



GOVERNMENT OF PAKISTAN
CABINET DIVISION



No.F.NO. 9-148/2002-MIN-II

Islamabad, the 30th May, 2025

OFFICE MEMORANDUM

SUBJECT: INSTRUCTIONS ON VISITS ABROAD

The undersigned is directed to refer to subject instructions circulated vide Cabinet Division's communication of even number dated 07th March, 2024 (copy enclosed & available on Cabinet Division's website) and to reiterate that the above instructions are also applicable to the Attached Departments, Corporations, Autonomous Bodies (including Regulatory Authorities), Semi Autonomous Bodies etc. working under the Federal Government, and must be strictly complied with.

2. This issues with the approval of the Cabinet Secretary.

Muhammad Asif
Audit Officer (Coord)
17 June, 2025, 03:08:35 PM

Mariam

**Mariam Mumtaz
DS-Min**

Academics (Wing)
Dr Tabassum Nazz
Director
National Curriculum Council Secretariat, Islamabad,
Islamabad

Admin (Wing),
Asif Iqbal Asif
DG
Hanna Road, Near Noori Hospital, G8/4 Islamabad,
Islamabad

Administration (Wing),
Muhammad Ayub Jamali
DG
National Art Gallery, Sector F-5/1, Islamabad,
Islamabad

Administration (Wing),
Major General (R) Dr. Ghulam Qamar
Director General

Taleemi chowk G 3/4 Islamabad,
Islamabad

Rector Office (Wing),
Prof. Dr Niaz Ahmed Akbar
Rector
National Textile University, Sheikhpura Road, Faisalabad.,
Faisalabad

Multan Wing (Wing),
Engr Nadeem Hassan
Registrar
P.O. Fertilizer Project Khanewal Road, Multan,
Multan

Multan Wing (Wing),
Engr Muhjtaba Ashraf
Staff Officer to VC
P.O. Fertilizer Project Khanewal Road, Multan,
Multan

Administration (Wing),
Sarfraz Qamar Doha
Chief Commissioner
National Headquarters Pakistan Boy Scouts Association Sumbol Park, Garden Avenue, P.O.Box
1792, Islamabad,
Islamabad

Office Management (Wing),
Haseeb Ahmed
Office Secretary
Plot No 12, H-9/4,
Islamabad

Head office (Wing),
Khurshid Ahmed Nadeem
Chairman
Plot No. 39, Kirthar Road , H-9/4 Islamabad,
Islamabad

Administration (Wing),
Samia Rehman Dogar
Director
H-9/1,
Islamabad

NLC (Wing),
Asif Rehman
General Manager Coord & Admin
Harding Road, Rawalpindi,
Rawalpindi

Muhammad Asif
Audit Officer (Coord)
17 June , 2025, 03:08:53 PM

Pakistan Institute of Development Economics (Wing),
Dr.Nadeem Javaid
Vice Chancellor
Pakistan Institute of Development Economics (PIDE) P.O.Box 1091, Quaid-e-Azam University
Campus, Islamabad,
Islamabad

PBS (Wing),
Bahadar Khan
Director General (Admin)
Statistics House, 21-Mauve Area, G-9/1, Islamabad, Pakistan,
Islamabad

Administration (Wing),
Malik Ahmad Khan
Chief Executive Officer
50th, 5th Floor Evacuee Trust Complex Agha Khan Road, F-5/1 Islamabad,
Islamabad

Administration (Wing),
Bilal Anwar
Chief Executive Officer
NDRMF, 5th Floor EDBI house, Mauve Area G-10/4 Islamabad,
Islamabad

AGP's Chamber (Wing),
Muhammad Ajmal Gondal
Auditor-General of Pakistan
Constitution Avenue, G-5/2 Islamabad,
Islamabad

Director General Office (Wing),
Hamid Raza Khalid
Director General (CDNS)
Block No. 23/N, Savings House, Civic Centre, G-6 Markaz, Islamabad,
Islamabad

Cartels & Trade Abuses (Wing),
Fatima Zahra Khan
Management Executive-II (C&TA)
Competition Commission of Pakistan, Islamabad,
Islamabad

Admin Wing (Wing),
MUHAMMAD EJAZ UL HAQ
Accountant General
Accountant General Pakistan Revenues (AGPR),
Islamabad

Admin (Wing).

