



FINANCE [Allowances] DEPARTMENT

G.O.Ms.No.378, Dated 28th December, 2022.

(Subakiruthu, Margazhi-13, Thiruvalluvar Aandu 2053)

ABSTRACT

Per-Diem Allowance – Daily Allowance – Rates of Daily Allowance on journeys to foreign Countries by Hon'ble Ministers / State Government Officers – Revision - Orders - Issued.

Read the following:-

1. G.O.(Ms).No.100, Finance (Allowances) Department, dated: 12-03-1999.
2. G.O.(Ms).No.476, Finance (Allowances) Department, dated: 18-10-2000.
3. G.O.(Ms).No.6, Finance (Allowances) Department, dated: 04-01-2001.
4. G.O.(Ms).No.1, Finance (Allowances) Department, dated: 02-01-2008

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ORDER:

In the Government Order first read above, among others orders were issued revising the rates of Daily Allowance applicable on journeys to foreign Countries by State Government employees towards Conveyance, Accommodation and Daily Allowance @ US \$ 350 for Secretaries/Heads of Departments and for other Officials @ US \$ 300.

2. In the Government Order second read above, revised rates of Daily Allowance applicable on journeys to foreign Countries to State Government employees and regulation of Daily Allowance were ordered.

3. In the Government order third read above, following the austerity measures with regard to foreign travel, ceiling for Daily Allowance/Conveyance charges has been fixed.

4. In the Government Order fourth read above, upper ceiling limit of US \$ 350 per day has been allowed and the reimbursement is based on actuals which is inclusive of Daily Allowance/ Transportation.

5. The rates of Daily Allowance / Per-Diem Allowance have become outdated owing to the rise in inflation over the past 22 years since the last revision was ordered. Therefore, there is an imperative need to review the said rates of allowances by duly considering the rising trend in inflation and accommodation expenses in the developed Countries.

6. Considering the present economic conditions post-pandemic in developed Countries and also in view of the current inflation rate, Government has decided to streamline the process of Travel entitlement and Per-Diem Allowance applicability on journeys to foreign Countries and to regulate the Per-Diem Allowance by subsuming all other allowances and by also removing all other pre-existing restrictions. Accordingly, the following orders are issued;

i) **Travel Entitlement for International / Domestic Travel**

International Travel		Domestic Travel	
Pay Level in Pay Matrix	Travel entitlement	Pay Level in Pay Matrix	Travel entitlement
Hon'ble Ministers and Officers in pay level 17 and above (Rs.2,25,000)	First class / Business class	Apex scale - Level 17 (Rs. 2,25,000)	Executive Class
Level 14 (Rs.1,44,200 - 2,18,200) to Level 15 (Rs.1,82,200 - 2,24,100)	Business class/ Club class	Level 15, 14, 13 and below	Economy Class
Level 13 and below (Rs.1,23,100 - 2,15,900)	Economy class	Second Level Officers	Economy Class

ii) The revised rate of Per-Diem Allowance applicable to journeys to foreign Countries shall be as indicated in the Annexure to this order.

iii). **Terms and conditions for Travel entitlement and Per-Diem Allowance:-**

Travel Entitlement

- i. Air Fare Charges shall be sanctioned as per eligibility of class of travel.
- ii. Insurance and international roaming charges are one time affair which is covered as an element under Daily Allowance.

Per Diem Allowance:

- i. The Per-Diem Allowance shall be provided as a flat rate. However, no other expenditure will be sanctioned and all related expenditure to the official visit has to be met from the Per-Diem Allowance.
- ii. Per-Diem Allowance will cover Hotel accommodation, Daily Allowance, Insurance charges, International Roaming charges, Extra baggage charges and other incidental charges. Only Visa charges will not be covered under Per-Diem Allowance.

iv) Restrictions / Ceiling:

- i. The number of foreign tours by any Officer shall be restricted to not more than four in a financial year. Specific orders shall be taken from the Foreign Travel Committee headed by Chief Secretary, if the number of visits exceeds the limit, justifying the need to undertake the foreign visit in excess of the limit.

- ii. The admissibility of Per-Diem Allowance shall commence from the day of landing till take off in the Foreign Country.
- iii. If an Official visit involves two or more Countries, the Per-Diem Allowance shall be allowed from the day of landing in the first Country to take off in the last Country.

7. The orders shall be applicable to all Officers serving in State Government Departments/State Public Sector Undertakings/Statutory Boards/Societies /State Government Agencies while they perform journeys to foreign Countries.

8. These orders shall take effect from the date of issue of orders.

(BY ORDER OF THE GOVERNOR)

**N. MURUGANANDAM
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT.**

To

Additional Chief Secretary/Principal Secretary/Secretary to Government, Departments of Secretariat, Chennai- 600 009.

The Secretary, Legislative Assembly Secretariat, Chennai-9.

The Principal Secretary to Governor, Chennai-22.

The Comptroller, Governor's Household, Raj Bhavan, Chennai-22.

The Governor's Secretariat, Raj Bhavan, Guindy, Chennai-22.

