

MINISTRY OF DEFENCE
OFFICE OF JS (TRG) & CAO

REVIEW OF DEPUTATION POLICY

1. Reference this office letter No. A/47952/policy-Deptn/CAO/P-1 dated 01 Dec 08.
2. In view of the revised instructions issued by the DOPT vide their OM No. 2/6/2009-Estt. (Pay II) dated 25 Feb 09, deputation policy issued vide our letter under reference has been reviewed. In supersession of the existing deputation policy under reference, the following guidelines are prescribed for processing deputation cases of AFHQ employees.

Forwarding of Deputation Application

3. The following criteria shall be followed:-
 - (a) Due to large scale deficiency, deputation application in respect of LDCs, Stenos and PAs will not be forwarded except in those organisation of MoD where posts are to be exclusively manned by AFHQ personnel and deputation posts to be filled in AFHQ/ISOs under the Cadre Controlling Authority of JS(T) & CAO.
 - (b) No application for analogous post carrying same grade pay upto the grade of Asstt will be forwarded except in those organisation of MoD where posts are to be exclusively manned by AFHQ personnel and deputation posts to be filled in AFHQ/ISOs under the Cadre Controlling Authority of JS(T) & CAO.
 - (c) The number of applications for deputation from an employee is restricted to four in a calendar year.
 - (d) Applications of officials already on deputation will be forwarded only if the total period of deputation i.e. the initial period of deputation prescribed for the new post and that of the present appointment does not exceed five years.
 - (e) Application of only those candidates will be processed who can be spared in the event of selection.
 - (f) A uniform cooling-off period of three years will be in place between two spells of deputation for all grades of AFHQ. Cooling off period will also be equally applicable to those who repatriate to the cadre pre-maturely.
 - (g) Proforma for obtaining CCA's approval is attached as appendix to this letter. The said proforma should be placed on file in duplicate duly completed by the individual concerned and Admin Sections.

4. **Extension of Deputation Period.** Cases for extension of deputation tenure shall be processed only on receipt of updated ACRs. No extension of deputation period beyond 5th year will be given except in case of deputation on co-terminus basis. Individual overstaying on deputation beyond 5th year will be dealt with the instructions issued by DOPT from time to time.

5. All other existing instructions issued by DOPT from time to time covering various aspects like proforma promotion, age criteria, eligibility criteria etc will be in force while processing the deputation application.

V K Mishra
(V K Mishra)
Dy CAO(P)
24 Apr 09

All Coord Sections of Army HQ & ISOs
Air HQ/PC (Coord)
NHQ/Admn(Civ)
HQ IDS
All Sections in CAO's Office
HQ ATVP
All Outstation Establishments

**PROFORMA FOR OBTAINING APPROVAL OF THE CADRE CONTROLLING
AUTHORITY FOR FORWARDING OF APPLICATION FOR DEPUTATION**

Part-1 (to be completed by the applicant)

1. Name of applicant (with Emp. No.) :
2. Date of Birth :
3. Present Designation (Since holding) :
4. Are you on probation? :
5. Office Address of the applicant with
Contact Phone No., if any? :
6. Details of the post applied for :
 - (a) Name of the Post :
 - (b) Ministry/Deptt. :
 - (c) Scale of Pay :
 - (d) Duration of deputation :
 - (e) Place of posting :
7. Whether paper cutting OR photo copy of advertisement, in response to which the application is submitted, is attached (indicate name of the newspaper and date). In case of CAO/P-1 Circular, Please indicate Circular No. and date.
8. Do you fulfill the requisite QRs & other eligibility Condition prescribed for the post.
9. Last date for receipt of application in the Borrowing Department, CAO/P-1.
10. How many applications for deputation have already been submitted by you during the calendar year?
11. **UNDERTAKING :** I do hereby state that I have gone through the terms and conditions carefully and undertake that I will not withdraw my candidature later, under any circumstances. I understand that in the event of my selection for the post, I cannot decline to take up the above appointment and the administration has the power to relieve me unilaterally. I understand that my application for deputation is being forwarded based on the service rendered by me in the grade without taking into account subsequent revision of seniority, wherever applicable in the grade as warranted in the implementation of various court judgments affecting my seniority. I therefore undertake not to cite this fact of forwarding application as proof of acceptance by the department of my claim for pre-revised seniority.

Date :

Signature of the applicant

Part - 2 (to be completed by the Admin/Estt. Section)

12. Date of receipt of application in the Admin/Estt. Section concerned.

13. Had the applicant ever been on deputation to an ex-cadre post? If Yes, indicate the date of his repatriation from the last ex-cadre post?

14. Whether the particulars furnished by the Applicant in application have been verified from service records and found correct and the officer concerned fulfils the required eligibility criteria.

15. Whether the details furnished by the applicant in the part 1 of the proforma have been checked and found correct.

16. Whether Disciplinary/Vigilance clearance has been obtained from the Competent Authority (indicate date on which clearance was obtained and from whom)

17. Has anything adverse, warranting withholding of his application, been reported?

18. Had any minor/major penalty imposed on the officer in the Past. If Yes, furnish details.

19. Remarks, if any.

Name
Designation

Endorsement No.
Date

MINISTRY OF DEFENCE
(OFFICE OF JS (TRG) & CAO)

FORWARDING OF APPLICATION FOR DIRECT RECRUITMENT

1. Further to this office letter No. A/47952/Gen/08/CAO/P-1 dated 18 Aug 08, addressed to Dy CAO(A) only.
2. It has been decided in consultation with Dir (S) that cases of ^{only} Gp 'A' Officers and Gp 'B' Gazetted Officers who apply for another post on direct recruitment basis, will ~~only~~ be forwarded to 'P' division for obtaining 'NOC' from Cadre Controlling Authority. NOC in respect of other grades may be issued by the concerned Admn sections at their end.
3. This has the approval of Dir (R).

Nishi Srivastava
(Nishi Srivastava)
SAO/P-1
23 Apr 09

All Coord Sections of Army HQ & ISOs
Air HQ/PC (Coord)
NHQ/Admn(Civ)
HQ IDS
All Sections in CAO's Office
HQ ATVP

