

ANNEXURE-C

APPLICATION FORM

Name of the Post applied for: -----

1	Name and Address (In Block letters)	:	
2	Date of Birth (In Christian era)	:	
3(i)	Date of Entry into service		
(ii)	Date of retirement under Central/State Govt. Rules		
4	Education qualifications	:	
5	Order of preference of place of Posting	:	1..... 2..... 3.....
6	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)	:	
Qualifications/Experience required as mentioned in the advertisement/Vacancy Circular		:	Qualifications/Experience possessed by the officer
Essential :			Essential :
A) Qualification			A) Qualification
B) Experience			B) Experience
In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.			
7	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the Post.	:	
Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the candidate (as indicated in the application form) with reference to the post applied.			

Handwritten signature
09.01.2023

8	Details of Employment, in chronological order (Enclosed a separate sheet, duly authenticated by your signature, if the space below is insufficient):				
Office/Institution	Post held on regular basis	From	To	* Basic Pay, Pay Scale and Level (as per 7 th CPC or equivalent) of the post held on regular basis	Nature of Duties (In detail) highlighting experience required for the post applied for
<p>* Important: Basic Pay, Pay Scale and Level granted under ACP/MACP are personal to the officer and, therefore, should not be mentioned. Only Basic Pay and Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Basic Pay, Pay Scale and Level where such benefits have been drawn by the Candidate, may be indicated as below:</p>					
Office/Institutions	Basic Pay, Pay Scale and Level drawn under ACP/MACP Scheme	From	To		
9	Nature of present employment i.e. Ad hoc or Temporary or Quasi-permanent or Permanent		:		
10	In case the present employment is held on deputation/contract basis, Please state:-		:		
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/ organization to which the applicant belong	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.		
<p>10.1 Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>10.2 Note: Information under Column 9 (C) & d above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</p>					
11	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details:		:		

AMM
09.01.2023

12	Additional details about present employment Please state whether working under (Indicate the name of your employer against the relevant column:-	:	
	(a) Central Government.	:	
	(b) State Government	:	
	(c) Union Territory		
	(d) Public Sector Undertaking		
	(e) Statutory/Autonomous Organization	:	
	(f) Recognised Research Institution		
	(g) University		
	(h) Others		
13	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	:	
14	Are you in Revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	:	
15	Total emoluments per month now drawn	:	
	Basic Pay	Pay Scale and Level	Total Emoluments
16	In case the applicant belongs to an organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the organization showing the following details may be enclosed:		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowance etc. (with break-up details)	Total Emoluments
17A	Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience		

AMM
09.01.2023

	over and above prescribed in the vacancy circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
17B	Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects. (ii) Awards/Scholarships/official Appreciation. (iii) Affiliation with the professional bodies/institutions/ societies and: (iv) Patents registered in own name or achieved for the organization. (v) Any research/ innovative measure involving official recognition. (vi) Any other information. (Note: Enclose a separate sheet, if the space is insufficient)		
18	Whether belongs to SC/ST	:	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date:

Signature of the Candidate

Address :

Contact No:

Alam
09/01/2023

No. 6/8/2009-Estt. (Pay II)
 Government of India
 Ministry of Personnel Public Grievances & Pensions
 Department of Personnel & Training

.....
 New Delhi the 17th June, 2010

OFFICE MEMORANDUM

Subject: Transfer on deputation/foreign service of Central Government Employees to ex-cadre posts under the Central Government/ State Governments/Public Sector Undertakings/Autonomous Bodies, Universities/ UT Administration, Local Bodies etc. and vice-versa – Regulation of pay, Deputation (duty) Allowance, tenure of deputation/ foreign service and other terms and conditions – regarding.

.....

The undersigned is directed to refer to this Department's O.M. No.2/29/91-Estt. (Pay II) dated 5th January, 1994 as amended/revised from time to time. A need has been felt to consolidate all these orders in one place and accordingly, it has been decided, in consultation with Department of Expenditure, to bring out a self contained O.M. in supersession of OM dated 5.1.94 and subsequent amendments on the subject, incorporating the provisions of earlier orders with suitable modifications, wherever necessary.

2. **Application**

2.1 These orders will apply to all Central Government employees, who are regularly appointed on deputation/foreign service in accordance with Recruitment Rules of the ex-cadre posts, under the same or some other Departments of Central Government or under the State Governments/ Union Territories Administration/ Local Bodies or under Central/ State PSUs/Autonomous Bodies etc. set up or controlled by Central/State Governments provided the foreign service under such PSUs/autonomous bodies has been permitted in relaxation of appointment on immediate absorption basis. These orders will also cover the cases of regular appointment on deputation/foreign service of employees of State Government/local bodies etc. as well as PSUs/Autonomous Bodies of Central/State Governments as per recruitment rules in the Central Government.