Muhammad Asif
Audit Officer (Coord)
17 June, 2025, 03:08:35 PM

Syed Muhammad Ammar Naqvi
Deputy Auditor General Pakistan
Controller General of Accounts,
Islamabad

Administration (Wing),
Snabbir Anmed
Regional Head (Central)
House Building Finance Company Karachi,
Karachi

Admin (Wing),
Arslan Nisar
Admin Officer
Baghbanpura GT road,
Lahore

Admin (Wing),
e-Desk MCI
E-Desk MCI
P38P+359, G-6 Markaz G 6 Markaz G-6, Islamabad,
Islamabad

Admin (Wing),
Muhammad Karim Khan
Director General
M3XC+79J, G-7/1 G 7/1 G-7, Islamabad,
Islamabad

Admin (Wing),
Muhammad Idrees Ahmed
Commandant (NPA)
H-11, 1, H-11, 1 H 11/1 H-11, Islamabad,
Islamabad

Admin (Wing),
Syed Ali Nasir Rizvi
MD HQ
NPF P aza,
Islamabad

Operations (Wing),
Riaz Nazir Gara
Commandant FC
The Commandant, Frontier Constabulary, KP, Peshawar,
Peshawar

Admin (Wing),
E-Desk FCSB
E-Desk FCSB
South Balochistan, Turbat,

Muhammad Asif
Audit Officer (Coord)
7 June, 2025, 03:08:35 PM

Turbat

Admin (Wing),
E-Desk FCSKP
E-Desk FCSKP
South KP,
South KP

Admin (Wing),
E-Desk FCNB
E-Desk FCNB
North Balochistan Quetta,
Quetta

Admin (Wing),
E-Desk GBS
E-Desk GBS
Gilgit Baltistan Scouts,
Gilgit Baltistan

Admin Training (Wing),
Sarwat Inayat Mirza
Director General (NAPA)
The Director General, National Academy for Prisons Administration, Lahore,
Lahore

Chairman NADRA (Wing),
Colonel (Retd) Noman Aziz
Chief of Staff
State Bank of Pakistan Building, Shahrah-i-Jamhuriat, G-5/2, Islamabad,
Islamabad

Administration Directorate (Wing),
Ch. Muhammad Ali Randhawa
Chairman CDA
Capital Development Authority, Islamabad,
Islamabad

National Police Bureau (Wing),
Abdul Khaliq Shaikh
Director General (NPB)
National Police Bureau,
Islamabad

Headquarters (Wing),
Riffat Mukhtar Raja
Director General FIA
Federal Investigation Agency, G-9/4, Mauve Area, Islamabad,
Islamabad

Resource Management (Wing),

Maj Gen Abdul Moeed
Director General
Headquarters Anti Narcotics Force Rawalpindi,
Rawalpindi

PRP (Wing),
Muhammed Atif Bin Akram
Major General (DG)
The Director General Pakistan Rangers (Punjab),
Punjab

Pakistan Ranger Sindh (Wing),
Farooq Naseer Malik
Brigadier (DDG)
Pakistan Rangers (Sindh) Karachi,
Karachi

admin (Wing),
Abdullah Jan
Administrator J&KSP
10-A Kashmir Road ,Lahore,
Lahore

admin (Wing),
Ali Akbar Khattak
Joint Secretary AJKC&S
Azad jammu and kashmir Council F 5/2 Islamabad,
Islamabad

Admin (Wing),
Sudher Khar Khattak
Joint Secretary GBC
Gilgit batistan council and secretariat F-5/2 Islamabad,
Islamabad

ARRC (Wing),
Asmat Ullah Shah
Chief Commissner of Afghan Refugee
Islamabad,
Islamabad

