

**No.25/2/2020-CS-II(C)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

\*\*\*

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110 003.

**Date: 10.01.2020**

**CIRCULAR**

**Subject: Vacancy circular for the post of Sub Divisional Engineers (SDEs) and Junior Telecom Officers (JTOs) on deputation in Department of Telecommunication (DoT) across the country-reg.**

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Department of Telecommunication (DoT) has invited applications for filling up of the post of Sub Divisional Engineers (SDEs) and Junior Telecom Officers (JTOs) on deputation in Department of Telecommunication (DoT), New Delhi (**copy enclosed**).

2. All the cadre units are requested to give wide publicity to this circular. The eligible officials/ officers who wish to apply may forward their application along with all the requisite documents through proper channel to the concerned authority as per **ANNEXURE-A**.

Encls: As above.



(Dinesh)

Under Secretary to the Govt. of India

☎ 2465 6040

To

All the cadre units of CSSS(through website of this Department).

Copy for information to:-

Department of Telecommunication, Director General (Telecom) HQ, 9<sup>th</sup> Floor, Sanchar Bhawan, New Delhi - 110001.

Government of India  
Ministry of Communications  
Department of Telecommunications  
Director General (Telecom) HQ  
9th Floor, Sanchar Bhawan, New Delhi - 110001

No. 2-6/2019-DGT/1

Dated 02.01.2020

**NOTIFICATION**

**Sub: Vacancy circular for the posts of Sub Divisional Engineers (SDEs) and Junior Telecom Officers (JTOs) in DoT field units across the country on deputation basis.**

It is proposed to fill up the posts of Sub Divisional Engineers / Junior Telecom Officers on deputation basis from among the staff working in Central or State Governments or Union Territories or Public Sector Undertakings or Universities or Recognised Research Institutions or Statutory and Autonomous Bodies as per the details given below.

| Name of the Post        | Scale of Pay (as per 7th Pay Commission) | No. of vacant posts            |
|-------------------------|------------------------------------------|--------------------------------|
| Sub Divisional Engineer | Level 8 (Rs. 47600 - 151100)             | Details enclosed at Annexure A |
| Junior Telecom Officer  | Level 7 (Rs. 44900 - 142400)             |                                |

2. List of places of posting along with vacant positions of SDE/JTO and address and contact details of the approving authorities is enclosed at **Annexure A**. Eligibility criteria & Job Profile is enclosed at **Annexure -B** and application form is enclosed at **Annexure C**.

**3. Period and other terms & conditions of deputation:**

The period of deputation shall be three years initially, extendable further up to 5 years or till superannuation whichever is earlier, if required, in the exigencies of public services. The deputation can be terminated at any time prior to completion of deputation tenure as per requirement.

The pay and terms & conditions for deputation of the officers selected shall be regulated in terms of OM No. 6/8/2009-Estt (Pay II) dated 17.06.2010 and subsequent O.M No. 2/11/2017-Estt(Pay II) dated 24.11.2017 of Ministry of Personnel Public Grievances and Pension (Department of Personnel and Training) and other rules and instructions on deputation as amended from time to time.

4. In case of BSNL/MTNL officers, the terms & conditions shall be regulated in terms of DoT O.M No. 1-50(22)/2015-Estt. Dated 11.12.2017. The above mentioned O.Ms issued by DoPT (Department of Personnel and Training) and DoT (Department of Telecommunications) are enclosed at **Annexure D**.

*[Handwritten signature]*  
02/01/2020

**5. Age limit:**

The age of the applicant for both the posts i.e Sub Divisional Engineer (SDE) & Junior Telecom Officer (JTO) shall not exceed 56 years as on the closing date of receipt of application.

**6. Selection Procedure:**

(a) Eligible and willing candidates may apply through proper channel in prescribed format: Annexure C. Cadre Authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents:

- i. Application in prescribed proforma- Annexure - C.
- ii. Cadre Clearance certificate from the Controlling Authority.
- iii. Statement giving details of Major/Minor penalties, imposed upon the Officer, if any during the last ten (10) years
- iv. Vigilance Clearance/Integrity Certificate
- v. Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent.

(b) Applicants may choose their order of preference of posting for any three LSAs as mentioned in application form. However, **the application should be forwarded only to the approving authority of his first choice of posting.** For example, an applicant's first choice of posting is Delhi LSA, second choice is Punjab LSA and third choice is Rajasthan LSA, he/she has to forward his application to his first choice of posting i.e Delhi LSA **ONLY**. In case it is found that an applicant has sent his application to more than one LSA, his candidature would not be considered.