2.2 However, the following cases shall not be covered under these orders for whom separate orders exist:-

- (a) Members of the All India Services and those deputed to posts, whose terms are regulated under specific statutory rules or orders;
- (b) Officers appointed on deputation to posts under the Central Staffing Scheme (CSS) for whom separate orders as issued from time to time will continue to apply;
- (c) Deputation to posts operated outside India;

(d) Appointments of a specific category of employees to a specified class of posts, such as appointments made in the Personal Staff of Ministers etc., in respect of which special orders are already in existence. However, the terms and conditions set out in this O.M. will apply to those cases to the extent these are not specifically covered under such special orders.

(e) Appointments of the nature of deemed deputation or transfers to ex-cadre posts made in exigencies of service with the specific condition that no deputation (duty) allowance will be admissible – e.g. (i) interim arrangements in the event of conversion of a Government office/organisation or a portion thereof into a PSU/ autonomous body or vice-versa; and (ii) appointments to the same post in another cadre.

3. Scope of Term 'deputation/ foreign service' – Restrictions on treating an appointment as on deputation/ foreign service.

3.1 The terms deputation/foreign service will cover only those appointments that are made by transfer on a temporary basis provided the transfer is outside the normal field of deployment and is in public interest. The question whether the transfer is outside the normal field of deployment or not will be decided by the authority which controls the service or post from which the employee is transferred.

3.2 The following types of appointments will not be treated as deputation/foreign service for the purposes of these orders:

(a) appointment of serving employees made either by promotion or by direct recruitment from amongst open market candidates whether on permanent or temporary basis.

(b) permanent appointment made by transfer.

(c) Temporary appointment made on the basis of personal requests of employees.

(d) Arrangements necessitated by staff imbalances arising on re-organisation of offices on the same or different stations, subject to the specific condition that no deputation (duty) allowance will be admissible in such cases.

3.3 A person in a higher Grade Pay/scale of pay shall not be appointed on deputation to a post in lower Grade Pay/scale of pay if the deputation is from Central Government to Central Government and also in cases where the scale of pay and dearness allowance in the parent cadre post and ex-cadre post are similar.

3.4 However, no appointment on deputation/foreign service shall be made from/to Central Government/ an organisation where the pay scale and DA in the parent cadre post and ex-cadre post are dissimilar, if the basic pay in the parent cadre increased by one increment plus dearness allowance(s) including interim relief if any, admissible to a person in the parent cadre post exceeds the basic pay plus dearness allowance (s) including interim relief, if any, at the maximum of the pay scale of the ex-cadre post. In the revised pay structure, the maximum of the scale would mean the sum of the Grade Pay of the ex-cadre post and maximum of the Pay Band PB 4 i.e. Rs. 67000. For example, if the ex-cadre post

is in the Grade Pay of Rs. 4200, then the maximum would be Rs. 71200 i.e. Rs. 4200 plus Rs. 67000 (maximum of PB 4).

4. Exercise of option

4.1 An employee appointed on deputation/foreign service, may elect to draw either the pay in the scale of pay of deputation/foreign service post or his/her basic pay in the parent cadre plus deputation (duty) allowance thereon plus personal pay, if any. However, in case of Government employees on deputation/ foreign service to CPSEs, this option will not be allowed and their pay will be governed in terms of the orders issued by Department of Public Enterprises vide OM dated 26.11.2008 and clarifications issued thereafter.

4.2 The borrowing authority shall obtain the option of the employee within one month from the date of joining the ex-cadre post unless the employee has himself furnished the option.

4.3 The option once exercised shall be final.

4.4 However, the employee may revise the option under the following circumstances which will be effective from the date of occurrence of the same:

- (a) When he/she receives proforma promotion or is appointed to non-functional selection grade or up-gradation of scale in the parent cadre;
- (b) When he/she is reverted to a lower grade in the parent cadre;
- (c) When the scale of pay of the parent post on the basis of which his emoluments are regulated during deputation/foreign service or of the ex-cadre post held by the employee on deputation/foreign service is revised either prospectively or from a retrospective date.
- (d) Based on the revised/same option of the employee, in the event of proforma promotion/appointment to non-functional Selection Grade/revision/upgradation of scales of pay in the parent cadre, his/her pay will be re-fixed with reference to the revised entitlement of pay in the parent cadre. However, if the initial option was for the pay scale of the deputation post and no change in option already exercised is envisaged, the pay already drawn in deputation post will be protected if the pay re-fixed is less.

