

## Expression of Interest

**Subject: Empanelment of Conservation Experts in MEA.**

### 1. Background

1.1 Ministry of External Affairs(MEA) has been undertaking projects for conservation and restoration of heritage sites/monuments in various countries. Projects currently being implemented are for conservation and restoration of Vat Phou temple in Lao PDR, Ta Prohm and Preah Vihear temple in Cambodia and My Son temple in Vietnam. In addition, a few other conservation project proposals are also under consideration. The ongoing projects are being implemented by the Archaeological Survey of India (ASI) on behalf of MEA, which provides the funds for implementation of the project.

1.2 Assisting our partner countries in conservation of their heritage, especially those having cultural linkages with India, is an important aspect of India's soft diplomacy and has earned a lot of goodwill for India.

### 2. Objective

MEA now proposes to prepare a panel of conservation experts to be deputed by MEA to various countries, as per requirement. The terms and conditions of deputation will be as per ITEC terms & conditions (Annexure-I). The panel will remain valid for a period of 3 years.

### 3. Who can apply

Persons having following qualifications and experience and willing to work abroad as part of a project team for periods ranging from one year or more, may apply as per enclosed format (Annexure-II).

#### 3.1 Essential qualifications and experience:

**(i) Educational qualifications:** Diploma/graduate degree in Civil/Structural Engineering

**(ii) Essential Experience:** Minimum 15 years experience in Conservation of heritage/ protected monuments covered under Ancient Monuments

and Archaeological Sites and Remains Act, 1958. Relevant documents may be provided to confirm the work experience indicated.

**3.2 Age Limit:** Minimum: 36 years.

**3.3 Closing date for receipt of applications: 11<sup>th</sup> Dec, 2019.**

**3.4** Applications may sent online at <[sodp@mea.gov.in](mailto:sodp@mea.gov.in)> in format at Annexure-II. Experience details may be attached with the application in .pdf format.

**3.5** For any clarification, query may be directed at Section Officer (DP), Room No 2097, Jawaharlal Nehru Bhawan, 23, Janpath, New Delhi. Tel: 49015392, email <[sodp@mea.gov.in](mailto:sodp@mea.gov.in)>.

#### **4. Nature of Job or Services**

Selected experts will be considered for deputation to foreign countries, as per requirement, for any or all of the following activities:

- a) providing technical advice,
- b) preparing Detailed Project Reports (DPR)
- c) documentation of monuments
- d) assisting in execution of conservation and restoration projects on behalf of MEA either as a leader or as a part of a project team assigned for a particular project by MEA/ASI.

**5. Remuneration and other conditions:** For applicants who have retired from government departments/ subordinate and/or attached offices/ government agencies, the remuneration will be fixed on the basis of last pay drawn minus pension, plus foreign compensatory allowance at applicable rate. For other applicants also remuneration will be commensurate with qualifications/ experience as per ITEC, limited to the remuneration of an Under Secretary to the Government of India.

**6. Selection of experts to be empanelled,** will be made by MEA in consultation with ASI on the basis of qualifications and experience of the applicants and a personal interview. The decision of MEA with regard to selection and remuneration package, will be final.

**7.** Candidates who fulfill the eligibility criteria would be required to convey their consent to be on the panel and sign an acceptance

document conveying their willingness to comply with work assignment orders issued by this Ministry.

8. This Expression of Interest (EOI) is not an offer to contract but represents a definition of specific requirements and invitation to recipients to submit a response addressing such requirements.

9. Issuance of this EOI, receipt of applications and evaluation of applications by MEA does not commit MEA to empanel any applicant.

10. Ministry of External Affairs reserves the right to amend / withdraw any of the terms and conditions in the EOI or to reject any or all applications without giving any notice or assigning any reason. The decision of the Ministry in this regard shall be final and binding on all.

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**Application for Empanelment of Conservation Experts by MEA***Affix passport size photo of the applicant*

- 1 Full Name
- 2 Father's Name
- 3 Date of Birth (day/month/year)
- 4 Complete Address for Correspondence
- 5 Permanent Residential Address
- 6 Telephone number  
Official  
Residence  
Mobile
- 7 E mail ID

- 8 Educational Qualifications (with copies of certificate/degree)

Sl No	Degree/ Diploma	Period (from____till____)	Name of the Institute/ University	Division	Remarks

- 9 Experience Details (with supporting documents)

Sl no	Project	Under aegis of (project implementing agency)	Period	Your role in project execution

- 10 Any other relevant information

Name

Signature

Date:

Place:



J.S. Mukul  
Joint Secretary(TC)  
Tele: 24674703  
Fax: 24677017  
E-mail: jstc@mea.gov.in

विदेश मंत्रालय, नई दिल्ली  
MINISTRY OF EXTERNAL AFFAIRS  
NEW DELHI

June 9, 2010

No. B.2311/14/08

Dear HOM/HOP

**Sub: Terms and conditions for deputation of Indian experts to foreign countries under the Indian Technical & Economic Cooperation (ITEC) Programme**

As you are aware, the last edition of the terms and conditions on the captioned subject was circulated vide Ministry's Circular No. B.235/43/81(235/86-87) dated February 2, 1987. Since then several amendments have taken place and it was felt necessary to revise the terms and conditions, bringing them as far as possible, in conformity with the IFS (PLCA) Rules. This exercise has now been completed.

