

(i) *On Duty.*

(a) *In the United Kingdom.*

He will retain the foreign allowance of his post and draw subsistence allowance for himself only at the rates in force for the United Kingdom. The position will be reviewed after two months' absence.

Comment.

The officer will be responsible for the travelling expenses of his wife and family.

(b) *Elsewhere.*

He will retain the foreign allowance of his post and draw subsistence allowance for himself and also for his wife if approval is given for her to accompany him officially.

(ii) *On Earned Leave.*

He will draw no subsistence allowance but will retain his foreign allowance except in the case of posts where the allowance is abnormally high, *i.e.*, where it exceeds 100 per cent. of the mean of the salary scale of the officer's grade. In such cases the foreign allowance will be subject to a reduction at the rate of 25 per cent. as from the date of departure on leave. This reduction shall not operate so as to bring the foreign allowance below the mean of his salary scale. This reduction will not be applied in respect of brief absences within a total of 14 days in one calendar year.

(iii) *On Sick Leave Outside the Country where he is Posted.*

The foreign allowance will be the same as that payable on earned leave (see (ii) above) except that, as from the date of departure on sick leave, it will be reduced by 25 per cent. for such period as the Secretary of State considers reasonable in the circumstances. At the end of such period the Secretary of State will exercise full discretion with regard to a further payment of foreign allowance.

Comment.

A married officer on sick leave outside the country where he is posted, who is due to return to his post, may thus incur a double cut in his foreign allowance.

5. When the officer is married and leaves his wife and family (if any) at the post and is—

(i) *On Duty.*

(a) *In the United Kingdom.*

He will retain the foreign allowance of his post and draw subsistence allowance.

(b) *Temporarily attached to another post.*

He will retain the whole of the foreign allowance of his own post or draw that of the temporary post, whichever is higher, with subsistence allowance in addition at the discretion of the Secretary of State.

(c) *On duty in circumstances other than (a) and (b).*

He will retain the foreign allowance of his post and draw subsistence allowance.

(ii) *On Earned Leave.*

Wherever he is on earned leave he will retain the foreign allowance of his post but will draw no subsistence allowance.

(iii) *On Sick Leave Outside the Country where he is Posted.*

Any such case which may arise will be dealt with on its merits.

6. When the officer is unmarried and is—

(i) *On Duty.*

(a) *In the United Kingdom.*

He will be eligible for subsistence allowance and will retain, for the period of one month, the foreign allowance of his post. Thereafter, the foreign allowance will be subject to a reduction at the rate of 50 per cent. provided that this reduction shall not bring the amount of this allowance below the minimum of his salary scale.

(b) *Temporarily attached to another post.*

He will retain the whole of the foreign allowance of his own post or draw that of the temporary post, whichever is higher, with subsistence allowance in addition at the discretion of the Secretary of State.

(c) *On duty in circumstances other than those in (a) and (b).*

He will retain the foreign allowance of his post and draw subsistence allowance.

(ii) *On Earned Leave.*

Wherever his leave may be taken and whatever the foreign allowance of his post may be, the unmarried officer's allowance will be subject to a reduction at the rate of 50 per cent. as from the date of departure on leave provided that this reduction shall not bring the amount of the foreign allowance below the minimum of his salary scale and that this reduction shall not be applied in respect of brief absences within a total of 14 days in one calendar year.

(iii) *On Sick Leave Outside the Country where Posted.*

The foreign allowance will be the same as that payable on earned leave (see (ii) above) except that as from the date of departure on sick leave it will be reduced by 25 per cent. for such period as the Secretary of State considers reasonable in the circumstances. At the end of such period the Secretary of State will exercise full discretion with regard to a further payment of foreign allowance.

Comment.

An unmarried officer on sick leave outside the country where he is posted, who is due to return to his post, may thus incur a double cut in his foreign allowance.

B.—*When the Officer is not returning to his Post.*

7. When the officer is married and takes his wife and family (if any) with him and is—

(i) *On Temporary Duty.*

(a) *In the United Kingdom.*

He will cease to receive his foreign allowance and receive a taxable allowance at the following annual rates:—

| | | | | | |
|----------------|-----|-----|-----|-----|-----|
| Grade 2 | ... | ... | ... | ... | £ |
| Grade 3 | ... | ... | ... | ... | 210 |
| Grade 4 | ... | ... | ... | ... | 150 |
| Grade 4 | ... | ... | ... | ... | 100 |
| Grades 5 and 6 | ... | ... | ... | ... | 50 |

(b) *At another post.*

He will receive the foreign allowance of that post.

(ii) *On Earned Leave.*

He will receive the allowance described in paragraph 7 (i) (a) above.

(iii) *On Sick Leave in the United Kingdom.*

No allowance will be payable.

8. When an officer is married and leaves his wife and family (if any) at his post—

Such cases are likely to be rare and will be dealt with on their merits.

9. When the officer is unmarried and is—

(i) *On Temporary Duty.*

(a) *In the United Kingdom.*

He will cease to receive his foreign allowance and receive a taxable allowance at the following annual rates:—

| | | | | | |
|----------------|-----|-----|-----|-----|-----|
| Grade 2 | ... | ... | ... | ... | £ |
| Grade 3 | ... | ... | ... | ... | 100 |
| Grade 4 | ... | ... | ... | ... | 70 |
| Grade 4 | ... | ... | ... | ... | 50 |
| Grades 5 and 6 | ... | ... | ... | ... | Nil |

(b) *At another post.*

He will receive the foreign allowance of that post.

(ii) *On Earned Leave.*

He will receive the allowance described in paragraph 9 (i) (a) above.

(iii) *On Sick Leave in the United Kingdom.*

No allowance will be payable.

10. An officer, married or unmarried, who is on sick leave in the country where he is posted will retain his foreign allowance in full for two months. Thereafter the foreign allowance will be reduced by 25 per cent. for such period as the Secretary of State considers reasonable in the circumstances.

11. When an officer of Branch B temporarily occupies a Branch A post at his own station he will (subject to the limitations in paragraphs 5, 6, 7, and 9 above) receive one-quarter of the foreign allowance of the absent Branch A officer, less an appropriate deduction in respect of any entertainment expenditure included in his own foreign allowances.

If, however, he is required to occupy a Branch A post at a station other than his own, he will receive the foreign allowance appropriate to the holder of that post less the difference in that part of their respective allowances which is related to expenditure in the United Kingdom.