Note: Revision in the rates of DA, HRA or any other allowance either in the parent or borrowing organisation shall not be an occasion for revision of the earlier option.

4.5. If the pay of an employee in his cadre post undergoes downward revision, the pay in the ex-cadre post is also liable to be re-fixed on the basis of revised pay and in accordance with the revised option or existing option if the employee does not revise his option.

5. Pay fixation

5.1 When an employee on deputation/Foreign Service elects to draw pay in the scale of pay attached to the ex-cadre post, his/ her pay may be fixed as under:

(i) Deputation from Central Government to Central Government

If the scale of pay/Grade Pay of the ex-cadre post is higher, the pay may be fixed after adding one increment to the existing pay in the Pay Band of the parent cadre post. The grade pay corresponding to the ex-cadre post would thereafter be granted in addition to this pay in the pay band. However, in cases where the fixation of pay in the ex-cadre post involves change of Pay Band also, if the pay in the pay band after adding the increment is less than the minimum of the pay band corresponding to the grade pay of the ex-cadre post, the pay in the pay band will be fixed at the minimum of the Pay Band.

In case the Grade Pay/scale of employee's cadre post and the ex-cadre post are identical, the employee would continue to draw his/her existing basic pay.

In case the Grade pay of the ex-cadre post is upto Rs 10000, the Basic Pay, from time to time after pay fixation should not exceed the maximum of the pay band PB-4 (Rs.67000) plus the grade pay of the post held on deputation. In case the ex-cadre post is in the HAG or HAG+ pay scale, the Basic Pay, from time to time after pay fixation should not exceed Rs. 79000 or Rs.80000 respectively.

(ii) In foreign service/ Reverse Foreign Service

(a) when the pay scale of the post in the parent cadre and that attached to ex-cadre post are based on the same index level and the DA pattern is also same, the pay may be fixed as under (i) above.

(b) If the appointment is made to a post whose pay structure and/ or DA pattern is dissimilar to that in the parent organisation, pay may be fixed by adding one increment to the pay in the parent cadre post in the scale of his regular parent post (and if he/she was drawing pay at the maximum of the scale, by the increment last drawn) and equating the pay so raised plus dearness allowance (and additional or ad-hoc dearness allowance, Interim relief etc., if any) with emoluments comprising of pay plus DA, ADA, Interim relief etc., if any, admissible, in the borrowing organisation and the pay may be fixed at the stage in the pay scale of the ex-cadre post at which total emoluments admissible in the ex-cadre post as above equal the emoluments drawn in the cadre.

5.2 In cases of appointment from one ex-cadre post to another ex-cadre post where the employee opts to draw pay in the scale of the ex-cadre post, the pay in the second or subsequent ex-cadre post should be fixed under the normal rules with reference to the pay in the cadre post only. However, in respect of appointments to ex-cadre posts carrying Grade Pay identical to that of the ex-cadre post(s) held on an earlier occasion(s), it may be ensured that the pay drawn in subsequent appointment should not be less than the pay drawn earlier.

5.3 In cases of appointments to a second or subsequent ex-cadre post(s) in a higher pay scale/grade pay than that of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be allowed as personal pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions, the employee should have opted to draw pay in the scales of pay/Grade Pay attached to the ex-cadre posts.

Note-1: The term parent post and basic pay means the post held on regular basis in the parent organisation and pay drawn/ admissible in such a post respectively.

Note-2: An officer who may be holding a higher post on adhoc basis in the cadre at the time of proceeding on deputation/ foreign service would be considered to have vacated the post held on adhoc basis and proceeded on deputation/ foreign service from his/her regular post. During the period of deputation/ foreign service, he/she shall earn notional increments in the parent cadre post. On reversion, if he/she is re-appointed to the higher post on regular or adhoc basis his pay will get fixed with reference to the pay admissible in the lower post on the date of such re-appointment. In such cases, if his pay gets fixed at a stage lower than that of his junior(s) who continued to serve in the cadre, no stepping up will be admissible as per extant rules in so far as Central Government employees are concerned. However, if the pay so fixed is less than the pay drawn earlier while holding the post on ad-hoc basis the pay earlier drawn will be protected. Therefore, those Central Government employees who are already holding a higher post on ad-hoc basis or expecting it shortly in the parent cadre may weigh all relevant considerations before opting for deputation/foreign service. This note of caution will be applicable to employees of other organisations wishing to apply for posts on deputation in Central Government, if governed by similar rules in parent organisation.

Note-3: Pay of an officer appointed on deputation/foreign service on adhoc basis pending selection of a regular incumbent may also be regulated in accordance with provisions of Para 5.1 & 6.1 of this O.M.

