

**Government of India  
Ministry of External Affairs**

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**Subject: Terms and Conditions for Short-term Deputations/Assignments abroad against non-permanent posts**

**I. General Provisions:**

1. These norms apply to non-MEA personnel proceeding on short-term deputation abroad against non-permanent posts as part of project management units, training teams, supervisory contingents, operational teams etc., for a period of **up to 1 year**.
2. Such deputations are non-family assignments and the pay and allowances under this framework would **NOT** be admissible to dependent/non-dependent family members of the officer/official on deputation.
3. In case the same officer/official is selected for deputation beyond 1 year for purposes of continuity in operation, the extended period of deputation shall be treated as a fresh assignment under this framework. No additional pay/allowances shall be admissible on grounds of extension of tenure beyond 1 year.

**II. Terms and Conditions:**

**1. Pay:**

- i. Pay, Grade Pay as admissible. The officer/official will **NOT** be entitled to draw allowances such as dearness allowance, house rent allowance, conveyance allowance etc. which he/she was drawing in India prior to his/her deputation.
- ii. In case the officer/official becomes due for promotion in his/her regular line in his/her Parent Department/State Government, he/she will **NOT** be entitled to proforma promotion and/or financial benefits accruing there from during the period of his/her deputation.
- iii. These officers/officials shall be non-representational officers and therefore shall not be entitled to Representational Grant (RG) and servant wages.

**2. Compensatory (Foreign) Allowance:**

- i) The officer/official will be entitled to draw compensatory (foreign) allowance at the rates fixed for the country of the assignment by the Ministry of the External Affairs from time to time. This allowance will be reduced by 50% if the recipient Government provides full board and lodging free of charge to the officer/official or adequate allowance to cover both. If the

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allowance is given by the recipient Government in lieu of free board and if it is less than the compensatory (foreign) allowance admissible in the country, the difference between the two may be sanctioned by the Government of India.

ii) Where husband and wife are deputed as officer/officials to the same station under any scheme funded from the Consolidated Fund of India, each officer would be entitled to full compensatory (foreign) allowance.

iii) Instructions regarding economy cuts, if any, will also be applicable in these cases.

iv) It is clarified that the Compensatory (Foreign) Allowance once fixed will not change during the tenure of the concerned officer/official due to promotions (back-dated or otherwise), grant of MACP or under any other circumstances.

v) Where cost of EW&F utilities viz. Electricity, Water and Fuel (for cooking purposes only), are borne by Government of India/Host Government, or any other organization, the charges for the EW&F component shall be recovered from the officer/official.

### **3. Additional Compensatory Allowance in lieu of Income-Tax:**

i) This allowance is admissible equal to the actual amount paid as income tax on the salary drawn by the expert in the financial year i.e. 1st April to 31st March.

ii) For calculation of Additional Compensatory Allowance, periods of duty in the deputation post in the foreign country is to be taken into account. The reimbursement of additional foreign allowance will be made to the officer/official in one lump sum, at the time of final assessment for income tax on his/her salary in that financial year.

### **4. Accommodation:**

i) The Government of the country to which the expert is assigned shall provide free furnished accommodation or in lieu provide suitable allowance to cover the cost thereof.

ii) If accommodation is not being provided by host Government, free furnished accommodation of the highest scale of Gazetted Non-RG Officers (Attache level) in Annexure X of IFS(PLCA) Rules, as amended from time to time.

**5. Passage:**

i) Single fare for the officer/official from the place of duty in India up to the nearest international airport and from there by air by economy class to the place of duty in the foreign country concerned and the return journey on completion of the assignment will be regulated likewise.

ii) Passage for the officer/official should be booked through Air India and they will also travel by Air India to the maximum extent possible.

**6. [Composite] Transfer Grant:**

The officer/official will be entitled to draw composite transfer grant of an amount equal to one-month basic pay if the baggage are to be carried by Sea and 80% of one-month basic pay if the baggage are to be carried by Air (excluding special pay, MSP and NPA) at the time of his/her proceeding abroad from India. In the event of drawal of "Composite Transfer Grant" by the officer/official, the transfer incidentals like taxi/conveyance charges for self from residence to Airport will **not** be admissible. Packing charges will also **not** be admissible.

