

**HANDBOOK
OF INSTRUCTIONS
ON FOREIGN ASSIGNMENTS**

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CHAPTER-I

FUNDAMENTAL INSTRUCTIONS ON FOREIGN ASSIGNMENTS

CONSOLIDATED INSTRUCTIONS ON FOREIGN ASSIGNMENT OF INDIAN EXPERTS

**GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(DEPARTMENT OF PERSONNEL & TRAINING)
NEW DELHI**

**F.18/10/91-FA(UN)
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
(DEPARTMENT OF PERSONNEL AND TRAINING)**

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NEW DELHI – 110 001, June 20, 1991

To

The Chief Secretaries of
all State Governments and Union Territories.

Subject: **Consolidated Instructions relating to Foreign Assignment of Indian Experts.**

Sir,

I am directed to say that in supersession of this Department's earlier instructions contained in letter No.1/10/87-FA(UN), dated the 29th of January, 1988, and all other letters on the subject, the following revised and comprehensive instructions will be operative from the date of issue.

DEPUTATION ON FOREIGN ASSIGNMENT:

Deputation of Indian Experts on assignments abroad will be classified into the following categories :

- (a) Foreign posts of the Government of India (GOI) under the various Ministries of the Government.
- (b) Bilateral assignments to the developing countries of Asia, Africa and Latin America.
- (c) Captive posts of GOI in the international organisations where recruitment is limited to the Indian officials.
- (d) International assignment to the UN and its agencies, other multinational organisations, the Governments and public institutes in the oil-rich and developed countries.

3. FOREIGN POSTS OF GOI:

These include the posts in the Indian Missions abroad under the administrative control of the Ministries of Finance, Commerce etc. (other than the Ministry of External Affairs), the overseas offices of the Ministry of Tourism, Ministry of Civil Aviation and other Ministries, the India Investment Centres and other similar public bodies.

3.1 Selection for these posts will be made through the Civil Services Board (CSB) according to the procedure prescribed for appointment under the Central Staffing Scheme of GOI. In order to ensure equality of opportunity and fairness in the selection procedure.

3.2 The officers appointed to the posts would be allowed a tenure of 3 years (and this period will not count towards the ceiling prescribed for assignments under the international organisations).

4. BILATERAL ASSIGNMENTS TO THE DEVELOPING COUNTRIES :

These cover assignments under the ITEC (Indian Technical & Economic Cooperation) and other similar programmes and contract appointments in the Governments and para-statal organisations in the developing countries of Asia, Pacific, Africa and Latin America and remunerated by the concerned developing countries (as distinguished from the oil-rich and developed nations) according to their salary scales.

4.1 As far as possible, all organized recruitment of experts at graduate professional level and above for bilateral assignments should be on a Government-to-Government basis. In addition, individual officials may also secure such assignments by making applications in response to open advertisements by the Governments and para-statal organisations of the developing countries following the prescribed procedure; sometimes direct offers may also be received from these organisations by experts in recognition of their past work in the relevant areas.

4.2 Selection for assignments under the ITEC programme would be made as per the scheme being operated by the Ministry of External Affairs and the Department of Personnel & Training. For these and other bilateral assignments on a Government-to-Government basis, the panel of experts maintained in the Department of Personnel & Training will be utilized for making selections. In addition, if necessary, suitable experts could be located in consultation with the relevant nodal Ministries and the State Governments.

5. CAPTIVE POSTS OF GOI IN THE INTERNATIONAL ORGANISATIONS:

These assignments include the posts of Executive Directors in the World Bank, the International Monetary Fund (IMF), the Asian Development Bank (ADB) etc., Advisers and Technical or Executive Assistants to the Executive Directors and other similar posts where recruitment is restricted to the Indian experts.

5.1 Selection for these posts would be made according to the procedure prescribed for appointments under the Central Staffing Scheme of GOI. However, the tenure of these officials in the international organisations will be subject to the provisions relating to the ceiling on tenure, cooling off requirement etc. prescribed (in subsequent paragraphs) for international assignments.

6. INTERNATIONAL ASSIGNMENTS :

This category covers the assignments under the international organisations like the UN and its specialised agencies, the World Bank, IMF, ADB and the Commonwealth Secretariat including the Commonwealth Fund for Technical Cooperation (CFTC) and other multinational public institutions. Included in this category are also assignments to the Governments, para-statal organisations and public institutions like Universities, Research and Academic Institutes in the oil-rich and developed countries.

6.1 The details concerning the selection procedure and terms relating to appointments including ceiling on tenure, cooling off requirement etc. in respect of international assignments have been outlined in the paragraphs that follow. Whenever some of these terms are also applicable to other categories of foreign assignments, this has been indicated at the appropriate place.

7. TYPES OF INTERNATIONAL ASSIGNMENTS

International assignments may be categorised by location and duration. As far as location is concerned (i) there are posts at the Secretariat or headquarters of an international organization which are subject to the country-quota restrictions. These may include key positions or posts of critical importance, which the Government would like its official nominees to hold. In case of a specific vacancy, the Government would field the most suitable candidate who in their view has a good chance of being finally selected for the post. (ii) Most international assignments are, however, project-related field jobs, operated in the developing countries under the auspices of the international organisations. These are professional jobs and final selection is usually made by the host country government in consultation with the international agency. There is no quota system governing these assignments, but the candidates are screened at various stages and selections are made on the basis of their professional qualifications and experience. The Government would, therefore, encourage the experts in various fields to apply for and secure these jobs by adopting a liberal approach.

7.1 From the point of view of duration, the assignments can be classified as (a) long-term jobs which are more than three months (90 days) in duration, and (b) short term consultancies with duration of three months (90 days) or less.

8. METHODS OF SELECTION AND RELATED MATTERS:

The primary criteria for permitting a government employee to undertake an assignment would be the convenience of the Government in sparing him from the point of view of the management of the service cadre to which he belongs and exigency of public service.

8.1 Subject to this overall condition, the Government and public sector employees may secure international and bilateral assignments through any of the following methods :-

- (i) nomination by the Government;
- (ii) direct offer from an international organization/ foreign Government due to past work;
- (iii) application made in response to open advertisement following the prescribed procedure; and
- (iv) by being picked up from the roster of an international organization.

8.2 The Department of Personnel & Training, the cadre controlling authority of various service cadres and the nodal Ministries for the international organisations will deal with

various aspects relating to the nomination, selection and appointment of the government employees to posts under the international agencies and foreign Governments. Each international agency is dealt with by a nodal Ministry; for instance the Ministry of Labour looks after the International Labour Organisation (ILO), the Ministry of Health liaises with the World Health Organisation (WHO) and the like.

8.3 Nomination by the Government: The Government may nominate suitable and qualified officers for posts under the international organisations or foreign Governments under any of the following circumstances:-

- (a) Vacancy notices or requests are received by the Governments (nodal Ministries and/ or the Deptt. of Personnel & Training);
- (b) Information regarding the possible vacancies and the details of the posts are made available by the Indian Missions abroad, individual officers and other sources including open advertisements and the Government decides to field candidates; and
- (c) The nodal Ministry/ the Department of Personnel & Training identifies key or important posts in the international organisations with a view to making nominations.

8.4 It would not be necessary for the Government to make nominations in respect of all the posts for which information or vacancy notices are received from time to time. The nodal Ministry/ the Department of Personnel & Training may decide the specific vacancy (ies) for which the Government would nominate its officers keeping in view the nature and importance of the post(s), the expertise available in the country and other related considerations. However, when an officer is nominated for a specific international assignment, he would be treated as the "official nominee" and the Government may use its available sources, including the diplomatic channel, for canvassing support for his candidature.

8.5 Broad-based selection procedures would be adopted for identifying the best and most suitable candidates(s) for nomination. When a nodal Ministry receives a vacancy notice or details of the posts for which it is decided to nominate Indian experts, it would expeditiously circulate the same to all the relevant Departments and agencies of GOI and the State Governments inviting suitable nominations. A copy of the vacancy circular or notice containing the details of the post should also be endorsed to the Department of Personnel & Training (Foreign Assignment Section), which may suggest candidates from out of the panel of experts maintained by it and/ or from among the members of the organized services under its administrative control including those on Central deputation.

8.6 The nodal Ministries will finalise the nominations for (i) the posts upto and

including P.4 level in the Secretariat or headquarters of an international organization, and (b) upto and including P-5 level in the project-related field jobs. In its task, the nodal Ministry will be assisted by a Foreign Assignment Selection Committee (FASC) which would screen the applications received and suggest a name or a panel of names. The FASC in each nodal Ministry will include, among others, the representative of the Ministry and the Establishment Officer to the GOI or his representative. The nodal Ministry will obtain cadre clearance from the concerned cadre controlling authorities before forwarding the name(s) to the international agency. The clearance of the Establishment Officer to the GOI would also be required if the officer concerned is working in a post under the Central Staffing Scheme.

8.7 Applications or nominations in respect of the (a) posts of P-5 level and above in the Secretariat of an international organization, and (b) all other posts above the P-5 level should be forwarded by the nodal Ministry concerned to the Deptt. of Personnel & Training (Office of the Establishment Officer) which would screen the applications and submit these to the Civil Services Board (CSB)/ Cabinet Secretary for final selection. Thereafter, the nominations would be sent to the concerned international organization.

8.8 Apart from the nodal Ministries, the Department of Personnel & Training may, when the time available for making nominations to an international agency is short, or in other special circumstances, obtain applications/ nominations from the concerned agencies in the Central and State Governments and make appropriate recommendations with the approval of the competent authorities.

8.9 The Government may nominate an officer or a panel of names for a vacancy in an international organization depending on the circumstances of each case. However, in respect of the vacancies identified as (a) key or important posts and (b) the posts considered to be of critical importance, the Government would nominate the best candidate available (as he has to compete with the nationals of other countries) rather than a panel of names. Since the objective is to secure the key international assignments for the Indian Experts, all qualified officers including those who have been on foreign assignment earlier would be considered for nomination, subject, however, to the condition that those who have completed the maximum period (ceiling) prescribed for international assignment would be required to resign/ seek retirement from Government Service on selection for the assignment.

8.10 **Direct offers:** In case of an offer of assignment by an international agency or friendly foreign government directly to a Government employee due to his past work or expertise, the expert has to take cadre clearance from the cadre controlling authority as well as from the Department of Personnel & Training before accepting the offer.

8.11 **Application against Open Advertisement:** The Government employees may apply in response to the open or public advertisement of vacancies by the international organisations and foreign Governments with the prior permission of the cadre controlling

authorities concerned. In rare cases, when the time available for submitting the application is short an officer may send his application to the concerned agency in advance with a copy to his cadre controlling authority and this may be confirmed or withdrawn subsequently depending on the decision of the authority. The cadre controlling authorities would consider each case only from the point of view of whether the officer could be spared or not; no other general considerations should be applied in taking a decision in the case. An officer may be permitted to apply in response to a public advertisement even if he has completed the permitted number of years he can spend on international assignments in his career. However, in such a case, he would have to resign or take retirement from Government service on selection. A Government employee applying for an international assignment in response to public advertisement will not be given the status of "official nominee" for the assignment. Correspondence relating to the grant or denial of permission will be between the officer concerned and the cadre controlling authority/ Government and the matter will not correspond with the international organization on the subject.

8.12 REGISTRATION ON THE ROSTERS MAINTAINED BY INTERNATIONAL ORGANISATIONS:

The Government employees may register their names in the rosters maintained by the international organisations by sending their applications directly to the concerned international agency, keeping their cadre controlling authorities and the relevant nodal Ministries informed. Cadre clearance would be sought when the international agency checks on the availability of the officer for a specific assignment. To cut down on the response time in respect of the vacancies circulated by the international organisations, the nodal Ministries may also maintain panels of experts.