2. Accordingly, it has been decided that in supersession of the Orders contained in the Circular referred to above, as amended from time to time, the Indian experts deputed abroad under the ITEC programme of the Ministry of External Affairs will now be governed by the Terms and Conditions as mentioned in the following Annexures to this letter:

Annexure I: For short-term experts whose period of deputation is upto six calendar months

Annexure II: For medium-term experts whose period of deputation is more than six calendar months but less than one calendar year

Annexure III: For long-term experts whose deputation period is one calendar year or more

3. In the revised terms and conditions, more powers have been delegated to HOMs wherever considered desirable.

4. Individual sanctions will continue to be issued to cover each deputation.

5. I would like to place on record the contribution of Shri R.K. Sharma, Director(TC) and Shri Chander Bhan, US(TC-II) in undertaking this overdue exercise.

6. These Orders will take effect from the date of issue and will supersede all existing orders on this subject. This issues with the concurrence of Finance Division of this Ministry vide their Dy. No. 2787/Dir(Fin)/2010 dated May 13, 2010.

*Best regards*

Yours sincerely,

*J.S. Mukul*  
(J.S. Mukul)

To All HOMs/HOPs in ITEC partner countries

Copy to:

- 1) Controller of Accounts
- 2) All Territorial Divisions
- 3) Finance Division
- 4) FD Section
- 5) Establishment Division

## ANNEXURE-I

### Terms and conditions admissible to short terms experts i.e. experts whose period of deputation is upto six months.

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HOM will be the Controlling Authority in respect of ITEC Experts for all purposes. ITEC Experts are required to submit monthly progressive report to their parent departments under intimation to HOM in respect of work undertaken by them. If the deputation period is less than one month, a brief report of the work undertaken by them has to be submitted.

The Terms & Conditions are as given below:

#### Pay:

- (i) Pay plus Grade pay and Special pay, if any, drawn from time to time in the post held in India at the time of deputation, provided a certificate is given by the Department from which the expert proceeds on deputation that, but for his deputation under ITEC he would have continued to draw the Special Pay in his post in India. The expert will be entitled to draw dearness allowance, house rent allowance etc. which he/she would have drawn in his/her post in India but for the deputation. No part of the pay and allowances is payable in foreign exchange.
- (ii) In case the expert becomes due for promotion in his parent department/ State Government or Department where he was working prior to the deputation, he will NOT be entitled to proforma promotion and/or financial benefits accruing therefrom during the period of the deputation. It will, however, be for the parent department/State Government to safeguard the interests of the expert.
- (iii) In the case of doctors; the non-practicing allowance would also be admissible during the period of the deputation. In the case of Central Government doctors, the NPA drawn by them would be admissible to them at the same rates as are being drawn by the CGHS doctors. In the case of State Government doctors and those serving with semi-Government/autonomous organizations, the NPA will be admissible at the rates and subject to the conditions it was being drawn prior to deputation. In the case of non Government doctors, the NPA would be fixed at the same rate as is admissible to non-CGHS doctors. The drawal of NPA is subject to the condition that the doctors are not allowed private practice in the country of assignment.
- (iv) Experts are non-representational officers and therefore are not entitled to Representational Grant & servant wages.

2. **Daily Allowance:**

- (i) If the recipient Government does NOT provide free boarding and lodging, the expert will be entitled to draw up to 30 days daily allowance at the rate prescribed by the Ministry of External Affairs from time to time in respect of officers of equivalent status posted in Indian Mission in the country of assignment, the hotel accommodation being arranged by the Mission. No allowance on account of tips will be paid. If the recipient Government provides free boarding and lodging, the expert will be entitled to draw 25% of daily allowance at the rates prescribed by MEA from time to time, appropriate to his/her status.
- (ii) If the initial deputation exceeds 30 days, the recipient Government shall provide furnished accommodation to the expert and the expert will be entitled to draw two-third of the compensatory (foreign) allowance as per the normal rules or two-third of daily allowances as admissible, whichever is less. If free food is also provided, the expert will get 25% (twenty-five per cent) of compensatory (foreign allowance) or 25% of daily allowance as admissible, whichever is less.
- (iii) Instructions regarding economy cuts, if any, will also be applicable in these cases.

3. **Passage**

- (i) Single fare for the expert by rail (in appropriate class of entitlement) and by air, wherever available, by economy class in respect of the journeys from the place of duty in India, to the place of duty in the foreign country concerned. The return journey on completion of the assignment will be regulated likewise.
- (ii) Passage for the expert should be booked through Air India and he will also travel by Air India to the maximum extent possible.

4. **Limits of Personal effects:**

For assignments up to 30 days, the expert will be entitled to carry personal effects in respect of onward and return journeys at Government cost up to **10 Kgs** (as accompanied baggage) exclusive of the free allowance given by the air company. Baggage allowance for official records will be decided in each individual case. In the case of experts whose assignment is more than 30 days and up to six months, the expert will be entitled to carry upto 100 Kgs. by air inclusive of official records, free allowance 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.



5. **Incidental expenses:**

An expert will be entitled to claim incidental expenses in respect of the journeys mentioned at Para 3 above under paragraphs 8, 9 and 10 of Annexure XIII of the IFS(PLCA) Rules, (2006 Edition) as amended from time to time. The relevant extracts are reproduced at Appendix –A.

6. **Joining time:**

Only actual travel time and enforced halt, if any, will be admissible. No composite transfer grant will be paid.

7. **Medical facilities:**

The expert would be entitled to receive medical facilities which shall be provided by Government of the country to which his services have been assigned. To the extent to which requisite medical treatment facilities are not made available by the Government concerned, the expert would be entitled to claim and receive reimbursement as admissible under the Ministry of External Affairs Circular No. Q/GA/653/1/74 dated 5<sup>th</sup> March, 1979 as amended from time to time. In the case of ITEC experts posted at the station other than the headquarters of the Indian Mission in the country concerned, the procedures prescribed in ibid letter dated 5.3.79 as amended from time to time for approval of panel of Doctors/Hospitals etc. will apply mutatis-mutandis.