Note-4: The provisions of this Para as well as Para 6 will not apply to appointments on Personal Staff of Ministers. Such appointments will be regulated by separate specific orders issued by the Government in that behalf.

6. Deputation (duty) Allowance

6.1 The deputation (duty) allowance admissible shall be at the following rates:

(a) In case of deputation within the same station, the allowance will be paid at the rate of 5% of basic pay subject to a maximum of Rs.2000 p.m.; and

(b) In other cases, Deputation (Duty) Allowance will be payable at the rate of 10% of the employee's basic pay subject to a maximum of Rs.4000/- p.m.

(c) The deputation (duty) allowance as above shall further be restricted as under:-

Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the maximum of the pay band PB-4 (Rs.67000) plus the grade pay of the post held on deputation in case the Grade Pay of the post held on deputation is upto Rs 10000. In case the post held on deputation is in the HAG or HAG+ pay scales, the Basic Pay, from time to time, plus Deputation (Duty) Allowance should not exceed Rs. 79000 and Rs.80000 respectively.

Note: Basic Pay in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay/allowance etc.

The rates of deputation (duty) allowance as above shall take effect from 1.9.2008.

Note: 1 The term 'same station' for the purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.

Note: 2 Where there is no change in the headquarters with reference to the last post held, the transfer should be treated as within the same station and when there is change in headquarters it would be treated as not in the same station. So far as places falling within the same urban agglomeration of the old headquarters are concerned, they would be treated as transfer within the same station.

6.2 Special rates of deputation (duty) allowance may be admissible under separate orders in any particular area on account of the condition of living there being particularly arduous or unattractive. Where special rate is more favourable than that given in Para 6.1 above, employees deputed to the area will be given the benefit of the special rate.

6.3.1 If an employee with the permission of the competent authority, proceeds on deputation/foreign service from one ex-cadre post to another ex-cadre post in the same or another organisation without reverting to his parent cadre, and if the second ex-cadre post is at the same station as the first one, the rate of deputation (duty) allowance would remain unchanged.

6.3.2 In cases where a person on deputation/foreign service is transferred by the borrowing authority from one station to another without any change in the post held by him, the rate of deputation (duty) allowance will be refixed as per 6.1 (b).

7. Admissibility of pay, allowances & benefits while on deputation/foreign service

7.1 Any project allowance admissible in a project area in the borrowing organisation may be drawn in addition to deputation (duty) allowance.

7.2 Any special allowance granted to an employee in the parent Department under FR 9(25) or a corresponding rule of parent organisation should not be allowed in addition to deputation (duty) allowance. However, the borrowing department may allow in addition to deputation (duty) allowance, under special circumstances, any special allowance attached to

the post held by the employee in his/her parent Department, by suitably restricting the deputation (duty) allowance. This will require the specific and prior approval of Department of Personnel & Training.

7.3 In case special allowance is attached to the scale of pay of the ex-cadre post and the employee has opted to draw pay in that scale, then, in addition to the pay in that scale, he will also be entitled to draw such special allowance. However, such special allowance will not be admissible if he has opted to draw pay in the parent cadre scale/grade pay plus deputation (duty) allowance.

7.4 Personal pay, if any, drawn by an employee in his parent department will continue to be admissible on deputation/foreign service if he/she opts to draw pay in the parent cadre scale/grade pay plus deputation (duty) allowance. No deputation (duty) allowance on this personal pay will however, be admissible.

7.5 Increments - The employee will draw increment in the parent cadre grade or in the scale of pay /grade pay attached to the deputation post as the case may be, depending on whether he has opted for the parent cadre pay plus deputation (duty) allowance or the pay scale /grade pay of the deputation post. If he has opted for pay scale/grade pay of the deputation post, notional increments shall also continue to accrue to him in the post held on regular basis in the parent cadre/ organisation for the purpose of regulation of pay on repatriation to the parent post at the end of the tenure.

7.6 Admissibility of allowances and benefits while on deputation/ foreign service.

(a) Such allowances as are not admissible to regular employees of corresponding status in the borrowing organisation shall not be admissible to the officer on deputation/foreign service, even if they were admissible in the parent organisation.

(b) Following allowances will be regulated with mutual consent of the lending and borrowing organisation:

- (i) HRA/Transport Allowance
- (ii) Joining time and Joining Time Pay.
- (iii) Travelling Allowances and Transfer T.A.
- (iv) Children Education Allowance.
- (v) LTC.