Research (Wing),
Dr. Inam Ullah
Director General(Research)
Council of Islamic Ideology, Islamabad,
Islamabad

Dr.Najeeba Arif
Chairman
Sector H-8/1, Islamabad,
Islamabad

Muhammad Asif
Audit Officer (Coord)
7 June, 2025, 03:08:35 PM

Administration (Wing),
Muhammad Saleem Mazhar
DG
National Language Promotion Department Islamabad,
Islamabad

Administration & Accounts (Wing),
Dr. Muhammad Waqas Saleem
ED
Executive Director, Lok Virsa, Near Shakarparian, Islamabad,
Islamabad

Administration (Wing),
Bilal Karim
Director PRR
National Art Gallery, Sector F-5/1, Islamabad,
Islamabad

Administration (Wing),
Saleem Ahmad Khan
DS, Dir
Block-N, Pak Secretariat, Islamabad,
Islamabad

QMMB (Wing),
Abdul Aleem Sheikh
RE
QMME, Behic Quaid-i-Azam Mausoleum Karachi-5,
Karachi

Director (Wing),
Dr. Abdul Rauf Rafiqi
Director
6th Floor, Academy Block, Aiwan-i-Iqbal Complex, Edgerton Road, Lahore.,
Lahore

Admin (Wing),
Aman Ullah
Director General
Department Of Archaeology AND Museums, Islamabad,
Islamabad

Admin (Wing),
Rana Yasir Arfat
Director General
Islamabad,
Islamabad

Administration (Wing),
Anjum Waheed

Muhammad Asif
Audit Officer (Coord)
17 June, 2025, 03:08:35 PM

Administratoor Aiwan-e-Iqbal
4th Floor Building No. 01, Aiwan-e-Iqbal Complex, Egerton Road,,
Lahore

Admin Training (Wing),
Haroon Rashid
Office Incharge (NAPA)
The Director General, National Academy for Prisons Administration, Lahore,
Lahore

Administration (Wing),
Ms Sameeta Ahmed
CEO
National Academy of Performing Arts, M.R Kiyani Road, Karachi, Pakistan,
Karachi

Finance Wing (Wing),
Amjad Mumtaz
Director (F&A)
Kashmir Highway, Near Aabpara, Islamabad,
Islamabad

DG Office (Wing),
Muhammad Yasir Pirzada
Director General
Kashmir Highway, Near Aabpara, Islamabad,
Islamabad

Administration (Wing),
Zafar Ali Buzdar
Secretary
7th Floor Shaheed-i-Millat Secretariat, Islamabad,
Islamabad

Administration (Wing),
Dr. Muhammad Iqbal
Secretary,
41-Mauve Area Near EOBI House G1-/4 Islamabad,
Islamabad

Admin (Wing),
Samina A. Hasan
Executive Director
NIH, Park Road, Chak Shahzad, Islamabad.,
Islamabad

Administration (Wing),
Imran Ali
Controller-DTS
Shaheed-e-Millat Secretariat 10th Floor, Nazim-ud-din Rd, F 6/1 Blue Area, Islamabad, Islamabad
Capital Territory,

Muhammad Asif
Audit Officer (Coord)
17 June, 2025, 03:08:35 PM

Islamabad

Administration (Wing),
Mashaud Ahmed Jan
General Manager Finance
Karahi Fort Trust , KPT Head Office Building Eduljee Dishaw Road.
Karachi

Chairman Sectt (Wing),
Rear Admiral (R) Syed Moazzam Ilyas
Chairman
Port Qasim Bin Qasim Town,
Karach

Administration (Wing),
Munir Ahmed Bana
Deputy Director(Ops)
Head Office, Gwadar Port Authority Pak-China Friendship Avenue, Gwadar,,
Gwadar

Planning (Wing),
Khurum Mirza
Executive Director SP&P
FNSC Building, M.T. Khan Road, P.O. BOX No.5350,
Karachi

