

EASTERN RAILWAY  
Sealdah

No.E-22/423/Travelling Allowance/ Pl. I

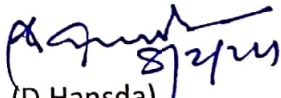
Date:08/02/2024

ALL Concerned

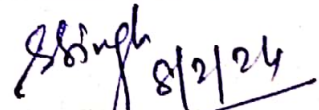
Sub :Rates of Daily Allowance for official tours abroad-reg.  
Ref: PCPO/E. Rly' s letter No-E.95/0/Vol. IX dated:30/01/2024

The PCPO/ E. Rly' s letter No- E.95/0/Vol. IX dated:30/01/2024 (PCPO's SI No.06/2024) along with Railway Board's letter No-2020/F(E)II/AL1/1 dated: 19.01.2024 (RBE No-07/2024) is forwarded for information ,guidance and necessary action please.

DA:-As above.

  
(D.Hansda)

Divisional Personnel Officer  
For Sr. Divisional personnel Officer  
Eastern Railway , Sealdah

  
8/2/24

Eastern Railway  
(Personnel Department)  
17 N. S. Road, Kolkata - 700 001

Serial Circular No. 06/2024

No. E.95/0/Vol.IX

Kolkata, Dated: 30/01/2024

All Concerned

(as per standard list)

Sub: Rates of Daily Allowance for official tours abroad - reg.

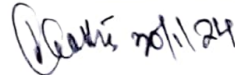
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A copy of Ministry of Railways (Railway Board) letter no. 2020/F(E)II/AL1/1, dated 19/01/2024 (**RBE No.07/2024**) is circulated herewith for information, guidance and further necessary action. Board's earlier letter dated 04/02/1997 mentioned therein was circulated under this office serial no.24/98.

DA: As above.



(S.K.Chattopadhyay)  
Sr. Personnel Officer/Admin.  
For Pr. Chief Personnel Officer  
Phone No. 24122 (Rly.)  
Email ID: [sandip.chattopadhyay@gov.in](mailto:sandip.chattopadhyay@gov.in)



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Index No. 1030: Revised rates of Daily Allowance for official tour abroad issued in supersession of Board's earlier orders effective prospectively from the date of issue the revised order i.e. 19/01/2024.

**Government of India  
Ministry of Railways  
Railway Board**

**RBE No. 07/2024  
dated 19.1.2024**

**No. 2020/F(E)II/AL1/1**

The General Manager,  
All Indian Railways and Production Units  
(As per standard list)

**Subject:** Rates of Daily Allowance for official tours abroad -reg.

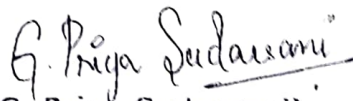
**Ref :** Board's letter No. F(E)II/96/AL1/1 dated 04.02.1997.

Ministry of Railways had adopted and circulated the instructions on the subject vide the above referred letter of the Board.

2. Now, Ministry of External Affairs (MEA), in supersession to their order Q/FD/695/1/90 dated 11.11.1996 have revised the rates of daily allowance for official tours vide their order No. Q/FD/695/03/2000 dated 25.09.2023 and other conditions applicable on the matter have also been updated/revised.

3. In view of the above, it has been decided by the Board that instructions of MEA dated 25.09.2023 need to be adopted and circulated to all Railways in supersession to the instructions issued vide Board's letter No. F(E)II/96/AL1/1 dated 04.02.1997. Accordingly, a copy of MEA's order No. Q/FD/695/03/2000 dated 25.09.2023 is sent herewith for information and guidance. The orders contained therein will apply mutatis mutandis to Railway Officers and staff deputed abroad, prospectively, with effect from the date of issue of Board's letter.

4. Please acknowledge receipt.

  
(G. Priya Sudarsani)  
Director, Finance(Estt.)  
Railway Board

DA: As above.

**No. 2020/F(E)II/AL1/1**

**dated 19.1.2024**

Copy to Deputy Comptroller and Auditor General of India (Railways),  
Room No.222, Rail Bhavan, New Delhi.

  
For Member Finance (Railways).

**No. 2020/F(E)II/AL1/1**

**dated 19.1.2024**

Copy forwarded to Principal Financial Adviser, All Indian Railways and  
Production Units etc.