8.13 FOREIGN ASSIGNMENT PANELS OF THE DEPARTMENT OF PERSONNEL & TRAINING

The Department of Personnel & Training maintains two data banks of Indian experts comprising (i) the panel for bilateral assignments including those under the ITEC and similar programmes, and (ii) the list of experts in various disciplines interested in international assignments. Applications for registration in the panel for bilateral assignments are invited from Indian nationals both in Government and outside in a prescribed form which is available for sale in the sales depots of the Publication Division of the Government of India. The applications received are processed and the data stored in a computer. The experts are registered in order of seniority based on the date of receipt of the valid application forms in the Department of Personnel & Training and nominations are made strictly in order of seniority and suitability. The registration remains valid for a period of 3 years. Applications for registration should invariably be forwarded through proper channel and the forwarding authorities should clearly recommend the applications for registration. This would mean that upon selection the employer would relieve the experts concerned for taking up the assignment.

14 For registering experts for international assignments, applications are invited in the prescribed forms available in the Department of Personnel & Training from Government employees and executives of the public sector enterprises and other government and semi-government organisations. These applications are to be forwarded with a clear recommendation by the concerned employers. Valid applications are registered under various categories of specialization to which applicants belong. When a request for assignment is received, experts registered under the relevant fields are recommended according to their seniority of registration and also on the basis of their suitability for the specific job.

9. CEILING ON DURATION OF ASSIGNMENT:

An officer may be permitted to remain on long-term assignments adding upto a maximum of five years during the first twenty-five years of his service. Beyond 25 years of service, there would be no ceiling. However, at that stage when an officer completes two years (24 months) of long term assignment undertaken either in one spell or in instalments, he would not be considered for empanelment for posts of Joint Secretary and equivalent under the Central Staffing Scheme for a period of two years upon his return from the assignment; in the case of an officer eligible to be empanelled as Additional Secretary/ Secretary or equivalent the corresponding period would be one year. If however, an officer is on a long-term assignment at the time of completing 25 years of service, he has to undergo the required cooling off period (two years) at the end of that assignment and only thereafter he will be eligible to take up another long term assignment which will be exempted from the ceiling prescribed for such assignments.

9.1 The provisions relating to the ceiling on deputation of assignment would be applicable to international assignments and the captive posts of GOI in the international organisations but not to the foreign post of GOI, bilateral assignments to the developing countries and the UN volunteers.

9.2 Over and above the five year ceiling mentioned above an officer may be allowed to undertake short-term consultancies for an international organization or foreign Government upto a maximum of twenty five (25) months during his entire career. None of these assignments would exceed three months (90 days) during a calendar year, provided further that the administrative Department/ Ministry under which he is working is in a position to spare his services without any substitute being posted in his place.

10. COOLING OFF REQUIREMENT:

An officer returning from a foreign assignment exceeding 180 days would not be eligible to go for a long-term assignment for a period of two years.

11. PRESCRIBED LEVELS FOR NOMINATIONS:

The United Nations and its specialized agencies as well as other international organisations generally indicate the salary level of the post at the time of an announcement of the vacancy. It has been decided that for the posts in the Secretariat of an international organization, some correspondence between the ranks of the officers of the Government with the salary levels in the international agency would be ensured at the time of making nominations. For the project-related field assignments, however, such correspondence would not be insisted upon as the levels for these assignments are usually flexible and the salary and other terms are negotiable depending on the experience and seniority of the officer/expert. In order to guide the Ministries and Departments of the GOI in this area various criteria have been indicated in the ANNEX which would be observed while determining the categories of officers to be considered for different levels of posts in the Secretariat of the UN, its specialized Agencies and other international organisations.

12. RESTRICTIONS ON OFFICERS DEALING WITH INTERNATIONAL ORGANISATIONS IN OFFICIAL CAPACITY :

The officers in a nodal Ministry of GOI/ office of a head of Department/ Attached and Subordinate offices of the Government / Indian Missions abroad who are directly dealing with an international organization in a coordinating or nodal capacity shall not be allowed to take up assignments in the Secretariat of the concerned organization for a period of two years after they have relinquished charge of their posts. At the same time, however, in very exceptional cases where a post at the headquarters/ secretariat of an international agency is considered to be a key post or a post of critical importance and the Government feels that a particular officer though dealing with the organization, is the most suitable and qualified and is likely to be accepted, the officer may be nominated for the post with the recommendation of the Civil Services Board (CSB)/ Cabinet Secretary and approval of the Prime Minister. Those assignments would typically include very high level posts in the international organisations, some of which are primarily filled through election or on considerations of regional representation on very high level of expertise.

12.1 The Government policy has always been that its officers should not lobby for international assignments. Serious view would be taken and appropriate action initiated against the officers and members of the official Indian delegations to international conference, who indulge in canvassing or lobbying for posts in the international organisations with which they have official dealings.

13. CADRE CLEARANCE:

In all cases of foreign assignments, cadre clearance from the cadre controlling authority is to be obtained before an officer proceeds on the assignment. For the officers working in the posts under the Central Staffing Scheme, clearance of the Department of

Personnel & Training (Establishment Officer to GOI) would also be required. The sole criterion for giving them clearance would be whether the officer under consideration can be spared from the point of view of management of the cadre or of exigencies of public service, subject, of course, to the provisions regarding ceiling on duration of foreign assignments, cooling off requirements etc. laid down in this letter. No other general consideration (like the period of an officer's absence from the cadre etc.) would be relevant to giving such clearance.

13.1 In cases where the Government nominates an officer for a specific vacancy, cadre clearance should be given at the time of nomination. In all other cases, this will be obtained when a communication is received from the international organization/ foreign Government that the officer concerned is being considered for appointment or that a tentative decision has been taken to make him an offer of appointment.

13.2 In respect of the employees working under the State Governments or their undertakings, the State Governments are empowered to decide whether to permit the expert to accept a foreign assignment or not. Matters such as retention of lien and protection of seniority in service will also be decided by them in accordance with the service rules applicable to these experts.

14. GENERAL GUIDELINES:

In the preceding paragraphs, the responsibilities of the various nodal Ministries, the cadre controlling authorities and the Department of Personnel & Training have been outlined. The cadre controlling authorities of the various services of the Government of India and the State Governments will mainly be responsible to ensure that the officers under their control apply for and secure foreign assignments strictly according to these guidelines. They will maintain data relating to the periods spent by these officers on foreign assignments and enforce the provisions relating to the ceiling prescribed for such assignments, cooling off requirements etc.

14.1 While the cadre controlling authorities and the nodal Ministries and Departments are competent to give various clearances as per these guidelines, any deviation proposed to be made therefrom would require prior consultation and clearance from the Department of Personnel & Training.

14.2 If a nodal or administrative Ministry/ Department is of the view that any category of expertise should be declared as "scarce" by the Government of India so as not to permit an easy exit of the Indian experts in that field for foreign assignment, it should send suitable proposals to the Department of Personnel & Training which would issue appropriate orders in this regard. When an Indian expert proposes to take up assignment abroad in any of the categories declared as "scarce", he would have to obtain a "No Objection Certificate" from the relevant administrative Ministry of the Government of India before taking up the assignment.

4.3 The persons deputed to the UN agencies and other international organisations or those on bilateral assignments may resign from service without returning to India and to their parent department if they choose to continue on foreign assignment beyond the permissible period. The Government personnel deputed on ITEC assignment cannot resign while serving abroad as the Government of India in the Ministry of External Affairs bears the salary and other expenses of such persons.

14.4 No person who –

- (i) is on assignment under the Indian Technical and Economic Cooperation (ITEC) Programme of the Ministry of External Affairs and other Aid Programmes;
- (ii) is posted abroad in a foreign based office of a Ministry/ Department;
- (iii) goes on a specific contract assignment to a foreign government.

Should be allowed to retire voluntarily unless, after having been transferred to India, he has resumed the charge of the post in India and served for a period of not less than one year. This restriction will, however, not be applicable in case of officers who are on deputation to the UN/International organisations.

14.5 Since deputation of Indian officials abroad contributes to mutual goodwill and understanding between India and the foreign country concerned, it would be largely in the public interest, if, as a rule, the lien of Government employee and public sector employee selected for a foreign assignment is retained.

14.6 The State Government are advised that their employees may be released for service abroad on foreign service terms in the public interest, after retaining the applicant's lien and protecting his seniority. However, the State Government may allow their employees to go abroad in accordance with the rules which are in force and applicable to the employees.

14.7 This order will take effect from the date of issue. All those who are on foreign assignment at present shall be governed by the provisions of this order in respect of the proposals for extension of their tenure of deputation etc.

14.8 All questions or doubts relating to interpretation of the instructions will be decided by the Department of Personnel & Training.

14.9 Hindi version of this letter will follow.

(NILMADHAB MOHANTY)
ESTABLISHMENT OFFICER AND
ADDITIONAL SECRETARY TO THE GOVERNMENT OF INDIA.

Copy for information and guidance to:-

1. All Ministries/ Departments of Government of India with the request that contents of the letter may be brought to the notice of all attached / subordinate/ public sector undertakings under their administrative control.
2. Comptroller and Auditor General of India, New Delhi.
3. Controller General of Defence Accounts.
4. Secretary, Union Public Service Commission.
5. Secretary, Lok Sabha Sectt., New Delhi.
6. Secretary, Rajya Sabha Sectt., New Delhi.
7. Vice-Chancellor of Universities/ Indian Institute of Technology.
8. Bureau of Public Enterprises, Mayur Bhavan, New Delhi.
9. Prime Minister's Office.
10. Copy forwarded to all attached and subordinate offices of Ministry of Personnel, Public Grievances and Pensions.
11. Copy to: All officers of the Ministry of Personnel, Public Grievances & Pensions and all Sections of the Department of Personnel and Training.

(Sd/-)
(SMT. A.C DUGGAL)
DEPUTY SECRETARY TO THE GOVT. OF INDIA.

Annex

LEVEL OF THE OFFICERS TO BE CONSIDERED FOR THE POSTS AT THE
SECRETARIAT OF THE UN AGENCIES AND OTHER INTERNATIONAL
ORGANISATIONS

- Note 1: The following correspondence between the level of posts in an international organisations and the level of Indian officers is relevant only as far as the posts at the Secretariat of an international organization are concerned. No correspondence is prescribed for field jobs on projects etc.
- Note 2: Officers may be permitted to take up assignments which are one level above or below the level prescribed.

Level of the post/salary scale of Indian experts eligible

- D 2 More than 17 years of IAS or equivalent service without any upper limit. Technical and other D1 officers who could be equated with Joint Secretaries or above to the Government of India; in other cases officers drawing more than Rs.5900-6700/-
- P 5 Officers between 14 and 17 years of IAS or equivalent service. Technical and other officers who could be equated with Directors in the Government of India. In other cases officers drawing Rs.4500 to 5700/-.
- P 4 Officers between 9 to 14 years of IAS or equivalent service. Technical and other officers who could be equated with Deputy Secretaries to the Govt. of India. In other cases officers drawing between Rs.3700 to 5000/-
- P 3 Officers between 6 to 9 years of IAS or equivalent service. Technical and other officers who may be equated with Under Secretaries to the Govt. of India. In other cases officers drawing pay between Rs.3000 to 4500/-.
- P 2 Officers between 4 to 6 years of IAS or equivalent service. Technical and other officers who may be equated with Junior Under Secretaries to the Govt. of India. In other cases drawing upto Rs.3000/-.
- P 1 Officers with upto 3 years of IAS or equivalent service. Technical and other officers who may be equated with attaches/ registrars, Section Officers.
-

F.No. 14017/33/2005-AIS(II)(Part I)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi - 110001
Dated 27th December, 2006

To
Chief Secretaries of all the
State Governments/UTs

Subject : Guidelines for deputation of members of the All India Services under
Rule 6(2)(ii) of the respective cadre rules.

