

No. Q/PC/6613/38/2023
Government of India
Ministry of External Affairs
(PC Section)

New Delhi, the 30th May, 2023

The Head of Chancery,
Consulate General of India, Hambantota

Subject: Home leave-cum-transfer of **Shri Ravi Kumar, ASO** to **Embassy of India, Abu Dhabi** against **Shri Ajay Kumar, now SO**.

Sir,

I am directed to convey the sanction of the President to the transfer of **Shri Ravi Kumar, ASO** to **Embassy of India, Abu Dhabi** against **Shri Ajay Kumar, now SO**. He is entitled to home leave provided he satisfies the condition laid down in para 2 (g) of revised Annexure XVII of IFS (PLCA) Rules. Fifteen days leave, excluding preparation time, will be admissible during home leave cum transfer. On the expiry of leave, **Shri Ravi Kumar** should report for duty at **Embassy of India, Abu Dhabi**. During leave he will be entitled to leave emoluments as admissible in India.

2. His transfer travelling allowance, joining time, preparation and travel time, composite transfer grant, transit pay and allowances in connection with his home leave cum transfer to **Embassy of India, Abu Dhabi** will be governed by the relevant provisions of the IFS(PLCA)Rules, 1961 as made applicable to the officers of IFS(B). Passage of the officer may be arranged in direct coordination with the next Mission, under intimation to the Ministry.

3. The officer 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 recovery of the entire TA advance from his pay bill or any other 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 facts and details of the claim to Administration well in advance for consideration.

4. The Service book and LPC of **Shri Ravi Kumar** may please be sent to the **Embassy of India, Abu Dhabi** immediately after he is relieved of his duties in your Mission. A copy of his LPC may be handed over to him, before his departure from the Mission. Availability of residential accommodation for him and his family may please be ascertained from **Embassy of India, Abu Dhabi** and the Mission should also be given sufficient notice before his arrival.

5. The expenditure involved will be debitable as under:-

- a) Admissible composite transfer grant, outfit allowance, if any, and TA advance paid to the officer are debitable to the budget grant of your Mission under appropriate head.
- b) Joining time pay and transit pay and leave salary, CCG etc. will be debitable to the budget grant of the **Embassy of India, Abu Dhabi** under the appropriate head.

Yours faithfully,



(Shalini Joshi)
Administrative Officer (PC)

Copy to:-

1. The Chief Controller of Accounts, MEA, New Delhi.
2. Director of Audit, Central Revenues, New Delhi.
3. **Embassy of India, Abu Dhabi**. *They should confirm that accommodation for the official and members of his family will be available.*
4. **Shri Ravi Kumar, ASO, Consulate General of India, Hambantota**.- *It is the sole responsibility of the official to complete all the formalities and obtain necessary visas and other travel documents before proceeding abroad.*
5. PC/PC (PR)/TG /Cash-I/PV-II/JEB, MEA, New Delhi.
6. Hindi Section – for translation.