Government of Pakistan
Ministry of Poverty Alleviation & Social Safety
PAKISTAN BAIT-UL-MAL
(An ISO 9001:2015 Certified Public Sector Organization)
Sector H-8/4 Islamabad (Tel No. 051-4863212) establishment.ho@pbm.gov.pk

PBM/Estb/081/ 2119

Islamabad the 26th August 2024

CIRCULAR

Subject: **INSTRUCTIONS ON VISITS ABROAD**

The undersigned is directed to circulate the Ministry of Poverty Alleviation and Social Safety letter U.O. No. 1(3)/2021-(Org.)-PPAF&PBM-276 dated 13.8.2024 on the subject for information and compliance, please.

2. This issues with approval of the Director (Admn).

Encl: (As above) (12 Pages)

(SIDRA MAQSOOD)
Assistant Director (Estb)

Distribution:

i. All Directors – PBM
ii. Deputy Legal Advisor

C.C:

i. Director to MD
ii. Assistant Director (IT) (with the request to upload the same on PBM website)
iii. Notice Boards
iv. Files

GOVERNMENT OF PAKISTAN
MINISTRY OF POVERTY ALLEVIATION & SOCIAL SAFETY
4TH FLOOR, EVACUEE TRUST COMPLEX BUILDING,
AGHA KHAN ROAD
SECTOR F-5/1, ISLAMABAD
****

Subject: **INSTRUCTIONS ON VISITS ABROAD**

I am directed to refer to Cabinet Division's O.M. No. 9-148/2002-Min-II dated 6th August, 2024 along with enclosures on the above captioned subject for information and strict compliance.

1763
19-8-24

Encl: As above.

(Sarosh Fatima)
Deputy Secretary
(Organizations)

1. Chief Executive Officer, Pakistan Poverty Alleviation Fund (PPAF), Islamabad.
2. The Managing Director, Pakistan Bait-ul-Mal (PBM), Islamabad.

U. O. 1(3)/2021-(Org.)-PPAF&PBM-276 Islamabad, the 13th August, 2024.

832
25-08-24

Director (Administration)
Diary No: 253
Date: 16-8-24

15/8/24

16/8/2024

(i) Pl. circulate.
(ii) place / Paste on PBM website

19/8/24

As directed w/ 19/08/24

AD(E)
AD(E)IT
Supdts

19/8

PA&SS Division
Dy. No 763 M.O.Section
Dated 9/8/2024 Islamabad

GOVERNMENT OF PAKISTAN
Ministry of Poverty Alleviation and Social Safety
*****

Subject: **INSTRUCTIONS ON VISITS ABROAD**

I am directed to refer to the subject noted above and to enclose herewith Cabinet Division's Office Memorandum No. F.No.9-148/2002-Min-II dated 6th August, 2024 for information and compliance.

09/08

(WASIF ALI MALIK)
Section Officer (Admn)

All Section, M/o PA&SS.

U.O. No. 7-2/2018(Admn) - Islamabad, the 9th August, 2024

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION
****

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

Islamabad, the 6th August, 2024

OFFICE MEMORANDUM

Subject: **INSTRUCTIONS ON VISITS ABROAD**

I am directed to refer to the subject noted above and to convey that the Prime Minister has desired that Cabinet Division's "Instructions on Visits Abroad" dated 07th March, 2024, be circulated to all Ministries/Divisions including Senate Secretariat and National Assembly Secretariat for strict compliance.

2. These instructions are in place to guide on obligatory and non-obligatory visits abroad, entitlements, funding, procedures and in particular the austerity measures being observed across the Federal Government.

3. In pursuance of the above directions of the Prime Minister, copies of the "Instructions on Visits Abroad" vide No. 9-148/2002-Min-II dated 7th March, 2024 and clarification of even number dated 9th July, 2024 are enclosed with the request to ensure processing of all cases of visits abroad as outlined in these instructions. The said instructions can also be download at www.cabinet.gov.pk/Policies.