Sir,

We are receiving proposals for consideration of deputation under Rule 6(2)(ii) of the respective cadre rules. For quite some time, necessity was felt to frame a proper guideline to assess/screen the proposals. After detailed deliberations, the guidelines to consider deputation proposal under Rule 6(2)(ii) of the respective cadre rules have been finalised. A copy of the same is enclosed for information and necessary action.

Yours faithfully,


(Smita Kumar)
Director(Services)

Encls: As above

Copy to:-

1. All Ministries/Departments of Government of India
2. All officers/Sections of Department of Personnel & Training

C
GUIDELINES FOR DEPUTATION OF MEMBERS OF THE ALL INDIA SERVICES UNDER RULE 6(2)(ii) OF THE RESPECTIVE CADRE RULES

1. Deputation under rule 6(2)(ii) may be allowed to the following categories of organisations:
 - a. Constitutional bodies
 - b. Statutory bodies created by law of Parliament or State legislatures
 - c. Multilateral bodies, bilateral bodies, international financial institutions, international organisations and NGOs and multilateral organisations, defined as follows:-
 - International organisations notified by the MEA under the UN (Privileges and Immunities) Act, 1947:
 - (a) United Nations Organisations or Organisations under the UN.
 - (b) Bilateral bodies set up under the Vienna Convention i.e.. Embassies and Bodies set up under them eg. USAID, DFID, NORAD etc.
 - (c) International financial institutions eg. The World Bank, IMF, Regional Banks like ADB, Afro-Asian Rural Reconstruction Organisation etc.
 - (d) Multilateral Organisations eg. International Court of Justice, IAEA etc. and bodies of Regional Cooperation eg. SAARC, EU etc.
 - (e) International NGOs eg. International Committee of the Red Cross.
 - (f) Other foreign NGOs from whom India receives Technical/financial assistance eg. Action Aid – clearance from Ministry of Home Affairs and MEA would be sought for such deputations.
 - (g) International organisations, which are private bodies.
 - d. Private bodies to be defined as follows:
 - (a) Non Profit organisations of repute working in the fields of research, social work social development, infrastructure etc.
 - (b) Organisations registered under the Societies Registration Act.
 - (c) Organisations registered under the Charitable Trusts Act.
 - (d) Apex bodies of Industries and Commerce under the various statutes
 - (e) Organisations registered under the Cooperatives Act.

c. **Autonomous bodies not controlled by Government which are defined as follows:**

(a) The following criteria may be taken into account – any of the three may be the basis:

- (i) **Structure of the Organisation** - Organisations covered by the Rule 6(2)(ii) may include Constitutional bodies, Statutory organisations, Commissions, Regulatory Authorities and organisations like Universities with functional autonomy created under Constitutional and statutory provisions. These organisations may opt for the Central Staffing Scheme or not opt for the same.
- (ii) **Financial Autonomy** - Organisations with less than 50% share of government funding or organisations where Government is not a majority shareholder.
- (iii) **Power to give directions** Organisations over which the Government has no power to give directions. The nature of byclaws and the power to guide would be important, for example, in the case of the Food Corporation of India (FCI). Organisations where Government officials hold ex officio positions cannot be considered as autonomous

2. Deputations to the international agencies shall be regulated in terms of Consolidated Instructions on Foreign Assignments issued from time to time.

3. The inclusion of organisations under the Registrations of Companies Act may be examined separately.

4. Deputations under rule 6(2)(ii) shall not be allowed to those private bodies:

- a. which are or have relations with organisations of a political, religious or sectarian nature.
- b. Against which any FIR has been lodged or charge sheet filed or case pending for a violation of any law of the land, including private bodies which have in the past been convicted in a court of law for violation of any law of the land. The borrowing private body shall have to give a mandatory certificate in this regard.

5. The general principle of public interest shall be the overriding factor in deciding deputations under this rule to private bodies. Factors such as general reputation of the private body and the nature of its business shall also be examined in each case. The competent authority shall also see whether there is any enrichment of the experience of the officer by such deputation.

6. FCRA clearance shall be required for deputation to an organisation receiving foreign donations.

7. All deputations under Rule 6(2)(ii) shall be considered only with the consent of the officer concerned and the approval of the cadre controlling authority. Cadre Controlling Authority would mean the State Government concerned if the officer is in his cadre. If the officer is with the Government of India, then it would mean the Ministry of Home Affairs in the case of IPS officers, MOEF in the case of IfoS officers. This approval is a precondition for the cases being placed in the Committee detailed in Para 8 below. In the case of IAS officers serving in the Government of India, since the Committee at Para 8 below also includes Secretary(P) the proposals would directly be placed before the Committee.

8. A Committee under the Chairmanship of Cabinet Secretary comprising Secretary(P), Finance Secretary may be set up to screen, on a case to case basis, applications/requests seeking deputation under 6(2)(ii). For officers below the Joint Secretary level to Government of India, the recommendations of the Committee shall be approved by the MOS(PP). For officers of the level of JS and above the recommendations of the Committee would be routed through MOS(PP) to PM for approval.

9. No deputation under Rule 6(2)(ii) can be considered, under any circumstances, as a mandatory posting.

10. A member of Service shall be eligible for deputation under Rule 6(2)(ii) only after he has served for at least 9 years in his/her cadre.

11. A member of Service shall be eligible for deputation under Rule 6(2)(ii) only if he is clear from vigilance angle.

12. For deputation under Rule 6(2)(ii) the officer should not have dealt with the borrowing organisation in the last five years.

13. An officer shall not be allowed to proceed on deputation to organizations in which he or any of his blood relations is connected with the setting up/management of the organization.

14. Mode of selection for the post may be based on advertisement, nomination or direct offer. For international organisations, these form part of the Consolidated Instructions.

15. An officer of service may be allowed deputation for an initial period of maximum of 5 years under Rule 6(2)(ii) and a maximum of 7 years of deputation can be allowed in the first 30 years of service. There shall be a minimum cooling off of three years between two stretches of deputation under Rule 6(2)(ii) in the first 30 years of service. Beyond 30 years of service, there shall be no limit to the period of deputation.

16. The limit of 5 years in one stretch and 7 years in the entire career shall not be extended under any circumstances. The officer shall be deemed to have resigned from service in case he/she fails to join the Government within one month of completion of his/her approved tenure with the concerned organisation.

17. In the first 30 years of service, an officer shall have to undergo a cooling off period of 3 years at the end of completion of deputation under Rule 6(2)(ii). If an officer is on deputation under Rule 6(2)(ii) at the time of completing 30 years of service, he shall have to undergo a cooling period of one year. Beyond 30 years of service, there shall be no requirement of cooling off, for officers completing a period of deputation under Rule 6(2)(ii).

18. While serving in Constitutional/statutory/ multilateral or bilateral organisation/international financial organisations, the officer shall be eligible to draw pay and allowances as per the scheme of the borrowing organisation. In the other organisations, the officer may opt for his grade pay or the pay of the post, whichever is more beneficial to him. The concerned organisation would also be required to pay the cost of retirement benefits/leave salary etc. of the officer failing which the officer shall pay to the concerned State Government on whose cadre he is borne.

19. While on deputation, the service conditions of the officer shall continue to be regulated under the relevant All India Service Rules. Other terms and conditions may be in accordance with standard terms devised from time to time.

20. The provisions of paying to the Government $\frac{1}{3}$ rd of the amount of fee earned by the officer during short-term assignments with international organisations may also be removed. This distinction between international organizations and other national organizations under Rule 6(2)(ii) may be modified in this respect also.

21. Participation in the pension scheme - The officers deputed, except to Constitutional bodies, which may have their own regular pension schemes, shall not be permitted to join the pension schemes of the organization under any circumstances. A member may join the Pension scheme of the UN bodies in accordance with the relevant rules. On joining the same, the service rendered by the officer during the deputation period shall not be counted as qualifying for pension.

22. The entire expenditure in respect of pension and leave salary contribution for the period of deputation shall be borne by the borrowing organization, failing which by the member of the Service. However those allowed joining the pension schemes of the organizations mentioned above, shall not be required to make pension contributions.

23. Performance appraisal/ACRs during the period of deputation – The Competent Authority in the organisation accepting the officer shall provide an ACR/Performance appraisal written in such form as prescribed under rules. The report shall be placed in the PAR dossier and treated as mandatory input for empanelment and promotion.

24. The terms and conditions of deputation shall be finalised by the concerned State Government, if the officer is in the cadre. If the officer is in the Government of India, the Ministry concerned i.e. Ministry of Home Affairs in the case of IPS, MOEF in the case of IFOS and DOPT in the case of IAS shall finalise the same. However, this may be done in accordance with the standard terms and conditions prescribed by the DOPT.

25. Notwithstanding anything above, the Government shall have the absolute right to refuse permission or recall an officer from a period of deputation under Rule 6(2)(ii).

26. The above principles may be applied to other services and guidelines prepared for the Central Services.

27. An officer on deputation under Rule 6(2)(ii) shall be considered for empanelment on his turn by taking into account the ACRs/PARs written by the borrowing organisations during the period of deputation. In other words, empanelment shall not be postponed on the grounds that an officer is on deputation under Rule 6(2)(ii).

28. Deputation under Rule 6(2)(ii) or intercadre deputation or deputation under the Consolidated Instructions on Foreign Assignment shall not be allowed until an officer has completed 9 years of service in his cadre.

29. The total period of deputation under Rule 6(2)(ii), intercadre deputation and deputation under Consolidated Instructions on Foreign Assignments in the first 30 years of service shall not exceed 10 years.

30. In the first 30 years of service, there shall be a cooling off of three years after a period of deputation under Rule 6(2)(ii), intercadre deputation and deputation under Consolidated Instructions on Foreign Assignments.

31. In the first 30 years of service, absence from the cadre shall not exceed 7 years at a stretch as a result of deputation under Rule 6(2)(ii), intercadre deputation and deputation under Consolidated Instructions on Foreign Assignments.

32. The above (Paras 28-31) shall not apply to the North East cadres for which certain special dispensations have been made.

F.No. 14017/33/2005-AIS(II)(Pt.I)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi - 110001
Dated 28th November, 2007

To
The Chief Secretaries of all the
State Governments/UTs

Subject : Consolidated Deputation Guidelines for All India Services.

Sir,

I am directed to refer to the above subject and to state that the guidelines for All India Service officers with respect to Rule 6 of the IAS(Cadre) Rules, 1954 and the analogous provision in the cadre rules for the Indian Police Service and the Indian Forest Service was under consideration. In this regard, the Consolidated Guidelines for All India Service officers, as approved by the Competent Authority, is enclosed for information and necessary action.

2. These guidelines shall come into force with immediate effect.

Yours faithfully,


28/11/2007
(Chaitanya Prasad)
Director (Services)
Tele No. 23093591

Encls: As above

Copy to :-

1. All Ministries/Departments of Government of India.
2. All Officers/Sections of Department of Personnel & Training.
3. ✓ NIC, DOPT for putting on website vide path (Home page>Circulars/Reports>Services Division)

CONSOLIDATED DEPUTATION GUIDELINES FOR ALL INDIA SERVICE OFFICERS.

The guidelines for the All India Services with respect to Rule 6 of the IAS(Cadre) Rules and analogous provisions in the IPS (Cadre) Rules and IFoS (Cadre) Rules are consolidated as follows:-

1. Rule 6(1)

"A cadre officer may, with the concurrence of the State Governments concerned and the Central Government, be deputed for service under the Central Government or another State Government or under a company, association or body or individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government or by another State Government."