(c) The applications of suitable and eligible officers complete in all respects, in the prescribed format, along with documents listed above may be forwarded to the approving authority of concerned LSAs (Annexure-A) on or before **02.03.2020**. Selection shall be approved by the Approving Authorities of the concerned LSAs in consultation with DG (T) HQ.

7. Applications received after the last date or otherwise found incomplete shall not be entertained.

8. For any clarification /query in this regard applicants may contact the concerned LSAs at the phone number and e-mail ids mentioned in Annexure A.

  
(Jai Kumar Wadhvani)  
Director (Admin & West)  
O/o Director General Telecom HQ  
Tel: 011-23372338  
Email: dira.hq-dgt-dot@gov.in

To:

1. All Ministries/Departments of the Government of India with a request that the vacancy notification may be given wide publicity in the attached & subordinate offices under them.

2. All the State Governments and Union Territories with a request that the vacancy notification may be given wide publicity in their various departments/offices.
3. All Public Sector Undertakings/Recognised Research Institutions/Statutory and Autonomous Bodies/Universities.
4. Under Secretary (CS-II), CS Division, Department of Personnel & Training, Lok Nayak, Bhavan, New Delhi - with the request to upload the vacancy notification on the DoP&T website.
5. US (T), DoT HQ - For publication of above advertisement in National Dailies and Employment News.
6. Heads of All LSAs - With a request that the vacancy notification may be given wide publicity.
7. Director (IT) for publishing on DoT website.

Copy for internal circulation to:

1. PPS to Secretary (T), DoT HQ
2. PPS to Member (S)/Member (T)/Member (F), DoT HQ
3. PPS to DG (Telecom), DGT HQ, DoT
4. JS (A)/ JS (T), DoT HQ
5. DDG (Estt)/DDG (Pers), DoT HQ