06/08/24

(Muhammad Aqib Gulzar)
Section Officer (Min-II)
Ph: 9206601

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

2. Secretary,
Senate Secretariat,
Islamabad

3. Secretary,
National Assembly Secretariat,
Islamabad

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION
***

F. No.9-148/2002-Min-II Islamabad the 9th July, 2024

OFFICE MEMORANDUM

Subject: **CLARIFICATION REGARDING CLASS OF TRAVEL FOR VISITS ABROAD**

The Cabinet in its meeting held on 22nd February 2023 decided that Cabinet members shall travel in the economy class on domestic and foreign visits, which was communicated vide Cabinet Division's OM No. 7-1/2023-Min-I, dated 28th February 2023 (**Annex-A**). In the same meeting, the Cabinet also decided that foreign travel of officers shall be allowed only on obligatory visits and in the economy class, as communicated vide Cabinet Division's OM No.9-148/2002-Min-II dated 28th February 2023 (**Annex-B**).

2. These decisions of the Cabinet were incorporated as follows in the updated Instructions on Visits Abroad, dated 7th March 2024, issued by the Cabinet Division:

(i) Para 1(ii) of the Instructions *ibid* clearly provides that foreign travel of officers shall be allowed only in the Economy Class;

(ii) In the table at para 14 of these Instructions, which specifies the entitlement of different government functionaries to the facility of air travel abroad, it has been clearly mentioned under Business Class that it shall be subject to the provisions of para 1(ii) of the Instructions, where applicable.

3. It should, therefore, be clear that all Ministers, Ministers of State, Advisers, and Special Assistants, and all Federal Government officers, including those in BS-22, and also including those working in Attached Departments, Corporations, Regulatory Authorities, and Autonomous or Semi-Autonomous Bodies etc of the Government of Pakistan, shall only be entitled to travel in the economy class in compliance of the aforementioned decisions of the Cabinet dated 22nd February 2023.

4. This issues with approval of the Cabinet Secretary.

Mariam

(Mariam Mumtaz)
Deputy Secretary (Ministerial)
Ph. 9208078

All Ministries/Divisions
(Secretaries/Additional Secretaries (In-Charge)
Islamabad/Rawalpindi

Annex-A

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION

F. No. 7-1/2023-Min-I

Islamabad the 28th February, 2023

OFFICE MEMORANDUM

Subject: **IMPLEMENTATION OF NATIONAL AUSTERITY MEASURES**

The undersigned is directed to convey that the Federal Cabinet, in its meeting held on 22nd February, 2023, has approved the following austerity measures:

i. Federal Ministers, Ministers of State, Advisers and Special Assistants to the Prime Minister to voluntarily forego salary and allowances.
ii. All Ministers will continue to pay for utilities i.e. Gas, Electricity, Water and Telephone from their own pockets.
iii. All luxury vehicles presently deployed with the cabinet members shall be withdrawn.
iv. Only one security vehicle shall be provided to the cabinet members where necessary.
v. Cabinet members shall travel in economy class on domestic and foreign visits. No support staff shall be allowed to accompany on foreign visits.
vi. Cabinet members shall not stay in 5-star hotels during their visits abroad.

2. The above austerity measures, approved by the Federal Cabinet, are circulated for strict compliance.

(TAIMUR TAJAMMAL)
Sr. Joint Secretary to the Cabinet

Distribution:

1) Federal Ministers
2) Ministers of State
3) Advisers to the Prime Minister
4) Special Assistants to the Prime Minister
5) Secretary, Interior Division
6) JS (Admn), Cabinet Division

Copy for information:

1. Principal Secretary to the Prime Minister, Prime Minister's Office, Islamabad
2. All Secretaries/Additional Secretaries in-charge of the Ministries/Divisions
3. Secretary, Finance Division, Islamabad (with reference to Finance Division's letter No. 7/1/2016-Exp-IV, dated 25-02-2023)

(TAIMUR TAJAMMAL)
Sr. Joint Secretary to the Cabinet
Ph. 9202918

Annex - B

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
(CABINET DIVISION)
****

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

Islamabad, the 28th February, 2023

OFFICE MEMORANDUM

SUBJECT: IMPLEMENTATION OF AUSTERITY MEASURES

The undersigned is directed to convey that the Federal Cabinet, in its meeting on 22.02.2023, has inter-alia approved the following austerity measures:-

i. Foreign travel of officers shall be allowed only on obligatory visits and in Economy Class. No support staff shall be allowed to accompany.
ii. Officers on visit abroad shall not stay in 5-star hotels.
iii. Official vehicles in use of Ministries/ Divisions of the Federal Government shall stand withdrawn from those senior officers who are already availing benefit of car monetization. Action will be taken against misuse of official vehicles.
iv. No luxury vehicle shall be allowed for use of cabinet members, public functionaries, and government officers.
v. Tele-conferencing shall be promoted to reduce travelling and lodging expenditure.