Admn (Wing),
Syed Ali Tahir Nasir
Director General
Mercantile Marine Department, Ministry of Ports & Shipping, 70/4, Timber Hard, N.M.
Redamation, Keamari,
Karachi

Administration (Wing),
Rizwan Ali Munawar SI(M)
Commandant
Hawksbay Road, Maripur,
Karachi

Admn (Wing),
Rahat Ahmed Awan
Commandant
Chashma Board, Landhi,
Karachi

Admn (Wing),
Iqra Irfad
Shipping Master
K. P. T. Eldg No. KV-17, Adjacent Masjid-e-Rehmat, M.A Jinnah Road, Keamari,
Karachi

Muhammad Asif
Audit Officer (Coord)
17 June 2025, 03:08:35 PM

Admn & Accounts (Wing),
Dr. Mansoor Ali Wassan
Director General
Marine Fisheries Department, Fish Harbour West Wharf,
Karachi

Administration (Wing),
Faisal 'qbal Ratyal
Chief Executive Officer (NITB)
National Information Technology Board,
Islamabad

Administration (Wing),
Mohammad Imran Hyder
Director General - Admin
National Information Technology Board,
Islamabad

Monitoring (Wing),
Farhan Tanvir
Mgr Monitoring
6th and 7th Floor, HBL Tower Jinnah Avenue, Blue Area Islamabad-Pakistan,
Islamabad

CEO's Office (Wing),
Abu Bakar
Chief Executive Officer
2nd Floor, Evacuee Trust Complex, F-5,
Islamabad

Admin (Wing),
Asra Bilal Burki
Director/Head of Administration
3rd Floor, Evacuee Trust Complex Agha Khan Road, F-5/1, Islamabad,
Islamabad

PCOFC (Wing),
Usman Tariq
Sr Project Manager
Near Qasim Market, Peshawar road Rawalpindi,
Rawalpindi

Admin (Wing),
Hassan Ali Shah
Dy. Registrar
3rd Floor (East Side), NTC Regional HQs (North), F-5/1,
Islamabad

North (Wing),
Attaullah Khan
General Manager (North)

Muhammad Asif
Audit Officer (Coord)
17 June, 2025, 03:08:35 PM

National Telecommunication Corporation, Islamabad,
Islamabad

MD Office (Wing),
Maj. Gen. (R) Ali Farhan, HI(M)
Managing Director
National Telecommunication Corporation, Islamabad,
Islamabad

HR & Administration (Wing),
Syed Zorrra Mohiuddin
President & CEO
Telecom Foundation Complex, 7 Mauve Area, G-9/4,,
Islamabad

NCRC (Wing),
Ayesha Raza Farooq
Chairperson (NCRC)
NCRC , office # 502, 5th Floor, Evacuee Trust Complex, Agha Khan Rd, F-5/1, Islamabad,
Islamabad

NCRC (Wing),
Kha d Latif
Secretary (NCRC)
NCRC , office # 502, 5th Floor, Evacuee Trust Complex, Agha Khan Rd, F-5/1, Islamabad,
Islamabad

National Commission on the Status of Women (NCSW) (Wing),
Ume Laila Azhar
Acting Chairperson
1st Floor, State Life Building No 5, Blue Area, China Chowk, F-6/1, Islamabad,
Islamabad

Muhammad Asif
Audit Officer (Coord)
17 Jun 2025, 03:08:35 PM

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION

F. No. 9-148/2002-Min-II

Islamabad the 7th March, 2024

Subject: INSTRUCTIONS ON VISIT ABROAD

The undersigned is directed to refer to the subject noted above and to enclose the updated "Instructions on Visits Abroad dated 07th March, 2024" for information and compliance, please.

Encl: As Above

Sabina Qureshi
(Sabina Qureshi)
Senior Joint Secretary Cabinet
Ph. 9202918

All Secretaries/Additional Secretaries
In-Charge of Ministries/Divisions

Muhammad Asif
Audit Officer (Coord)
Tuesday, 17 June, 2025, 3:12:36 PM

Government of Pakistan
Cabinet Secretariat
(Cabinet Division)

No.9-148/2002-Min.II.