*Handwritten signature and date:*  
22.11.2014

44-38861-100

| S.No. | Name of the Officer (I.S.A.) | Place of posting | Personal Particulars of Strong B staff |            | Approving authority    | Address of I.S.A.                                                                                            | Consent of Approving Authority | E-Mail id |                                                  |
|-------|------------------------------|------------------|----------------------------------------|------------|------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------|-----------|--------------------------------------------------|
|       |                              |                  | No. of SSB                             | No. of JCO |                        |                                                                                                              |                                |           |                                                  |
| 1     | DEPT-402                     | N Delhi          | 7                                      | 0          | Advtor, Delhi I.S.A.   | 5th Floor, 407N, Telephone Exchange Building, Netaji Park, New Delhi-110019                                  | 011                            | 2668191   | dtg-hq-dgt-dst@gov.in                            |
| 2     | Advtor, Punjab               | Chandigarh       | 3                                      | 0          | Advtor, AP I.S.A.      | 4th Floor, CTO Bldg, Sector-29, AP-500003                                                                    | 040                            | 2762325   | advtor-ap-dgt@gov.in                             |
| 3     | Advtor, Patna                | Patna            | 2                                      | 0          | SP DDO, Bihar I.S.A.   | 2nd Floor, C/o SP, DDO, DGT, Bihar I.S.A. Telephone Exchange, Near R. Bhaskar, Phase 1, Patna                | 012                            | 2666229   | advtor-bihar@gov.in                              |
| 4     | Advtor, Delhi                | Delhi            | 5                                      | 2          | Advtor, Delhi I.S.A.   | 5th Floor, BTTCL Telephone Exchange Building, Netaji Park, New Delhi-110019                                  | 011                            | 2668191   | dtg-hq-dgt-dst@gov.in<br>advtor-dt-gt-dst@gov.in |
| 5     | Advtor, Ahmedabad            | Ahmedabad        | 4                                      | 0          | SP DDO, Guj I.S.A.     | 1st Floor, PPT ADMIN BUILDING, KANANPURA, AHMEDABAD - 380001 Gujarat                                         | 079                            | 26691550  | dtg-hq-dgt-dst@gov.in                            |
| 6     | Advtor, Amroha               | Amroha           | 6                                      | 2          | SP DDO, Haryana I.S.A. | 3rd Floor, J-67, The NRI, Ashoka Court-135001 (Haryana)                                                      | 017                            | 2672111   | dtg-hq-dgt-dst@gov.in                            |
| 7     | Advtor, Punjab               | Shimla           | 4                                      | 1          | SP DDO, HP I.S.A.      | Telephone Exchange Building, Shimla - 171002                                                                 | 177                            | 2662700   | dtg-hq-dgt-dst@gov.in                            |
| 8     | Advtor, Jammu & Kashmir      | Jammu            | 7                                      | 0          | SP DDO, J&K I.S.A.     | On Advtor I.S.A. I.S.A. DGT, J&K Floor BSNL, T.E. Building, Near Post Office, Jammu-180012 J&K               | 0191                           | 2671117   | dtg-hq-dgt-dst@gov.in                            |
| 9     | Advtor, Jammu & Kashmir      | Baramulla        | 7                                      | 0          | SP DDO, J&K I.S.A.     | On SP DDO, DGT I.S.A. I.S.A. DGT, C/O DDO, J&K Floor BSNL, T.E. Building, Near Post Office, Jammu-180012 J&K | 0191                           | 2671117   | dtg-hq-dgt-dst@gov.in                            |
| 10    | Advtor, Jammu & Kashmir      | Baramulla        | 7                                      | 0          | SP DDO, J&K I.S.A.     | On SP DDO, DGT I.S.A. I.S.A. DGT, C/O DDO, J&K Floor BSNL, T.E. Building, Near Post Office, Jammu-180012 J&K | 0191                           | 2671117   | dtg-hq-dgt-dst@gov.in                            |
| 11    | Advtor, Jammu & Kashmir      | Baramulla        | 7                                      | 0          | SP DDO, J&K I.S.A.     | On SP DDO, DGT I.S.A. I.S.A. DGT, C/O DDO, J&K Floor BSNL, T.E. Building, Near Post Office, Jammu-180012 J&K | 0191                           | 2671117   | dtg-hq-dgt-dst@gov.in                            |
| 12    | Advtor, Jammu & Kashmir      | Baramulla        | 7                                      | 0          | SP DDO, J&K I.S.A.     | On SP DDO, DGT I.S.A. I.S.A. DGT, C/O DDO, J&K Floor BSNL, T.E. Building, Near Post Office, Jammu-180012 J&K | 0191                           | 2671117   | dtg-hq-dgt-dst@gov.in                            |
| 13    | Advtor, Jammu & Kashmir      | Baramulla        | 7                                      | 0          | SP DDO, J&K I.S.A.     | On SP DDO, DGT I.S.A. I.S.A. DGT, C/O DDO, J&K Floor BSNL, T.E. Building, Near Post Office, Jammu-180012 J&K | 0191                           | 2671117   | dtg-hq-dgt-dst@gov.in                            |
| 14    | Advtor, Jammu & Kashmir      | Baramulla        | 7                                      | 0          | SP DDO, J&K I.S.A.     | On SP DDO, DGT I.S.A. I.S.A. DGT, C/O DDO, J&K Floor BSNL, T.E. Building, Near Post Office, Jammu-180012 J&K | 0191                           | 2671117   | dtg-hq-dgt-dst@gov.in                            |
| 15    | Advtor, Jammu & Kashmir      | Baramulla        | 7                                      | 0          | SP DDO, J&K I.S.A.     | On SP DDO, DGT I.S.A. I.S.A. DGT, C/O DDO, J&K Floor BSNL, T.E. Building, Near Post Office, Jammu-180012 J&K | 0191                           | 2671117   | dtg-hq-dgt-dst@gov.in                            |
| 16    | Advtor, Jammu & Kashmir      | Baramulla        | 7                                      | 0          | SP DDO, J&K I.S.A.     | On SP DDO, DGT I.S.A. I.S.A. DGT, C/O DDO, J&K Floor BSNL, T.E. Building, Near Post Office, Jammu-180012 J&K | 0191                           | 2671117   | dtg-hq-dgt-dst@gov.in                            |
| 17    | Advtor, Jammu & Kashmir      | Baramulla        | 7                                      | 0          | SP DDO, J&K I.S.A.     | On SP DDO, DGT I.S.A. I.S.A. DGT, C/O DDO, J&K Floor BSNL, T.E. Building, Near Post Office, Jammu-180012 J&K | 0191                           | 2671117   | dtg-hq-dgt-dst@gov.in                            |
| 18    | Advtor, Jammu & Kashmir      | Baramulla        | 7                                      | 0          | SP DDO, J&K I.S.A.     | On SP DDO, DGT I.S.A. I.S.A. DGT, C/O DDO, J&K Floor BSNL, T.E. Building, Near Post Office, Jammu-180012 J&K | 0191                           | 2671117   | dtg-hq-dgt-dst@gov.in                            |
| 19    | Advtor, Jammu & Kashmir      | Baramulla        | 7                                      | 0          | SP DDO, J&K I.S.A.     | On SP DDO, DGT I.S.A. I.S.A. DGT, C/O DDO, J&K Floor BSNL, T.E. Building, Near Post Office, Jammu-180012 J&K | 0191                           | 2671117   | dtg-hq-dgt-dst@gov.in                            |



