Delhi, the 4th July, 1997.

Sub: Daily Allowance Rates.

Sanction of the President is hereby accorded to the amending of this Ministry's order of even no. dated 11th November, 1996 on the above mentioned subject, to the extent given below.

2. The following para may be substituted in place of para 2.

"2. The rates of Daily Allowance shall be the same throughout a country. However, for tours by officers within the country of their posting, or for tours from one Mission to another by officers posted abroad, Daily Allowance for each tour shall be regulated as follows:

For the first seven days Full admissible DA
For the next seven days 75% of full admissible DA
For subsequent additional days 50% of full admissible DA".

3. The following para may be substituted in place of para 3.

"3. For tours, by officers posted in India, from India to one or more countries abroad, Daily Allowance for each tour shall be regulated as follows:

For the first fourteen days Full admissible DA
For the next fourteen days 75% of full admissible DA
For subsequent additional days 60% of full admissible DA".

4. The following para may be substituted in place of para 4.

"4. Daily Allowance shall be regulated as per para 2 and 3 above and restricted to rank Foreign Allowance in case of tours/temporary duty exceeding 30 days. The number of days shall be counted on the basis of stay at a particular station only.

5. The following may be added to para 13.

"Subject to local laws, regulations and administrative procedures, Daily Allowance (DA) may be paid in US Dollars, if the officer drawing the DA so desires".

6. This order shall take effect from the date of its issue.

7. This issues with the concurrence of the Ministry of Finance, Department of Expenditure vide their Dy. no. L-3738/SE/97 dated 24-4-1997 and Integrated Finance of this Ministry vide their Dy. no. 2926/Dir. (Fin.)/97 dated 2-6-1997.

PRAVEEN VERMA,
Director to the Government of India.

4/5246/99/MC.

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Director to the Government of India.