All Heads of Departments.

The Tamil Nadu Information Commission, Block No.19, Government Farm Village, Panepet, Nandanam, Chennai-35.

All Departments of Secretariat (OP/Bills)

All Sections in Finance Department.

All Collectors / All District Judges / All Chief Judicial Magistrates.

The Accountant General (Accounts and Entitlements), Chennai-18.

The Principal Accountant General (Audit-I), Chennai-18.

The Accountant General (Audit II), Chennai-18.

The Accountant General (CAB), Chennai -9 / Madurai.

The Principal Secretary/Commissioner of Treasuries and Accounts, Chennai-35.

All Pay and Accounts Officers.

All Treasury Officers / All Sub-Treasury Officers.

The Chairman, Tamil Nadu Public Service Commission, Chennai-3.

The Commissioner of Tribunal for Disciplinary Proceedings, Chennai-108.

The Registrar General, High Court, Chennai-104.

The Registrars of all Universities.

All State owned Corporations and Statutory Boards.

All Commissioners / All Corporations

The Director, Integrated Child Development Services, Periyar Nagar, Taramani, Chennai-113.

Copy to:

The Principal Secretary -I to Hon'ble Chief Minister, Chennai-9.

The Secretary [II, III & IV] to Hon'ble Chief Minister, Chennai-9.

The Deputy Secretary-II to Hon'ble Chief Minister, Chennai-9.

The Special Personal Assistant to Hon'ble Chief Minister, Chennai-9.

The Principal Private Secretary to Chief Secretary to Government, Chennai-9.
The Senior Principal Private Secretary to the Additional Chief Secretary to
Government, Finance Department, Chennai-9.
Stock File / Spare Copies.

-/ Forwarded : By Order /-

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28.12.22
SECTION OFFICER

Annexure

Expensive Countries -(Per-Diem Allowance in US \$)

S.No	Name of the country	<u>Per-Diem Allowance Hon'ble Ministers & Apex Scale (Level 17 in the AIS pay matrix)</u>	<u>Per-Diem Allowance in Grade-I / Super time Scale/ HIG/Secretary/ Principal Secretary (Level 14 & 15 in the AIS pay matrix)</u>	Second Level Officers
1.	Australia	400	350	325
2.	Austria	400	350	325
3.	Belgium	400	350	325
4.	Canada	400	350	325
5.	China	400	350	325
6.	Cyprus	400	350	325
7.	Denmark	400	350	325
8.	Finland	400	350	325
9.	France	400	350	325
10.	Germany	400	350	325
11.	Greece	400	350	325
12.	Hong Kong	400	350	325
13.	Iceland	400	350	325
14.	Ireland	400	350	325
15.	Italy	400	350	325
16.	Israel	400	350	325
17.	Japan	400	350	325
18.	Korea (South)	400	350	325
19.	Kuwait	400	350	325
20.	Luxembourg	400	350	325
21.	Malta	400	350	325
22.	Malaysia	400	350	325
23.	Netherland	400	350	325
24.	New Zeland	400	350	325
25.	Norway	400	350	325
26.	Portugal	400	350	325
27.	Qutar	400	350	325
28.	Spain	400	350	325
29.	Sweden	400	350	325
30.	Switzerland	400	350	325
31.	Saudi Arabia	400	350	325
32.	South Africa	400	350	325
33.	Turkey	400	350	325
34.	Russian Federation	400	350	325
35.	U.K	400	350	325
36.	U.S.A	400	350	325
37.	Singapore	400	350	325
38.	UAE	400	350	325

Less Expensive Countries-(Per-Diem Allowance in US \$)

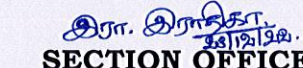
S.No	Name of the country	<u>Per-Diem Allowance Hon'ble Ministers & Apex Scale (Level 17 in the AIS pay matrix)</u>	<u>Per-Diem Allowance in Grade-I /Super time Scale/ HIG/Secretary/ Principal Secretary (Level 14 & 15 in the AIS pay matrix)</u>	Second Level Officers
1.	Afghanistan	350	300	275
2.	Albania	350	300	275
3.	Algeria	350	300	275
4.	Angola	350	300	275
5.	Anguilla	350	300	275
6.	Antigua	350	300	275
7.	Argentina	350	300	275
8.	Armenia	350	300	275
9.	Azerbaijan	350	300	275
10.	Bahamas	350	300	275
11.	Bahrain	350	300	275
12.	Barbados	350	300	275
13.	Belarus	350	300	275
14.	Bermuda	350	300	275
15.	Bolivia	350	300	275
16.	Botswana	350	300	275
17.	Brazil	350	300	275
18.	Bulgaria	350	300	275
19.	Chile	350	300	275
20.	Colombia	350	300	275
21.	Costa Rica	350	300	275
22.	Croatia	350	300	275
23.	Cuba	350	300	275
24.	Czech Republic	350	300	275
25.	Dominica	350	300	275
26.	Dominican Rep	350	300	275
27.	Ecquador	350	300	275
28.	Egypt	350	300	275
29.	E1 Salvador	350	300	275
30.	Estonia	350	300	275
31.	Gaza (PNA)	350	300	275
32.	Georgia	350	300	275
33.	Grenada	350	300	275
34.	Guadeloups	350	300	275
35.	Guatemala	350	300	275
36.	Guyana	350	300	275
37.	Haiti	350	300	275