|    |              |         |    |    |                 |                                                                                                |     |          |                  |
|----|--------------|---------|----|----|-----------------|------------------------------------------------------------------------------------------------|-----|----------|------------------|
| 20 | NE (Tijeras) | Agencia | 0  | 1  | SP. DDO, NE ISA | 402, 3RD FLOOR, C/O BOHIMING, NEAR 828 POINT,<br>SHE LONG (DEPHALAYAT), 75000                  | 364 | 2800667  | ddp.adc@gov.in   |
| 21 | WB ISA       | Koliba  | 5  | 0  | Advisor, WB ISA | C/O Advisor, WB ISA 82, Ballygunj Place, II Floor,<br>Near Convergence Hall, Kolkata-700033 WB | 033 | 24804555 | ad-wb-dti@gov.in |
| 22 | WB (Gangtok) | Gangtok | 1  | 0  | Advisor, WB ISA | C/O Advisor, WB ISA 82, Ballygunj Place, II Floor,<br>Near Convergence Hall, Kolkata-700033 WB | 033 | 24804555 | ad-wb-dti@gov.in |
|    | Total        |         | 30 | 11 |                 |                                                                                                |     |          |                  |

18  
24/11/20

**(A) Eligibility Criteria:****I Sub Divisional Engineer**

Officers from the Central or State Governments or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions or Statutory and Autonomous bodies:

(a)

(i) Holding analogous posts on regular basis in the parent cadre or department; or  
(ii) With two years service in the level rendered after appointment thereto on a regular basis in posts in level-7 (Rs. 44900-142400) in the pay matrix or equivalent in the parent cadre or department; or

(iii) with six years in the level rendered after appointment to the post on a regular basis in posts in the level-6 (Rs. 35400-112400) in the pay matrix or equivalent in the parent cadre or department;

(b) possessing the following educational qualifications and experience:

1.

(i) Bachelor degree in Engineering or its equivalent in "Electrical" or "Electronics" or 'Electrical communication' or 'computer science' or 'Telecommunications' or 'Information Technology' or 'Instrumentation' from a University incorporated by an Act of the Central or State Legislature in India or other Educational Institutes established by an Act of Parliament or declared to be deemed as University under Section 3 of the University Grants Commission Act, 1956; or

(ii) passed Sections A & B of the Institution Examinations of the Institution of Engineers (India) ; or

(iii) obtained a Degree or Diploma in Engineering from such foreign University or College or Institution and under such conditions as may be recognised by the Government for the purpose from time to time or

(iv) passed Graduate Membership Examination of the Institution of Electronics and Telecommunication Engineers ( India) or

(v) passed Graduate Membership Examination of the Institution of Electronics and Radio Engineers , London held after November 1959; or

(vi) passed Associate Membership Examination Parts II and III or Sections A and B of the Aeronautical Society of India; and

2. Two year experience in field of Telecommunications and Administration.

Note 1: The departmental officers in the feeder grade who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationist shall not be eligible for consideration for appointment by promotion.

*[Handwritten signature]*  
20/10/2024

Note 2: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central government shall ordinarily not to exceed 3 years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date on receipt of applications.

**FOR EX-SERVICEMEN:** The Armed Forces Personnel of the rank of Subedar-Major (Level 8), Subedar (Level 7 and Naib-Subedar (Level-6) or equivalent rank in Air Force or navy who are due to retire or to be transferred to reserve within a period of one year and have the qualification and experience as prescribed shall also be considered. If selected, such officers will be given deputation terms up to the date on which they are due for release from the armed forces; thereafter they may be continued on re-employment.