8. **Assistance in Emergency:**

Request for such assistance will be considered on merits of each case.

9. **Leave Salary, Contributory Provident Fund and Pension Contribution:**

These will be payable to the lending authority wherever necessary, only in cases of deputation of over 30 days in accordance with the provisions of the Account Code or rules of the lending authority concerned.

10. **Disbursement of pay and allowances:**

(i) While the compensatory (Foreign) allowance or the daily allowance will be drawn in the specified currency, NO part of his/her pay and allowances referred to in Para 1 above can be drawn in the foreign currency. Foreign exchange may be released on application by the expert to the Ministry of External Affairs.

(ii) In case of short term experts whose period of deputation is up to 30 days, their pay and allowances shall continue to be paid by the parent Department on whose strength they are borne; where the period exceeds 30 days, it may be debited to the Ministry of External Affairs. However, if the expert is from the State Government or from a semi-Government body or private organization, and where no fees covering such cost are charged by the Organization concerned, his pay and allowances will be debited to the Ministry of External Affairs, irrespective of the period involved.

**11. Extension in tenure:**

The grant of extension of the expert may be considered by the Ministry on the specific request of the local Govt. and recommendations of the Mission subject to the following:

1. WILLINGNESS OF THE EXPERT
2. NOC FROM PARENT OFFICE
3. AN UNDERTAKING FROM RECEIVING GOVT THAT THE COST OF TERMINAL PASSAGE, HLF, CHP & TRANSPORTATION OF BAGGAGE WILL BE BORNE BY THEM IN CASE THE EXTENSION IN DEPUTATION IS ALLOWED;

**12. 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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## Annexure-II

### Terms and conditions admissible to medium term experts i.e. whose period of deputation is above six months but less than one year.

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HOM will be the Controlling Authority in respect of ITEC Experts for all purposes. The Experts are required to submit monthly progressive report to the parent department under intimation to HOM in respect of work undertaken by them.

#### The Terms & Conditions are as given below:

##### Pay:

- (i) Pay, Grade Pay, Military Service Pay, Flying Allowance, Technical Allowance and special pay, if any, as admissible in the parent department /service in India from time to time. The expert will NOT be entitled to draw allowances such as dearness allowance, conveyance allowance etc. which he would have drawn had he remained in his post in India. However, the expert will be entitled to house rent allowance (in Indian Currency) which he was drawing in India prior to his deputation provided he continues to retain family accommodation at the station of his last posting.
- (ii) In the case of ITEC experts who have NO parent department at the time of deputation or have NO lien on any post in India or who are serving in private organizations or who are otherwise treated as open market deputation, their pay/scales will be decided initially before deputation is ordered which, in no case, will be more than what is being paid to serving employees in comparable posts. In respect of officers who have been in Government Service and left that service without service benefits but are serving in private organizations etc, at the time of deputation, their pay will normally be fixed on the basis of last pay drawn while they were in Government Service. However, in the case of Government Servants who retired from service with attendant benefits, their pay will be fixed in accordance with Rules as applicable from time to time.
- (iii) In case the expert 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 therefrom during the period of his/her deputation. It will, however, be for the parent department/State Government to safe guard the interests of the expert.
- (iv) In the case of doctors, the non-practicing allowance would also be admissible during the period of deputation. In the case of Central Government doctors, the NPA drawn by them would be admissible to them at the same rates as are being drawn by the CGHS doctors. In the case of State Government doctors and those serving with semi-government/autonomous organizations, the NPA will be admissible at the rates and subject to the

conditions it was being drawn prior to deputation. In the case of non-government doctors, the NPA would be fixed at the same rates as is admissible to the non-CGHS doctors. The drawal of NPA is subject to the condition that the doctors are NOT allowed private practice in the country of assignment. In the case of State Government doctors who have been allowed private practice while serving in India, NPA may be fixed at a suitable rate in consultation with respective Director General of Health Services of the State and allowed to draw the same subject to the over-riding condition mentioned in the preceding sentence.

- (v) Experts are non-representational officers and therefore are not entitled to Representation Grant & servant wages.

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

- (i) The expert 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 expert or adequate allowance to cover both. If the 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 experts to the same station under the ITEC programme or any other 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.

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 taken into account. The reimbursement of additional foreign allowance will be made to the officer in one lump sum, at the time of final assessment for income tax on his/her salary in that financial year.

4. **Accommodation:**

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.

5. **Passage:**

Single fare for the expert by rail (in appropriate class of entitlement) and by air, wherever available, by economy class in respect of the journey from the place of duty in India, to the place of duty in the foreign country concerned. The return journey on completion of the assignment will be regulated likewise.

6. **Limits of Personal effects:**

The expert will be entitled to carry upto 100 Kgs. by air inclusive of official records, free allowance 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.

7. **Incidental expenses.**

The expert will be entitled to claim incidental expenses in respect of the journey mentioned at Para 5 above under Para 8, 9 and 10 of the annexure XIII of the IFS(PLCA) Rules, (2006 Edition) as amended from time to time. The relevant extracts are reproduced at Appendix "A".

8. **Joining time**

The experts will be entitled to joining time and pay & allowance during the joining time as admissible to officers of equivalent status under Annexure-I of IFS (PLCA) Rules. No composite transfer Grant will be paid. However, in the case of experts who have been treated as 'Open Market' candidates, no joining time and pay and allowance thereof is permissible.

9. **Medical Facilities**

The expert would be entitled to receive medical facilities which shall be provided by the Government of the country to which his services have been assigned. To the extent to which requisite medical facilities are not made available by the Government concerned, the expert would be entitled to claim and receive reimbursement as admissible under the Ministry of External Affairs Circular No. Q/GA/653/1/74 dated 5.3.1979 as amended from time to time.