(c) Following allowances/facilities will be regulated in accordance with the rules as explained against each:

(i) Dearness Allowance - The employee shall be entitled to dearness allowance at the rates prevailing in the borrowing organisation or in the lending organisation depending on whether he has opted to draw pay in the pay scale/grade pay of the ex-cadre post or the parent grade plus deputation (duty) allowance.

(ii) Medical Facilities - This will be regulated in accordance with the rules of the borrowing organisation.

(iii) Leave – An officer on deputation/foreign service shall be regulated by the Leave Rules of the parent organisation. If however an employee proceeds from vacation department to non-vacation department, or vice-versa, he shall be governed by Leave Rules of the borrowing organisation. At the time of reversion from the deputation post to the parent cadre, the borrowing organisation may allow him/her leave not exceeding two months. The employee should apply for further leave to his Cadre Controlling Authority.

7.7 Leave salary/Pension/NPS Contribution.

(i) As at present, allocation of leave salary and pension contribution between different Ministries/Departments of Central Government and between Central and State Government has been dispensed with. In such cases of deputation from Central Government to State Government and vice-versa, liability for bearing leave salary vests with the Department from which the officer proceeds on leave or which sanctioned leave and no contributions are payable to the lending organisation. Liability for pension/ employee's contribution to CPF will be borne by the parent department, to which the officer permanently belongs at the time of retirement and no proportionate contribution will be recovered.

(ii) In case of deputation of Central Government employees on foreign service terms to Central Public Sector Undertakings/ State Public Sector Undertakings and Autonomous Bodies/ etc., leave salary contribution (except for the period of leave availed of on foreign service) and pension contribution/CPF (Employer's share) contribution are required to be paid either by the employee himself or by the borrowing organisation to the Central Government.

(iii) In cases of reverse deputation from Central Public Sector Undertakings/ State Public Sector Undertakings/ Autonomous Bodies/local bodies to Central Government, the question regarding leave salary and pension contribution will be decided by mutual consent.

(iv) In case of employees covered under New Pension Scheme (NPS), the borrowing department shall make matching contribution to the NPS account of the employee.

8. Tenure of deputation/foreign service.

8.1 The period of deputation/foreign service shall be as per the Recruitment Rules of the ex-cadre post or 3 years in case no tenure regulations exist for the ex-cadre post.

8.2. In case where the period of deputation/foreign service prescribed in the recruitment rules of the ex-cadre post is 3 years or less, the Administrative Ministry/borrowing organisation may grant extension upto the 4th year after obtaining orders of their Secretary (in the Central Government)/Chief Secretary (in the State Government)/ equivalent officer (in respect of other cases) and for the fifth year with the approval of the Minister of the borrowing Ministry/Department and in respect of other organisations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned.

8.3.1 The borrowing Ministries/Departments/Organisations may extend the period of deputation upto the fifth year where absolutely necessary in public interest, subject to the following conditions:

(i) The extension would be subject to the prior approval of the lending organisation, the consent of the official concerned and wherever necessary, the approval of the UPSC/ State Public Service Commission and Appointment Committee of Cabinet (ACC).

(ii) If the borrowing organisation wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organisation, individual concerned etc. six months before the date of expiry of tenure. In no case it should retain an official beyond the sanctioned term unless prior approval of the competent authority to grant further extension has been obtained.

(iii) No further extension beyond the fifth year shall be considered.

8.3.2 Where extension is granted up to the fifth year, the official concerned will continue to be allowed deputation (duty) allowance, if he/she has opted to draw deputation (duty) allowance.

8.4 There shall be a mandatory 'cooling off' period of three years after every period of deputation/foreign service up to Joint Secretary level posts and one year for Additional Secretary level posts.

8.5 A Central Government employee shall be eligible for deputation/foreign service to posts in State Government/ State Government Organisations/Government of UTs/ Government of UT's Organisations/ Autonomous Bodies, Trusts, Societies, PSUs etc. not controlled by the Central Government only after he has completed 9 years of service and is clear from the vigilance angle.

8.6 If during the period of deputation/ foreign service, on account of proforma promotion in the parent cadre the official concerned becomes entitled to a higher Pay Scale/ Pay Band & Grade Pay in the parent cadre vis-a-vis that of the ex-cadre post, the official shall complete his/her normal /extended tenure of deputation already sanctioned with the approval of the competent authority. The pay shall be regulated as under:

(a) If the Grade pay of the officer in the parent cadre becomes higher than that of the deputation post after getting proforma promotion, he may be allowed the pay in the pay band + Grade Pay of the post to which he is promoted till the time he completes the normal/extended period of deputation (if he gets proforma promotion in the extended period) already sanctioned, if he so opts. No extension in the period of deputation shall be allowed to him after completing the sanctioned period of deputation.