1.1 Central Staffing Scheme:-

Posts that are to be covered:

Ministries/Departments of Government of India

Procedure to be followed for appointment:

Civil Services Board (JS and below), with ACC approval for JS and above

Tenure to be applicable:

US level -	3 years
DS level -	4 years
Dir level -	5 years
JS level -	5 years
JS/AS level-	7 years (subject to 3 years in the second post, and also subject further to a minimum of 5 years in the Centre.)
AS level -	4 years
Secy level -	no ceiling.

1.2 Non-Central Staffing Scheme posts:-

1.2.1

Posts that are to be covered:

Autonomous Institutions wholly or substantially funded or controlled by the Central Government.

Procedure to be followed for appointment:

Search-cum-Selection Committee process as laid down in DoPT Office Memorandum No. 28/13/2006-EO(SM.II) dated 03/07/2006 OR as per approved RRs OR as per statutory provisions for institutions covered by specific status (with ACC approval for Chief Executives carrying pay scales of Rs 18400-22400 or above).

Tenure to be applicable: As provided under the Central Staffing Scheme.

1.2.2 Posts that are to be covered:
CVOs

Procedure to be followed for appointment:

From DOPT panel with concurrence of CVC and Ministry concerned (with ACC approval for JS and above), i.e. as per current procedure.

Tenure to be applicable:

Maximum of 5 years. (A deputation of 3 +3 years is permissible when an officer moves from one PSU to another).

1.2.3 Posts that are to be covered:

Central PSUs or PSUs of another State or PSUs wholly or substantially owned and controlled by two or more States.

Procedure to be followed for appointment:

Subject to exemption from Immediate Absorption Rule through PESB/Search Committee (with ACC approval for JS and above)

Tenure to be applicable: As provided under the Central Staffing Scheme.

1.2.4 Posts that are to be covered:

Constitutional Bodies or staff officers of Heads of Constitutional Bodies

Procedure to be followed for appointment:

Civil Services Board OR on request by name, subject to vigilance clearance and suitability (with ACC approval for JS and above)

Tenure to be applicable: As provided under the Central Staffing Scheme.

1.2.5 Posts that are to be covered:

Statutory Bodies set up by an Act of Parliament or staff officers of Heads of such Statutory Bodies.

Procedure to be followed for appointment:

Civil Services Board OR on request by name, subject to vigilance clearance and suitability (with ACC approval for JS and above)

Tenure to be applicable: As provided under the Central Staffing Scheme.

1.2.6 Posts that are to be covered:

Non-permanent, Non-Statutory Bodies with a specific term set up through executive orders/notification by the Central Government- like Administrative Reforms Commissions, Pay Commission, National Manufacturing Competitiveness Commission, Sachar Committee, Inquiry Commissions, etc.

Procedure to be followed for appointment:

Civil Services Board (with ACC approval for JS and above)

Tenure to be applicable: As provided under the Central Staffing Scheme.

Provided that, if an officer moves from a CSS to a non-CSS post, or vice versa, she/he shall be eligible for an additional tenure of two years, subject to at least two years on either post.

1.3 Inter-Cadre Deputation.

Posts that are to be covered:

To another State Government

Procedure to be followed for appointment:

With the concurrence of the State Government on whose cadre the officer is borne and the borrowing State Government, and with the approval of the Central Government, as per the terms laid down in DoPT O.M. No.13017/16/2003-AIS(I) dated 08/11/2004 and subsequent O.Ms dated 31/10/2005 and 03/10/2007.

Tenure to be applicable:

Maximum of 5 years, **provided** that the officer has completed 9 years in his own cadre and has not reached the Super-time Scale.

2. Rule 6(2)(i)

"A Cadre officer may also be deputed for service under a company, association or body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by a State Government, a Municipal Corporation or a Local Body, by the State Government on whose cadre she/he is borne."

Deputation within the State Government on whose cadre the officer is borne.

Posts that are to be covered:

- i) A Municipal Corporation or a Local Body of the State.
- ii) State Government PSUs
- iii) Training/Research/Educational Institutions wholly or substantially funded or controlled by the State Government.
- iv) Autonomous Institutions wholly or substantially funded or controlled by the State Government.
- v) A registered Trust or Society or Association or Body of Individuals wholly or substantially funded or controlled by the State Government.

Procedure to be followed for appointment:

Appointment by the State Government.

Tenure to be Applicable:

As decided by the State Government.

Note: Service in any of these posts shall count towards Cooling Off **provided** that posts mentioned in (iv) and (v) shall count towards Cooling Off only if they are located within the State.

Rule 6(2) (ii)

“A Cadre officer may also be deputed for service under an international organization, an autonomous body not controlled by the Government, or a private body, by the Central Government in consultation with the State Government on whose cadre she/he is borne.”

3.1 Deputation under Rule 6(2)(ii) to International Organizations.

Posts that are to be covered:

- i) UN Organizations.
- ii) International Financial Institutions like World Bank, IMF, ADB, etc.
- iii) Multilateral organizations of which India is a member, like IAEA, WTO, Commonwealth Organization, International Court of Justice, SAARC etc.
- iv) Bilateral Bodies set up under the Vienna Convention, i.e. Embassies and Bodies set up under them, like USAID, DFID, NORAD, etc.
- v) International NGOs or Funding Organizations from which India receives technical/financial assistance like International Red Cross Society, Action Aid, Aga Khan Foundation, Ford Foundation, etc.

Procedure to be followed for appointment:

With the approval of the Committee under the chairmanship of the Cabinet Secretary comprising Secretary (P) and Finance Secretary (with PM's approval for JS and above);

Provided that for appointment to posts listed at (iv), the Foreign Secretary or the MEA Secretary concerned shall also be a member of the Committee.

Provided further that for appointments to posts listed at (v), the concurrence of MHA shall be taken.

Tenure to be applicable:

Maximum of 5 years at a stretch.

Note: All other conditions laid down in DoPT Guidelines contained in F.No. 14017/33/2005-AIS (II) (Part I) dated 27/12/2006 and PMO ID dated 01/05/2007 shall be applicable.

3.2 Deputation under Rule 6(2) (ii) to an autonomous body, trust, society, etc. not controlled by the Government, or a private body.

Posts that are to be covered :

- i) Registered Societies or Trusts or Foundations or non-profit organizations or NGOs or cooperatives;
- ii) Apex bodies of Industries and Commerce;

Provided that such autonomous or private bodies fulfill all four of the following criteria:

- a) they are functionally autonomous of the Central and State Governments;
- b) they are not substantially funded by the Central and State Governments;
- c) the Central or State Governments do not have powers to give them directions; and
- d) they are not companies registered under the Registration of Companies Act.

Procedure to be followed for appointment:

With the approval of the Committee under the chairmanship of the Cabinet Secretary comprising Secretary (P) and Finance Secretary (with PM's approval for JS and above).

Tenure to be applicable:

Maximum of 5 years at a stretch.

Provided that total period of deputation under all categories under Rule 6(2)(ii) shall not exceed a maximum of 7 years in the entire service.

4. Notwithstanding anything contained above regarding deputation tenures,

- i) absence from the cadre shall not exceed more than 7 years at a stretch for officers below the level of Secretary as a result of inter-cadre deputation and deputation under Rule 6(2)(ii); and
- ii) the total period under inter-cadre deputation and deputation under Rule 6(2)(ii) shall not exceed 10 years in the entire career.

5. There shall be a mandatory "Cooling Off" requirement after every period of deputation under Rules 6(1) and 6(2) (ii). The length of such "Cooling Off" shall be as follows:-

- i) For JS-level and below-3 years.
- ii) For AS-level- 1 year.
- iii) For Secretary-level- nil.

6. Officers who are on deputation under Rule 6(2)(ii) would run the disqualification of not being considered for empanelment under the Central Staffing Scheme during the currency of their deputations, and also, till they earn ACRs on return to their cadre [instructions dated 27.12.2006, para 27, shall stand superseded in this respect]

7. The Consolidated Deputation Guidelines for All India Service Officers shall come into force with prospective effect.

8. Appointments for which orders have already been issued shall not be affected by these guidelines.

9. Nothing contained in the above guidelines shall affect or override the special dispensations provided for the North-East and deficit cadres, i.e. Chhatisgarh, Uttarakhand, Sikkim, Nagaland and Manipur -Tripura.

10. Existing detailed orders/rules regarding deputation under Rules 6(1) and 6(2) (ii), tenure and "Cooling Off" requirements, CIFA Rules and empanelment norms may be modified accordingly.

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No.AB-14017/2/07-Estt (RR)
Government of India
Ministry of Personnel, PG and Pensions
(Department of Personnel and Training)

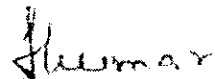
New Delhi-110001
Feb. 29th, 2008

OFFICE MEMORANDUM

Subject: Consolidated guidelines on deputation / foreign service for members of the organized Group A and the Group B Services of the Central Government.

The issue regarding deputation/ foreign service to ex-cadre posts has been reviewed and it has been decided that henceforth , **the appointment for the purpose of deputation / foreign service and provisions regulating tenure & procedure of appointment would be according to guidelines enclosed .**

2. For the time being, the guidelines contained in these instructions will apply only to members of the organized Group 'A and 'B' Services of the Central Government. These orders will take effect from the date of issue and past cases will not be reviewed based on these instructions. Hindi version will follow.


(Smita Kumar)
Director (E.I)

To

All Ministries/Departments of Government of India

Copy to :-

1. The President's Secretariat, New Delhi.
2. The Vice President's Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi, w.r.t. I D No. 1024270/PMO/2008-
Pol.dt.25.2.2008
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Registrar General, Supreme Court of India.
7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
8. The Comptroller and Auditor General of India, New Delhi.
9. Secretary, Union Public Service Commission, New Delhi.
10. Staff Selection Commission, New Delhi.

11. All attached offices under the Ministry of Personnel, Public Grievances & Pensions.
12. Establishment Officer & Secretary, ACC(10 copies).
13. All Officers and Sections in the Department of Personnel & Training.
14. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
15. NIC (DOPT) for placing this Office Memorandum on the Website of DOPT
16. Establishment (RR) Section with 50 spare copies.
17. All Staff Member of National Council(JCM)
18. Facilitation Center, DOPT(20 copies)

GUIDELINES FOR DEPUTATION / FOREIGN SERVICE OF CENTRAL GOVERNMENT OFFICERS

1.1 Central Staffing Scheme (CSS) :-

Posts that are to be covered:

Ministries/Departments of Government of India

Procedure to be followed for appointment:

Civil Services Board (below JS), with ACC approval for JS and above.

Tenure to be applicable:

US level	-	3 years
DS level	-	4 years
Dir level	-	5 years
JS/AS level-		7 years (subject to 3 years in the second post, and also subject further to a minimum of 5 years in the Centre.)
AS level	-	4 years
Secy level	-	no ceiling.

1.2 Non-Central Staffing Scheme posts:-

1.2.1 Posts that are to be covered:

Autonomous Institutions wholly or substantially funded or controlled by the Central Government.

Procedure to be followed for appointment:

Search-cum-Selection Committee process as laid down in DoPT Office Memorandum No. 28/13/2006-EO(SM.II) dated 03/07/2006 & OM NO.AB 14017/11/2004-Estt(RR)dated 30/7/07, OR as per approved RRs OR as per statutory provisions for institutions covered by specific statutes (with ACC approval for Chief Executives carrying pay scales of Rs.18400-22400 or above).

Tenure to be applicable: As provided under the Central Staffing Scheme.