## **II Junior Telecom Officer:**

(a) Officers from the Central Government shall be eligible who are

- i) Holding analogous posts on regular basis in the parent cadre or department; or
- ii) with five years' service in the level rendered after appointment to the post on a regular basis the level -6 ( Rs. 35400-112400) and

(b) possessing the following educational qualifications and experience;;

(i) Bachelor degree in Engineering or Technology in "Electrical" or "Electronics" or 'Electrical communication' or 'Computer Science' or 'Telecommunications' or 'Information Technology' or 'Instrumentation' from a University incorporated by an Act of the Central or State Legislature in India or other Educational Institutes established by an Act of Parliament or declared to be deemed as University under Section 3 of the University Grants Commission Act, 1956; or

(ii) passed Sections A & B of the Institution Examinations of the Institution of Engineers (India) ; or

(iii) obtained a Degree or Diploma in Engineering from such foreign University or College or Institution and under such conditions as may be recognized by the Government for the purpose from time to time or

(iv) passed Graduate Membership Examination of the Institution of Electronics and Telecommunication Engineers ( India) or

(v) passed Graduate Membership Examination of the Institution of Electronics and Radio Engineers , London held after November 1959; or

(vi) passed Associate Membership Examination Parts II and III or Sections A and B of the Aeronautical Society of India; or

(vii) any other qualification which has been recognized by the Government in consultation with the Union Public Service Commission (UPSC) on the purpose of admission into the Engineering Service Examination.

*[Handwritten signature]*  
20.10.2020



**(B) JOB PROFILE**

The functions of DoT Field Units are broadly divided into following verticals:

- (i) Service Compliance - CAF Audit, EMR Audit, Service Testing, Roll-out obligations etc.
- (ii) Security - Security Audit, CMS, Grey Market detection, etc.
- (iii) Technology - Secured Dedicated Communications Network, Time synchronization of Telecom Networks, Disaster Technology/ Management, Interconnect Exchange, Inspections of licensee networks, Advocacy and public awareness etc.
- (iv) Rural - Rural connectivity for DBT, verification of USO sites, RF coverage testing/ telecom connectivity checking etc.
- (v) Admin, Legal, PG and Vigilance - Admin, PG, Building, Vigilance, Court Cases & Misc admin activities, etc.

SDE / JTO level officers are at the working level and may be assigned work related to any of the above functional verticals.

*U*  
02/01/2020

# APPLICATION FORM

|                                                                                                                                                                                                                                                       |                                                                                                                                                                                                               |                                                                                |                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                                                                                                                                                     | Name and Address (In Block letters)                                                                                                                                                                           | :                                                                              |                                                                                                                                        |
| 2                                                                                                                                                                                                                                                     | Date of Birth (In Christian era)                                                                                                                                                                              | :                                                                              |                                                                                                                                        |
| 3(i)                                                                                                                                                                                                                                                  | Date of entry into service                                                                                                                                                                                    |                                                                                |                                                                                                                                        |
| (ii)                                                                                                                                                                                                                                                  | Date of retirement under Central/State Govt. Rules                                                                                                                                                            |                                                                                |                                                                                                                                        |
| 4                                                                                                                                                                                                                                                     | Educational qualifications                                                                                                                                                                                    | :                                                                              |                                                                                                                                        |
| 5.                                                                                                                                                                                                                                                    | Order of preference of place of posting                                                                                                                                                                       | :                                                                              | 1. ....<br>2. ....<br>3. ....<br><b>Note: Application shall be sent to the approving authority of his/her first choice of posting.</b> |
| 6                                                                                                                                                                                                                                                     | Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same). | :                                                                              |                                                                                                                                        |
| <b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>                                                                                                                                                          |                                                                                                                                                                                                               | :                                                                              | <b>Qualifications/experience possessed by the officer</b>                                                                              |
| <b>Essential:</b>                                                                                                                                                                                                                                     |                                                                                                                                                                                                               |                                                                                | <b>Essential:</b>                                                                                                                      |
| A) Qualification                                                                                                                                                                                                                                      |                                                                                                                                                                                                               |                                                                                | A) Qualification                                                                                                                       |
| B) Experience                                                                                                                                                                                                                                         |                                                                                                                                                                                                               |                                                                                | B) Experience                                                                                                                          |
| <b>In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</b>                                                                                                       |                                                                                                                                                                                                               |                                                                                |                                                                                                                                        |
| 7                                                                                                                                                                                                                                                     | Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.                                                      | :                                                                              |                                                                                                                                        |
| <b>Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the candidate (as indicated in the application form) with reference to the post applied.</b> |                                                                                                                                                                                                               |                                                                                |                                                                                                                                        |
| <b>8. Details of Employment, in chronological order (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):</b>                                                                                         |                                                                                                                                                                                                               |                                                                                |                                                                                                                                        |
| Office/<br>Institution                                                                                                                                                                                                                                | Post held on<br>regular basis                                                                                                                                                                                 | From                                                                           | To                                                                                                                                     |
|                                                                                                                                                                                                                                                       |                                                                                                                                                                                                               | * Basic Pay, Pay Scale and Level (as per 7 <sup>th</sup> CPC or equivalent) of |                                                                                                                                        |
|                                                                                                                                                                                                                                                       |                                                                                                                                                                                                               | Nature of duties (in detail) highlighting experience                           |                                                                                                                                        |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                  |                                                                         |  |                                                                                                  |                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------|-----------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                  |                                                                         |  | the post held on regular basis                                                                   | required for the post applied for |
| <p><b>*Important: Basic Pay, Pay Scale and Level granted under ACP/MACP are personal to the officer and, therefore, should not be mentioned. Only Basic Pay and Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Basic Pay, Pay Scale and Level where such benefits have been drawn by the Candidate, may be indicated as below:</b></p>                                                                                             |                                                                                                                                                  |                                                                         |  |                                                                                                  |                                   |
| Office/Institutions                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                  | Basic Pay, Pay Scale and Level drawn under ACP/MACP Scheme              |  | From                                                                                             | To                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                  |                                                                         |  |                                                                                                  |                                   |
| 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Nature of present employment i.e. Ad hoc or Temporary or Quasi-permanent or Permanent                                                            |                                                                         |  |                                                                                                  | :                                 |
| 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | In case the present employment is held on deputation/contract basis, please state :-                                                             |                                                                         |  |                                                                                                  | :                                 |
| a) The date of initial appointment                                                                                                                                                                                                                                                                                                                                                                                                                                                | b) Period of appointment on deputation/contract                                                                                                  | c) Name of the parent office/organization to which the applicant belong |  | d) Name of the post and pay of the post held in substantive capacity in the parent organization. |                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                  |                                                                         |  |                                                                                                  |                                   |
| <p><b>10.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</b></p> <p><b>10.2 Note: Information under Column 9 (c) &amp; d above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</b></p> |                                                                                                                                                  |                                                                         |  |                                                                                                  |                                   |
| 11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | If any post held on deputation in the past by the applicant, date of return from the last deputation and other details:                          |                                                                         |  |                                                                                                  | :                                 |
| 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Additional details about present employment Please state whether working under (Indicate the name of your employer against the relevant column:- |                                                                         |  |                                                                                                  | :                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | (a) Central Government.                                                                                                                          |                                                                         |  |                                                                                                  | :                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | (b) State Government                                                                                                                             |                                                                         |  |                                                                                                  | :                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | (c) Union Territory                                                                                                                              |                                                                         |  |                                                                                                  | :                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | (d) Public Sector Undertaking                                                                                                                    |                                                                         |  |                                                                                                  | :                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | (e) Statutory/Autonomous Organization                                                                                                            |                                                                         |  |                                                                                                  | :                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | (f) Recognised Research Institution                                                                                                              |                                                                         |  |                                                                                                  | :                                 |

