

## **MASTER CIRCULAR**

### **Master Circular No. 57**

#### **Deputation**

##### **DEPUTATION**

##### **Consolidation of Instructions.**

##### **Consolidation of Instructions.**

#### **DEPUTATION**

**Subject : Transfer on deputation of Railway employees to ex-Cadre posts under Central/State Government, Public Sector Undertakings/ Autonomous Bodies, Universities, U. T. Administrations, Local Bodies and vice versa, Regulation of pay, deputation (duty) allowance, tenure of deputation/ foreign service and other terms and conditions- regarding.**

##### **Application:-**

**These orders will apply to all Central Govt. employees including Railway 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. (where such foreign service has been permitted in relaxation of appointment on immediate absorption conditions). These orders will also cover the cases of regular appointment as per Recruitment rules in the Central Government on deputation/foreign service of employees of State Governments/ Central/ State PSUs/ Autonomous bodies, Local Bodies etc. 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 in the Central Secretariat such as Under Secretary, Deputy Secretary, Director, Joint Secretary, Additional Secretary, Secretary etc. for whom separate orders as issued from time to time will continue to apply;**
- c. Deputation to posts outside India;**
- d. Appointments of a specific category or employees to a specified class of posts where special orders are already in existence such as appointments made in the Personal staff of Ministers etc., to the extent the provisions contained therein are at a variance with those contained in these orders;**
- e. Appointments of the nature of deemed deputation or transfers to ex-cadre posts made in exigencies of services with the specific conditions that no deputation (duty) allowance to 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.

## **2 Scope of Term 'deputation/foreign service' - Restrictions on treating an appointment as on deputation/foreign service.**

**2.1 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 the 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.**

**2.2 Appointment of serving employees made either by promotion or by direct recruitment with open market candidates whether on permanent or temporary basis shall not be regarded as deputation/ foreign service.**

**2.3 Permanent appointments made by transfer will also not be treated as deputation/ foreign service.**

**2.4 Temporary appointment made on the basis of personal requests of employees will also not be treated as deputation/ foreign service.**

**2.5 In case of appointments on deputation/ foreign service from Central Government to Central Government and in those cases where the scale of pay and dearness allowance in the parent cadre post and ex-cadre post are similar, a person in a higher scale of pay shall not be appointed on deputation to a post in a lower scale of pay.**

**2.6 In case of appointment of deputation/ foreign service from Central Government to Public Sector Undertaking and in those cases where the pay scale and DA in the parent cadre post and ex-cadre post are dissimilar, no appointment/ foreign service shall be made if by raising the grade pay by one increment plus dearness allowance(s) including interim relief, if any, admissible to a person in parent cadre post exceeds the emoluments comprising pay plus dearness allowance(s) including interim relief, if any at the maximum of the ex-cadre post.**

## **3 Exercise of option**

**3.1 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 basic pay in the parent cadre plus deputation (duty) allowance thereon plus personal pay, if any.**

**3.2 The borrowing authority should 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.**

**3.3 The option once exercised shall be final. However, the employees may revise the option under the following circumstances which will be effective from the date of occurrence of the same.**

- a. when he receives proforma promotion or is appointed to non-functional selection grade in his parent cadre.
- b. When he is reverted to a lower grade in his 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 employees, in the event of proforma promotion appointment to non-functional Selection Grade revision of scales of pay in the parent cadre, the pay of deputationists will be refixed 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 refixed in less.

**NOTE:-- Revision in the rates of DA, HRA or other allowances either in the parent or borrowing organization shall not be on occasion for revision of the earlier option.**

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

#### **4 Pay Fixation:--**

**4.1 When an employee on deputation/foreign service elects to draw pay in the scale of pay attached to the ex-cadre post, his pay may be fixed as under :**

**i. Deputation from Central Govt. to Central Govt.**

Pay may be fixed under normal rules.

**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 same index level and DA pattern is also same, the pay may be fixed under the normal fundamental Rules.
- b. If the appointment is made to a post whose pay structure and/or DA pattern is dissimilar to that in the parent organization, pay may be fixed by adding to his grade pay, one increment in the scale of his regular parent post (and if he 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 admissible in ex-cadre post as above equal the emoluments drawn in the cadre and if there is no such stage, pay may be fixed at the next higher stage.

- iii. Pay fixed under ( i ) and ( ii ) shall neither be less than the minimum of the scale of the ex-cadre post nor shall it exceed the maximum of that scale.

4.2 In cases of appointments from one ex-cadre 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 rule as with reference to pay in the cadre post only. In respect of appointments to ex-cadre posts on time scale of pay identical with the time scale of pay of ex-cadre post held on an earlier occasion(s) the benefit of proviso I (iii) to FR 22 will be admissible.

4.3 In cases of appointment to a second or subsequent ex-cadre post(s) in a higher pay scale 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 employees should have opted to draw pay in the scales of pay attached to the ex-cadre post.

**Note: 1** The term parent post 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 ad-hoc basis in the cadre at the time of proceeding on deputation/foreign service would be considered to have vacated the post held on ad-hoc basis and proceeded on deputation/ foreign service from his regular post. During his deputation/ foreign service, he shall earn notional increments, in his regular post only. On his reversion if he is re-appointed to the higher post on regular or ad-hoc basis his pay will get fixed w.r.t. the pay admissible in the lower post as on date of promotion. 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 Govt. 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 Govt. employees who are already holding a higher post on ad-hoc basis on or expecting it shortly in the parent cadre may weight all the relevant considerations before opting for deputation/foreign service This note of caution will be applicable to employees of other organizations wishing to apply for posts on deputation in Central Govt. if governed by similar rules in parent organization .

**Note : 3** Pay of officer appointed on deputation/ foreign service on ad-doc basis pending selection of a regular incumbent may also be regulated in accordance with provisions of para 4.1 & 5.1 subject to the condition that if the said officer does not fulfill the eligibility conditions laid down in the Recruitment Rules of the ex-cadre post, his pay in the scale of the ex-cadre post, if so opted, shall be subject to the restrictions under FR 35. Where the Recruitment Rules of the post have not been notified such

restrictions may be enforced if he is ineligible to hold a post in equivalent/ analogous grade in his own cadre. This will also cover appointments on personal staff of dignitaries other than Ministers who have been allowed to make appointments of their personal staff at their discretion.

**Note : 4** The provisions of this Rule as well as Rule 5 will not apply to appointments on Personal Staff of Minister. Such appointment will be regulated by separate specific order issued by the Govt. in that behalf.

## **5 Deputation ( duty ) allowance:**

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

- a. 5% of the employee's basic pay subject to a maximum of Rs.500/- p.m. when the transfer is within the same station;
- b. 10% of the employee's basic pay subject to a maximum of Rs.1000/- p.m. in all other cases;

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

- i. Pay Plus Deputation (duty) Allowance does not exceed the maximum of scale of pay of ex-cadre post,
- ii. In the cases where pay scales are dissimilar then pay plus deputation (duty) allowance plus DA/ADA/IR etc. does not exceed the pay at the maximum of ex-cadre post plus DA & IR etc. thereon.
- iii. Pay plus deputation (duty) allowance as above shall at no time exceed Rs. 22,400/- p.m.

**NOTE: 1** The term 'same station' for this purpose will be determined with reference to the station where the person was on duty before proceeding on deputation/foreign service.

**NOTE: 2** When 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.

**5.2** 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 under para 5.1 above, employees deputed to the area will be given the benefit of the special rate.

**5.3** Whenever extension of the period of deputation for the fifth year or the second year in excess of the period prescribed in the Recruitment Rules is granted, it would be on the specific understanding that the officer would not be entitled to draw deputation (duty) allowance. The officers who opted to draw pay in the scale

of the ex-cadre post shall however continue to draw pay in that scale during the extended tenure also.

**5.3** 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 organization without reverting to his parent cadre, and if the second ex-cadre post is at the same station as the first ex-cadre post, then the rate of deputation (duty) allowance would remain unchanged.

**5.4** 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 remain the same as was decided at the time of initial posting and will not undergo any change.

**6** Admissibility of other pay allowances and benefits while on deputation/ foreign service.

**6.1** Any project allowance admissible in a project area in the borrowing organization may be drawn in addition to deputation (duty) allowance.

**6.2** Any special pay granted to an employee in the parent department under FR 9 (25) or a corresponding rule of parent organization 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 pay 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.

**6.3** In case special pay is attached to the scale of pay of the ex-cadre post and the employee has opted to draw pay also in that scale, in addition to his pay in that scale he will also be entitled to draw such special pay. However, such special pay will not be admissible if he has opted to draw grade pay plus deputation allowance.

**6.4** Personal Pay, if any, drawn by an employee in his parent department will continue to be admissible on deputation/foreign service if he opts to draw grade pay plus deputation allowance. No deputation allowance on this personal pay will however, be admissible.