1.2.2 Posts that are to be covered:

CVOs

Procedure to be followed for appointment:

From DOPT panel with concurrence of CVC and Ministry concerned (with ACC approval for JS and above), i.e. as per current procedure.

Tenure to be applicable:

Maximum of 5 years. (A deputation of 3 +3 years is permissible when an officer moves from one PSU to another).

1.2.3 Posts that are to be covered:

Central PSUs or PSUs of another State or PSUs wholly or substantially owned and controlled by two or more States.

Procedure to be followed for appointment:

Subject to exemption from Immediate Absorption Rule through PESB/Search Committee (with ACC approval for JS and above)

Tenure to be applicable: As provided under the Central Staffing Scheme.

1.2.4 Posts that are to be covered:

Constitutional Bodies or staff officers of Heads of Constitutional Bodies

Procedure to be followed for appointment:

Civil Services Board OR on request by name, subject to vigilance clearance and suitability (with ACC approval for JS and above)

Tenure to be applicable: As provided under the Central Staffing Scheme.

1.2.5 Posts that are to be covered:

Statutory Bodies set up by an Act of Parliament or staff officers of Heads of such Statutory Bodies.

Procedure to be followed for appointment:

For appointments below JS level – through a Committee under the Chairmanship of Secretary(Personnel) with the approval of MOS(PP).
For appointments of JS and above level- through CSB with the approval Of ACC .

Tenure to be applicable: As provided under the Central Staffing Scheme

1.2.6 Posts that are to be covered:

Non-permanent, Non-Statutory Bodies with a specific term set up through executive orders/notification by the Central Government- like Administrative Reforms Commissions, Pay Commission, National Manufacturing Competitiveness Commission, Sachar Committee, Inquiry Commissions, etc.

Procedure to be followed for appointment:

Civil Services Board (with ACC approval for JS and above)

Tenure to be applicable: As provided under the Central Staffing Scheme

Provided that, if an officer moves from a CSS to a non-CSS post, or vice versa, she/he shall be eligible for an additional tenure of two years, subject to at least two years on either post.

1.3 Ex-Cadre Deputation.

Posts that are to be covered:

To another post in Central Government/ State Government where Recruitment rules /regulations etc. exist and deputation is one of the methods of appointment

Procedure to be followed for appointment:

With the concurrence of the cadre controlling authority, borrowing Department and with the approval of the authority competent for filling up the post.

Tenure to be applicable:

According to the provisions of DOPT OM no. 2/29/91-Estt.(Pay-II) dated the 5th January 1994 as amended from time to time .

2.1 International Organizations.

Posts that are to be covered:

- i) UN Organizations.
- ii) International Financial Institutions like World Bank, IMF, ADB, etc.
- iii) Multilateral organizations of which India is a member, like IAEA, WTO, Commonwealth Organization, International Court of Justice, SAARC etc.
- iv) Bilateral Bodies set up under the Vienna Convention, i.e. Embassies and Bodies set up under them, like USAID, DFID, NORAD, etc
- v) International NGOs or Funding Organizations from which India receives technical/financial assistance like International Red Cross Society, Action Aid, Aga Khan Foundation, Ford Foundation, etc.

Procedure to be followed for appointment:

A Committee under the Chairmanship of Cabinet Secretary with Secretary(Personnel), Finance Secretary will screen all proposals for deputation on foreign service terms of officers of the level of JS and above, on a case to case basis, after the proposals have been approved by the Cadre Controlling Authority. Such screening in the case of officers below the level of JS will be by a Committee chaired by the Secretary of the Cadre Controlling Ministry/Department with a member each, not below the level of JS from the DOPT and Department of Expenditure. A final decision on the recommendations of the Screening Committee may be taken at the level of Minister-in-charge in the case of officers holding posts below JS-level and with the approval of PM in the case of officers holding JS-level posts or above

Provided that for appointment to posts listed at (iv), the Foreign Secretary or the MEA Secretary concerned shall also be a member of the Committee under the chairmanship of Cabinet Secretary for officers of JS and above level. For officers below JS level, a nominee of Foreign Secretary not below the level of JS would be included in the screening committee.

Provided further that for appointments to posts listed at (v), the concurrence of MHA shall be taken.

Tenure to be applicable:
Maximum of 5 years at a stretch.

2.2 Autonomous body, trust, society, etc. not controlled by the Government, or a private body.

Posts that are to be covered :

- i) Registered Societies or Trusts or Foundations or non-profit organizations or NGOs or cooperatives;
- ii) Apex bodies of Industries and Commerce;

Provided that such autonomous or private bodies fulfill all four of the following criteria:-

- a) they are functionally autonomous of the Central and State Governments;
- b) they are not substantially funded by the Central and State Governments;
- c) the Central or State Governments do not have powers to give them directions; and
- d) they are not companies registered under the Registration of Companies Act.

Procedure to be followed for appointment:
As in Para 2.1

Tenure to be applicable:
Maximum of 5 years at a stretch.

2.3 Terms and conditions for deputation/ foreign service not covered under this OM, would be as per DOPT OM No. 2/29/91-Estt.(Pay-II) dated the 5th January 1994 as amended from time to time. For the foreign service, terms and conditions in Annex I amend the guidelines of 1994 to the extent they are at variance.

2.4 The total period of foreign service under Para 2.1 and 2.2 above shall not exceed a maximum of 7 years in the entire service.

2.5 There shall be a mandatory 'Cooling Off' requirement after every period of deputation and foreign service. The length of 'Cooling Off'

shall be as follows:

- (i) For JS level (Rs. 18400-22400/) and below –3 years
- (ii) For AS level (Rs. 22400 - 2500/) – 1 years
- (iii) For Secretary level- nil

2.6 The Consolidated Deputation/ Foreign service guidelines for organized Gr. 'A' & 'B' services shall come into force with prospective effect.

2.8 Appointments for which orders have already been issued shall not be affected by these guidelines

Annexure- I

Terms And Conditions For Foreign Service

1. The general principle of public interest shall be the overriding factor in deciding foreign service under this rule. The competent authority shall also see whether there is any enrichment of the experience of the officer by such deputation.
2. Officers who are on foreign service would run the disqualification of not being considered for empanelment under the Central Staffing Scheme during the currency of their foreign service and also till they earn ACRs on return to their cadre
3. FCRA clearance shall be required for foreign service to an organization receiving foreign donations.
4. All such cases of foreign service shall be considered only with the consent of the officer concerned and the approval of the cadre controlling authority.
5. The foreign service will not be considered, under any circumstances, as a mandatory posting.
6. A Central Government Officer shall be eligible for foreign service only after he has completed 9 years of service.
7. A Central Government Officer shall be eligible for foreign service only if he is clear from vigilance angle.
8. For foreign service, the officer should not have dealt with the borrowing organization in the last five years.
9. An officer shall not be allowed to proceed on foreign service to organizations in which he or any of his blood relations is connected with the setting up/management of the organization.
10. Mode of selection for the post may be based on advertisement, nomination or direct offer.
11. The limit of 5 years in one stretch and 7 years in the entire career for foreign service to organizations covered under Para 2.1 and 2.2 shall not be extended under any circumstances. The officer shall be deemed to have resigned from service in case he/she fails to join the Government within one month of completion of his/her approved tenure with the concerned organization.

12. While serving in Constitutional /statutory / multilateral or bilateral organization /international financial organizations, the officer shall be eligible to draw pay and allowances as per the scheme of the borrowing organization. In the other organizations, the officer may opt for his grade pay or the pay of the post, whichever is more beneficial to him.
13. While on foreign service, the service conditions of the officer shall continue to be regulated under the relevant Service Rules. Other terms and conditions may be in accordance with standard terms devised from time to time.
14. The provisions of paying to the Government 1/3rd of the amount of fee earned by the officer during short-term assignments with international organizations may also be removed. There will not be any distinction between international organizations and other national organizations in this respect.
15. Participation in the pension scheme - The officers on foreign service, except to Constitutional bodies, which may have their own regular pension schemes, shall not be permitted to join the pension schemes of the organization under any circumstances. A Central Government Officer may join the Pension scheme of the UN bodies in accordance with the relevant rules. On joining the same, the service rendered by the officer during the deputation period shall not be counted as qualifying for pension.
16. The entire expenditure in respect of pension and leave salary contribution for the period of foreign service shall be borne by the borrowing organization, failing which by the officer. However those allowed joining the pension schemes of the organizations mentioned above shall not be required to make pension contributions.
17. Performance appraisal /ACRs during the period of foreign service - The competent authority in the organization accepting the officer shall provide an ACR/Performance appraisal written in such form as prescribed under rules.
18. The terms and conditions of foreign service shall be finalised by the concerned administrative Ministry/Department, in accordance with the standard terms and conditions prescribed by the DOPT.
19. Notwithstanding anything above, the Government shall have the absolute right to refuse permission or recall an officer from foreign service.
20. An officer on foreign service shall be considered for promotion on his turn.

F.No. 14017/33/2005-AIS(II)(Pt.I)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi - 110001

Dated 14th March 2008

To

The Chief Secretaries of all the
State Governments/UTs

Subject : Consolidated Deputation Guidelines for All India Services.

Sir,

I am directed to refer to the above subject and to state that the Consolidated Deputation Guidelines for All India Service officers issued vide this department's letter of even number dated 28/11/2007 has been reviewed by the Competent Authority. In this regard the decision taken is hereby conveyed for information and guidance: -

1. The proposals for extension of deputation under Rule 6(2)(ii) of the IAS (Cadre) Rules, 1954 will be examined as per the conditions of the new Consolidated Deputation Guidelines.
2. Since the requirement of 'cooling off' is to ensure that an officer does not stay away from his cadre for long stretches at a time, there shall be no objection if an officer on central deputation is permitted deputation under Rule 6(2)(ii) to the limit of approved Central Deputation tenure without cooling off.
3. The above is subject to the overall tenure ceilings under the Consolidated Guidelines.

Yours faithfully,


14/3/2008
(Chaitanya Prasad)
Director (Services)
Tele No. 23093591

~~Encls. As above~~

Copy to :-

- (1) All Ministries/Departments of Government of India.
- (2) All Officers/Sections of Department of Personnel & Training.
- (3) NIC, DOPT for putting on website vide path (Home page>Circulars/Reports>Services Division)

IMMEDIATE

No.AB.14017/2/2007-Estt.(RR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
New Delhi

Dated 24th April, 2008

OFFICE MEMORANDUM

Subject: Consolidated guidelines on deputation/foreign service for members of the organized Group A and the Group B Services of the Central Government

Attention is invited to this Department's OM No. AB.14017/2/2007-Estt.(RR) dated 29.2.08 laying down consolidated guidelines on deputation/foreign service of Members of the Organised Group A and Group B Services of the Central Government. The guidelines contained in this OM have been reviewed and it has been decided that:-

- (i) The proposals for extension of deputation under para 2.1 and 2.2 of OM dated 29.2.08 shall be examined as per the conditions prescribed in OM dated 29.2.08;
- (ii) since the requirement of 'cooling off' is to ensure that an officer does not stay away from his cadre for long stretches at a time, there shall be no objection if an officer on central deputation is permitted deputation under Rule 2.1 subject to the limit of approved Central Deputation tenure, without cooling off; and
- (iii) The above shall be subject to the overall tenure ceilings prescribed under the consolidated guidelines of 29.2.08.

2 Para 1.1. of this Department's OM dated 29.2.08 also stand amended as below:

Central Staffing Scheme (CSS)

Posts that are to be covered:
Ministries/Departments of Government of India

Procedure to be followed for appointment:

Civil Services Board (below JS), with ACC approval for JS and above.