(b) If he draws the pay in the pay band + Grade pay attached to the deputation post, on reversion to his parent cadre, his pay may be fixed by allowing him notional increments in his regular post in the parent department + the Grade pay attached to it.

(c) If the Grade pay of the officer in the parent cadre becomes higher than that of the deputation post on getting financial upgradation under the ACP/MACP scheme, the officer may be allowed to draw the pay in the pay band + Grade Pay to which he becomes entitled to under the ACP/MACPS, if opted for by him, as laid down in Para 27 of Annexure I to the DOPT OM No. 35034/3/2008 -Estt. (D) dated 19th May, 2009.

9. Premature reversion of deputationist to parent cadre.

Normally, when an employee is appointed on deputation/ foreign service, his services are placed at the disposal of the parent Ministry/ Department at the end of the tenure. However, as and when a situation arises for premature reversion to the parent cadre of the deputationist, his services could be so returned after giving an advance notice of at least three months to the lending Ministry/ Department and the employee concerned.

10. Relaxation of conditions.

Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel & training.

11. Date of Effect

These orders will take effect from 1.1.2006 and shall be applicable to all officers who were on deputation on 1.1.2006 or appointed thereafter except for the revised rates of deputation (duty) allowance which shall be applicable from 1.9.2008 as mentioned below Para 6.1 of this OM.

12. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders will apply for deputation outside Indian Audit and Accounts Department as concurred in by the Comptroller and Auditor General of India.

13. Hindi version will follow.


(Rita Mathur)
Director

To

All Ministries/ Departments of the Govt. of India etc.
(As per standard list)

Copy to NIC: To upload the O.M. on the Department's website in "What's new" and also in "Establishment" sub-head "deputation".

No.2/11/2017-Estt.(Pay-II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 24th November, 2017

OFFICE MEMORANDUM

Subject:- Grant of Deputation (Duty) Allowance – Recommendations of the Seventh Central Pay Commission-Regarding.

This Department's OM No. 6/8/2009-Estt.(Pay-II) dated 17.6.2010 inter-alia provides for rates of Deputation (Duty) Allowance admissible to Central Government employees.

2. As provided in para 7 of Ministry of Finance, Department of Expenditure's Resolution No.1-2/2016-IC dated 25th July, 2016, the matter regarding allowances (except Dearness Allowance) based on the recommendations of the 7th Central Pay Commission (CPC) was referred to a Committee under the Chairmanship of Finance Secretary and until a final decision thereon, all Allowances have been paid at the existing rates in the existing pay structure.

3. The decision of the Government on various allowances based on the recommendations of the 7th CPC and in the light of the recommendations of the Committee under the Chairmanship of the Finance Secretary has since been issued as per the Resolution No.11-1/2016-IC dated 6th July 2017 of Department of Expenditure.

4. As mentioned at Sl.No.46 of the Appendix-II of the said Resolution dated 6th July 2017, the recommendation of the 7th CPC for enhancement of ceiling of Deputation (Duty) Allowance for civilians by 2.25 times has been accepted and this decision is effective from 1st July, 2017. Accordingly, the President is pleased to decide that the rates of Deputation (Duty) Allowance and certain other conditions relating to grant of Deputation (Duty) Allowance shall be as under:-

The Deputation (Duty) Allowance admissible shall be at the following rates:

- (a) In case of deputation within the same station the Deputation (Duty) Allowance will be payable at the rate of 5% of basic pay subject to a maximum of Rs.4500 p.m.
- (b) In case of deputation involving change of station, the Deputation (Duty) Allowance will be payable at the rate of 10% of the basic pay subject to a maximum of Rs.9000 p.m.
- (c) The ceilings will further rise by 25 percent each time Dearness Allowance increases by 50 percent.
- (d) Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the basic pay in the apex level i.e. Rs. 2,25,000/-. In the case of Government servants receiving Non Practising Allowance, their basic pay plus Non-Practising Allowance plus Deputation (Duty) Allowance shall not exceed the average of basic pay of the revised scale applicable to the Apex Level and the Level of the Cabinet Secretary i.e. Rs.2,37,500/-.

Note: 1 'Basic pay' in the revised pay structure (the pay structure based on 7th Central Pay Commission recommendations) means the pay drawn by the deputationist, from time to time, in the prescribed Level, in Pay Matrix, of the post held by him substantively in the parent cadre, but does not include any other type of pay like personal pay, etc.