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

**6.6** Admissibility of allowance and benefits while on deputation /foreign service.

- a. Such allowances as are not admissible to regular employees of corresponding status in the borrowing organization, shall not be admissible

to the officer on deputation/foreign service, even if they were admissible in the parent organization.

- b. Following allowances will be regulated with mutual consent of the lending and borrowing organization :
  - i. HRA/CCA
  - 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 organization or in the lending Organisation depending on whether he has opted for to draw pay in the time scale of the ex-cadre post or his own grade pay plus deputation (duty) allowance.
  - ii. Medical Facilities- This will be regulated in accordance with the rules of 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 organization. At the time of reversion from the deputation post to the parent cadre, the borrowing organization may allow him/her leave not exceeding two months. The employee should apply for further leave to his cadre controlling authority.

#### **6.7 Leave, Salary and Pension Contribution:**

- i. As at present allocation of leave salary and pension contribution between different Ministries/ Departments of Central Government and between Central and State Governments 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 sanctions leave and no contributions are payable to the lending organization. Liability for pension/employee's contribution to GPF 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 services to Central Public Sector Undertakings/ State Public Sector Undertakings and Autonomous Bodies etc. leave salary contribution (except for the period of leave availed on foreign service) and pension Contribution/GPF (Employers share) contribution are required to be paid either by the employee himself or by the borrowing organization to the Central Government.
- iii. In case of reverse deputation from Central Public Sector Undertakings/State Public Sector Undertakings/Autonomous Bodies to Central Government the

**question regarding leave salary and pension contribution will be decided by mutual consent.**

## **7 Tenure of deputation /foreign service:**

**7.1 The period of deputation/ foreign service shall be subject to a maximum of three years in all cases except for those posts where a longer period of tenure is prescribed in the Recruitment Rules.**

**7.2 The Administrative Ministry/borrowing organization may grant extension beyond this limit upto one year, after obtaining orders of their Secretary (in the Central Govt. and Chief Secretary in the State Govt.) Equivalent level officer in other cases where such extension is considered necessary in public interest.**

**7.3 The borrowing Ministries/ Departments/ Organisations may extend the period of deputation for the fifth year or for the second year in excess of the period prescribed in the Recruitment Rules where absolutely necessary, subject to the following conditions.**

- i. While according extension for the fifth year, or the second year in excess of the period prescribed in the Recruitment Rules, the directive issued for rigid application of the tenure rules should be taken into consideration and only in rare an exceptional circumstances such extension should be granted.**
- ii. The extension should be strictly in public interest and with the specific prior approval of the concerned Minister of the borrowing Ministry/Department and in respect of other organization, with the approval of the Minister of Ministry/Department with which they are administratively attached.**
- iii. Where such extension is granted it would be on the specific understanding that the officer would not be entitled to draw deputation (duty) allowance.**
- iv. The extension would be subject to the prior approval of the lending organization, the officer on deputation, and wherever necessary, the UPSC/State Public Service Commission Appointments Committee of the Cabinet (ACC).**
- v. If the borrowing organisation wishes to retain an officer beyond the prescribed tenure, it shall initiate action as above for seeking concurrence of lending organization, individual concerned etc. 6 months before the date of expiry of tenure. In no case it should retain an officer beyond the sanctioned term unless concurrence of lending organization has been received.**

**NOTE: For extension of foreign service of Central govt. Officers to Public Sector Undertakings beyond 3 year, approval of ACC would be necessary in terms of instruction of Department of Public Enterprises on the subject.**

**7.4 In cases where extension is beyond the fifth year or second year in excess of the period prescribed in the Recruitment Rules, the same would be allowed only after obtaining the approval of the Department of Personnel and Training. Whether Central Govt. is the lending Organisation or the borrowing organization, proposal in this regard should reach this Department with the approval of the Minister of the borrowing Department at least three months before the expiry of**

the extended tenure with full particulars. A [check-list](#) for such particulars is annexed.

7.5 When extension of period of deputation/foreign service for the first and the second year in excess of period prescribed in the Recruitment Rules is considered by the borrowing organization under powers delegated to them, the period for extension may be so decided upon so as to ensure that officer concerned is allowed to continue on deputation till the completion of academic year in cases where are the officer has school/college going children . No proposal for further extension beyond the second year in excess of period prescribed in the RRs shall be forwarded to this Department on the consideration that the officer has school/college going children. Extension beyond this period will be considered only if it is strictly in public interest.

7.6 For computing the total period of deputation/foreign service the period of deputation/foreign service in another ex-cadre post(s) held preceding the current appointment without break in the same or same other organization shall also be taken into account.

7.7 If during the period of deputation/foreign service the basic pay of an employee exceeds the maximum of the scale of pay of the post or the fixed pay of the post, on account of proforma promotion in his cadre under the Next Below Rule or otherwise, the deputation/foreign service of the employee should be restricted to a maximum period of six months from the date on which his pay exceeds such maximum and he should be reverted to his parent department within the said period.

7.8 If during the period of deputation, on account of proforma promotion in the parent cadre under the Next Below Rule, the employee becomes entitled to scale of pay higher than the scale of pay attached to the ex-cadre post, he may be allowed to complete the normal tenure of deputation subject to 7.7 above but no further extension of the period of deputation should be allowed in such cases.

## 8 Premature reversion of deputationist to parent cadre.

Normally, when 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 advance intimation of reasonable period to the lending Ministry/Department and the employee concerned.

## 9 Relaxation of conditions.

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

Authority : Railway Board's Letter No. (i) [F\(E\)II/94/DE/1/1 dated 5.12.94](#) (RBE 110/94),  
(ii) [F\(E\)II/98/DE/1/1](#) dated 25.3.98 (RBE 64/98),  
(iii) [F\(E\)II/94/DE/1/1 dated 24.12.98](#) (RBE 285/98).

**Check  
( Vide Para 7.4 )**

- 1. Name of the officer.**
- 2. Name of the parent office. Designation of the post held in parent office & pay scale of that post.**
- 3. Present basic pay in the parent cadre post.**
- 4. Designation & pay scale of the post held on Deputation and the present basic pay in the ex-cadre post.**
- 5. Has the officers been given NBR proforma Promotion/ ?. If so, pay scale of the post to which promoted.**
- 6. Normal period of deputation prescribed in Recruitment Rules for the ex-cadre post.**
- 7. Date of appointment on deputation.**
- 8. Is the officer drawing grade pay + d(d) a ? If so, has the d(d)a been stopped during the 5th year/2nd year in excess of the period prescribed in the Recruitment rules.**
- 9. Whether the extension for Ist Year/2nd year in excess of Period prescribed in the RRs of the post has been given with the approval of the Secy. And Minister incharge of the administrative Ministry/Department respectively.**
- 10. Does the proposed extension also requires the Approval of UPSC/ACC ?**
- 11. what is the specific public interest involved in the proposed extension?**
- 12. Whether the concurrence of lending organization/ individual concerned has been obtained for the proposed extension?**
- 13. Efforts made to select a suitable replacement for the officer?**
- 14. According to Recruitment Rules can the post be filled up by promotion? If so, are there any eligible officers available from the**

feeder cadres (if there is one) and if so, why are they Not being considered for promotion instead of seeking Further extension for existing incumbent?

15. Any other relevant information considered necessary

Signature and designation of  
Administrative Authority

### Important Letters on the Subject

#### 1. Deputation (Duty) Allowance

[F\(E\)II/98/DE/1/1 dated 25.3.98](#) (RBE 64/98)

[F\(E\)II/98/DE/1/1 dated 2.2.99](#) (RBE 15/99)

#### 2. Daily Allowance for journeys on Duty in various countries.

[F\(E\)II/2000/AL1/1 dated 24.10.2000](#) (RBE 187/2000)

[F\(E\)II/2000/AL1/1 dated 12.06.2001](#) (RBE 107/2001)

Further to [Master Circular No. 40](#) of 1991, regarding deputation/secondment of non-gazetted Railway employees outside the Railways, it has now been decided to supplement the earlier instructions with policy directives regulating terms and conditions for deputation to various organisations. Accordingly consolidated instructions on the subject in the form of Master Circular are enclosed for information and guidance of all concerned.

The orders issued by Ministry of Finance / Deptt. of Public Enterprises apply mutatis mutandis to Railway employees proceeding on deputation to PSUs Autonomous Bodies etc. whereas orders issued by Ministry of Personnel (Deptt. of Personnel & Training) are applicable mutatis mutandis to Railway employees on deputation to various ex-cadre posts, under the Central Government and other International Bodies etc.

While referring to this Circular, the Original Letters referred to, should be read for a proper appreciation. This circular is only a consolidation of the instructions issued so far and should not be treated as a substitution to the originals. In case of doubt, the original circular should be relied upon as authority.

The instructions contained in the original circulars referred to have only prospective effect from the date of issue, unless specified otherwise in the original

circular. For dealing with old cases, the instructions in force, at the relevant point of time, should be referred to.

If any circular on the subject which has not been superseded, has not been taken into consideration while preparing this consolidated letter, the said circular which has been missed through oversight, should be treated as valid and operative. Such a missing circular, if any, may be brought to the notice of Railway Board.