No. Q/FD/695/03/2000  
Government of India  
Ministry of External Affairs  
(FD Section)

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New Delhi, the 25<sup>th</sup> September, 2023

**ORDER**

In supersession of this Ministry's Order No. Q/FD/695/1/90 dated 11<sup>th</sup> November, 1996 in respect of above mentioned subject, sanction of the President is hereby accorded to the rates of Daily Allowance(DA) for journeys on duty in various countries as given in the **Annexure**.

2. (i) The rates of DA shall be the same throughout a country. However, for tours undertaken by officers within the country of their posting, or for tours from one Mission to another by officers posted abroad, DA rates for each tour shall be regulated as under.

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

(ii) For tours, by officers posted in India, from India to one or more countries abroad, DA rates for each tour shall be regulated as under.

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

3. Admissibility of Daily Allowance for various officers/officials as defined in SR 17(as per 7<sup>th</sup> CPC) shall be as follows:-

- (a) Officers drawing pay in Pay Level-10 and above. : Full rates as indicated in the **Annexure**.
- (b) Officials drawing pay below Pay Level-10 but above Pay Level-1 : 75% of the prescribed rate.
- (c) Officials drawing pay in Pay Level-1 : 33% of the prescribed rate.

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

Contd...2



5. As regards accommodation, no monetary ceilings have been prescribed for hotel rentals but instead panels of hotels have been drawn up for all the major cities of the world. The officer is required to arrange accommodation in a hotel on the approved panel and claim reimbursement of the actual room rentals (including service charges, taxes etc.). For the cities where approved panel of hotels has not been prescribed, the lowest hotel rate for a particular level of officer in the capital city of the country shall be the ceiling for hiring accommodation in a hotel in such cities. Where the officer makes his own arrangement for accommodation or where accommodation alone is provided free, he shall be granted Daily Allowance at the rate prescribed for his grade.

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

7. Where an officer is treated as State Guest and is provided all meals free of cost, only 25% of the Daily Allowance rates shall be admissible.

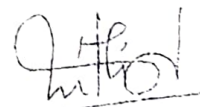
8. No reimbursement on account of tips, in addition to Daily Allowance shall be admissible.

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

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

11. This issues with the concurrence of the Ministry of Finance (Department of Expenditure) vide their I.D Note No. 19035/1/2022 E-IV dated 13.09.2023 and IFD of this Ministry vide their Dy.No. 3835/Dir(Fin)/ dated 15.09.2023.

12. The above order will be effective from 21.09.2023



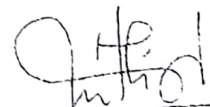
(Nithin Kunneparambil)

Under Secretary to the Government of India

Copy to:

1. All Indian Missions/posts abroad.
2. The Director of Audit, Washington/London.
3. The Director of Audit, CR, New Delhi.
4. The Chief Controller of Account, MEA, New Delhi.
5. The Chief Controller of Auditor General, New Delhi.
6. The Resident Audit Officer, MEA, New Delhi.
7. Fin./Cash-II/III/IV/GA Section, MEA, New Delhi.
8. All Ministries/Departments of Govt. of India.
9. Office of Chief Secretaries to State Govts./Union Territories
10. India International Centre, New Delhi.
11. Indian Council of Cultural Relations, New Delhi.
12. 50 spare copies.

They are requested to circulate these orders to all subordinate offices/PSUs under their control.



(Nithin Kunneparambil)

Under Secretary to the Government of India

## Daily Allowance Rates 2023

## ANNEXURE

S.No.	Country	Daily Allowance (D.A)
1	Afghanistan	125
2	Albania	125
3	Algeria	125
4	American Samoa	100
5	Angola	125
6	Anguilla	125
7	Antigua	125
8	Argentina	125
9	Armenia	125
10	Australia	150
11	Austria	150
12	Azerbaijan	125
13	Aruba	125
14	Bahamas	125
15	Bahrain	125
16	Bangladesh	100
17	Barbados	125
18	Belgium	150
19	Belize	100
20	Belarus	125
21	Benin	100
22	Bermuda	125
23	Bhutan	100
24	Bolivia	125
25	Botswana	125
26	Bosnia Herzgovina	125
27	Brazil	125
28	British Virgin Islands	100
29	Brunei	150
30	Bulgaria	125
31	Burkina Faso	100
32	Burundi	100
33	Cameroon	100
34	Canada	150
35	Cape Verde Islands	100
36	Cayman Islands	100
37	Central African Republic	100
38	Chad	100
39	Chile	125
40	China	150
41	Colombia	125
42	Comoros	100
43	Congo	100
44	Cooks Island	100

