

New Delhi, 27<sup>th</sup> June, 2025

The Head of Chancery,  
Consulate General of India,  
Hambantota.

Subject:- Appointment of **Shri Sunil Kumar (S/o Shri Chaman Lal)** as **Security Assistant** and transfer to the **Consulate General of India, Hambantota** vice **Shri Ravinder Yadav, Security Assistant.**

I am directed to convey the sanction of the President to the transfer of **Shri Sunil Kumar** on his appointment as **Security Assistant** in your Mission.

2. His transfer travelling allowance, joining time, preparation and travel time, composite transfer grant and transit pay and allowance in connection with his transfer and posting to **Consulate General of India, Hambantota** will be governed by the rules and orders as are made applicable to India-based Security Assistant from time to time. He will, in general, be governed by the rules and orders as mentioned in Ministry's letter No. Q/GA/791/20/89 dated 26<sup>th</sup> December, 1989.
3. The official should submit his TA claim within **one hundred and twenty days** of his arrival at the station of posting abroad. Failure to comply with the above requirement will entail not only forfeiture of the claim but also recoveries of the entire TA advance from his pay bill or any of his dues in one instalment. If due to unforeseen circumstances the TA claim cannot be submitted within the prescribed period of **one hundred and twenty days**, he should intimate the position stating the full fact and details of the claim to administration well in advance for consideration.
4. The expenditure involved will be debitable as under:-
  - a) Composite transfer grant, advance of pay and advance of T.A. to be paid to **Shri Sunil Kumar** will be debitable to the budget grant of the Ministry under Head 2052-00.090-02.01.12 - Foreign Travel Expenses.
  - b) Expenditure on air passage of the official and transportation of baggage is debitable to budget grant of this Ministry under the Head 2052-00.090-02.01.12 - Foreign Travel Expenses.
  - c) Joining time pay, transit pay and leave salary advance will be debitable to the budget provision of your mission and should be met from within the sanctioned budget grant.
  - d) The expenditure on account of CCG Grant is debitable to the budget grant of the Mission under the Head 2061-00.101.01.01.12 - Foreign Travel Expenses.
5. The official will be entitled to the same pay and allowances as applicable to the India based Security Assistants (IBSA) in the Mission.
6. **Please confirm availability of accommodation for Shri Sunil Kumar within fifteen days.**

Yours faithfully,

(Ujjwal Jaiswal)

Administrative Officer (PE)

(Ujjwal Jaiswal)

प्रशासनिक अधिकारी (पी.ई.)

Administration Officer (P.E.)

विदेश मंत्रालय, नई दिल्ली

Ministry of External Affairs

New Delhi

Copy to:-

1. The Chief Controller of Accounts, MEA, New Delhi.
2. **Shri Sunil Kumar, Security Assistant-designate C/o BOS-II.** The official is requested to contact PE Section immediately to complete proforma for security briefing, passage advance, etc. It is the sole responsibility of the official to obtain necessary visas and his travel documents before proceeding abroad.
3. PE (PR) (2 s/cs)/Cash-II / BOS/VCR/SAPB/TG-I/TG-II Sections.
4. ITSU (Cyber Cell)- with a request to arrange cyber security training for the official.
5. The Director of Audit, Central Revenues, New Delhi.