In consolidating instructions, reliance has been placed on the letters shown in the annexure.

## **DEPUTATION**

The term 'deputation' covers wide range of deployments/assignments, made of Government employees by transfer on a temporary basis to other Governments Departments, State Governments, Autonomous Bodies, Public Sector Undertakings, Companies, Corporations, Municipalities, Universities, Consultancy Organisations in Public/Private Sector, Private Organisations, United Nations and other International Agencies like World Bank, Asian Bank, Escap etc. and deputations out of India, Deputations to PSUs, Autonomous Bodies, Local Bodies, Universities are on foreign service terms. The terms regulating various deputations are given hereunder.

### **1. Terms and conditions for transfer on deputation of Central Government Employees to ex-cadre posts under the Government -**

(D.O. P.T.'s O.M. No. 2/12/87-Estt. Pay II dated 29.04.1988 & 11.09.1989 forwarded under Cover of Board's letters No. of [F\(E\)II/88/DE1/1 dated 17.02.1989](#) [RBE 48/1989] and [01.11.1989](#) [RBE 268/1989].

### **2. Application -**

**2.1. These orders apply to all Central Government employees who are regularly appointed on deputation in accordance with the provisions of the relevant recruitment rules to hold posts in the Central Government except in the following cases, viz:**

- 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 in the Central Secretariat such as Under Secretary, Deputy Secretary, Director, Joint Secretary, Additional Secretary, Secretary, etc. for whom separate orders as issued from time to time will continue to apply.**
- c. Deputation to posts outside India, and**
- d. Appointments of a specific category of employees to a specified class of posts where special orders are already in existence such as appointments made in the personal staff of Ministers etc. to the extent the provisions contained therein are at variance with those contained in these orders.**

### **3. Scope of Admissibility**

**3.1 The term 'deputation' will cover only appointments made by transfer on a temporary basis to other posts in the same or other departments/offices of the Central Government provided the transfer is outside the normal field of deployment and is in the public interest.**

**3.2 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 the post from which the employee is transferred.**

**3.3 Appointments of serving Government servants made either by promotion or by direct recruitment with open market candidates whether on a permanent or temporary basis will not be regarded as 'deputation'.**

**3.4 Permanent appointments made by transfer will also not be treated as 'deputation'.**

**3.5 Temporary transfers made on the personal requests of employees otherwise than in public interest will also not be treated as 'deputation'.**

#### **4. Exercise of Option**

**4.1 An employee on deputation may elect to draw either the pay in the scale of pay of the deputation post or his basic pay in the parent cadre plus personal pay, if any, plus deputation (duty) allowance. In no case will the pay so fixed be less than the minimum of the scale of the ex-cadre post.**

**4.2 The borrowing authority should obtain the option of the employee within a period of one month from the date of joining the ex-cadre post.**

**4.3 The option once exercised shall be final. However, the employee may review the option under the following circumstances –**

- a. When he receives proforma promotion in his parent cadre under the Next Below Rule.**
- b. When he is reverted to a lower grade in his parent cadre.**
- c. When he is appointed to another grade in the borrowing organisation, and**
- d. when the scale of pay of the cadre post on the basis of which his emoluments are regulated during the deputation or of the ex-cadre post held by the employee on deputation is revised either with retrospective effect or from a prospective date.**

#### **5. Pay Fixation**

**5.1 When an employee on deputation elects to draw pay in the scale of pay attached to the ex-cadre post, his pay may be fixed under the normal rules with reference to his pay in the cadre post to which he has been appointed on a regular basis. While fixing his pay in the ex-cadre post under the normal rules, the restrictions under FR 35 as well as the**

orders under that FR will not apply. In other words, in no case will the pay of the employee be fixed at a stage less than the minimum of the scale of the ex-cadre post.

**5.2** In cases of appointment/ promotion from one ex-cadre post to another ex-cadre post where the employee opts to draw pay in scale of pay of ex-cadre post, the pay in the scale of the second or subsequent ex-cadre posts shall be fixed under the normal rules with reference to pay in the cadre post only. In respect of appointments to ex-cadre posts on time scale of pay identical with the time scale of pay of ex-cadre posts held on an earlier occasion, the benefit of proviso I(iii) to FR 22 will, however, be admissible.

**5.3** In cases of appointments to a second or subsequent ex-cadre posts in a higher pay scale than that of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in 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 attached to the ex-cadre posts.

**5.4** If during the period of deputation the basic pay of an employee exceeds the maximum of the scale of pay of the post or the fixed pay of the post, on account of proforma promotion, in his cadre under the "Next Below Rule" or otherwise, the deputation of the employee should be restricted to a maximum period of six months from the date on which his pay exceeds such maximum and he should be reverted to his parent department within the said period.

**5.5** No employee whose basic pay at the time of his proposed deputation exceeds the maximum of the scale of pay of the ex-cadre post or the fixed pay of the ex-cadre post as the case may be, shall be deputed to such a post.

## **6. Deputation (Duty) Allowance**

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

- a. 5% of the employee's basic pay subject to a maximum of Rs.250 per month when the transfer is within the same station.
- b. 10% of the employee's basic pay subject to a maximum of Rs. 500 per month in all other respects.

Provided that the Basic Pay plus the Deputation (Duty) Allowance shall at no time exceed Rs. 7300 p.m.

**Notes :** (1) The term 'same Station' for this purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.

**(2) When 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 rules of Deputation (Duty) Allowance may be admissible under separate orders in any particular area, on account of conditions of living there being particularly arduous or unattractive. Where special rate is more favourable than that under 6.1 above employees deputed to the area will be given the benefit of the special pay.**

**6.3 The Deputation (Duty) Allowance as admissible vide 6.1 above, shall be further so restricted that the basic pay of the employee in his parent cadre from time to time plus Deputation (Duty) Allowance does not exceed the maximum of the scale of pay of the post held on deputation or where the post on deputation has a fixed pay, that fixed pay.**

**6.4 The employee on deputation may be given the benefit of the 'Next Below Rule' subject to the application of the provisions of 6.3 above in regard to the regulation of the Deputation (Duty) Allowance.**

**6.5 Whenever extension of the period of deputation for the fifth year or the second year in excess of the period prescribed in the Recruitment Rules is granted, it would be on the specific understanding that the officer would not be entitled to draw Deputation (Duty) Allowance.**

**6.6 If an employee (with the permission of the competent authority) proceeds on deputation from one post in one Ministry/Department/Organisation to another post in the same or another Ministry/Department/Organisation without reverting to his parent cadre, and if the second ex-cadre post is at the same station as the first ex-cadre post, then the rate of Deputation (Duty) Allowance would remain unchanged.**

**6.7 In cases where a deputationist 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 remain the same as was decided at the time of initial posting and will not undergo any change.**

## **7. Admissibility of any other pay and allowances while on deputation**

**7.1 Any project allowance admissible in a project area may be drawn in addition to Deputation (Duty) Allowance.**

**7.2 Any other special pay drawn by an employee in the parent department should not be allowed in addition to the Deputation (Duty) Allowance provided however, the Government may, by general or special order, suitably restrict the Deputation (Duty) Allowance where, under special**

circumstances, the special pay drawn by an officer in a of non-tenure post in his parent cadre is allowed to be drawn, in addition to basic pay, in his deputation post. This will require the specific prior concurrence of the Department of Personnel & Training.

**7.3** The personal pay, if any, drawn by an employee in his parent department will continue to be admissible until it is absorbed in other increase in pay i.e. increment or increase of pay by promotion or for any other reason, unless it is personal pay (or special pay in the nature of personal pay like qualification pay etc.) of non-absorbable nature.

**7.4** In case special pay is attached to the scale of the ex-cadre post and the employee has opted to draw in that scale, in addition to his pay in that scale, he will also be entitled to draw such special pay.

## **8. Tenure of Deputation**

**8.1** The period of deputation shall be subject to a maximum of three years in all cases except for those posts where a longer period of tenure is prescribed in the Recruitment Rules.

**8.2** The Administrative Ministries may grant extension beyond this limit upto one year, after obtaining orders of their Secretary (M.S.) in the Railway Board's Office) in cases where such extension is considered necessary in public interest.

**8.3** The borrowing Ministries/Departments may grant extension of deputation period for the fifth year or for the second year in excess of the period prescribed in the Recruitment Rules, where absolutely necessary, subject to the following conditions: —

- i.** While according-extension for the fifth year or the second year in excess of the period prescribed in the Recruitment Rules, the directive issued for rigid application of the tenure rules should be taken into consideration and only in rare and exceptional circumstances, such extensions should be granted.
- ii.** The extension should be strictly in public interest and with the specific prior approval of the concerned Minister of the borrowing Ministry/ Department.
- iii.** Where such extension is granted, it would be on the specific understanding that the officer would not be entitled to draw Deputation (Duty) Allowance.
- iv.** The extension would be subject to the prior approval of the lending organisation, the officer on deputation and wherever necessary the UPSC.

