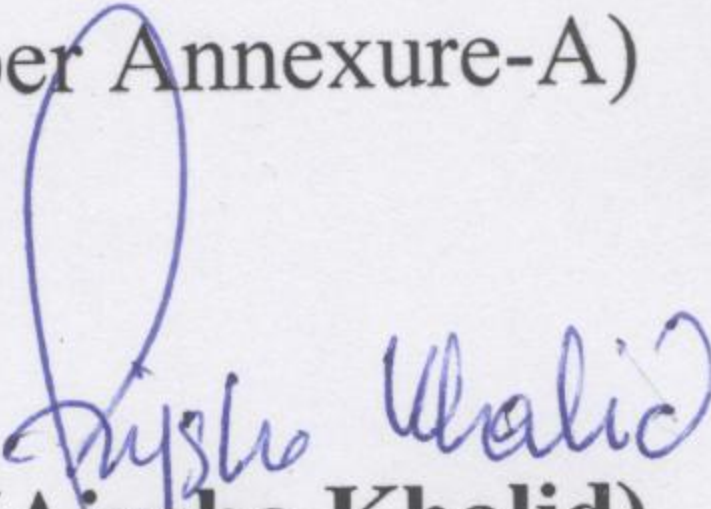


GENERAL GUIDELINES FOR THE FEDERAL BOARD OF REVENUE
EMPLOYEES PROCEEDING ABROAD ON FOREIGN TRAININGS.

Following are the general guidelines for FBR employees who proceed abroad on Foreign Trainings subject to some further conditions/obligation that may arise in individual's cases or due to new Government regulations issued from time to time:

- i) FBR officers to apply online for the Training program through HRM Wing.
- ii) Approval by the competent authority of the applicant for applied training program.
- iii) Obtaining "NOC" from the FBR's Admin Wing (Through the office of Chief Management FBR) for issuance of official Passport.
- iv) Once official passport has been obtained, the applicant will request for issuance of Note-Verbal for Foreign Office.
- v) Applying for Visa of the country of destination.
- vi) Obtaining NOC from FBR's Admin Wing for proceeding Ex-Pakistan.
- vii) Claiming Advance TA/DA (Steps to be followed as per Annexure-A)


(Aiysha Khalid)
Secretary (HRM)
Ph.051-9204463

**CHECKLISTS FOR SUBMITTING & ENTRAINING THE
TA-DA ADVANCES AND ADJUSTMENTS TO BE FINANCED FROM TARP SOURCES**

1. TA/DA advance claims be lodged on proper TA/DA bill form duly signed by the claimant and countersigned by the Controlling Officer;
2. The claim must be restricted upto 80% of DAs admissible at the station and 100% for airfare;
3. The claim must be restricted upto 30% of DA admissible at the station where boarding/ lodging facility is provided by hosting institution and where the out-of-pocket expenses mentioned in the invoice, the same be deducted from 30% of the DA admissible;
4. The claim must be restricted upto 50% of DA admissible at the station where boarding facility is provided by the host;
5. The claim for **Transit** be restricted upto 30% of the DA admissible at the station;
6. The claim for 100% of the DA + 15% incidental charges will be entertained only if the boarding/lodging facility is not provided by the host;
7. The bill should be supported by the nomination approval of the competent authority;
8. Valid visa evidence must be attached and in case the same is not required then declaration be given that the same is not required for the destination;
9. A declaration must be given that the advance will be got adjusted within 15 days after the completion of the training/course/seminar/workshop;
10. Adjustment bill must be preferred on TA/DA bill form duly supported by the original used air tickets, boarding cards (Counter files), hotel bill etc.
11. The shortest possible air routes will be used, however, for using any other air line other than PIA, NOC from the Finance Division will be required.