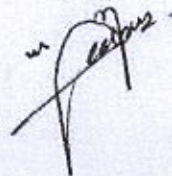
Islamabad, the 7th March, 2024.

INSTRUCTIONS ON VISITS ABROAD

These Instructions have been consolidated and explicated on basis of the decisions of the Cabinet dated 18th October 2018, 22nd February 2023 and 2nd March 2024

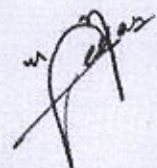
1. Foreign travel of officers shall be allowed only in: (i) obligatory visits; and (ii) the Economy Class.
2. In the case of non-obligatory visits (i.e. those not classified as *obligatory*), that are to be funded, wholly or in part, by the Government of Pakistan (GoP), its Attached Departments, Corporations, Autonomous or Semi-Autonomous Bodies etc., exemption shall be obtained from the Austerity Committee constituted by the Ministry of Finance vide Notification dated 20th February 2024 or any successor Austerity Committee. Non-obligatory visits that are not funded by the GoP or its Attached Departments etc. shall not require such exemption.
3. Officers on visit abroad shall not stay in five-star hotels.
4. No support staff shall accompany on foreign visits; if required, Pakistan's missions abroad can be approached to provide support staff.
5. Where funding by the GoP or its Attached Departments etc. is involved, whole or in part, teleconferencing shall be the first preference in both obligatory and non-obligatory visits to reduce travelling and lodging expenditures.
5. The approval processes for various cases of visits abroad shall be as follows:

	Nature of Visit	Approval Process
(i)	Visits abroad of Federal Ministers, Ministers of State, Advisors/Special Assistants to the Prime Minister.	Visits abroad by Federal Ministers, Ministers of State, Advisors/Special Assistants to the Prime Minister shall require approval of the Prime Minister.
(ii)	Visits abroad of Secretaries and Additional Secretaries Incharge of Ministries/Divisions.	Visits abroad by Secretaries/Additional Secretaries Incharge shall require approval of the Prime Minister.
Obligatory Visits:		
(iii)	Visits abroad of officers in BPS-20 and above and their equivalent working in Autonomous/Semi-Autonomous Bodies and Corporations etc.	Where the size of the delegation is up to three members, the Federal Minister/Minister-in-Charge of the Ministry/Division concerned shall be competent to accord approval.



(iv)	Visits abroad by officers/ officials up to and including BPS-19 and their equivalent working in Autonomous/Semi-Autonomous Bodies and Corporations etc.	Where the size of the delegation is up to three members, the Secretary/Additional Secretary Incharge of the Ministry/Division concerned shall be competent to accord approval.
(v)	Where size of the delegation exceeds three members.	(a) Where GoP funding* is involved, the matter would be submitted for approval of the Prime Minister through the Foreign Affairs and Finance Divisions; (b) Where GoP funding* is not involved, the matter would be submitted for approval of the Prime Minister through the Foreign Affairs Division.
<p>Non-Obligatory Visits: <i>Non-obligatory visits shall also require exemption from the Austerity Committee as specified in para 2 of these Instructions</i></p>		
(vi)	Visits abroad of officers in BPS-20 and above and their equivalent working in Autonomous/ Semi-Autonomous Bodies and Corporations etc.	In case of events/meetings organised by UN Agencies/International Financial Institutions, where no GoP funding* is involved and the size of the delegation is up to three members, the Minister / Minister-in-Charge of the Ministry/Division concerned shall be competent to accord approval, subject to NOC by the Foreign Affairs Division.
(vii)	Visits abroad by officers/officials up to and including BPS-19 and their equivalent working in Autonomous/Semi-Autonomous Bodies and Corporations etc.	In case of events/meetings organised by UN Agencies/International Financial Institutions, where no GoP funding* is involved and size of the delegation is up to three members, Secretary/Additional Secretary Incharge of the Ministry/Division concerned will be competent to accord approval subject to NOC by the Foreign Affairs Division.
(viii)	Visit abroad of officers/officials to events/meetings, where size of the delegation exceeds three members.	(a) Where GoP funding* is involved, the matter would be submitted to the Prime Minister through the Foreign Affairs and Finance Divisions. (b) Where no GoP funding* is involved, the matter would be submitted to the Prime Minister through the Foreign Affairs Division.
(ix)	Visits abroad of officers/officials for bilateral and multilateral meetings/events.	(a) Where GoP funding* is involved, the matter would be submitted to the Prime Minister through Foreign Affairs and Finance Divisions. (b) Where no GoP funding* is involved, the matter would be submitted to the Prime Minister through the Foreign Affairs Division.