**8.4** In cases where the extension is beyond the fifth year or beyond the second year in excess of the period prescribed in the Recruitment Rules, the same would be allowed only after obtaining the prior approval of the Department of Personnel & Training. Proposals in his regard should reach that department at least three months before the expiry of the extended tenure.

**8.5** When extension of the period of deputation is considered, the period of extension may be so decided upon as to enable the officer concerned to continue on deputation till the completion of academic year in cases where the officer has school going children

**8.6** For computing the total period of deputation the period of deputation, including the period of deputation in another ex-cadre post held immediately preceding the current appointment in the same or other organisation/ department of the Central Government shall also be taken into account.

**8.7** If during the period of deputation the basic pay of an employee exceeds the maximum of the scale of pay of the post or the fixed pay of the post, on account of proforma promotion in his cadre under the 'Next Below Rule' or otherwise, the deputation of the employee should be restricted to a maximum period of six months from the date on which his pay thus exceeds such maximum and he should be reverted to his parent department within the said period.

**8.8.** If during the period of deputation, on account of proforma promotion in the parent cadre under the 'Next Below Rule' the employee becomes entitled to a scale of pay higher than the scale of pay attached to the ex-cadre post, he may be allowed to complete the normal tenure of deputation subject to 8.7 above, but no extension of the period of deputation should be allowed in such cases.

## **9. Promotions during period of deputation**

**9.1** When an employee already on deputation is to be promoted/ appointed to another post by the borrowing authority, the borrowing authority should obtain the concurrence of the lending authority prior to the promotion/ appointment.

**9.2** The employee on deputation may be given the benefit of the 'Next Below Rule' subject to the application of the other provisions contained in this Office Memorandum.

## **10. Grant of leave on expiry of tenure of deputation**

On reversion from the deputation post to the parent cadre, the employee concerned might be allowed leave not exceeding two months by the borrowing Ministry/ Department/ Organisation. The employee concerned should apply for further leave to his cadre controlling authority.

## **11. Premature reversion of deputationist to parent cadre**

Normally, when an employee is appointed on deputation, his services are re-placed at the disposal of the parent Ministry/Department at the end of his 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 reasonable notice to the lending Ministry/Department and the employee.

## **12.Sanction of Deputation (Duty) Allowance**

The Administrative Ministries/ Departments will be competent to sanction the Deputation (Duty) Allowance of their employees and those in offices under them in accordance with these terms and conditions. Such condition may be issued either by the Ministry/ Department transferring the employees or by the Ministry/Department borrowing the services of the employees, as may be appropriate in the circumstances of each case.

## **13.Relaxation of conditions**

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

**14.These orders take effect from 1st April, 1988 in so far as the modifications incorporated now are concerned. Deputation to Central Public Sector Enterprises except those exempted.**

**[G.I.M.F.O.M. No. 5(25)/83/PB-BPE(PESE) dated 06.03.1985] circulated under cover of Railway Board Letter No. [F\(E\)II-86 DE 1/1 dated 25.03.1986](#)]**

**15.The Government have reviewed the policy regarding deputation of Government Officers to Central Public Enterprises in the context of the need for toning up the performance of public enterprises.**

**16.In supersession of all extant orders on the subject, it has been decided that deputation of all Government Officers including those belonging to Defence Services, to all posts (whether Board Level or below Board Level) in Central Public Enterprises should, except in the cases mentioned in the following paragraph, not be permitted from the date of issue of this O.M. i.e. 6th March, 1985. Hereafter, such officers could join posts in the Central Public Enterprises only on immediate absorption basis.**

**17.However, deputation may be permitted for a maximum period of three years in the case of Chief Executives and regional/Zonal chiefs of Central Public enterprises who require conditions liaison and coordination with State Governments and where expertise acquired in the State Government is needed for organisational efficiency. Following are the examples of enterprises coming under this category.**

- . Central Cottage Industries Corporation.**
- a. Central Inland Water Transport Corporation.**
- b. Central Warehousing Corporation.**
- c. Cotton Corporation of India**
- d. Food Corporation of India.**
- e. Handicrafts and Handlooms Export Corporation Ltd.**
- f. National Handloom Development Corporation.**

- g. National Seeds Corporation.**
- h. Rural Electrification Corporation.**
- i. Rehabilitation Industries Corporation.**
- j. State Farms Corporation.**
- k. Trade Fair Authority of India.**

**Note: Deputation of Officers/Staff to RITES, IRCON & CRIS has been exempted from the purview of above order upto**

- 18. Deputation may also be permitted in the case of Chief Vigilance Officers in all Central Public Enterprises, the tenure of officers of Organised Services appointed to posts of Chief Vigilance Officers in public sector undertakings should be the same as the tenure that would be permissible in their cases on their deputation to the Centre.**
- 19. The policy that Government employees joining public sector undertakings can do so only on immediate absorption basis will also apply to employees of one public sector undertaking joining other public sector undertakings, regardless of the level of the posts involved.**
- 20. In respect of officers who are already on deputation to Central Public Enterprises, the existing terms and conditions of their deputation will operate. However, no extension of deputation beyond the periods specified in their deputation orders should be allowed.**

**Notes:**

- 0. Even though the list of undertakings as mentioned above is only illustrative, it is not open to the undertakings or the concerned administrative Ministries themselves to presume exemption from the ban imposed on deputation. They will have to move the Government for extension of exemption to a particular undertaking or to a post or class of posts in an undertaking, giving full justification therefor. Until exempted, the ban on deputation will apply to the undertaking.**
- 1. The policy on immediate absorption as contained above applies equally to the employees of the State Governments joining Central Public Sector Undertakings.**
- 2. Central Government employees who join Central Public Sector Enterprises on 'immediate absorption' basis are entitled to the same pensionary benefits as are admissible to deputationist Central Government officers who opt for permanent absorption, irrespective of the fact that appointment of some of these employees in the Public Enterprises may be on probation for a given period. In other words, the 'immediate absorption' is to be treated as 'permanent absorption' so far as pensionary benefits to Central Government employees are concerned.**

**The stipulation of immediate absorption will apply to all appointments of Central Government servants in the Central Public Enterprises irrespective of the level of appointment and whether the appointment is in public interest or otherwise, provided they had applied through**

proper channel and that they had been released only after obtaining and accepting their resignation from the Government service. Since the admissibility of aforesaid terminal benefits is limited to those officers who leave Government service to secure employment in the enterprise, with prior permission, the case for grant of these benefits may be processed only after ascertaining from the enterprise concerned that the officer has actually joined them.

Cases of grant of pensionary benefits to Central Government employees who join Central Public Enterprises on 'immediate absorption' basis as well as those who opt, while on deputation to public enterprises for permanent absorption should continue to be referred to the Bureau of Public Enterprises.

[G.I. Deptt. Public Enterprises, O.M.No. 3(2) 85/-BPE-S&A Cell dated 09.01.1986]

### **Terms governing permanent absorption in Central Public Enterprise**

#### **21. Release of Government servants for appointment in the enterprises**

A Government servant who has been selected for a post in a Central Public Enterprise may be released only after obtaining and accepting his resignation from the Government service.

#### **22. Retention of lien/quasi-permanent lien**

No lien/quasi-permanent lien of the Government servant concerned will be retained in his parent cadre. All his connections with the Government will be severed on his release for appointment in the enterprise and he will not be allowed to revert to his parent cadre.

#### **23. Pay Fixation**

A Government servant selected for a post in a Central Public Enterprise will be free to negotiate his emoluments with the enterprise. On appointment to a post in a public sector enterprise on immediate absorption basis, a Government servant will be at par with other employees of the enterprise and will be governed by the rule of the enterprise in all respects.

#### **24. Pensionary Benefits**

- Resignation from Government service with a view to secure employment in a Central Public Enterprise with proper permission will not entail forfeiture of the service for the purpose of retirement/terminal benefits. In such cases, the Government servant concerned shall be deemed to have retired from service from the date of such resignation and shall be eligible to receive all retirement/terminal benefits as admissible under the relevant rules applicable to him in his parent organisation.

- i. The officer eligible for pension should exercise an option within six months of the date of his resignation for either of the following two alternatives :
  - a. Pro rata monthly pension and death-cum-retirement gratuity as admissible under the relevant rules.
  - b. Pro rata gratuity and a lump sum amount in lieu of pension worked out with reference to the commutation tables applicable on the date of resignation.

**Note:** Where no option is exercised within the prescribed time limit, the officer will be governed by alternative (a) above. Option once exercised shall be treated as final.

Any further liberalisation of pension rules decided upon by the Government after the date of resignation of a Central Government servant to join the public enterprises will not be extended to him.

A Government servant who opts for pro rata monthly pension on his resignation from Government service will not be entitled to relief on pension during his service in the public enterprise.