2. The above austerity measures, approved by the Federal Cabinet, are circulated for strict compliance.

(Taimur Tajammal)
Sr. Joint Secretary to the Cabinet
Ph: 9202918

All Ministries/ Divisions
(Secretaries/ Additional Secretaries Incharge)
Islamabad/ Rawalpindi.

Copy to:

1. Principal Secretary to the Prime Minister, Prime Minister's Office, Islamabad.
2. Secretary, Finance Division, Islamabad (with reference to Finance Division's No. 7/1/2016-Exp-IV dated 25.02.2023).

Scanned with CamScanner

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION
****

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

Islamabad the 7th March, 2024

Subject: **INSTRUCTIONS ON VISIT ABROAD**

The undersigned is directed to refer to the subject noted above and to enclose the updated "Instructions on Visits Abroad dated 07th March, 2024" for information and compliance, please.

Encl: As Above

Sabina Qureshi

(Sabina Qureshi)
Senior Joint Secretary Cabinet
Ph. 9202918

All Secretaries/Additional Secretaries
In-Charge of Ministries/Divisions

Government of Pakistan
Cabinet Secretariat
(Cabinet Division)
*****

No.9-148/2002-Min.II. Islamabad, the 7th March, 2024.

INSTRUCTIONS ON VISITS ABROAD

These Instructions have been consolidated and explicated on basis of the decisions of the Cabinet dated 18th October 2018, 27th February 2023 and 2nd March 2024

1. Foreign travel of officers shall be allowed only in: (i) obligatory visits; and (ii) the Economy Class.

2. In the case of non-obligatory visits (i.e. those not classified as *obligatory*), that are to be funded, wholly or in part, by the Government of Pakistan (GoP), its Attached Departments, Corporations, Autonomous or Semi-Autonomous Bodies etc., exemption shall be obtained from the Austerity Committee constituted by the Ministry of Finance vide Notification dated 20th February 2024 or any successor Austerity Committee. Non-obligatory visits that are not funded by the GoP or its Attached Departments etc. shall not require such exemption.

3. Officers on visit abroad shall not stay in five-star hotels.

4. No support staff shall accompany on foreign visits; if required, Pakistan's missions abroad can be approached to provide support staff.

5. Where funding by the GoP or its Attached Departments etc. is involved, whole or in part, teleconferencing shall be the first preference in both obligatory and non-obligatory visits to reduce travelling and lodging expenditures.

6. The approval processes for various cases of visits abroad shall be as follows:

	Nature of Visit	Approval Process
(i)	Visits abroad of Federal Ministers, Ministers of State, Advisors/Special Assistants to the Prime Minister.	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 etc.	Where the size of the delegation is up to three members, the Federal Minister/Minister-in-Charge of the Ministry/Division concerned shall be competent to accord approval.