*GoP funding includes funding by the Attached Departments, Corporations, Autonomous or Semi-Autonomous Bodies etc of the Government of Pakistan.



7. Notwithstanding the provisions of para 6 above, but subject to the requirements specified in para 2 of these Instructions:

- (i) In cases of urgent nature, the Prime Minister may dispense with the requirement of routing the summaries for visits abroad through one or more Divisions;
- (ii) Information pertaining to all foreign visits, irrespective of the approving authorities, should immediately be shared with the Foreign Affairs Division as well as the concerned Pakistani Missions Abroad in advance;
- (iii) In case of foreign visits by officers/officials of the Foreign Affairs Division, where size of the delegation is up to five members, the Minister for Foreign Affairs shall be empowered to grant approval; and where size of the delegation exceeds five members, matter would be submitted for approval of the Prime Minister;
- (iv) Both the Minister and the Secretary of a Ministry/Division shall not be out of the country at the same time. However, simultaneous visit abroad of both the Minister and the Secretary may only be allowed in unavoidable and very exceptional circumstances. The Ministries/Divisions seeking such an exemption shall submit the case for approval of the Prime Minister and should add a paragraph to the summary fully justifying the exemption being sought;
- (v) Ministries/Divisions shall ensure that to the maximum extent possible, officers of Pakistan Embassies in the country in which a meeting/conference is to take place, represent Pakistan at such meetings. However, the Ministries/Divisions concerned shall provide proper briefing material to the Pakistan Missions abroad well in time. Meetings/Conferences which can be handled by Pakistan Missions abroad will be identified and proper intimation sent to the concerned missions. Ministry of Foreign Affairs shall coordinate in such matters. In case the visit is considered absolutely unavoidable, it should be explicitly mentioned in the summary as to why Pakistan Mission Abroad cannot handle the issue;
- (vi) All Federal Ministers, Ministers of State, Advisers, Special Assistants to the Prime Minister and officers etc. will be allowed to avail not more than three (03) visits abroad per year, except for special circumstances. However, the Minister for Foreign Affairs and Minister for Commerce are exempted from the restriction of three (03) visits;
- (vii) All Divisions should obtain NOC from Economic Affairs Divisions for visits with respect to International Financial Institutions.

8. In cases of participation in conferences, seminars, workshops etc. categorisation of the same i.e. either "obligatory" as classified and circulated vide Cabinet Division's C.M. No. 9-1-8/2002-Min.II, dated 26.10.2018 may invariably be indicated in the summary.

9. Cabinet Division shall update the lists of obligatory visits in consultation with the concerned Ministry/Division by 2nd July 2024.

10. For trainings/workshops of government officers up to BS-19, where no GoF funding is involved, Establishment Division, in consultation with all Ministries/Divisions, shall formulate detailed policy guidelines. Till such time that these guidelines are issued, the current dispensation shall continue.



11. No Minister or Government functionary shall solicit at his own an invitation for participation in Trainings, Seminars, Conferences, Workshops, Meetings etc. from any source.

12. Members of the National Security Committee, Federal Ministers, Ministers of State, Advisers, Special Assistants to the Prime Minister, persons holding the status of Federal Minister or Minister of State without Cabinet rank, Parliamentary Secretaries, and Provincial Governors shall not avail of any offer of airfare or per-diem made by a Foreign Government or International Agency for a visit abroad except made by the UN Agencies/OIC.