## **25. Leave**

A Government servant taking up an appointment in a Central Public Enterprise will be entitled to encashment of earned leave to his credit at the time of acceptance of his resignation from Government service, subject to a limit of 240 days. Half pay leave will stand forfeited.

## **26. Family Pension**

- . If there is no family pension scheme in the public enterprise, or if the officer does not become eligible to join family pension scheme in the enterprise, the family pension as admissible under the Central Government will be allowed to him.
- i. For the purpose of these instructions immediate absorption means acceptance of resignation of an officer from Government service to enable him to take up an appointment in a Central Public Enterprise, for which he had applied with proper permission.
- ii. Since the terminal benefits mentioned above are admissible only to those officers who leave Government service to secure employment in the enterprise, with proper permission, a case of grant of these benefits may be processed only after ascertaining from the enterprise concerned that the officer has actually joined them.
- iii. The stipulation of 'immediate absorption' will apply to all appointments of Central Government servants in the Central Public Enterprises, irrespective of the level of appointment, the mode of recruitment and whether an appointment is in public interest or otherwise, but subject to the exceptions made in the O.M. dated 06.03.1985 referred to above.

- iv. For the purpose of these orders, a Central Public Enterprise is an undertaking wholly or substantially owned by the Government of India and which is accepted as such by the Bureau of Public Enterprise.
- v. The terminal benefits etc., enumerated above will be admissible to all Central Government servants who secure appointments in Central Public enterprises with proper permission. A Government servant selected for appointment in an enterprise on the basis of an application submitted by him before joining the Government service will be deemed to have applied with proper permission or the purpose of these orders.
- vi. All existing instructions on the subject will stand amended/ superseded to the extent indicated in the preceding paragraphs. Formal amendments in the statutory rules when considered necessary will be carried out in due course.
- vii. All cases of grant of pensionary benefits etc. to Government servants, who are appointed in the Central Public Enterprises on immediate absorption basis, shall be decided by the administrative Ministry/ cadre controlling authorities competent to accept resignation of a Government servant in accordance with provisions of this O.M. All other cases not covered under the provisions of this O.M. or which require relaxation of any provision should continue to be referred to the Bureau of Public Enterprises with necessary service particulars. Cases of doubtful nature also should continue to be referred to the BPE.

**Terms applicable for deputation to Public Sector Undertakings, foreign service etc. in India.**

**27.Regulation of pay of employees drawing pay in the Revised scales of pay, introduced from 01.01.1986.**

**[G.I.D.P.T. O.M. No. 6/30/86 Estt. /Pay II dated 09.12.1986]**

**When a Central Government employee is deputed to a post in a public sector undertaking where the industrial rates of Dearness Allowance are being granted, he may be allowed and option either :**

- . to draw the grade pay plus deputation allowance at the rate of 10% of his grade pay subject to a maximum of Rs.500 p.m. or
- i. to draw pay in the scale of pay attached to the post in the public sector undertaking.

**Where the employee opts to draw pay in the time scale of the post in the public sector undertaking his pay may be fixed in the pay scale of the post at the stage next above the amount arrived at, by adding to his grade pay one increment in the scale of his cadre post in the Government (and if he was drawing pay at the maximum of the scale, by the increment last drawn) and appropriate dearness allowance additional DA, ad hoc DA and interim relief on such pay as admissible to the Government employee on the date of**

his deputation to the PSU, reduced by the Industrial rates of DA, Additional DA and interim relief if any, applicable to the post in the undertaking. The pay so fixed should not, however, be less than the minimum of the pay scale of the post to which the Government employee is deputed. The option once exercised shall be final except that -

- ii. when such an employee receives proforma promotion in his parent department under Next Below Rule, or is reverted to a lower grade in the parent department or is appointed to another grade in the undertaking; or
- iii. when the scale of the deputation post or that the post held by the deputationist in the parent cadre is revised, in such circumstances, the employee will be allowed a fresh option.

### **28.Increments**

The Government employee will draw increment in his parent grade or in the grade attached to the deputation post, as the case may be depending on whether he has opted for his own grade pay plus Deputation (Duty) Allowance to the time scale of the deputation post.

### **29.Dearness Allowance**

In case the employee exercises an option to draw pay in the time scale of the post, he will be entitled to dearness allowance under the rules of PSU. In other cases, he will be entitled to DA in accordance with the rules of the Central Government as applicable from time to time.

### **30.House Rent & CCA**

As admissible to officer of his status in the borrowing organisation. The borrowing organisation under its rules, if it so desires, may apply the Railway rules to the officer in this regard.

### **31.Joining Time**

The officer will be entitled to joining time when proceeding on and returning from deputation in accordance with the regulations of the borrowing organisation. The joining time pay both ways shall be payable by the borrowing organisation.

### **32.Travelling Allowance**

Travelling Allowance will be regulated according to Railway rules, in terms of which the officer will be governed by the Railway Travelling Allowance rules in toto during joining time (both ways); the borrowing organisation will credit to the Railway an amount equal to the transfer travelling allowance and incidental expenses admissible under its rules for the journeys both ways (i.e. to take up the assignment and to return to the Railways) the excess over which under the Railway Rules will be borne by the Railway. Railway Passes on transfer account for the Officer and his family and also for transporting his (kit) and motor car (if he possesses

one) will be issued to the officer by the Railway from which he proceeds on deputation. For any journey undertaken during deputation in connection with the work of the borrowing organisation, he will be governed by the rules of that organisation.

### **33. Medical Facilities**

The officer shall be eligible for medical facilities in accordance with the rules of the borrowing organisation for officers of corresponding status under that organisation. The borrowing organisation, however, may allow the officer at his option to enjoy Railway medical facilities provided a contribution to the Railway is made by the Borrowing Organisation or by the Officer concerned, as may be mutually agreed upon between them, at the rates of recovery prescribed from time to time for officers of his status.

### **34. Privilege Passes**

The officer will be entitled to the benefit of passes and PTOs in accordance with the extant orders. He will however, not be eligible to the benefit of 'Leave Travel Concession' in any form, if in existence in the borrowing organisation for its employees.

### **35. Leave and Retirement Benefits**

The officer will continue to be governed by the leave and retirement benefits rules applicable to him as a Railway servant. The borrowing organisation will pay to the Railway Administration the usual contribution as laid down under Railway rules, which will be intimated by the FA & CAO of the concerned Railway, who will make arrangement to effect recoveries regularly. The borrowing organisation will be liable to pay leave salary and allowances in respect of special disability leave, if any, granted to the officer on account of any disability incurred in and through service under the borrowing organisation even if such disability manifests itself after termination of service with the organisation.

### **36. Other Allowances**

As regards other allowances and concessions, the same will be regulated as admissible to corresponding employees of the P.S.U.

#### **Officers appointed in the personal staff of Ministers**

[G.I Deptt. Of Personnel & Training O.M. No. F.2/18/85 Estt. /P.II dated 25.7.1985 & No. 6/ 30/86. Estt. Pay II dated 18.12.1986 and 24.2.1987]

### **37. Officers of Central Government/Autonomous Bodies appointed in the personal Staff of Ministers**

- When officers of the Central Government/Autonomous Bodies holding posts at lower levels or those who are not cleared for appointments at levels at which the posts in the personal staff of Ministers exist are appointed to higher posts, addition to their grade they may be

**allowed Deputation (Duty) Allowance/Special Pay at the following rates.**

(a) for officers in receipt of basic 12.5% of basic pay subject to a minimum of Rs. 330 pay above Rs.2200. and a maximum of Rs. 500 p.m.

(b) for officers in receipt of basic 15% of basic pay subject to a minimum of Rs. 150 p.m. pay upto Rs.2200.

i. As regards officers who go on deputation to equivalent and/or analogous posts, they may be allowed in addition to their grade pay Deputation (Duty) Allowance/ Special Pay at the rate of 10% of basic pay subject to a limit of Rs.100 p.m. / 5% of basic pay subject to a limit of Rs. 250 p.m. if pay is drawn in the revised of pay scale of pay.

ii. In both the cases referred to at (i) and (ii) above, the grade pay plus Deputation (Duty) Allowance/Special Pay at the rates prescribed should not exceed the maximum of the scale of pay attached to the posts against which the officers are appointed.

**38.(II) Officers from State Governments and Public Sector Undertakings appointed in the personal staff of Ministers**

Their terms of appointment may be governed by the orders contained in the Department of Personnel and Training O.M No. 1/4/84-Estt. (P.II) dated 26.12.1984.

**39.Officers from Private Sector appointed in the personal staff of Minister**

Normally their pay may be fixed at the minimum of the scale of pay of the post in which they are appointed. However, where it is proposed to fix pay by granting advance increments, the approval of the Deptt. of Personnel and Training will have to be obtained.