With regard to ITEC experts posted at a station other than the headquarters of the Indian Mission in the country concerned, the procedure prescribed in ibid letter dated 5.3.1979 as amended from time to time, for approval of panel of Doctors/Hospitals etc will apply mutatis-mutandis.

10. **Assistance in emergency**

The Experts would be entitled to one single emergency fare for reasons of personal or family emergency throughout his/her career abroad in one or more such assignments, which need not necessarily be continuous. HOMs/HOPs may sanction Emergency passage provided the same are admissible in accordance with the Rules. Necessary entries to this effect should be made in the service book/record of the expert concerned by the Mission/Post. In case the Service Book of the expert is not available with the Mission/Post, prior approval of the administrative Ministry may be sought. Administrative Ministry/Department of Expert & Ministry of External Affairs should be informed of the utilization of Emergency Passage.

11. **Children's Education Allowance:**

This allowance shall be admissible to the expert up to two children between the ages 5 & 20 years receiving education in India. This scheme will be applicable upto the school stage of education only. The allowance will be payable on production of the receipt & certificate of actual expenditure in the following terms:

- (i) The Govt. shall reimburse actual expenditure incurred on Registration and Admission Fee (one time), Lab fees such as science fee, computer fee, Annual Tuition Fee including Boarding and Lodging but excluding the cost of Uniforms, Books, Transportation and Building Fund etc. subject to a gross ceiling of Rs.16,000/- per annum per child provided the admission sought is in an Indian School.
- (ii) The mandatory recovery of Rs.200/- per month per child would also be made from the expert.
- (iii) The concession shall cease to be admissible from the date the expert relinquishes charge in the country of deputation on transfer to India.
- (iv) For periods of less than one year, the reimbursement shall be made on a pro-rata basis.
- (v) Expenditure incurred by officers on the education of their children who are pursuing studies through correspondence courses shall not be admissible.

***(Any changes brought about in the operation of this scheme in respect of India based personnel of the Missions concerned will apply mutatis-mutandis to the ITEC deputationists to the extent applicable to them).***

12. **Leave:**

The experts will be entitled to avail of leave and draw leave salary in accordance with the orders contained in Appendix B.

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

These will be payable to the lending authority, wherever necessary, in accordance with the provisions of the Account Code or Rules of the lending authority concerned.

14. **Disbursement of pay and allowance**

The pay and allowance will be drawn in the specified Currency. The disbursement of pay and allowances will be made by the Indian Mission in the country concerned.

15. **Extension in tenure:**

The grant of extension of the expert may be considered by the Ministry on the specific request of the local Govt. and recommendations of the Mission subject to the following:

- i) WILLINGNESS OF THE EXPERT
- ii) NOC FROM PARENT OFFICE
- iii) AN UNDERTAKING FROM RECEIVING GOVT THAT THE COST OF TERMINAL PASSAGE, HLF, CHP & TRANSPORTATION OF BAGGAGE WILL BE BORNE BY THEM IN CASE THE EXTENSION IN DEPUTATION IS ALLOWED;

16. **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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## ANNEXURE -III

### Terms and conditions admissible to the long term experts, i.e. whose period of deputation is one year or more

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HOM will be the Controlling Authority in respect of ITEC Experts for all purposes. ITEC Experts are required to submit monthly progressive report to their parent departments under intimation to HOM in respect of work undertaken by them.

The Terms & Conditions are as given below:

#### 1. Pay

- i. Pay, Grade Pay, Military Service Pay, Flying Allowance, Technical Allowance and Special pay, if any, as admissible in the parent department/ service in India from time to time. The expert will NOT be entitled to draw allowances such as dearness allowance, house rent allowance, conveyance allowance etc. which he was drawing in India prior to his/her deputation.
- ii. In the case of ITEC experts who have NO parent department at the time of deputation or have NO lien on any post in India or who are serving in private organization or who are otherwise treated as open market deputationists, their pay/scales will be decided initially before deputation is ordered which, in no case, will be more than what is being paid to serving employees in comparable posts. In respect of officers who have been in Government Service and left that service without service benefits but serving in private organization etc. at the time of deputation, their pay will normally be fixed on the basis of last pay drawn while they were in Government Service. However, in the case of Government Servants, who retired from service with attendant benefits, their pay will be fixed in accordance with Rules as applicable from time to time. In cases where a running pay-scale is fixed, the expert will draw the increment after completion of a minimum of 12 months' service in the deputation post in the foreign country.
- iii. In case the expert 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 therefrom during the period of his/her deputation. It will, however, be for the parent department/State Government to safeguard the interests of the expert.
- iv. In the case of doctors, the non-practising allowance would also be admissible during the period of deputation. In the case of Central Government doctor, the NPA drawn by them would be admissible to them at the same rates as are being drawn by the CGHS doctors. In



the case of State Government doctors and those serving with semi-government/autonomous organizations, the NPA will be admissible at the rates and subject to the condition it was being drawn prior to deputation. In the case of non-Government doctors, the NPA would be fixed at the same rates as is admissible to non-CGHS doctors. The drawal of NPA is subject to the condition that the doctors are NOT allowed private practice in the country of assignment. In the case of State Government doctors who have been allowed private practice while serving in India, NPA may be fixed at suitable rate in consultation with respective Director General of Health Services of the State and allowed to draw the same subject to the over-riding condition mentioned in the preceding sentence.

- v. Experts are non-representational officers and therefore are not entitled to Representational Grant & servant wages.

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

- i. The expert 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 expert or adequate allowance to cover both. If the 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 experts to the same station under the ITEC programme or any other 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.