**7. Packing Charges:**

On transfer back to India upon completion of deputation period, the officer/officials are entitled to full packing charges on the admissible quantum of personal effects to be transported either by air or surface route on Door to Port basis only. Such charges will be paid by the Parent Department/Ministry directly to the packers on the approved panel for the concerned Mission and the officer/official will **NOT** be entitled to payment of any Transfer Composite Grant. The procedure contained in this Ministry's letter No. Q/GA/791/42/82 dated 30th March 1983 as amended from time to time will be applicable. In respect of officer/official posted at a station other than the headquarters of Indian Missions, in the country concerned, the procedure prescribed in the letter dated 30th March 1983 as amended from time to time, for approval of panel of packers etc. will apply mutatis-mutandis.

**8. Limits of Personal effects:**

i) The officer/official may be allowed, in lieu of surface route entitlement, to carry a maximum of **560 kgs** by air as unaccompanied baggage inclusive of free allowance per ticket given by the air company which can be carried as accompanied baggage, and the baggage admissible under the mandatory orders. The entire baggage should be booked through Air India in one lot. The services of Air India are to be utilized for transportation of the baggage. In sectors where Air India does not operate, the baggage is to be booked through Air India for carriage by foreign airliner at cargo rates.

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ii) In the case of officer/officials deputed to Afghanistan, however, till such time as the land route via Pakistan remains closed, they will be allowed to carry by air as an unaccompanied baggage, personal effects up to **1120 kgs** inclusive of free allowance given by the air company which can be carried as accompanied baggage and the baggage admissible under the mandatory orders. This would be in lieu of entitlement by surface route.

iii) Officer/officials will have the option to carry personal effects by surface route up to a maximum of **1400 kgs** inclusive of the free allowance given by air company, the baggage admissible under mandatory orders and weight of lift vans, packing material etc.

***NOTE: The term personal effects will not include motor vehicles.***

### **9. Joining Time:**

The officer/officials will be entitled to joining time and pay & allowances during the joining time as admissible to officers of equivalent status, under Annexure-I to the IFS (PLCA) Rules, as amended from time to time.

### **10. Medical Facilities:**

The officer/official would be entitled to receive medical treatment facilities which may be provided by the Government of the country to which the services have been assigned. To the extent to which requisite medical treatment facilities are not made available by the Government concerned, the officer/official would be entitled to claim and receive reimbursement as admissible under the Ministry of External Affairs Circular No. Q/GA/653/1/74 dated 5th March 1979 as amended from time to time. Resident Mission would assist officer/official in times of personal emergency to the extent possible. In case of an emergency situation requiring travel by officer/official outside of station of posting, recovery, if any, may be made from the salary and/or allowances of the officer/official.

In respect of officer/official posted at a station other than the Headquarters of Indian Mission in the country concerned, the procedure prescribed in the *ibid* letter dated 5th March 1979 as amended from time to time, for approval of panel Doctors/Hospitals etc will apply *mutatis/mutandis*.

### **11. Outfit allowance:**

i) Officer/officials whose period of deputation is 1 year will be entitled to an outfit allowance. Officers/officials whose period of deputation is less than 1 year shall **NOT** be entitled to this allowance. The amount of Outfit Allowance would be Rs. 15,938/- (Rupees Fifteen Thousand Nine Hundred and Thirty eight Only) in terms of Department of Expenditure's Order No. 19051/1/2017-E.IV dated 2nd August 2017 and Ministry of External Affairs Order No. Q/GA/791/17/99 dated 16th August 2017.

ii) In case of Defence personnel, an option may be exercised to choose either the Outfit Allowance of Rs. 15,938/- as stated above or else Dress Allowance as granted by the Parent Department may be availed.

**12. Leave:**

Parent Department/Ministry may grant leave to the officer/official and draw leave salary in accordance with extant guidelines.

Parent Department/Ministry may grant Ex-India leave under intimation to Ministry of External Affairs subject to the limits prescribed in IFS (PLCA) Rules, as amended from time to time. Admissibility of allowances during ex-India leave will be governed by instructions contained in IFS (PLCA) Rules, as amended from time to time.

**13. Leave salary contribution, Provident Fund and Pension contributions:**

These will be payable to the lending authority where ever necessary, in accordance with the provision of the Account Code or rules of the lending authority concerned.

**14. Disbursement of Pay and Allowances:**

The pay and allowance will be drawn in the specified currency. The disbursement of pay and allowances will be borne by the Parent Department/Ministry concerned.

**15. Interpretation:**

If any question arises relating to the interpretation of these rules, it shall be referred to the Ministry of External Affairs whose decision thereon shall be final.

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