**40.The employees who have been on deputation as on 1.1.1986 are concerned, in case the deputation allowance that they have been getting in the existing pay scales over their cadre emoluments while on deputation happens to be more than the benefits they would be deriving in the revised pay scales after 1.1.1986, then for the current tenure of their deputation the drop may be protected as personal pay to be absorbed in future increases of pay and dearness allowance. This dispensation will however, not be available to employees appointed on deputation on or after 1.1.1986.**

**41.These orders take effect from the date an employee draws pay in the Revised Scale of pay applicable in accordance with the RS(RP) Rules, 1986.**

#### **Deputation to Joint Sector Companies**

**[G.I. M.F. OM No. FI(II) E. III(B)/72 dated 18.11.1972]**

**42.It has been decided that so long as Central Government employees are on deputation from Government, it will not be appropriate to allow them all the prerequisites and allowances in full as are admissible to the employees of the Joint Sector Companies, as these prerequisites and allowances, have been observed to be on a generous scale. Their terms should be in line with those**

obtaining in the Public Sector Undertakings. Accordingly, as and when fresh cases of deputation to such undertakings are sponsored by Ministries/ Departments, the proposals should be referred to Associate Finance, with complete details of the perquisites and allowances obtaining in the undertakings and with the recommendations of the Ministry/Department about the terms to be given keeping in view the policy decision referred to above. In case of officials already serving with these undertakings, where it is proposed to extend the existing period of deputation, such proposals should also be similarly referred to the Associate Finance with all relevant details. Further extension of the deputation will be on such terms as may be finally decided by the Government. Where these terms are not acceptable to the officials, they will have the option to revert to their cadre.

43. On receipt of the proposals referred to, they will be examined by Associate Finance in consultation with Estt. Division of the Ministry of Finance and Bureau of Public Enterprises.

### **Employees of Public Sector Undertakings on reverse Foreign Service in the Government of India.**

[G.I. Deptt. of Per. & AR O.M. No. 1/4/84. Estt. (P.II) dated 26.12.1984]

44. The President is pleased to decide that the employees of Public Sector Undertaking, who are in receipt of industrial rates of Dearness Allowance and who are appointed on deputation under the Central Government may be offered the following terms in respect of their pay and allowance etc.

- . Pay - The employee will have an option to draw an option to draw either.
  - a. pay in the scale of the post held by him on reverse foreign service under the Central Government or
  - b. to draw his grade pay in the public sector undertaking plus Deputation (Duty) Allowance at 10% of the grade pay subject to a ceiling of Rs. 250 p.m. without restriction with reference to the maximum of the scale of pay of his post.

45. Where the employee has opted for the alternative at (a) above, his initial pay will be fixed by raising his grade pay in the Public Sector Undertaking by one increment in his pay scale and equating the pay so raised plus appropriate dearness allowance, additional dearness allowance and interim relief if any, admissible in the public sector undertaking to the pay plus dearness allowance, additional dearness allowance, ad hoc dearness allowance and interim relief admissible under the Government and fixing the pay in the Government. If there is no stage equal to that pay in the pay scale of the post under the Government his pay will be fixed at the next stage-in the scale. The pay so fixed will, however, be restricted to the maximum of the pay scale under the Government.

46. Allowances

Where the option is in favour of the alternative at (a) above, the allowances and perquisites will be regulated in accordance with those applicable to the post under the Central Government.

In respect of those who opt for the alternative at (b) above, the allowances and perquisites at rates admissible in the parent Public Sector Undertaking may be allowed provided allowances and perquisites of the same character are available to officer of comparable status in the Government, subject to the fulfilment of the conditions, if any, prescribed by the Public Sector Undertaking for drawal of such allowances etc. In respect of perquisites and allowances of a character which are not available to officers of corresponding status in the Government the clearance of the Department of Personnel and Training shall be obtained before settling the terms. The facility of limited use of Government vehicle for private purposes on payment of normal charges, will not however, be available during the period of reverse Foreign Service even if similar facility is admissible to the employee in the Public Sector Undertakings.

#### **47. Encashment of leave**

During the period of reverse Foreign Service, the employee will, unless otherwise specified, be governed by the leave rules of the Public Sector Undertakings concerned, as leave salary contributions are payable to the public sector undertaking. Hence encashment of leave will be regulated as per the rules of the Public Sector Undertaking and the liability in this regard will be that of the lending organisation.

#### **48. Employees of Public Sector Undertakings who are in receipt of DA at Central Government rates**

The cases of employees of Public Sector Undertakings who are in receipt of Central Government rates of D.A. and who are appointed on deputation under the Central Government may be referred to the D.O.P.T. before finalising their terms.

#### **49. State Government employees on deputation to the Government of India**

It has been decided that the terms as contained in paragraph 1 of this O.M. in respect of pay and allowances as admissible to the employees of Public Sector Undertakings on reverse foreign service may also be extended to the State Government employees during their deputation to the Government of India.

#### **50. Date of effect and option**

These orders will take effect from the 1st of the month in which these are issued. Employees of Public Sector Undertakings already on reverse foreign service and State Government employees already on deputation to the Government of India will have the option either to continue to be governed by their existing terms and conditions during the present term of their deputation or to come over the terms and conditions mentioned in this O.M. For the extended period of their tenure they will be governed only by the provisions of this O.M. In the case of others the option for pay fixation under para 1(i) above will have to be exercised within one month of the officers coming on deputation and that option will be effective from the date of coming on deputation. Option once exercised will be final except when:

- such an officer receives proforma promotion in his parent office under the Next Below Rule or is reverted to a lower grade in the parent office or is appointed in another grade in the Government, and
- a. when the scale of the deputation post or that of the post held by a deputation 1st in his parent office is revised either with retrospective or prospective effect.

#### **Deputation to Local Funds, Panchayati Raj Institutions in Union Territories**

**51. Consent of Government servant is necessary for deputation of Government servants to Local Funds not administered by the Government. It will not be necessary for transfer of Government servants to Local Funds administered by the Government. Consent of the Government servant is also not necessary for transfer of a Government servant to Panchayati Raj Institutions set-up in Union Territories. All such transfers shall be on foreign service terms.**

#### **Deputation of a Government servant to a Private Undertaking**

**[G.I.MHA. O.M. No. 14/5/67 Estt. (A) dated 11.09.1967]**

- 52. Principles enunciated in FR 111 should be applied most rigorously viz., it should be examined whether the duties to be performed after the transfer are such as should for public reasons be rendered a Government servant.**
- 53. Generally, the loan of a Government Officer to a private Undertaking should be regarded as a very exceptional case requiring special justification. However, terms and conditions of deputation should be settled well in advance before release with a view to facilitating recovery of foreign service contributions in time and thereby avoiding payment of penal interest thereon.**
- 54. Deputation/foreign service to Consultancy Organisations in Public/Private sector is permissible under the rules, but the proposal should be considered on a case to case basis. The deputation of Government experts to consultancy organisations should be time bond.**
- 55. Proforma Promotion may be given to a Government servant deputed on foreign service and it should be regulated in the same manner as in the case of deputation under the Government, outside the regular line of service referred to earlier, i.e. it should be governed by "one for one" principle.**

#### **Special provisions for employees on foreign services with recognised Associations/ Unions etc.**

**56. As a measure of assistance to recognised Union/ Associations/ Federation of Central Government employees Government have allowed them the services of serving Government employees on foreign service terms to work with the concerned Associations/ Unions/Federations. In such cases, leave salary and pension contributions was required to be paid by the Unions etc. In the interest of promotion of better understanding with the Unions/ Associations/ Federations etc. of employees and improving staff relations, it has been decided that the pension contributions to be made by the**

recognised Associations/ Unions/ Federations in respect of serving Government employees on foreign service with them may be waived. This concession will, however be limited to recognised All India Associations/ Unions/ Federations of Central Government employees and in respect of not more than two serving employees at a time on foreign service with each such Association/ Union/ Federation. As regards leave salary contribution to be paid by the Associations/ Unions/ Federations, there will be no objection for waiving them if the Associations/ Union/ Federations agree to bear the leave salary of the concerned employees in respect of leave earned during the period of the service with the Unions etc. and the employees concerned agree to forego their claim for leave from Government in respect of their period of foreign service with the Unions/ Associations/ Federations. The period of foreign service will not, in such cases, count for any kind of leave under the Government of India.