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

#### **4. Accommodation:**

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.

#### **5. Passage:**

- i. Single fare for the expert and entitled members of his/her family as defined in the IFS (PLCA) Rules, 2006 edition (in appropriate class of entitlement) 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. If a Female ITEC expert wants her husband, who may not be dependent on her in India, to accompany her to the place of posting, passage for the husband could be allowed at Government cost provided an undertaking is given that the husband will not take up gainful employment during the period of deputation. A similar undertaking would be required from an expert whose wife may not be dependent on him in India. Yearly certificate for every completed year of deputation and at the end of the deputation for the remaining period regarding the fulfillment of the condition shall be submitted to the Head of the Mission concerned for countersignature.
- ii. Passage for the expert and the entitled members of his family should be booked through Air India and they will also travel by Air India to the maximum extent possible.
- iii. Passages as above may be allowed at Government cost to entitled members of the family of an expert from the station of his/her previous posting to the place of his/her deputation abroad and back only in cases where the members actually accompany him/her with a view to taking up residence with him/her. If, for any unavoidable reason, any entitled member/members of family cannot accompany him/her on his/her onward journey, the Ministry may allow him/her/them passage(s) within 2 months/4 months/6 months depending on whether the period is 1 year but less than 2 years; 2 years but less than 3 years and 3 years or more respectively. Any entitled member/ members who is so allowed to follow the expert on an onward journey will not be allowed passage at Government cost for preceding the expert in relation to his/her return journey to India on expiry of the tenure. Also in respect of any entitled member/members who has/have accompanied the officer on the outward journey, Ministry may permit passage/passages at Government expense in connection with the return journey which may involve the member/members preceding the

expert on the terminal journey to the extent of the periods specified above.

6. **Entitlement of Single Dependent Parent:-**

A single wholly dependent parent of the Expert subject to fulfillment of conditions mentioned in IFS (PLCA), Rules will be entitled to transfer passage/Home Leave Fares & Medical facilities to the extent admissible to the expert.

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

The expert will be entitled to draw composite transfer grant of an amount equal to one month basic pay (**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 Expert, the transfer incidentals like taxi/conveyance charges for self and family from residence to Airport will not be admissible. Packing charges will also not be admissible.

7-A **Packing Charges:**

On transfer back to India on completion of deputation period, the experts are entitled to full packing charges on the admissible quantum of personal effects to be transported either by air or surface route. Such charges will be paid by the Mission direct to the packers on the approved panel for the concerned Mission and the experts will NOT be entitled to payment of any Transfer Composite Grant, as mentioned in Para 6 above. The procedure contained in this Ministry's letter No.Q/GA/791/42/82 dated 30<sup>th</sup> March, 1983 as amended from time to time will be applicable.

In respect of experts posted at a station other than the headquarters of Indian Missions, in the country concerned, the procedure prescribed in the letter dated 30<sup>th</sup> 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 expert 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.

- ii. In the case of experts 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. Experts 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. **Incidental expenses.**

The expert will be entitled to claim incidental expenses in respect of journey mentioned at Para 5 above in terms of Para 8, 9, 10 and 11 of the Annexure-XIII of the IFS(PLCA) Rules. The relevant extracts are reproduced at Appendix "A".

10. **Joining time**

The experts 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, 2006. In the case of experts who have been treated as 'Open Market' candidates, no joining time and allowance thereof is permissible.

11. **Medical Facilities**

The expert and entitled members of his family 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 expert would be entitled to claim and receive reimbursement as admissible under the Ministry of External Affairs Circular No. Q/GA/653/1/74 dated 5.3.1979 as amended from time to time.

In respect of ITEC experts posted at a station other than the Headquarters of Indian Mission in the country concerned, the procedure prescribed in the ibid letter dated 5.3.1979 as amended from time to time, for approval of panel Doctors/Hospitals etc will apply mutatis/Muntandis.

12. **Assistance in emergency**

The Experts would be entitled to one single emergency fare for reasons of personal or family emergency, either for the self or for a member of the family throughout his/her career abroad in one or more such assignments,

which need not necessarily be continuous. If the emergency fare is availed of by the expert and/or his/her spouse, he/she may take along children under five years of age. HOMs/HOPs may sanction Emergency passage provided the same are admissible in accordance with the Rules. Necessary entries to this effect should be made in the service book/record of the expert concerned by the Mission/Post. In case the Service Book of the expert is not available with the Mission/Post, prior approval of the administrative Ministry may be sought. Administrative Ministry/Department of Expert & Ministry of External Affairs should be informed of the utilization of Emergency Passage

**13. Children's Education Allowance:**

This allowance shall be admissible to the expert up to two children between the ages 5 & 20 years receiving education either in India or in a school at the place of posting of the officer, imparting education in English medium and is on the panel of schools approved by the Ministry. This scheme will be applicable upto the school stage of education only. The allowance will be payable on production of the receipt & certificate of actual expenditure in the following terms:

- i) The Govt. shall reimburse actual expenditure incurred on Registration and Admission Fee (one time), Lab fees such as science fee, computer fee, Annual Tuition Fee including Boarding and Lodging but excluding the cost of Uniforms, Books, Transportation and Building Fund etc. subject to a gross ceiling of Rs.16,000/- per annum per child provided the admission sought is in an Indian School.
- ii) The mandatory recovery of Rs.200/- per month per child would also be made from the expert.
- iii) The concession shall cease to be admissible from the date the expert relinquishes charge in the country of deputation on transfer to India.
- iv) For periods of less than one year, the reimbursement shall be made on a pro-rata basis.
- v) If a child is receiving education at the place of the posting of the expert in a school imparting education in English and the school is on the panel of schools approved by the Ministry for the station, the school fee, admission fee, registration fee, examination fee and lab fee, such as science fee, computer fee shall be paid by the Mission/Post direct to school by Cheque against a recovery of Rs.200/- per month per child from the expert. Charges which are NOT admissible but are included in the school bill will be settled by the experts themselves
- vi) In stations where education in English medium is available without payment of any school fee, no education allowance shall be admissible nor shall any recoveries be made from the expert on this account.
- vii) The Government shall not pay any education allowance or reimburse any school fee in cases where children are studying in a place other than India or the place of posting of the expert.