Tenure to be applicable

US level	- 3 years
DS level	- 4 years
Dir level	- 5 years
JS level	- 5 years
JS/AS level	- 7 years (Subject to 3 years in the second post, and also subject further to a minimum of 5 years in the Centre)
AS level	- 4 years
Secy. level	- no ceiling

3. Hindi version follows.


(Smita Kumar)
Director

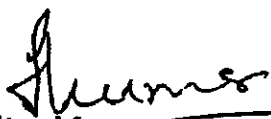
To

1. All Ministries/Departments of Government of India
2. Chief Secretaries of All State Governments
3. The President's Secretariat, New Delhi.
4. The Vice-President's Secretariat, New Delhi
5. The Prime Minister's Office, New Delhi.
6. The Cabinet Secretariat, New Delhi.
7. The Rajya Sabha Secretariat, New Delhi.
8. The Lok Sabha Secretariat, New Delhi.
9. The Comptroller and Auditor General of India, New Delhi.
10. The Union Public Service Commission, New Delhi.

Copy to :-

1. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
2. Establishment Officer and Secretary, ACC (10 copies).
3. All Officers and Sections in the Department of Personnel & Training
4. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi

5. All Staff Members of National Council (JCM)
6. All Staff Members of the Departmental Council (JCM),
Ministry of Personnel, PG and Pensions
7. Establishment (RR Division) (200 copies)
8. NIC, North Block for posting on the website


(Smita Kumar)
Director

**F.No. 14017/33/2005-AIS(II)(Pt.I)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training**

**North Block, New Delhi - 110001
Dated 9th February, 2011**

To

**The Chief Secretaries of all the
State Governments/UTs**

**Subject: Consolidated Deputation Guidelines for AIS officers dated
28.11.2007.**

Sir,

I am directed to refer to the above subject and to say that a proposal for making certain amendment in the Consolidated Deputation Guidelines' provisions related to deputation under Rule 6(2)(ii) of the AIS (Cadre) Rules has been under consideration of this Department. Accordingly, the provisions contained in paragraph 3.2 of the Consolidated Deputation Guidelines for All India Service officers are hereby substituted by following provisions :-

"Deputation under Rule 6(2) (ii) to an autonomous body, trust, society, etc. not controlled by the Government, or a private body.

Posts that are to be covered :

- i) Registered Societies or Trusts or Foundations or non-profit organizations or NGOs or cooperatives;**
- ii) Apex bodies of Industries and Commerce;**

Provided that such autonomous or private bodies fulfil all four of the following criteria:

- a) they are functionally autonomous of the Central and State Governments;**
- b) they are not substantially funded by the Central and State Governments;**
- c) the Central or State Governments do not have powers to give them directions; and**
- d) they are not companies (except Section 25 companies) registered under the Registration of Companies Act.**

Provided further that deputation to section 25 companies shall be allowed only on standard government deputation terms.

Procedure to be followed for appointment: With the approval of the Committee under the chairmanship of the Cabinet Secretary comprising Secretary (P) and Finance Secretary (with PM's approval for JS and above).

Tenure to be applicable: Maximum of 5 years at a stretch.

Provided that total period of deputation under all categories under Rule 6(2)(ii) shall not exceed a maximum of 7 years in the entire service".

Yours faithfully,

Id/-

(Deepthi Umashankar)
Director (Services)
Tele No. 23093591

Copy to :-

- (1) All Ministries/Departments of Government of India.
- (2) All Officers/Sections of Department of Personnel & Training.
- (3) Copy for F.No. 14017/14/2009-AIS(II).
- (4) ✓ NIC, DOPT for putting on website vide path (Home page>Circulars/Reports>Services Division>others).

Id/-

(Deepthi Umashankar)
Director (Services)

F.No. 14017/33/2005-AIS(II)(Pt.I)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi - 110001
Dated 11st January, 2012

To
The Chief Secretaries of all the
State Governments/UTs

Subject: Consolidated Deputation Guidelines for AIS officers dated 28.11.2007.

Sir,

I am directed to refer to the above subject and to say that it has been decided that the posts of Deputy Secretary/Director/Joint Secretary etc. in the Union Public Service Commission, Election Commission of India, Central Vigilance Commission and Central Information Commission will be treated as Central Staffing Scheme posts. Accordingly, para 1.1 of the Consolidated Deputation Guidelines for All India Service officers are hereby substituted by following provisions:-

1.1 Central Staffing Scheme:-

Posts that are to be covered:

Ministries/Departments of Government of India, Union Public Service Commission, Election Commission of India, Central Vigilance Commission and Central Information Commission.

Procedure to be followed for appointment:

Civil Services Board (JS and below), with ACC approval for JS and above

Tenure to be applicable:

US level	-	3 years
DS level	-	4 years
Dir level	-	5 years
JS level	-	5 years
JS/AS level	-	7 years (subject to 3 years in the second post, and also subject further to a minimum of 5 years in the Centre.)
AS level	-	4 years
Secy level	-	no ceiling.

Yours faithfully,

Deepthi
(Deepthi Umashankar)
Director (Services)

Copy to :-

- (1) All Ministries/Departments of Government of India.
- (2) All Officers/Sections of Department of Personnel & Training.
- (3) ✓ NIC, DOPT for putting on website vide path (Home page>Circulars/Reports>Services Division>others).

Deepthi
(Deepthi Umashankar)
Director (Services)

No.AB.14017/2/2007-Estt.(RR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
New Delhi

Dated 28th March, 2012

Office Memorandum

Subject: Consolidated Deputation Guidelines dated 29.2.08 for members of the organized Group A and the Group B Services of the Central Government

Attention is invited to this Department's OM No. AB.14017/2/2007-Estt.(RR) dated 29.2.08 laying down consolidated guidelines on deputation/foreign service of Members of the Organized Group A and Group B Services of the Central Government. The guidelines contained in this OM have been reviewed and the provisions contained in paragraphs 1.1 and 2.2 of the said guidelines are hereby substituted by following provisions:-

1.1. Central Staffing Scheme (CSS)

Posts that are to be covered:

Ministries/Departments of Government of India, Union Public Service Commission, Election commission of India, Central Vigilance Commission and Central Information Commission.

Procedure to be followed for appointment:

Civil Services Board (below JS), with ACC approval for JS and above.

Tenure to be applicable

US level - 3 years
DS level - 4 years

- Dir level - 5 years
- JS level - 5 years
- JS/AS level - 7 years (Subject to 3 years in the second post, and also subject further to a minimum of 5 years in the Centre)
- AS level - 4 years
- Secy. level - no ceiling

2.2 Autonomous body, trust, society, etc. not controlled by the Government, or a private body.

Posts that are to be covered:

- (i) Registered Societies or Trusts or Foundations or non-profit organizations or NGOs or cooperatives;
- (ii) Apex bodies of Industries and Commerce;

Provided that such autonomous or private bodies fulfil all four of the following criteria:

- (a) they are functionally autonomous of the Central and State Governments;
- (b) they are not substantially funded by the Central and State Governments;
- (c) the Central or State Governments do not have powers to given them directions; and
- (d) they are not companies (except Section 25 companies) registered under the Registration of Companies Act.

Provided further that deputation to Section 25 Companies shall be allowed only on standard government deputation terms.

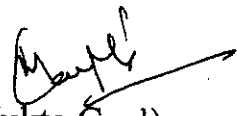
Procedure to be followed for appointment:

A Committee under the Chairmanship of Cabinet Secretary with Secretary (Personnel) and Finance Secretary will screen all proposals for deputation on foreign service terms of officers of the level of JS and above, on a case to case basis after the proposals have been approved by the Cadre Controlling Authority. Such screening in the case of officers below the level of JS will be by a Committee chaired by the Secretary of the Cadre Controlling Ministry/Department with a Member each, not below the level of JS from the DOPT and Department of Expenditure. A final decision on the recommendations of the Screening Committee may be taken at the level of Minister-in-charge in the case of officers holding posts below JS-level and with the approval of PM in the case of officers holding JS-level posts or above

Tenure to be applicable: Maximum of 5 years at a stretch.

Provided that total period of deputation under all categories under 2.1 & 2.2 shall not exceed a maximum of 7 years in the entire service”.

2. Hindi version will follow


(Mukta Goel)
Director (Estt.)
Tel. 2309 2479

To

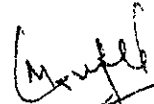
1. All Ministries/Departments of Government of India
2. Chief Secretaries of All State Governments
3. The President's Secretariat, New Delhi.
4. The Vice-President's Secretariat, New Delhi
5. The Prime Minister's Office, New Delhi.
6. The Cabinet Secretariat, New Delhi.
7. The Rajya Sabha Secretariat, New Delhi.

OM No.AB.14017/2/2007-Estt.(RR) dated 28th March, 2012

8. The Lok Sabha Secretariat, New Delhi.
9. The Comptroller and Auditor General of India, New Delhi.
10. The Union Public Service Commission, New Delhi.

Copy to :-

1. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
2. Establishment Officer and Secretary. ACC (5 copies).
3. All Officers and Sections in the Department of Personnel & Training
4. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
5. All Staff Members of National Council (JCM)
6. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
7. Establishment (RR Division) (50 copies)
8. NIC, North Block for posting on the website



(Mukta Goel)
Director (Estt.)
Tel. 2309 2479

CHAPTER-II

INSTRUCTIONS ON FILLING UP OF FOREIGN/CAPTIVE POSTS OF THE GOI

No. 15/1/2008-EO(MM.II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

North Block, New Delhi,
dated 16.03.2010

To,

1. All Chief Secretaries of State Governments
2. All Secretaries/Cadre Controlling Authority, Government of India.

Subject: Extension of Foreign Assignment for officers on ground of their Children's Education being in the middle of academic sessions.

Sir/Madam,

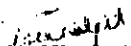
The issue of officers posted abroad on Foreign Assignments seeking extension on ground of their 'Children being in the middle of the Academic session' has been engaging the attention of the Government for quite some time. The Appointments Committee of the Cabinet has considered the matter and decided that:

[a] the tenure of officers on foreign deputation may be linked to the end of the academic session i.e. date of completion of the annual examination.

[b] the officers going on foreign deputation should be informed at the time of their posting that their tenure will be adjusted to coincide with this event.

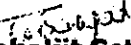
[c] if some adjustment is required [either extension or curtailment], depending on the commencement of the posting, and the timing of the examination, the proposal for approval of the Competent Authority should be sent to this office at least 2 months before the date of completion of the approved tenure, or date of completion of the proposed tenure, whichever is earlier.

2. This may be taken note of for compliance in the future.


(Trishaljit Sethi)
Director

Copy to:

1. Prime Minister's Office (Ms. V. Vidyavathi, Director), New Delhi.
2. Cabinet Secretariat (Ms. Nivedita Shukla Verma, Director), New Delhi.
3. PS to MOS(PP)/PS to Secretary(P)/PS to EO.
4. PS to Dir(MM)/DS(SM)/RO(CM)/US[FAUN]/MM-I/Guard file.


(Trishaljit Sethi)
Director

Approval of the competent authority for discontinuing the procedure of culling out of names of officers from the data-base maintained in DOP&T while filling up foreign/captive posts of the GOI.

The competent authority has approved that:-

- (i) The policy of culling out names from the database may be resorted to, only when the response to the vacancy circular is not adequate.
- (ii) The consent of officers may be sought only from the officers recommended by the CSB.

[File No. 12/57/99-FA (UN), dated 05/05/2011]

Approval of the competent authority fixing three years tenure on foreign/captive posts of the GOI by exceeding the limit of seven years outside the cadre.

“The competent authority has approved that an officer appointed to a Captive/Foreign post of the Government of India towards the end of the period of seven years, may be allowed a tenure of three years on the post even by exceeding the limit of seven years outside the cadre.