S.No	Country	Daily Allowance (D.A)
45	Costa Rica	125
46	Croatia	125
47	Cuba	125
48	Cyprus	150
49	Czech Republic	125
50	Denmark	150
51	Djibouti	100
52	Dominica	125
53	Dominican Rep.	125
54	Ecuador	125
55	Egypt	125
56	El Salvador	125
57	Eritrea	100
58	Equatorial Guinea	100
59	Estonia	125
60	Ethiopia	100
61	Fiji	150
62	Finland	150
63	France	150
64	French Guyana	125
65	Gabon	100
66	Gambia	100
67	Gaza(PNA)/Ramallah	125
68	Georgia	125
69	Germany	150
70	Ghana	100
71	Gibraltar	150
72	Greece	150
73	Grenada	125
74	Guadeloupe	125
75	Guam	100
76	Guatemala	125
77	Guinea	100
78	Guinea Bissau	100
79	Guyana	125
80	Haiti	125
81	Honduras	125
82	Hong Kong	150
83	Holy See(Vatican)	150
84	Hungary	125
85	Iceland	150
86	Indonesia	125
87	Iran	125
88	Iraq	125

89	Ireland	150
90	Israel	125
91	Italy	150
92	Ivory Coast	100
93	Jamaica	125
94	Japan	150
95	Jordan	100
96	Cambodia	125
97	Kazakhstan	125
98	Kenya	100
99	Kiribati	100
100	Korea (North)	100
101	Korea (South)	150
102	Kuwait	125
103	Kyrgyzstan	125
104	Laos	100
105	Latvia	125
106	Lebanon	100
107	Lesotho	100
108	Liberia	100
109	Libya	100
110	Lithuania	150
111	Luxembourg	150
112	Macao	150
113	Madagascar	100
114	Malawi	100
115	Malaysia	125
116	Maldives	100
117	Mali	100
118	Malta	150
119	Martinique	125
120	Macedonia	125
121	Mauritania	100
122	Mauritius	100
123	Mexico	125
124	Micronesia	150
125	Moldova	125
126	Monaco	100
127	Montenegro	125
128	Mongolia	100
129	Montserrat	125
130	Morocco	100
131	Mozambique	100
132	Myanmar	100
133	Namibia	125
134	Nauru	100

135	Nepal	100
136	Netherland	150
137	Netherland Antille	125
138	New Caledonia	100
139	New Zealand	150
140	Nicaragua	125
141	Niger	100
142	Nigeria	100
143	Niue	100
144	Norway	150
145	Oman	125
146	Pacific Islands(Trust Territory)	125
147	Pakistan	100
148	Panama	125
149	Papua New Guinea	150
150	Paraguay	125
151	Puerto Rico	125
152	Principality of Liechtenstein (Valduz)	150
153	Peru	125
154	Philippines	125
155	Poland	125
156	Portugal	150
157	Qatar	125
158	Reunion	100
159	Republic of Palau	125
160	Republic of Slovenia	150
161	Republic of San Marino	150
162	Romania	150
163	Russian Federation	125
164	Rwanda	100
165	Samoa	100
166	Sao Tome & Principe	100
167	Saudi Arabia	125
168	Senegal	100
169	Serbia	125
170	Seychelles	125
171	Sierra Leone	100
172	Singapore	125
173	Slovak Republic	125
174	Solomon Islands	100
175	Somalia	100
176	South Africa	125
177	South Sudan	100
178	Spain	150
179	Sri Lanka	100
180	St. Kitts & Nevis	100

181	St. Lucia	100
182	St. Vincent & Grenadines	100
183	Sudan	100
184	Suriname	125
185	Swaziland	100
186	Sweden	150
187	Switzerland	150
188	Syria	125
189	Tajikistan	125
190	Tanzania	100
191	Thailand	125
192	Togo	100
193	Tonga	100
194	Trinidad & Tobago	125
195	Tunisia	100
196	Turkey	150
197	Turkmenistan	125
198	Turks & Caicos	125
199	Tuvalu	100
200	Uganda	100
201	U.A.E.	125
202	U.K.	150
203	U.S.A	150
204	Ukraine	125
205	Uruguay	125
206	US Virgin Islands	100
207	Uzbekistan	125
208	Vanuatu	125
209	Venezuela	125
210	Vietnam	100
211	Yemen	100
212	Wallis Futune Islands	100
213	Democratic Republic of Congo	100
214	Zambia	100
215	Zimbabwe	125