- viii) Expenditure incurred by officers on the education of their children who are pursuing studies through correspondence courses shall not be admissible.
- ix) In case the ITEC expert is posted at a station other than the one where Indian Mission is located, an English Medium School in that place may be included in the panel on the recommendations of the Mission and with the prior approval of Ministry of External Affairs.

***(Any changes brought about in the operation of this scheme in respect of India based personnel of the Missions concerned will apply mutatis-mutandis to the ITEC deputationists)***

**14. Outfit allowance:**

Only experts whose initial period of deputation is **two years** and more will be entitled to an outfit allowance. The expert shall draw the same outfit allowance as admissible to the IFS officer of corresponding grade.

**15. Home Leave Passage:**

In the event of the recipient Government not extending the facility of visit to India at their cost during the period of deputation, the expert and the entitled members of the family will be eligible to home leave passage by air by economy class by approved route from the place of duty in the foreign country to the International Airport nearest to the declared Home Town in India ONCE during the entire period of deputation, on the following conditions:-

- a) The initial deputation is for three years.
- b) The one set of Home Leave Passage can be availed by an expert and entitled members of family with the approval of the concerned HOM/HOP, once during the currency of his/her deputation after a minimum stay of six months.
- c) The travel of the expert will be subject to grant of leave but the entitled members of his/her family who have resided with the expert for atleast six months can travel separately or together with the expert provided the return journey of each member is completed within one year of the outward journey. This will be subject the condition that before applying for HLF, the expert will be required to submit his/her transfer TA claim along with all necessary documents.
- d) The expert shall serve for a minimum period of three months on return from India after availing Home Leave Passage, before the expiry of deputation.
- e) Dependent sons/daughters getting employed or getting married after travel to India or remaining there for pursuing of studies, after having performed the journey to India will be entitled to one way home leave

fares for the journey from station abroad to India, which will be deemed as 'terminal' passage. Such of those dependent sons/daughters who stay back in India for pursuing of studies will NOT be eligible for Children Holiday Passage in that block year. However, if the period of deputation exceeds 2 years, then CHP is admissible from 2<sup>nd</sup> year onwards.

- f) If an expert or member of his/her family travels by a route other than the approved route, the entitlement will be restricted to cost of passage by approved route.
- g) Mandatory baggage facility on Air-India's sector is admissible on home leave journeys.
- h) An expert or a member of family traveling on Home Leave Fares/Emergency Fares will not be entitled to transportation of excess baggage at Government. He/She would, however, be entitled to obligatory charges and incidental charges like portage, conveyance etc. for the foreign portion of journey only. No incidentals except Foreign Travel Tax would be admissible for the portion of journey performed within India. The expert will also be entitled to travel time including enforced halt in transit.

#### **16. Children's Holiday Passage:**

HOM/HOP may permit an expert to avail Children's Holiday Passage in respect of children who are left behind in India for educational purposes and are receiving education in recognized educational institutions in India to visit their parents once in a year during vacation, subject to the following conditions:-

- i. The concession will be limited to the payment of cost of return air passage by the cheapest class available from the airport nearest to the place of study of the child in India to the place of duty of the expert abroad. No other incidental charges (that may be admissible under T.A. Rules) will be admissible.
- ii. (Note: The term "Cheapest class" used above does not mean "economy class" rather; it refers to excursion fares, or concessional air tickets, issued by Indian Airlines/Air India to student travellers.)
- iii. It may be availed of during any vacation once in a period of 12 months being computed from the date the expert joins his/her post abroad.
- iv. The passage cost will be admissible for a maximum of two children between the ages of 6 & 22 years. (The child must have completed 6 years but not completed 22 years on the date of commencement of outward journey).
- v. These passages will NOT be admissible if one parent is resident in India.

- vi. If an expert has more than two children between the ages of 6 & 22 years receiving education in recognized educational institutions in India, he shall have the option to send his wife to India to be with the children during the long vacation in lieu of the children visiting the parents abroad, provided the expert is otherwise eligible to avail of Children's Holiday Passage in respect of two of his children at that time. If this option is exercised, the wife of the expert shall be entitled to the cost of a return air passage by the cheapest class available from the station abroad to the first airport of landing in India, provided she arrives in India not more than three weeks before the commencement of vacation, and leaves India not more than three weeks after its end.
- vii. Defence academies will NOT be considered as recognized educational institutions for the purpose of this Para. This facility will also NOT be admissible to a child receiving education in India through correspondence course.
- viii. The entitlement to Children's Holiday Passage will be determined with reference to a 12-monthly tenure of the Expert at the specified station abroad sanctioned in advance by the Ministry of External Affairs.
- ix. All requests for grant of passage under this scheme will be made in writing by the expert along with two copies of particulars in the proforma at Appendix to the Annexure-VIII of IFS (PLCA) Rules, 2006.
- x. A record of the passages availed of under the scheme shall be maintained by the concerned Division of Ministry of External Affairs dealing with the deputation and the Mission concerned.
- xi. Individual sanctions will be issued for the passages availed of under the scheme.