[File No. 5/2/2011-FA (UN) (Pt.), dated 07/06/2011]

CHAPTER-III

INSTRUCTIONS ON LONG-TERM INTERNATIONAL ASSIGNMENTS

Long-Term International Assignments- An Introduction

Definition:-

- ❖ Any assignment which is more than three months (90 days) in duration is to be counted as Long-term International assignment.

Organizations Covered

- ❖ Long-term International assignments cover international organizations like the UN and its specialized agencies; International Financial Institutions like World Bank, IMF, ADB and the Commonwealth Secretariat including the Commonwealth Fund for Technical Cooperation (CFTC) and other multinational public institutions. This category further includes assignments to the Governments, para-statal organizations and public institutions like Universities, Research and Academic Institutes in the oil-rich and developed countries. It further includes Multilateral Organizations of which India is member like IAEA, WTO, Commonwealth Organization, International Court of Justice, SAARC etc; Bilateral bodies set up under the Vienna Convention i.e. Embassies and Bodies set up under them, like USAID, DFID, NORAD etc.; and International NGOs or Funding Organizations from which India receives technical/financial assistance like International Red Cross Society, Action Aid, Aga Khan Foundation, Ford Foundation etc.

Procedure:-

- ❖ For the AIS Officers, “a Committee under the Chairmanship of the Cabinet Secretary with Secretary (Personnel) and Finance Secretary as members, will screen all proposals for deputation of the AIS officers under Rule 6(2) (ii) to international organizations. The final decision on the recommendations will be taken with the approval of the Prime Minister for the officers of JS and above.”

- ❖ For the officers of the Organized Gp. 'A' & Gp. 'B' Services of the GOI, "A Committee under the Chairmanship of Cabinet Secretary with Secretary (Personnel), Finance Secretary will screen all proposals for deputation on foreign service terms of officers of the level of JS and above, on a case to case basis, after the proposals have been approved by the Cadre Controlling Authority. Such screening in the case of officers below the level of JS will be by a Committee chaired by the Secretary of the Cadre Controlling Ministry/Department with a member each, not below the level of JS from the DOPT and Department of Expenditure. A final decision on the recommendations of the Screening Committee may be taken at the level of Minister-in-charge in the case of officers holding posts below JS-level and with the approval of PM in the case of officers holding JS-level posts or above."

Tenure permissible:-

- ❖ An officer may be permitted to take up foreign assignment with an international organization for a maximum of five years at a stretch and seven years in the entire career.

Requirements:-

- ❖ For taking up long-term International assignment, an officer should have completed nine years of service in his/her cadre. He/She should be clear from Vigilance angle and should have completed the mandatory "cooling off" requirement as mentioned in the guidelines.

Directions of the competent authority of 2007 regarding deputation of AIS officers under Rule 6(1) and Rule 6(2) (ii).

“The competent authority has approved that if an officer returns from central deputation to his/her cadre, completes the normal ‘cooling off’ and then proceeds on a 6(2)(ii) assignment from the cadre, he/she need not cool off again before being considered for central deputation. However, if an officer has proceeded on a 6(2) (ii) assignment from the cadre, without completing his/her normal cooling off, then he/she must complete the normal cooling off before being eligible for central deputation again. Similarly, an officer who is on central deputation under Rule 6(1) after having completed his normal cooling off in the cadre, may be permitted to proceed on a 6(2)(ii) assignment subject to the overall absence from the cadre being limited to seven years.”

[File No. 31/20/2008-EO (SM-I) in 2007].

Approval of the competent authority allowing officers on central deputation to take up foreign assignment without physically reporting back to the cadre.

- (i) The competent authority has approved that an officer be allowed to proceed from a central deputation to a deputation under Rule 6(2)(ii) without physically reporting back to the cadre, subject to being within the overall tenure ceilings under the Consolidated Deputation Guidelines.
- (ii) The proposal that, all cases of deputation under Rule 6(2)(ii) where the officers proceeded on assignment under Rule 6(2)(ii) immediately after a central deputation tenure (for the balance period of his/her tenure) would be required to do only the normal ‘cooling off’ and not the ‘extended cooling off’ after reporting back to the cadre, if they have utilized the full period of their central tenure under Rule 6(2)(ii) assignment.
- (iii) The cases of repatriation from central deputation in respect of officers who are proceeding on foreign assignment/under Rule 6(2) (ii) may be decided by the Establishment Officer, after the competent authority has duly approved the proposal for cadre clearance of the officers on foreign assignment under Rule 6(2) (ii).

[File No. 1/1/2008-FA (UN), dated 10/09/2008].

No.12/25/2005-FA(UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

New Delhi, dated the 16th September, 2008

To

1. The Chief Secretaries of all State Governments/Union Territories
2. The Secretaries of all Ministries/Departments of Government of India

Subject:- Deputation/extension of officers on foreign assignment – timely submission of proposals – regarding.

Sir/Madam,

I am directed to state that it has been noticed that proposals for grant of cadre clearance/no objection to officers for taking up foreign assignment/ extension of foreign assignment with the International Organisations are sent very late to this Department for approval of the Competent Authority allowing very little time for processing the proposal. In some cases, extension in the foreign assignment has been sought even after the approved tenure on the foreign assignment had expired.

The State Governments/ Ministries/ Departments of the Government of India are requested that proposals for grant of cadre clearance for extension etc. in favour of officers should reach this office at least 2 months before the expected date on which the assignments are to commence or the expiry of the approved tenure as the case may be. Fresh proposals for cadre clearance for taking up assignments must clearly state whether the officer is clear from vigilance angle; whether the officer has had any dealing with the International Organisation in his official capacity during the last five years; whether he has been on any kind of deputation earlier (with dates) and whether the officer has ever been debarred from central deputation/foreign assignment. In future proposals received late or incomplete shall not be entertained and no back reference shall be made.


(Trishaljit Sethi)
Director(MM)

No.8/1/2009-FA(UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

New Delhi, dated 7th October, 2009

To

Chief Secretaries
All State Governments(by name)

Subject:- Consultancy/Short term assignments by Government servants –
Consolidated Instructions on Foreign Assignment of Indian Experts –
clarification regarding.

Sir,

I am directed to refer to the Department of Personnel & Training's letter No. 1/10/2001-FA(UN) dated 13th October, 2004 which provides that if an officer has been dealing with an international organization in his official capacity at any time during the previous five years, he may not accept a short-term or long term consultancy assignment from such an agency. In modification of the above instructions, the competent authority has approved that :-

- (a) The bar on accepting appointments with foreign organizations if the officer had official dealings with the organizations in the last five years is completely removed in respect of officers of the rank of Director and below.
- (b) For officers of the rank of Joint Secretary and above, in cases where the Secretary of the concerned Ministry categorically certifies that the officer did not use his official position to get the foreign assignment, such cases will be considered by the Committee of Secretaries based on the merits of each individual case and appropriate recommendations made if the assignment has been offered by applying against an open advertisement.

The above directions are brought to the notice of all concerned.

Yours faithfully,


(Trishaljit Sethi)
Director(MM)

Copy to:

- ✓ 1. All Secretaries to the Government of India(by name)
- ✓ 2. All cadre controlling authorities of Central Group 'A' Services.


(Trishaljit Sethi)
Director(MM)

Copy also to:

- ✓ 1. All officers and Sections of the Department of Personnel & Training
- ✓ 2. NIC, DOPT for putting it on the website of the Department.

200 spare copies.

Approval of the competent authority allowing switching over from one Rule 6(2) (ii) assignment to another such assignment.

“The competent authority has approved that there should not be any bar/ban on switching from one assignment under Rule 6(2)(ii) to another assignment under the same Rule, provided that the total tenure in all the assignments does not exceed 5 years in a single stretch and the total stay of an officer outside the cadre including inter-cadre deputation or deputation under Rule 6(1), does not exceed more than 7 years in a single stretch.”

[File No. 12/31/2009-FA (UN), dated 15/10/2009]

Subject: Consolidated Deputation Guidelines for All India Service Officers dated 28.11.2007 - clarification thereon.

The provisions of the Consolidated Deputation Guidelines issued by DOP&T OM No. 14017/33/2005-AIS(II)(PLI) dated 28.11.2007 have been applicable w.e.f. the date of issue of this OM, for calculating the tenure/cooling off etc. in respect of officers on deputation. Para '5' of the aforesaid OM dated 28.11.2007 states that "there shall be a mandatory "Cooling off" requirement after every period of deputation under rule 6(1) and 6(2)(ii). The length of such "Cooling off" shall be as follows:-

- (i) For JS level and below - 3 years.
- (ii) For AS level - 1 year.
- (iii) For Secretary level - Nil.

2. Also note below para 1.2 of the new Consolidated Deputation Guidelines states that if an officer moves from a CSS to a non-CSS post, or vice versa, she/he shall be eligible for an additional tenure of two years, subject to at least two years on either post.

3. Prior to the issue of these guidelines, inter-cadre deputations and assignments under Rule 6(2)(ii) were counted towards "Cooling off". As the revised Consolidated Deputation Guidelines dated 28.11.2007 prescribe a period of Mandatory "Cooling off" after every period of deputation under Rules 6(1) and 6(2)(ii), the applicability of these guidelines in respect of those officers who are/were on deputation before the date of issue of these guidelines was deliberated upon by the Competent Authority. It was observed that there are some officers who are on deputation at the centre without having completed their "Cooling off" after a stint of inter-cadre deputation or an assignment under Rule 6(2)(ii) prior to coming on Central Deputation. There are others who went on deputation before issue of these guidelines in 2007 and are presently in their cadres. The issue of the 'total admissible tenure' (as provided in dispensation mentioned in Para '2' above) at the centre in respect of the former and the applicability of "Cooling off" in respect of the latter was deliberated upon.

4. The Appointments Committee of the Cabinet after detailed deliberation has approved that:

- (i) If the officer is already in the centre, he/she may be given the balance of tenure of five years (as applicable in cases of central deputation) and not more than this.
- (ii) If the officer has reverted to the State, the norm of "Cooling off" will apply in his/her case and he/she can come to centre, only after completion of the "Cooling off".
- (iii) The norm of fixing seven years as maximum period away from the cadre may be reiterated and followed strictly.

5. The aforesaid directions are being brought to your notice for kind information for future guidance.

(Trishaljit Sethi)
(Trishaljit Sethi)
Director(MM)

To,

- 1. AS(S&V), DOP&T
- 2. JS(Estt.)
- 3. JS(Vig.)
- 4. Dir (ACC)
- 5. DS(SM)

Copy to: All Sections under charge of Director(MM).

**No. 12/34/2011-FA (UN)
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training**

North Block, New Delhi, the 12th May, 2011

To,

- 1) The Chief Secretaries,
All State Governments.
- 2) The Secretaries,
All Ministries / Departments of the Government of India.

Subject: - Checklist for the proposals of foreign assignments of AIS Officers under Rule 6(2) (ii) of the AIS (Cadre) Rules, 1954 -reg.

Sir/Madam,

Please refer to this Department's Letter No. 14017/33/2005-AIS (II) (P.L), dated 28/11/2007 regarding Consolidated Deputation Guidelines for All India Service Officers.

2. It has been noted that proposals for grant of cadre clearance to AIS officers to take up foreign assignment under Rule 6(2) (ii) of the AIS (Cadre) Rules, 1954, are received in this Department without all the relevant details leading to avoidable delay. In order to ensure that all the relevant information is made available in one go, a Checklist has been prescribed for the purpose.

3. It is requested that all proposals for grant of Cadre clearance to AIS officers to take up foreign assignment with International organizations under Rule 6(2)(ii) of the AIS (Cadre) Rules, 1954, may kindly be sent to this Department in the enclosed Checklist format, giving all the details required to process the case.