Note: 2 In cases where the basic pay in parent cadre has been upgraded on account of non-functional upgradation (NFU), Modified Assured Career Progression Scheme (MACPS), Non-Functional Selection Grade (NFSG), etc., the upgraded basic pay under such upgradations shall not be taken into account for the purpose of Deputation (Duty) Allowance.

Note 3 In the case of a Proforma Promotion under Next Below Rule (NBR): If such a Proforma Promotion is in a Level of the Pay Matrix which is higher than that of the ex-cadre post, the basic pay under such Proforma Promotion shall not be taken into account for the purpose of Deputation (Duty) Allowance. However, if such a Proforma Promotion under NBR is in a Level of the pay matrix which is equal to or below that of the ex-cadre post, Deputation (Duty) Allowance shall be admissible on the basic pay of the parent cadre post allowed under the proforma promotion, if opted by the deputationist.

Note 4 In case of Reverse Foreign Service, if the appointment is made to post whose pay structure and/ or Dearness Allowance (DA) pattern is dissimilar to that in the parent organisation, the option for electing to draw the basic pay in the parent cadre [alongwith the Deputation (Duty) Allowance thereon and the personal pay, if any] will not be available to such employee.

Note: 5 The term 'same station' for the purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.

Note: 6 Where there is no change in the headquarters with reference to the last post held, the transfer should be treated as within the same station and when there is change in headquarters it would be treated as not in the same station. So far as places falling within the same urban agglomeration of the old headquarters are concerned, they would be treated as transfer within the same station.

5. Para 6.1 of this Department's OM No.6/8/2009-Estt(Pay-II) dated 17.6.2010 stands amended to the above effect.

6. In so far as persons serving in the Indian Audit & Accounts Department are concerned, these orders issue after consultation with the Comptroller & Auditor General of India.

7. These orders shall take effect from 1st July, 2017.

R Bahree
24/11/17

(Rajeev Bahree)

Under Secretary to the Government of India

1. All Ministries/Departments of the Govt. of India as per standard list.

Copy also forwarded to:

1. Secretaries to Union Public Service Commission / Supreme Court of India / Lok Sabha Sectt. / Rajya Sabha Sectt. / Cabinet Sectt. / Central Vigilance Commission / President's Sectt. / Vice-President's Sectt./Prime Minister's Office / Niti Ayog.

2. Controller General of Accounts / Controller of Accounts, Ministry of Finance.
3. Department of Personnel and Training (AIS Division) / JCA / Admn. Section.
4. Governors of all States/Lt. Governors of all Union Territories.
5. Secretary, National Council of JCM (Staff Side), 13-C, Feroz Shah Road, New Delhi.
6. All Members of Staff Side of the National Council of JCM / Departmental Council.
7. All Officers/Sections of DoPT / Department of Administrative Reforms & Public Grievances/Department of Pensions & Pensioners Welfare/ PESB.
8. Joint Secretary (Pers), Ministry of Finance, D/o Expenditure.
9. Additional Secretary (Union Territories), Ministry of Home Affairs.
10. NIC with a request to upload the OM on the website of DoPT

Rajeev Bahree
24/11/17
(Rajeev Bahree)

Under Secretary to the Government of India

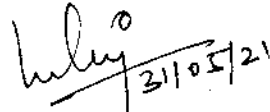
File No. 1-50(22)/2020-Estt.
Government of India
Ministry of Communications
Department of Telecommunications
(Establishment Wing)

New Delhi dated the 31st May, 2021

OFFICE MEMORANDUM

Subject: Extension of deputation tenure of BSNL staff working in LSA Field Units of DoT- reg.

The undersigned is directed to convey the approval of Competent Authority to extend the deputation tenure of BSNL staff (79 nos. as per the list attached) currently working in the respective LSA field units for upto two more years i.e. till 31.03.2023. The terms and conditions for deputation w.e.f 01.04.2021 will be as mentioned in DoT O.M no. 20-02/2014-SEA-II dated 22.12.2017 (Copy enclosed).


(Pankaj Kumar Bhagat)
ADG (Estt. & Coord.)
Tel: 23036827

To
All Heads of Telecom LSAs

Copy to:
Director General (Telecom) w.r.t letter no.2-2/2020-DGT/1(Part.3) dated 01.12.2020

Copy for kind information to:

1. PS to Hon'ble Minister of Communications (MoC)
2. PS to Hon'ble Minister of State of Communications (MoSC)
3. PPS to Secretary (Telecom)
4. PPS to Member (T)/ Member (S)/ Member (F)
5. CMD BSNL
6. Guard file/ Spare

(82/6)

TERMS AND CONDITIONS OF DEPUTATION FROM Central PSU/BSNL/MTNL TO DoT.