*Handwritten signature/initials*

|                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                           |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------|
|                                                                                                                                                                                                                | (g) University                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | :                                                                         |                  |
|                                                                                                                                                                                                                | (h) Others                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | :                                                                         |                  |
| 13                                                                                                                                                                                                             | Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.                                                                                                                                                                                                                                                                                                                                                                                                                                     | :                                                                         |                  |
| 14                                                                                                                                                                                                             | Are you in Revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.                                                                                                                                                                                                                                                                                                                                                                                                                     | :                                                                         |                  |
| 15                                                                                                                                                                                                             | Total emoluments per month now drawn                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | :                                                                         |                  |
|                                                                                                                                                                                                                | Basic Pay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Pay Scale and Level                                                       | Total Emoluments |
| 16 In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                           |                  |
|                                                                                                                                                                                                                | Basic Pay with Scale of Pay and rate of increment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Dearness Pay/Interim relief/other Allowances etc. (with break-up details) | Total Emoluments |
| 17A                                                                                                                                                                                                            | <b>Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post.<br>(This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the vacancy circular/ Advertisement)<br><b>(Note: Enclose a separate sheet, if the space is insufficient)</b>                                                                                                                    |                                                                           | :                |
| 17B                                                                                                                                                                                                            | <b>Achievements:</b><br>The candidates are requested to indicate information with regard to;<br>(i) Research publications and reports and special projects.<br>(ii) Awards/ Scholarships/ Official Appreciation.<br>(iii) Affiliation with the professional bodies/ institutions/ societies and;<br>(iv) Patents registered in own name or achieved for the organization<br>(v) Any research/innovative measure involving official recognition.<br>(vi) any other information.<br><b>(Note: Enclose a separate sheet if the space is insufficient)</b> |                                                                           | :                |
| 18                                                                                                                                                                                                             | Whether belongs to SC/ST                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | :                                                                         |                  |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will



also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date :-

Signature of the Candidate

Address:-

Contact No.