***(Any changes brought about in the operation of this scheme in respect of India based personnel of the Missions concerned will apply mutatis-mutandis to the ITEC deputationists).***

17. **Leave:**

HOM/HOP may grant leave to the expert and draw leave salary in accordance with the orders contained in Appendix 'B'.

HOM/HOP may grant Ex-India leave with the prior approval of parent department under intimation to Ministry subject to the limits prescribed in IFS (PLCA), Rules, 2006. Admissibility of allowances during ex-India leave will be governed by instructions contained in IFS (PLCA), Rules, 2006 as amended from time to time.



**18. 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.

**19. Disbursement of pay and allowances:**

The pay and allowance will be drawn in the specified currency. The disbursement of pay and allowances will be made by the Indian Mission in the country concerned.

**20. Purchase of motor car by the expert:**

The Ministry of External Affairs will NOT give any advance to the expert for the purchase of a car. The expert, however, will be permitted to obtain foreign exchange of reasonable value, if he/she can arrange to have the requisite Rupee amount of his/her own. Each case of remittance would be considered by the Ministry of External Affairs on merit after obtaining the requisite certificate from the Head of the Indian Mission concerned about the necessity to maintain a car and clearance from foreign exchange angle. The entire amount of foreign exchange will have to be repatriated by the expert during the period of assignment. No reimbursement of customs duty will be allowed by the Government of India under any circumstances to any expert. Charges on account of transportation of car will also NOT be paid by the Government of India.

**21. Extension in tenure:**

The grant of extension of the expert may be considered by the Ministry on the specific request of the local Govt. and recommendations of the Mission subject to the following:

- i) WILLINGNESS OF THE EXPERT
- ii) NOC FROM PARENT OFFICE;
- iii) AN UNDERTAKING FROM RECEIVING GOVT THAT THE COST OF TERMINAL PASSAG, HLF, CHP & TRANSPORTATION OF BAGGAGE WILL BE BORNE BY THEM IN CASE THE EXTENSION IN DEPUTATION IS ALLOWED;

**22. 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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## Appendix A

### EXTRACTS OF PARAS 8, 9, 10 & 11 of Annexure XIII to the INDIAN FOREIGN SERVICE (PLCA) RULES (2006 Edition).

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#### 8. Reimbursement of Compulsory Charges

(1) An officer shall be entitled to the reimbursement of the actual expenditure incurred on the following items on the travel of himself, entitled members of his/her family and the transportation of admissible quantum of personal effects:

- i. landing, port or airport, head or terminal taxes;
- ii. dock dues;
- iii. port trust charges and wharfage charges but excluding demurrage & storage charges;
- iv. launch hire between ship and shore;
- v. road or bridge tolls, turn- pike charges, or any other compulsory taxes levied on the use of any means of travel;
- vi. obligatory reservation fees incurred for travel performed outside India;
- vii. octroi charges.
- viii. foreign travel tax.

(2) The claim of the officer for the reimbursement of the charges, incurred under this rule shall be supported by actual vouchers or receipts.

#### 9. Reimbursement of incidental charges

(1) To the extent that the Controlling Officer (including an officer who is his own Controlling Officer) certifies that the expenditure incurred was essential and reasonable, expert shall be entitled to the reimbursement of actual expenditure incurred on the following items;

- i. portorage and luggage registration fee
- ii. transshipment, cartage or other road transport charges;
- iii. charges levied by travel agents for loading and unloading of luggage or for services rendered by them in connection with the transportation, custody, booking, customs clearance (but excluding storage and demurrage), execution of customs bond, and any other service essential for the transportation of the luggage;
- iv. telegram or telephone charges levied by the travel agents for booking onward passages from an intermediate point in the journey.

2) If any telegram or telephone charges for booking of onward passages from an intermediate point in the journey are incurred by a Mission or a Post, such

expenditure shall be borne by the Government. If, however, an officer himself incurs telegram or telephone charges for the purpose of booking of passages, such expenditure shall not be reimbursed except with the prior sanction of the Ministry.

(3) The claim of the officer shall be supported by

- a. the actual bills and receipts relating to payments made to the travel agents.
- b. actual vouchers or receipts unless the Controlling Officer is satisfied that it was not possible for the officers to obtain receipts for the amount and the officer certifies that the amount claimed was actually disbursed.

(4) Reimbursement under sub-para (1) may be claimed only for expenses incurred at the port or airport of embarkation or disembarkation in India and for such portion of the transportation of the luggage as takes place abroad, including the transportation between the residence of the officer and the railway station, port or airport, or road terminal in question.

(5) For the portion of the journey performed within India, whether on transfer, tour, or temporary duty, the officer shall be governed by the relevant provisions of the Fundamental and Supplementary Rules provided that an officer performing a transfer journey from abroad to India by Air-India as a compulsory measure will, subject to the production of vouchers, be entitled to the reimbursement of the expenditure incurred by him/her in respect of his/her unaccompanied baggage transported under custom bond within India as laid down in Appendix I of IFS (PLCA) Rules, (2006 Edition).

(6) Incidental charges such as portage and cartage on the baggage allowed as free allowance by Airlines during the journey on Home leave, for the portion of the journey abroad may be reimbursed, as is the case with incidental charges, for the journey of the officer, member of his/her family for travel abroad.

(7) Incidental etc. on emergency passages would be admissible to the same extent as above. Accordingly, the following charges on foreign portion of journey only during home leave fares/Emergency passages/ Home leave cum transfer would be admissible:

- a) Porterage, taxi fare at the station of posting abroad.
- b) Porterage, taxi fare during any Enforced/Scheduled Halt at a station abroad.
- c) No incidentals would be admissible for the portion of journey in India.