1. Period of Deputation: The period of deputation will be initially for one year which can be extended up to 3 (Three) years. However, the deputation can be terminated at the discretion of either of the Organizations/officer-on-deputation after giving three months prior notice.
2. Pay : The officer on deputation will have the option either to get pay fixed in deputation post under the operation of the normal rules or to draw pay of the post held by him in the parent office plus deputation (duty) allowance in accordance with and subject to the conditions, as modified from time to time and such other general or special orders issued by the Ministry of Finance, Govt. of India.
3. Dearness/Industrial Dearness Allowance:
 - (i) If the officer opts for the scale of pay attached to the post of DoT, the officer will be entitled for Dearness Allowance at the rate as admissible to the employees of the DoT.
 - (ii) If the officer opts for the scale pay attached to the post of parent office, the officer will be entitled to Industrial Dearness Allowance at the rates as admissible to the employees of the parent Department, which is to be communicated by the parent office to DoT.
4. HRA/Transport Allowance: HRA/Transport Allowance shall be paid at the rate admissible under the rules of the DoT, which are similar to that admissible under the rules of the Central Government.
5. Children's Education Allowance and Reimbursement of Tuition Fee etc: As per rules notified by the Central Government.
6. Joining Time Period and Pay: The DoT will also pay to the officer his joining time pay both ways, the joining time being regulated under the Central Government Rules.
7. Transfer Travelling Allowance: The expenditure on transfer/ traveling allowance for joining duty in borrowing organization and repatriation from borrowing organization shall be borne by DoT as per the rules notified by the Central Government from time to time.
8. Admissibility of Travelling Allowance during journeys performed on tour for official purpose during the deputation Period: The admissibility of traveling allowance on tour during the period of deputation on Foreign Service shall be as per the rules notified by the Central Government from time to time.
9. Leave and Leave Salary Contribution: The officer will be governed by the Leave Rules as followed in the parent office, but for his deputation with DoT. DoT will pay the Leave Salary Contribution at the rates notified and communicated by parent office to the extent of rule contained in Appendix-IV of FR&SR Part-1.
10. Provident Fund : Monthly EPF Contribution at the rate applicable from time to time on the basic pay drawn actually and IDA/CDA as the case may be, deducted from the salary of the officer plus matching contribution along with applicable administrative charge on that amount is to be remitted to the parent office within the due date. This will enable to earn pension and PF accumulation of the officer. DoT will also be liable to bear the interest and penalties imposed by the EPF authorities for the delay on the part of DoT for remitting the contribution to parent office. The rate applicable is to be communicated by the parent office to DoT.
11. Gratuity: DoT is also liable to pay proportionate amount to the parent office, on demand if any, on account of Gratuity, for the deputation period.

Cont. page-2

83/C

12. Insurance Scheme: During the period of deputation, the officer will continue to be governed by the insurance scheme applicable in the parent office. The DoT will ensure to remit the deductions towards insurance scheme to the parent office.

13. Leave Salary: The DoT will pay leave Salary in respect of disability leave granted on account of disability, if any, incurred in and through foreign service.

14. Leave Travel Concession: The officer will be governed by the LTC Rules of the Central Government and cost thereof will be borne by DoT. ✓

15. Medical Facilities: The officer on deputation will be entitled to Medical facilities as per the policy of the borrowing organization and CGHS card issued to the officer will be surrendered at the time of repatriation.

16. Residential Accommodation: The officer will be entitled for accommodation as per DoT officials and standard licence fee will be regulated accordingly.

17. Incidence of Compensatory Allowance for the period of leave during or at the end of foreign service: The whole of the expenditure in respect of any compensatory allowance for the period leave during or at the end of the period of Foreign service shall be borne by the DoT.

18. Premature reversion of deputationist to parent cadre: The deputation can be terminated from either side i.e. by the DoT or by parent office and the employee concerned with advance notice of 3 month.

19. Others: Term and conditions not defined shall be decided with mutual consent by both side.

D. Singh
22/12/17

Under Secretary (SEA-II)
T.N. 23036213

DECLARATION

I, _____ hereby declare that my posting as _____ in Department of Telecommunication purely on temporary basis and shall not have any right to claim for seniority in the said post in respect of service rendered by me on deputation basis.

2. I am not entitled to absorption as _____ in the Department of Telecommunications and therefore will not resort to lay any claim for the same.

3. I am liable to be repatriated to my parent department/organization for any inaccuracies in the details noted above or contravention of any provision in the rules/order governing deputation.

Place:

Date:

Signature of the Official

**Countersigned
Signature of the Controlling Officer with official seal**

MM
09.01.2023