U  
02.11.2020



**Certification by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2.

**Also certified that:**

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_
- ii. His/Her Integrity is certified.
- iii. His/Her CR Dossier (photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above) are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned  
(Employer/Cadre Controlling Authority with Seal)

*U*  
*02/11/2020*

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

New Delhi the 17<sup>th</sup> June, 2010

**OFFICE MEMORANDUM**

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

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

**2. Application**

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

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

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

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

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

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

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

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

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

(b) permanent appointment made by transfer.

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

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

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

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

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

4. Exercise of option

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

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

4.3 The option once exercised shall be final.

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

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

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

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



## **5. Pay fixation**

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

### **(i) Deputation from Central Government to Central Government**

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

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

In case the Grade pay of the ex-cadre post is upto Rs 10000, the Basic Pay, from time to time after pay fixation should not exceed the maximum of the pay band PB-4 (Rs.57000) plus the grade pay of the post held on deputation. In case the ex-cadre post is in the HAG or HAG+ pay scale, the Basic Pay, from time to time after pay fixation should not exceed Rs. 79000 or Rs.80000 respectively.

### **(ii) In foreign service/ Reverse Foreign Service**

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

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

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

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

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

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

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

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

#### 6. Deputation (duty) Allowance

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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



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

#### 7.7 Leave salary/Pension/NPS Contribution.

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

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

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

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

#### 8. Tenure of deputation/foreign service.

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

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

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

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

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

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

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

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

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

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

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

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

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

9. Premature reversion of deputationist to parent cadre.

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

10. Relaxation of conditions.

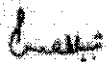
Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel & training.

11. Date of Effect

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

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

13. Hindi version will follow.

  
(Rita Mathur)  
Director

To

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

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

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

North Block, New Delhi  
Dated the 24<sup>th</sup> November, 2017

OFFICE MEMORANDUM

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

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

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

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

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

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

SOLVAT  
Be  
27/11/17



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

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

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

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

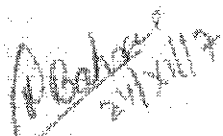
**Note 4** In case of Reverse Foreign Service, if the appointment is made to post whose pay structure and/ or Dearness Allowance (DA) pattern is dissimilar to that in the parent organisation, the option for electing to draw the basic pay in the parent cadre [along with the Deputation (Duty) Allowance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

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

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

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

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

7. These orders shall take effect from 1<sup>st</sup> July, 2017.   
(Rajeev Bahree)  
Under Secretary to the Government of India

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

Copy also forwarded to:

1. Secretaries to Union Public Service Commission / Supreme Court of India / Lok Sabha Sectt. / Rajya Sabha Sectt. / Cabinet Sectt. / Central Vigilance

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

*[Handwritten signature]*  
28/11/17  
(Under Secretary)

Under Secretary to the Government of India

**F. No. 1-50(22)/2015-Estt.  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20-Ashoka Road New Delhi-110 001  
(Establishment wing)**

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New Delhi dated the 11<sup>th</sup> December, 2017

**OFFICE MEMORANDUM**

**Subject: Terms & Conditions for BSNL/ MTNL Staff working on deputation in DoT and its field offices.**

The undersigned is directed to forward herewith a copy of approved terms & conditions for deputation of BSNL staff in Department of Telecommunications and its field offices as received vide DoT letter no. 34-8/2001-SEA (Vol.II) dated 24.11.2017 on aforesaid subject.

2. It has been decided that the same Terms and Conditions will apply mutatis mutandis to the BSNL/ MTNL staff working on deputation in the restructured field units.

End: As above.

*Patanjali*

(Patanjali Prakash)

Assistant Director General (Estt. & Coord.)

Tel: 23036500

**Copy to:**

1. PPS/ PS to Member (S)/ Member (T)/ Member (F), Telecom Commission, DoT.
2. PPS/ PS to Director General Telecom.
3. All Heads of LSAs
4. Sr. DDG (TEC), Telecom Engineering Center, New Delhi.
5. Sr. DDG (NTIPRIT), NTIPRIT, ALTYC Campus, Ghaziabad.
6. CMD, BSNL, Bharat Sanchar Bhawan, New Delhi.
7. CMD, MTNL, CGO Complex, 5th Floor, Lodhi Road, New Delhi.
8. Director (Staff)/ Director (SEA)
9. Director (IT), DoT for posting this OM on the website of DoT.
10. Guard File/ Spare.