(8) Inadmissible charges on transportation of personal effects in India. The following items of expenditure are not reimbursable:-

- I. Railway sundries
- II. Measurement fees
- III. Cost of scales
- IV. Export duty
- V. Marking charges

- VI. Copy of letter of Guarantee.
- VII. Stamps
- VIII. Postage and air mail charges.

**10. Reimbursement of visa fees:**

- 1) If an officer or a member of his family, in the course of journey for which travelling allowance is admissible has to travel through or to a foreign country for which gratis or official or diplomatic visa are not available, the officer shall be entitled to a reimbursement of actual visa fees incurred by him.
- 2) The reimbursement of the expenditure incurred on visa fees may be claimed as part of traveling allowance, on production either of the actual receipts or on the basis of a certificate of expenditure given by him which is verified by the controlling officer with reference to the passport of the person for whom the visa is obtained.
- 3) It is the responsibility of the officer proceeding abroad to ensure that he is equipped with necessary travel documents including transit visas. Government will not accept any claim for any expenditure that may be incurred due to his not having obtained transit visa.

**11. INSURANCE OF PERSONAL EFFECT DURING TRANSIT:**

- (1) An officer, under orders of transfer, may insure his personal luggage against normal risks, including fire, theft or pilferage and breakage, during a period of transit by rail, road, air or steamer. Such insurance should take effect from the date of its departure from his residence to that of its delivery to him at his residence at his new headquarters, subject to the value of the property insured, not exceeding the amounts prescribed below:-

**Period of deputation more than One year:**

- |   |                    |
|---|--------------------|
| a. <u>Commissioned/Gazetted Officers</u>  | <b>Rs.75,000/-</b> |
| b. Non-commissioned/Non Gazetted Officers | <b>Rs.63,750/-</b> |

**Period of deputation more than 30 days  
but less than one calendar year:**

**Rs.13,400/-**

- (2) An officer shall be entitled as part of his traveling allowance to the reimbursement of the actual expenditure incurred on insurance carried out in accordance with sub-para (1) subject to the following conditions:-
  - a. If the value of the property insured exceeds the maxima prescribed in sub-para (1), the reimbursement shall be limited to the amount which would have been incurred on property of the prescribed amount;
  - b. If an officer has already insured his personal effects against risks including transit risk for the journey in question, he shall be reimbursed with such proportion of the actual premium paid by him, as the period of transit bears to the total period of insurance or to the

premium which would have been payable had the personal luggage been insured specifically for the journey in question, subject to the maximum prescribed in sub-Para (1) whichever is less;

- c. It shall be the duty of an officer to ensure that his luggage is properly packed and crated and complies with all the rules, regulations and specifications prescribed by the Insurance Company to enable the insurance to be effected at the cheaper possible rates.

- (3) If normal insurance is not available, an officer under orders of transfer may apply to the Ministry for permission to insure his personal luggage against war or other extra-ordinary risks on payment of such additional premium as may be necessary.

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**Admissibility of leave other than casual leave and pay and allowance during the currency of leave in respect of experts deputed under the ITEC Programme of the Ministry.**

**I. Admissibility of leave:**

- (a) If the deputationist is a Central/State Government servant, he will continue to be governed by the Leave Rules applicable in his parent Department and will be entitled to leave at the same rate and subject to the same conditions at which he would have availed himself of the leave but for his deputation.
- (b) If the deputationist belongs to a semi-Government organization, autonomous organization or University or any other institution which has prescribed its own regulations regarding leave, he will be governed by the Leave Rules of that Organization/Institution etc. and will be entitled to the leave in accordance with and subject to the conditions of those Rules.
- (c) If the deputationist is a retired officer or does not belong to any organization etc., he will be governed by the provisions of the Central Civil services (Leave) Rules, 1972 as amended from time to time.
- (d) All applications for Earned Leave should be made to HOM/HOP in the prescribed proforma and the leave will be sanctioned by the HOM/HOP in consultation with the parent office concerned of the expert under intimation to Ministry.

**II Pay and Allowance:**

**Pay:** Leave salary will be admissible in all cases in accordance with the provisions of the Leave Rules by which the deputationist /Government servant is governed.

**Compensatory (Foreign) Allowance:** Compensatory (Foreign) Allowance will be admissible during leave as under:

When the concerned Mission certifies at the time of sanctioning the leave:

- a) That the expert is likely to resume charge at the same country from which he/she proceeds on leave on expiry of leave; and
- b) The expert certifies that he/she or his/her family continued to stay in the country of posting during the period of leave, compensatory allowance shall be drawn in full for the first 60 days of leave. If the leave exceeds 60 days, the expert shall be entitled to 50% of the prescribed compensatory allowance irrespective of fact whether or not any member of the expert's family continues to stay at the station of posting.

c) The admissibility of foreign allowance shall be governed by IFS (PLCA) Rules, 2006, as amended from time to time, in case:

- I. If the expert is unable to return to his/her post due to serious illness or any other reason,
- II. Ex-India leave
- III. In any other circumstances not covered above.

III. **Additional Compensatory Allowance In lieu of Income Tax**

Additional compensatory allowance will not be admissible during the period of leave/ outside the country of posting or in India.

The pay and allowances as mentioned above will be admissible to the deputationists who are on foreign service i.e., whose services have been borrowed by the Government of India for the assignments abroad and in whose cases the foreign service contributions are payable to the organization in India, during the period of leave taken while on assignment. In such cases, while the allowance in accordance with the rates mentioned above will be payable by the Ministry of External Affairs, the leave salary will be paid by the parent department. In cases where leave salary contributions are not paid/payable, leave salary as well as compensatory allowances will be paid by the Ministry of External Affairs.

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