[G.I.M.F.O.M. No. FI (10)-E. III(B)/75 dated 20.10.1975]

**Terms of deputation etc. for Government Official who are permitted to take up short term foreign assignment/ consultancy with United Nations and other International agencies like World Bank, Asian Bank , Escap etc.**

[Deptt. Of Pers. & A.R.O.M. No. 16011/381-Estt. (Allces) dated 15.10.1983 read with O.M. dated 05.03.1984 circulated under Board's letter No. [F\(E\)II/84/DE 2/1 dated 26.07.1984](#)]

**57. Pay and allowances and treatment of the period spent on short term assignment/ consultancy with U.N. & other International Agency**

- . Where the United Nations or other International Agency offers to the Government servant pay and allowances according to its own rules, the period spent with the Agency by the Government servant will be treated as foreign service. The Agency would be required to pay contributions on account of leave salary and pension for the period of foreign service/ consultancy. If the agency does not pay these contributions, the Government servant himself should pay such contributions. Failure to do so will disqualify the Government servant to claim the period spent on foreign service as qualifying service for pension and for determining the leave entitlement.
- a. Where the Government of India sponsors a Government servant for a short term assignment/ consultancy with the UN and other International Agency and the Government servant so sponsored is paid by the Agency only subsistence allowance (i.e. daily allowance) or consultancy fee/ honorarium or both and not pay and allowances as per its own rules, the Government servant would be treated as on deputation to the agency and pay and allowances would be paid by the Government of India, treating the entire period of deputation with the Agency as on duty. Contributions towards leave salary and pension are not payable in such cases.
- b. In cases other than those covered by (a) and (b) above, where the Government servant is permitted by Government to take up short term assignment/ consultancy with the U.N. and other International Agencies and the Agency offers only subsistence allowance or fee/

honorarium or both, the period of absence of the Government servant would be treated as Leave due and admissible to him. No contribution on account of leave Salary and Pension will be payable in such cases. Permission by the Competent Authority to the Officer to accept foreign assignment/ consultancy would automatically carry with it also the permission under the relevant leave rules.

- c. In the case of Railway employees whose appointment with the Government is on contract basis, if the duration of assignment with the U.N. or other International Agencies is more than 45 days, the contract appointment should be terminated w.e.f. the date he hands over charge for taking up the assignment/ consultancy with the Agency. If after completion of the assignment/ consultancy, the services of the official are still required, his appointment will have to be on a fresh basis. In case the duration of the assignment/ consultancy is 45 days or less, the period of assignment/ consultancy will be regulated under sub-clauses (a), (b) and (c) above.

#### **58.Provision for Scientists, Technologists & Medical Specialists**

Orders provide that Scientists, Technologists and Medical Specialists working under the Central Government, who in the overall interest of research and development, are permitted by Government to take full time assignment either in foreign countries or with the country as Visiting Professors, Students etc. in Universities or Scientific/ Medical Institutions, may be allowed to retain in toto the remuneration received by them, subject to the following conditions:

- . They may be granted extraordinary leave during the period of such assignment.
- i. The assignments should not be more than 2 years duration at a time, and
- ii. They shall pay pension contribution to the Government of India as payable under the provisions of Fundamental Rules by a Government servant, sent on deputation on foreign service. In the case of those who are governed by the Contributory Provident Fund Rules, they should themselves contribute the employer's share of contribution with reference to the emoluments which the official would have drawn had he been on duty in India.

59.It has been further provided that the above benefit will however not be applicable to (a) Temporary employees with less than 3 years continuous service, and (b) re-employed pensioner. Persons appointed on contract will also not be eligible unless they have put in not less than 3 years of service under the Central Government and they give an undertaking to serve the Government on return from foreign assignment for a period of at least 3 years whether on contract or otherwise.

60.An option may be allowed to such personnel to be governed by the provisions contained in paragraph 8 of OM dated 11.02.1980 or provisions contained herein.

**Exemption from cut under SR 12**

**61. As per the provisions contained in paragraph 6(iii) of OM dated 11.02.1980, payments received by Government servants for writing reports/papers or study reports on selected subjects for international bodies like the U.N., UNESCO, etc. are not subject to crediting 1/3rd of the amount under SR 12 to general revenues. Orders have since been issued vide this Deptt's O.M. No. 16011/3/81-Estt. (Allces) dated 19.05.1981, providing that in cases where a Government servant writes a paper or a report etc. (aided by knowledge acquired by him in the course of his service), on behalf of the United Nations or other International Agencies and such report has been written as an outcome of short term consultancy, the amount paid by the agency on account of such work shall also be exempted from the cut under SR 12. In all other cases not covered under the orders referred to above, the consultancy fee/ honorarium received by the officers for the short term assignment, consultancy with the United Nations and other International Agencies will be subject to the cut as per provisions of SR 12.**

#### **62. Other Terms and Conditions**

**Apart from what has been provided in this O.M., a Government servant permitted to take up foreign assignment/ consultancy with the World Organisations, such as United Nations, World Bank, FAO, ECAFE etc., will not be entitled to any other payments or concessions from the Government of India and the other terms and conditions like those for passage, TA etc. will be as settled with the borrowing organisation.**

#### **63. Short term consultancy**

**For the purpose of the aforesaid orders, short term assignment/consultancy means an assignment of not more than 3 months duration.**

**64. Vacancies exceeding 45 days caused on account of the officials having been sponsored by the Government of India to take up short term foreign assignment consultancy with the United Nations and other International Agencies, may be filled up by the duration of 45 days or less should not be filled up. Filling up of leave vacancies will be governed by the normal rules.**

**Deputation of 'Below Expert Category Personnel to foreign countries on Government to Government basis**

**[Ministry of Home Affairs Deptt. of Personnel (A.R.O.M. No. 28013/1/80-Estt. (C) dated 10.12.1981]**

**65. Provisions contained in O.M. No. 60/37/63-Estt. (A) dated 14.07.1967 regarding forwarding of applications of Government servants working in a Deptt./Office of the Central Government to posts in other Central Government Deptts./ offices etc. and this Deptt's O.M. No. 28017/1/81-Estt(C) dated 1.4.1981 governed the conditions of service of Indian experts deputed to foreign countries on Government to Government basis. There was no such arrangement under which 'Below Expert Category Personnel' such as Diploma holder Engineers and para medical staff etc. could be deputed to foreign countries on Government to Government basis. Such**

people had to resign their jobs before they could be allowed to accept employment in foreign countries.

66. It has now been decided in consultation with the M/Ext. Affairs, that similar facilities as are available to expert category personnel should also be extended to 'Below Expert Category' Government employees. Applications of such personnel, working in various Central Government Deptts./Offices for posts in developing countries of Asia, Africa and Latin America as are circulated departmentally or advertised through a Government agency may be forwarded without calling upon them to put in their resignations etc. On their selection their service rights may be protected in accordance with the instructions contained in O.M. No. 28017/1/81-Estt. (C) dated 1.4.1981.

#### **Terms of deputation of Central Government servants who are deputed for service under the Government of Manipur & Tripura**

[Dept. of Pers. & Trg. O.M. No. 2(45) Estt-P .II/85 dated 20.12.1985]

67. In supersession of all previous orders on the subject it has been decided that Central Government civilian employees who are deputed to serve under the Government of Manipur or the Government of Tripura, will be allowed the same allowances and facilities as are contained in the Ministry of Finance (Deptt. of Expr.) O.M. No. 20014/3/ 83-E. IV dated 14.12.1983.

#### **Investigation of cases against officers who are on deputation**

68. It would be appropriate for the parent authority from which an officer proceeds on deputation to forward such information to the CVO of the organisation to whom, the services of the officer have been sent regarding investigation of cases against deputationists with them. In all such cases the result of final investigation should also be sent to the borrowing organisation.

[CVC's letter No. 58 DSP 10 Dated 25.05.1978 circulated under Board's letter No. 78/Vig.1/ VP/1/ 8 dated 11.7.1978]

69. An officer should not be sponsored for a fresh deputation of foreign service or assignment for the posts in Ministries/ Deptts./ PSU etc until he has completed 3 years on the Railways after his return from earlier deputation. Applications of Railway officers who have not completed three years service after return from their last deputation may however be forwarded for a fresh assignment provided they give an undertaking that if they are selected for the post applied for, they would resign the Railway post before taking up such assignment. These orders apply to officers who have already completed a foreign assignment and have come back to Railways.
70. There should be a minimum period of service on the Railways before an officer could be sponsored for a fresh deputation or foreign service or appointment as a result of forwarding of applications after he has come back to the Railways at the end of any such assignment. Such a period of service on the Railways is necessary in order to enable an officer to update his knowledge of Railway working before he is deputed again for assignments outside Railways. It has therefore, been decided that an officer

should not be sponsored for a fresh deputation or foreign service or assignment in and outside India, on the basis of forwarding of application until he has completed three years on the Railways after his return.

[Railway Board's letter No. E(O)II-71/DE1/18 dated 16.09.1971]

- 71.Applications from Railway officers who have not completed 3 years on the Railways on return from deputation in PSUs/ Deptts./ Ministries/ State Government and from officers who are currently on deputation to the above-mentioned organisations may be forwarded for foreign assignments under any agencies of the United Nations, such as I.B.R.D., I.L.O. etc. without any undertaking for giving resignation from the Railway posts before taking up the post applied for.

[Railway Board's letter No. E(O)II 71/DE-I/A/18 dated 16.09.1971 and 5.2.1973 E(O)II/73/A02/12 dated 23.07.1973]

**Grant of Deputation Allowance when an Officer holds only the additional charge of ex-cadre post**

[Min. of Finance O.M No. 6(5) -E.III/B/66 dated 12.09.1966]

- 72.Deputation allowance is not admissible when an Officer holds only the additional charge of an ex-cadre post. Deputation allowance if otherwise admissible can be granted only when an officer is appointed on a full time basis to an ex-cadre post.