38.	Honduras	350	300	275
39.	Hungary	350	300	275
40.	Indonesia	350	300	275
41.	Iran	350	300	275
42.	Iraq	350	300	275
43.	Jamaica	350	300	275
44.	Kampuchea (Cambodia)	350	300	275
45.	Kazakhstan	350	300	275
46.	Kyrgyzstan	350	300	275
47.	Latvia	350	300	275
48.	Martinique	350	300	275
49.	Mexico	350	300	275
50.	Moldova	350	300	275
51.	Montserrat	350	300	275
52.	Namibia	350	300	275
53.	Nether Antille	350	300	275
54.	Nicaragua	350	300	275
55.	Oman	350	300	275
56.	Pacific Islands	350	300	275
57.	Panama	350	300	275
58.	Paraguay	350	300	275
59.	Peru	350	300	275
60.	Philippines	350	300	275
61.	Poland	350	300	275
62.	Puerto Rica	350	300	275
63.	Seyhelles	350	300	275
64.	Slovak Republic	350	300	275
65.	Suriname	350	300	275
66.	Syria	350	300	275
67.	Tajikistan	350	300	275
68.	Thailand	350	300	275
69.	Trinidad & Tobaco	350	300	275
70.	Turkmenistan	350	300	275
71.	Turks & Caices	350	300	275
72.	Ukraine	350	300	275
73.	Uruguay	350	300	275
74.	Uzbekistan	350	300	275
75.	Vanuatu	350	300	275
76.	Venezuela	350	300	275
77.	Yugoslavia	350	300	275
78.	Zimbabwe	350	300	275
79.	American samoa	350	300	275
80.	Bangladesh	350	300	275
81.	Belize	350	300	275
82.	Benin	350	300	275
83.	Bhutan	350	300	275
84.	British Virgin Islands	350	300	275
85.	Burkina Faso	350	300	275

86.	Burundi	350	300	275
87.	Cameroon	350	300	275
88.	Cape Verde Islands	350	300	275
89.	Cayman Islands	350	300	275
90.	Central African Republic	350	300	275
91.	Chad	350	300	275
92.	Comoros	350	300	275
93.	Congo	350	300	275
94.	Cooks Islands	350	300	275
95.	Djibouti	350	300	275
96.	Equatorial Guinea	350	300	275
97.	Ethiopia	350	300	275
98.	French Guyana	350	300	275
99.	Gabon	350	300	275
100.	Gambia	350	300	275
101.	Ghana	350	300	275
102.	Guam	350	300	275
103.	Guinea	350	300	275
104.	Guinea Bissau	350	300	275
105.	Ivory Coast	350	300	275
106.	Jordan	350	300	275
107.	Kenya	350	300	275
108.	Kiribati	350	300	275
109.	Korea (North)	350	300	275
110.	Loos	350	300	275
111.	Lebanon	350	300	275
112.	Lesotho	350	300	275
113.	Liberia	350	300	275
114.	Libya	350	300	275
115.	Macao	350	300	275
116.	Madagasear	350	300	275
117.	Malawi	350	300	275
118.	Maldives	350	300	275
119.	Mali	350	300	275
120.	Mauritius	350	300	275
121.	Monaco	350	300	275
122.	Mangolia	350	300	275
123.	Morocco	350	300	275
124.	Mozambique	350	300	275
125.	Mayanmar	350	300	275
126.	Nauru	350	300	275
127.	Nepal	350	300	275
128.	New Calendonia	350	300	275
129.	Nigar	350	300	275
130.	Nigeria	350	300	275
131.	Niue	350	300	275
132.	Pakistan	350	300	275

133.	Reunion	350	300	275
134.	Rwanda	350	300	275
135.	Samea	350	300	275
136.	Sao Tome & Principe	350	300	275
137.	Senegal	350	300	275
138.	SlerraLeene	350	300	275
139.	Solomon Islands	350	300	275
140.	Somalia	350	300	275
141.	Sri Lanka	350	300	275
142.	St. Kitts & Nevis	350	300	275
143.	St. Lucia	350	300	275
144.	St. Vincent & Grenadines	350	300	275
145.	Sudan	350	300	275
146.	Swaziland	350	300	275
147.	Tanzania	350	300	275
148.	Togo	350	300	275
149.	Tonga	350	300	275
150.	Tunisia	350	300	275
151.	Tuvalu	350	300	275
152.	Uganda	350	300	275
153.	US Virgin Islands	350	300	275
154.	Vietnam	350	300	275
155.	Yemen	350	300	275
156.	Wallis Futune	350	300	275
157.	Zaire	350	300	275
158.	Zambia	350	300	275

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