(iv)	Visits abroad by officers/ officials up to and including BPS-19 and their equivalent working in Autonomous/Semi-Autonomous Bodies and Corporations etc.	Where the size of the delegation is up to three members, the Secretary/Additional Secretary Incharge of the Ministry/Division concerned shall be competent to accord approval.
(v)	Where size of the delegation exceeds three members.	(a) Where GoP funding* is involved, the matter would be submitted for approval of the Prime Minister through the Foreign Affairs and Finance Divisions; (b) Where GoP funding* is not involved, the matter would be submitted for approval of the Prime Minister through the Foreign Affairs Division.
Non-Obligatory Visits: *Non-obligatory visits shall also require exemption from the Austerity Committee as specified in para 2 of these Instructions*		
(vi)	Visits abroad of officers in BPS-20 and above and their equivalent working in Autonomous/ Semi-Autonomous Bodies and Corporations etc.	In case of events/meetings organised by UN Agencies/International Financial Institutions, where no GoP funding* is involved and the size of the delegation is up to three members, the Minister / Minister-in-Charge of the Ministry/Division concerned shall be competent to accord approval, subject to NOC by the Foreign Affairs Division.
(vii)	Visits abroad by officers/officials up to and including BPS-19 and their equivalent working in Autonomous/Semi-Autonomous Bodies and Corporations etc.	In case of events/meetings organised by UN Agencies/International Financial Institutions, where no GoP funding* is involved and size of the delegation is up to three members, Secretary/Additional Secretary Incharge of the Ministry/Division concerned will be competent to accord approval subject to NOC by the Foreign Affairs Division.
(viii)	Visit abroad of officers/officials to events/meetings, where size of the delegation exceeds three members.	(a) Where GoP funding* is involved, the matter would be submitted to the Prime Minister through the Foreign Affairs and Finance Divisions. (b) Where no GoP funding* is involved, the matter would be submitted to the Prime Minister through the Foreign Affairs Division.
(ix)	Visits abroad of officers/officials for bilateral and multilateral meetings/events.	(a) Where GoP funding* is involved, the matter would be submitted to the Prime Minister through Foreign Affairs and Finance Divisions. (b) Where no GoP funding* is involved, the matter would be submitted to the Prime Minister through the Foreign Affairs Division.

**GoP funding includes funding by the Attached Departments, Corporations, Autonomous or Semi-Autonomous Bodies etc of the Government of Pakistan.*

7. Notwithstanding the provisions of para 6 above, but subject to the requirements specified in para 2 of these Instructions:

(i) 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;

(ii) 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;

(iii) 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;

(iv) 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;

(v) 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;

(vi) 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;

(vii) All Divisions should obtain NOC from Economic Affairs Divisions for visits with respect to International Financial Institutions.

8. In cases of participation in conferences, seminars, workshops etc. categorisation 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.

9. Cabinet Division shall update the lists of obligatory visits in consultation with the concerned Ministry/Division by 2nd July 2024.

10. For trainings/workshops of government officers up to BS-19, where no GoP funding is involved, Establishment Division, in consultation with all Ministries/Divisions, shall formulate detailed policy guidelines. Till such time that these guidelines are issued, the current dispensation shall continue.

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

12. 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.

13. 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.

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

S. No.	Designation	Class
1.	The President	1st Class
2.	Chief Justice of Pakistan	
3	The Prime Minister	Business Class *Subject to the provisions of para1 (ii) of these Instructions, where applicable*
	Chairman, Senate.	
	Speaker, National Assembly	
	Minister for Foreign Affairs	
	Federal Ministers	
	Ministers of State	
	Chairman, Joint Chiefs of Staff Committee	
	Services Chiefs	
	Senators	
	Members of the National Assembly	
	All Federal Secretaries, officers in BPS-22, Additional Secretaries Incharge and equivalent in Armed Forces	
	Ambassadors	
4.	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	Economy Class

15. 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.

16. 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.

17. 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.

. The members of the Cabinet shall, as far as possible, not undertake any local or foreign tour during National Assembly/Senate Sessions.

19. The visits of Ministers and other delegations should be well planned and be made only if essential and serve vital national interests.

20. 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.

21. All Ministers/delegations proceeding abroad on official visits shall secure necessary briefing from the Ministry of Foreign Affairs before departure.

22. No contact shall be made with the countries with whom Pakistan does not have any diplomatic relations.

23. 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.

24. No official/semi-official contact with Taiwan is to be made under any circumstances, as part of Pakistan's declared One China policy.

25. Specific permission shall also be sought for any visits involving meetings with the officials of Democratic People's Republic of Korea (DPRK).

26. 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.

27. For undertaking private visits, clearance of the Ministry of Foreign Affairs is not required.

28. The hospitality of foreign companies shall be discouraged as a matter of policy.

29. Name and designation of the officer who is authorised by the Secretary/Additional Secretary Incharge to look after the work in his absence, shall be indicated in the main body of the Summary.

30. 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.

31. 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.

32. Amendments in these Instructions shall be made with the approval of the Prime Minister.

(Muhammad Meesam)
Section Officer (Min-II)
Tel: 9206601