Department of Telecommunications  
(SIA-III Section)

**Terms & Conditions of Group "B" (Non-gazetted)/Group "C" staff of BSNL working on deputation in DoT and its field offices.**

The admissibility of various allowances to BSNL staff who are on deputation in DoT & its field offices has been under consideration in view of the instructions in DoT OM dated 10.01.2012 wherein it was prescribed that the engagement of BSNL Staff in field offices of DoT is to be brought under the purview of standard terms of deputation under the provisions of DoP&T OM No.6/8/2009-Estt. (Pay II) dated 17.06.2010. The field offices of DoT were instructed therein to regularize the existing arrangement of BSNL staff under the provisions of para 7.6 of the above cited OM dated 17.06.2010 and allowances as are not admissible to regular employees of corresponding status in the borrowing department / organization shall not be admissible to the officers / officials on deputation/foreign service, even if they are admissible in the parent department / organization. The conditions in respect of tenure of deputation/foreign service, leave rules and premature reversion will also be regulated in accordance with DoP&T O. M. dated 17/06/2010.

2. The pay and allowances of BSNL staff on deputation in DoT & its field offices shall be regulated as under:-
  - 2(a). The pay fixation and admissibility of various allowances/facilities expressly as provided in the DoP&T OM dated 17.06.2010 will be regulated accordingly as provided in the OM.
  - 2(b). The ad-hoc CDA Bonus as declared by GOI during the deputation period, may be paid to the BSNL employees on deputation to DoT as they will not be eligible to get BSNL/PLI, if any, declared by BSNL for its employees.
3.
  - (i) HRA/Transport allowance: The employee on deputation will draw these allowances w.r.t the option exercised for fixation of pay. If the option is exercised for fixation of pay in the Government, the employees concerned will be governed by the rules of GOI for drawl of HRA/Transport allowance. If the option is for drawing the scale of pay of the parent organization, the same will be regulated as per the rates admissible to employees of BSNL at the station. BSNL specific allowances viz. Professional Upgradation, furnishing allowances, Outdoor Medical facilities will not be given to BSNL employees on deputation to DoT.
  - (ii) IT/IT pay: The joining time, where applicable, will be allowed under CCS (IT) Rules, 1979. Joining time pay will be the pay drawn immediately before the relinquishment of the charge of the post. The IT pay while proceeding and repatriation will be drawn/borne by the borrowing Department.
  - (iii) TA/Transfer TA: Tour TA will be regulated w.r.t rules applicable to Central Govt. employees at par with the corresponding grade of employees. Transfer TA will be borne by the Govt. for both transfer on deputation and repatriation on completion of deputation, as admissible to corresponding grades of employees.
  - (iv) CEA: This will be regulated in accordance with the rules in the GOI and the cost will be borne by the Govt. for the corresponding years / blocks as applicable to the period of deputation. In the event of the official on deputation not availing this facility during his stay on deputation there shall not be any reimbursement/adjustment on accrual basis.

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- (v) Encashment of Leave at the time of LTC: Presently, no facility exists in BSNL. As such, it will not be payable. In case of subsequent restoration of LTC facilities by BSNL, matter will be relooked into.
4. Pension Contribution in respect of absorbed employees is normally payable to GOI by BSNL on account of pension liability under rule 37 A of CCS (Pension) rules, 1972. Pension contribution in respect of BSNL employees on deputation to DoT shall be exempted from payment to GOI during the period of deputation of the employee in Govt. A remark to this effect will be recorded in the service record of the official during the period of deputation. In cases of employees covered under EPFO Scheme, employer's contribution shall continue to be paid by BSNL to EPFO. However, DoT shall reimburse to BSNL on a quarterly basis.
5. Leave salary Contribution will be borne by the GOI as per extant rules in FRSR Part I.
6. The deduction of subscription/recovery towards GPF made from the salary of these employees will be accounted in DoT in respect of the employees who are subscribers to GPF.
7. The employees of BSNL while on deputation with DoT will be entitled to CGHS facility in accordance with the rules of borrowing organization i.e. as applicable to staff of DoT Units. The CGHS card is required to be surrendered at the time of repatriation.
8. The family planning allowances will be regulated as per GOI MoF OM No. 07(39)-EHD/72 dated 19th July, 1980 under Rule FR 27. The Compulsory Insurance Scheme and Standard License Fees will be regulated as per option of employees.
9. In case of any dispute, in r/o interpretations of any of the clauses of this understanding, the decision of Secretary, DoT will be final and binding.