13. Summaries seeking orders of the Prime Minister should reach 14 days prior to the visit abroad through Ministries of Foreign Affairs, Finance (where applicable) and shall contain details of expenditure involved including the Foreign Exchange component and balance in the relevant budget head (in the main body of the Summary) and details of previous visits abroad during the last twelve months.

14. Entitlement of different government functionaries to the facility of air travel abroad shall be as follows:

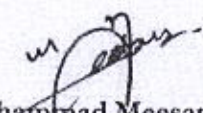
S. No.	Designation	Class
1.	The President	1 st Class
2.	Chief Justice of Pakistan	
3.	The Prime Minister	Business Class <i>Subject to the provisions of para 1(ii) of these Instructions, where applicable</i>
	Chairman, Senate.	
	Speaker, National Assembly	
	Minister for Foreign Affairs	
	Federal Ministers	
	Ministers of State	
	Chairman, Joint Chiefs of Staff Committee	
	Services Chiefs	
	Senators	
	Members of the National Assembly	
	All Federal Secretaries, officers in BPS-22, Additional Secretaries Incharge and equivalent in Armed Forces	
	Ambassadors	
4.	All other officers of the Federal Government, Attached Departments, Autonomous and Semi-Autonomous Bodies, Corporations and other Institutions under the administrative control of various Ministries/ Divisions	Economy Class

15. All Federal Ministers, Ministers of State, Advisers, Special Assistants to the Prime Minister and Government officers/officials shall use PIA flights during their foreign visits, in case the airline is flying to these destinations and on relevant dates.

16. The Ambassadors of Pakistan should normally sign agreements with the countries of their accreditation and, as far as possible; visits abroad shall not be undertaken by the officers of the Ministries/Divisions to sign such agreements.

17. The Federal Ministers, Ministers of State, Advisers, Special Assistants to the Prime Minister shall not take their personal staff along with them on foreign tours and, instead, use the services of the embassy staff.

18. The members of the Cabinet shall, as far as possible, not undertake any local or foreign tour during National Assembly/Senate Sessions.
19. The visits of Ministers and other delegations should be well planned and be made only if essential and serve vital national interests.
20. At the conclusion of a foreign visit, the delegation/official shall submit post visit report to the Ministry of Foreign Affairs and concerned Division within 15 days of completion of the visit.
21. All Ministers/delegations proceeding abroad on official visits shall secure necessary briefing from the Ministry of Foreign Affairs before departure.
22. No contact shall be made with the countries with whom Pakistan does not have any diplomatic relations.
23. For countries with whom Pakistan has strained diplomatic relations, prior concurrence of the Foreign Office and the Prime Minister, shall be required for any official/semi-official contact, on case to case basis.
24. No official/semi-official contact with Taiwan is to be made under any circumstances, as part of Pakistan's declared One China policy.
25. Specific permission shall also be sought for any visits involving meetings with the officials of Democratic People's Republic of Korea (DPRK).
26. NOC for proceeding abroad by all government servants shall be required from parent Division/Head of Department. In case of visit to India, NOC by Ministry of Interior and Ministry of Foreign Affairs is mandatory.
27. For undertaking private visits, clearance of the Ministry of Foreign Affairs is not required.
28. The hospitality of foreign companies shall be discouraged as a matter of policy.
29. Name and designation of the officer who is authorised by the Secretary/Additional Secretary Incharge to look after the work in his absence, shall be indicated in the main body of the Summary.
30. Experts/Consultants engaged temporarily and on the basis of the expertise which they already possess, will be eligible for visits abroad, where negotiations at a bilateral/multilateral fora are involved. However, they shall not be recommended for foreign trainings/Workshops etc.
31. If any doubt or dispute arises as to the interpretation of these Instructions, the matter shall be referred to the Cabinet Division, whose decision shall be final.
32. Amendments in these Instructions shall be made with the approval of the Prime Minister.


(Muhammad Meesam)
Section Officer (Min-II)
Tel: 9206601