**Grant of Dearness Allowance to officers during deputation/training abroad**

[Railway Board's letter No. [E\(P&A\)II/DA/1](#) dated [5.7.1985](#) (RBE 195/1985)]

- 73.A Railway employee deputed for training abroad under the various officially sponsored training schemes may be allowed Dearness Allowance at the rate at which he would have drawn Dearness Allowance, had he not proceeded on deputation abroad for training, even in cases of stay of more than 6 months in a single country. The Dearness Allowance will be admissible for the entire period of such deputation abroad for training irrespective of the fact whether the wife/ husband accompanies him/ her or not during the entire period of training abroad or a major portion thereof. These orders take effect from 08.02.1985.

**Restrictions on pay allowed on deputation where it becomes necessary to invoke FR 35**

[G.I. Deptt. of Per. & Trg. O.M. No. 6/30/89 Estt. (Pay. II) dated 9.12.1986 & Corrigendum dated 24.02.1987]

- 74.The pay allowed on deputation under Rule 2029 (FR 35) R.II should not exceed the basic pay of the deputationist (where it becomes necessary to invoke provisions of FR 35) by more than the amount mentioned below:

- (a) For employees in receipt of basic pay above Rs. 2200 12.5% of basic pay or Rs. 330/- whichever is more.
- (b) For employees in receipt of basic pay above Rs. 1,000 upto Rs. 2,200 15% of basic pay or Rs. 200/- whichever is more.
- (c) For employees in receipt of basic pay of and below Rs.1000 20% of basic pay.

**75. These rates will be applicable from the date and employee draws pay in the revised scales of pay in accordance with RS(RP) Rules 1986 as amended by RS(RP) Amendment Rules, 1987.**

**76. Deputation of Government servants abroad for training - Execution of Bonds - period of**

**77. The periods of bonds for officers going abroad on training should be as under:**

Category	Type of training	Period of bond
1.	Training related to specific projects of schemes and where the individuals are either working in the project/ schemes or earmarked for the same.	5 years after their return from abroad.
[No. <a href="#">E(Trg) 80/1/21 dated 30.12.1982</a> ]		
2.	Training not related to any project or scheme such as the various training courses in Harward, Administrative Staff College, Henley-on-Thames etc. which do not lead to the award of a recognised diploma or degree or certificate which has a market value.	2 years if the period of training is over 6 months.  (No bond if training is for 6 months or less)
[No. <a href="#">E(Trg)/80/1/21 dated 19.09.1980</a> ]		
3.	All other types of training	4 years

**78. For the purpose of execution of bond –**

- . Training on Government of India expense would fall under Cat. I
- i. Training under UNIDO, UNDP & Colombo Plan (other than University courses, which lead to award of degree or diploma having market value) would fall under Cat. 2
- ii. Training in Universities leading to award of a degree or diploma having market value would fall under Cat. 3.

**[Railway Board's letter No. [E\(Trg.\) 80/1/21 dated 19.09.1980](#)]**

**CS(Deputation on tenure) allowance to officers of Organised Group 'A' services of the Central Staffing Scheme on their deputation to Central Secretariat as Directors, Under/Deputy Secretaries**

**79. Officers of Organised Group 'A' services posted in the Central Secretariat against the posts of Under/Deputy Secretaries, Directors hold the posts which are ex-cadre posts for them outside their normal field of deployment. These posts are held by them on tenure basis. The special pay allowed to them is in the nature of deputation allowance. It has therefore, been decided that the existing system of grant of special pay to these officers should be replaced with effect from 1.3.1989 by a scheme of 'Central Sectt. (Deputation on tenure) allowance on the following terms and conditions.**

- . The officers of organised Group 'A' serviced posted in the Central Sectt. under the Central Staffing Scheme as Under Secretaries/ Dy. Secretaries/ Directors will be treated as on deputation outside their cadre, i.e. to ex-cadre post.**
- i. Their posting is subject to a prescribed tenure on the expiry of which they will be reverted to their cadre position their parent department.**
- ii. During the tenure, they will be paid an allowance termed as 'Central Sectt. (Deputation on tenure) allowance at the rate of 15% of their grade pay subject to ceiling of Rs.400/- per month for Under Secretaries and Rs. 500/- per month for Dy. Secys./Directors;**
- iii. Their grade pay plus Central Sectt. (Deputation on tenure) allowance will be further subject to a ceiling of Rs. 4500/- in the case of Under Secretaries and Rs. 5850/- in the case of Dy. Secretaries/Directors;**
- iv. The allowance will not be paid beyond the normal tenure of 3 years for Under Secretaries, 4 years for Dy. Secretaries and 5 years for Directors; and**
- v. No allowance will be admissible to officers of these services posted as Joint Secretaries and above in the Central Sectt.**

**Notes:**

- 6. If the grade pay plus Central Sectt. (Deputation on tenure) allowance of an officer exceeds Rs. 4500/- in the case of an Under Secy. Or Rs. 5850/-, in the case of a Dy. Secy/Director, it will be limited to the prescribed ceiling as above, by suitably adjusting the deputation allowance. The officer shall have the option to revert to his parent cadre when the quantum of allowance is reduced.**
- 7. When the grade pay of the Officer exceeds Rs. 4500/- in the case of Under Secretary and Rs. 5850/- in the case of Dy. Secys./Directors, the officer shall revert to his parent cadre within a period of six months from such date.**

**[G.I. Deptt. of Per. & Trg. O.M. No. 4/7/87-Estt. (Pay-II) dated 1.3.1989]**

**Period of deputation abroad cannot be extended beyond five years on the ground of children's education**

**80. Cases of extension abroad beyond 5 years are to be referred to the Central Establishment Board for regularisation in very deserving cases. C.E.B. while considering such cases has observed that extension abroad on the ground of the education of the officer's children would not be justified once the**

prescribed period of deputation had been completed. It observed that the officer should keep in mind the end of the educational session when accepting the deputation. The Board ruled that the instructions pertaining to the extension of tenure on the grounds of children education would not be applicable for foreign assignments. This may please be kept in mind while submitting the cases of extension of deputation beyond 5 years to the C.E.B. the period of overstay on the grounds of children's education may be considered for granting leave of the kind due, admissible to the expert.

[G.I. Deptt. of Per. & Trg. letter No. 23/13/87-FAS Dated 25.02.1987]

### **Incentive package for officers and staff deputed to Konkan Railway Corporation**

**81.** Since Konkan Railway Project is essentially a Railway construction project, which in normal course would have been taken up by the Indian Railways themselves and formation of a Corporation was only an expediency to raise the required funds and to speed up the completion period, deputation of officers and staff to the Corporation should not be viewed in the same context as deputation to other PSUs such as IRCON/RITES etc. To induct dynamic, talented and committed people to the organisation, it is necessary to extend an attractive incentive package. Board have therefore agreed to extend the following incentives and concessions with MR's approval.

#### **82. Deputation**

Officers returning from deputation abroad may be exempted from the usual 'cooling off period treating deputation to the Corporation on par with posting to Eastern Region, RDSO, Kapurthala etc. For this second deputation and the relaxation to the total period of deputation, DOP's clearance would be taken by the concerned Directorate.

#### **83. Deputation Period**

As the project has to be completed in 4 years time, normally posting to the Corporation should be for a period of at least 4 years with a clear mandate to complete the works in one's jurisdiction before he is returned back to the Railways.

#### **84. Training**

If any training is considered to be of specific relevance to the project or which is mandatory for his career advancement, the deputationist to Konkan Railway Corporation can be deputed.

#### **85. Retention of Railway quarters**

Officers and staff deputed to the Corporation will be allowed to retain Railway quarters if they so desire at their previous place of posting for a period of two years on the same rules as applicable to postings to NF Railway.

**86. Use of Railway rest houses officers and staff on deputation to the Corporation will be allowed to use the Railway rest houses while on duty or on leave as any other Railway staff.**

**87. Issue of duty passes**

**Konkan Railway Corporation Ltd. may issue free passes on their distinctive forms for their officers and staff (as well as for their families if they so choose in the case of Railway officers on deputation) and maintain a proper account for the same so that the full cost thereof according to the actual utilisation in the respective classes, can be collected from Konkan Railway Corporation at the end of each year.**

**88. Issue of Privilege Passes**

**Railway officers and staff on deputation will continue to be eligible for the normal entitlement of privilege passes (without the usual time limit of three years followed by a reduced entitlement).**

**89. Medical facilities**

**Corporation will be extended Railway medical facilities as for any other Railway staff. However, the Corporation will have to reimburse the Railways the cost of such medical expenses incurred by them.**

**90. Foreign Service Contribution**

**Services of officers and staff to the Corporation will be treated as Railway services for all purposes. However, foreign service contribution should be remitted to the Railways just like any other construction project.**

**Revised master Circular vide Railway Board's letter No. [F\(E\)II/2001/DE/1/1\(MC\)](#) dated 5.1.2001.**