Yours faithfully,


(G. Srivivasan) -

Under Secretary to the Government of India

Copy to:

1. ✓ NIC Cell, DOP&T, for placing it under the 'Instructions on Foreign Assignments' category of the Circulars of EO Division.

Checklist for Deputation/ Foreign Assignment to International Organizations for AIS officers under Rule 6(2)(ii) of the AIS (Cadre) Rules, 1954

1. Name, designation of the officer
2.
 - (a) Service/Cadre to which the officer belongs
 - (b) Present Pay-Band and Grade Pay of the officer
3. Year of allotment to the cadre
4. Date of Birth
5. Whether the officer has completed 9 years in his/her own cadre Yes/No:
6. Whether the officer has been on deputation under Rule 6(1) earlier, if so details thereof along with dates and the total period.
7. Whether the officer has been on deputation under Rule 6(2)(ii) earlier, if so, the details thereof along with dates and the total period.
8. Details of the proposed foreign assignment
 - (i) Post covered under which category (long term / short term assignment)
 - (ii) Place of posting
 - (iii) Pay package and level of post offered
 - (iv) Level to which reporting
 - (v) Name, Nature of organization
 - (vi) Whether it is direct offer/ selection through open advertisement/ nomination by the concerned Ministry/ Department

- (vii) Whether offer letter is enclosed
- 9. Recommendation of the cadre controlling authority
- 10. Whether vigilance clearance has been obtained
- 11. Whether proposed assignment is within the five years ceiling limit
- 12. Whether cooling off requirement is fulfilled as per para 5 of the recent instructions (details thereof)
- 13. Whether officer has any official dealing with the organization during last five years (attach certification from all organizations where the officer worked during the previous five years)
- 14. Whether NOC from MHA, if required, obtained
- 15. Whether NOC from MEA, if required, obtained
- 16. Any other information/comments

**No. 12/34/2011-FA (UN)
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training**

.....
North Block, New Delhi, the 12th May, 2011

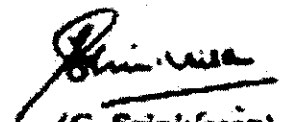
OFFICE MEMORANDUM

Subject: - Checklist for the proposals of foreign assignments of Gp. 'A' & Gp. 'B' officers of the organized services of the Government of India - reg.

Please refer to this Department's O.M. NO. AB-14017/2/07-Estt. (RR), dated 29/02/2008, regarding Consolidated guidelines on deputation / foreign service for members of the organized Group 'A' and the Group 'B' services of the Central Government.

2. It has been noted that proposals for grant of cadre clearance to Gp. 'A' & Gp. 'B' officers of the organized services of the Government of India to take up foreign assignment with the international organizations, are received in this Department without all the relevant details leading to avoidable delay. In order to ensure that all the relevant information is made available in one go, a Checklist has been prescribed for the purpose.

3. It is requested that all proposals for grant of Cadre clearance to Gp. 'A' & Gp. 'B' officers of the organized services of the Government of India to take up foreign assignment with the international organizations, may kindly be sent to this Department in the enclosed Checklist format, giving all the details required to process the case.


(G. Srinivasan)

Under Secretary to the Government of India

To,

The Secretaries,
All Ministries / Departments of the Government of India.

Copy to:

✓ 1. NIC Cell, DOP&T, for placing it under the 'Instructions on Foreign Assignments' category of the Circulars of EO Division.

**Checklist for Deputation/ Foreign Assignment to International Organizations
for the Officers of the Gp. 'A' & Gp. 'B' Services of the Government of India**

1. Name, designation of the officer
2. (c) Service/Cadre to which the officer belongs
(d) Present Pay-Band and Grade Pay of the officer
3. Year of allotment to the cadre
4. Date of Birth
5. Whether the officer has completed 9 years in his/her own cadre Yes/No:
6. Whether the officer has been on Central Deputation under the Central Staffing Scheme (CSS) earlier, if so details thereof along with dates and the total period.
7. Whether the officer has been on foreign assignment earlier, if so, the details thereof along with dates and the total period.
8. Details of the proposed foreign assignment
 - (i) Post covered under which category (long term / short term assignment)
 - (ii) Place of posting
 - (iii) Pay package and level of post offered
 - (iv) Level to which reporting
 - (v) Name, Nature of organization
 - (vi) Whether it is direct offer/ selection through open advertisement/

nomination by the concerned Ministry/
Department

- (vii) Whether offer letter is enclosed
- 9. Recommendation of the cadre controlling authority
- 10. Whether vigilance clearance has been obtained
- 11. Whether proposed assignment is within the five years ceiling limit
- 12. Whether cooling off requirement is fulfilled as per para 5 of the recent instructions (details thereof)
- 13. Whether officer has any official dealing with the organization during last five years (attach certification from all organizations where the officer worked during the previous five years)
- 14. Whether NOC from MHA, if required, obtained
- 15. Whether NOC from MEA, if required, obtained
- 16. Any other information/comments

MOST IMMEDIATE/OUT TODAY

No. 12/76/2012-FA (UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi, the 4 September, 2012 :

OFFICE MEMORANDUM

Subject:- Grant of Cadre clearance and extension of tenure of foreign assignments of officers of the Organized Gp. 'A' & Gp. 'B' Services of the Government of India with the international organizations- reg.

Kindly refer to this Department's O.M. No. AB-14017/2/07-Estt. (RR), dated 29/02/2008, regarding Consolidated guidelines on deputation/foreign service for members of the organized Gp. 'A' and Gp. 'B' Services of the Central Government. In this regard, the undersigned is further directed to say that the ACC has approved that the norm of fixing seven years as maximum period away from the cadre may be followed strictly.

2. Therefore, all the Ministries/Departments of the Government of India are hereby requested to restrict the proposals of officers of the organized Gp. 'A' & Gp. 'B' Services of the GOI proceeding on foreign assignment from a deputation post to a maximum of seven years on the deputation post and the foreign assignment put together subject to the tenure limits prescribed in the above referred O.M. dated 29/02/2008.

Amarpreet Duggal
4/9/12.

(Dr. Amarpreet Duggal)
Deputy Secretary to the Government of India

To,

The Secretaries,
All Ministries/Departments of the Government of India.

Copy to:-

1) Under Secretary, Estt. (RR), DOP&T North Block, New Delhi w.r.t. O.M. No. AB-14017/2/07-Estt. (RR), dated 29/02/2008- For information.

✓ 2) NIC, DOPT, North Block for uploading on website.

CHAPTER-IV

INSTRUCTIONS ON SHORT-TERM INTERNATIONAL ASSIGNMENTS

Short-Term International Assignments- An Introduction

Definition:-

- Any assignment with the duration of three months (90 days) or less is to be counted as Short-term International assignment and an officer may be allowed to undertake short-term consultancies for an international organization or foreign Government up to a maximum of twenty five (25) months during his entire career. None of these assignments would exceed three months (90 days) during a calendar year, provided further that the administrative Department/Ministry under which he/she is working is in a position to spare his/her services without any substitute being posted in his place.

Organizations Covered:-

- Same as for the Long term International assignments.

Requirements:-

- Officers of the level of Joint Secretary & above are not eligible to take up short-term consultancy assignments with the International organizations.
- The Establishment Officer (E.O.) in DOP&T is competent to grant cadre clearance to Government officials up to Director level to undertake short-term consultancies for an international organization or foreign Government.

F.No.1/10/2001-FA(UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, dated July 21, 2004

To

Chief Secretaries
All State Governments (by name)

Subject:- Consultancy/ short term assignments by Government servants –
Consolidated Instructions on foreign assignment of Indian Experts –
clarification regarding.

Sir,

Para 8.10 of the Consolidated Instructions on Foreign Assignment of Indian Experts, 1991 provides for acceptance of an offer of assignment made by an international agency or friendly foreign government directly to a Government employee due to his past work or expertise. The expert has to take cadre clearance from the cadre controlling authority as well as from the Department of Personnel & Training before accepting the offer.

2. Para 9.2 of the Consolidated Instructions on Foreign Assignment of Indian Experts also provides that besides long term assignments (as provided in para 9 of the said instructions) an officer may be allowed to undertake short term consultancies for an international organisation or foreign government up to a maximum of twenty five (25) months during his entire career where none of these assignments would exceed three months (90 days) during a calendar year, provided further that the administrative Departments/ Ministries under which he is working is in a position to spare his services without any substitute being posted in his place.

3. The issue concerning the propriety of acceptance or otherwise of such offers of short term assignments by senior civil servants was engaging the attention of the Government for quite sometime. The competent authority after due consideration has decided that **the senior civil servants of and above the level of Joint Secretary to the Government of India, of all services**, either working at the Centre or with the State Governments, should interact with international agencies only in their official capacity and may not accept consultancy assignments with such agencies.

4. The aforesaid directions are brought to the notice of all concerned for strict compliance.

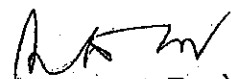
Yours faithfully,


(Badal. K. Das)

Additional Secretary & Establishment Officer

Copy to:

1. All Secretaries to the Government of India (by name)
2. All cadre controlling authorities of Central Group 'A' services


(Badal. K. Das)

Additional Secretary & Establishment Officer

Copy to:

1. All officers and Sections of the Department of Personnel and Training
2. NIC, DOPT for putting it on the website of the Department.

No. 1/10/2001-FA(UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

13 OCT 2004

New Delhi, dated October, 2004.

To

Chief Secretaries
All State Governments (by name)

Subject:- Consultancy/ Short-term assignments by Government servants
– Consolidated Instructions on Foreign Assignment of Indian
Experts – clarification regarding.

Sir,

I am directed to refer to the Department of Personnel & Training's letter of even number dated 21st July, 2004 to the effect that senior Civil Servants of and above the level of the Joint Secretary to the Government of India, of all services, either working at the Centre or with the State Government should interact with the international agencies only in their official capacity and may not accept consultancy assignments with such agencies. In continuation of the above instructions, it is further clarified that:-

- (i) the above instructions are applicable to consultancy assignments, and applies to officers of and above the level of Joint Secretary to the Government of India i.e. officers who are substantively working in the scale of Rs. 18,400-22,400.
- (ii) if an officer has been dealing with an international agency in his official capacity at any time during the previous five years, he may not accept a short-term or long-term consultancy assignment from such as agency;

- (iii) if an agency offering the consultancy is not one with which the officer has been directly dealing in his official capacity at any time during the previous five years, the officer may be allowed to accept long-term consultancy assignments with such an agency after examination by the competent authority.

To sum up it is clarified that in cases where the official had dealings with the international agency during the last five years, the restriction shall apply to both short-term and long-term consultancies/assignments, and in other cases, the restriction shall apply only to short-term assignments.

2. The aforesaid directions are brought to the notice of all concerned for strict compliance.

Yours faithfully,



(Badal K. Das)

Additional Secretary & Establishment Officer

Copy to:

1. All Secretaries to the Government of India (by name)
2. All cadre controlling authorities of Central Group 'A' services.



(Badal K. Das)

Additional Secretary & Establishment Officer

Copy to:

1. All officers and Sections of the Department of Personnel & Training.
- ✓ 2. NIC, DOPT for putting it on the website of the Department.

200 spare copies

No.18/10/96-FA(UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, dated 9th February, 2005

To

The Chief Secretaries
All State Governments (by name)

Subject:- Pro-bono short term teaching assignments by Government servants
- Consolidated Instructions on Foreign Assignment of Indian
Experts - clarification regarding.

Sir,

I am directed to refer to the Department of Personnel and Training's letters of even number dated 21.7.2004 and 13.10.2004 to the following effect:-

- i. The senior civil servants of and above the level of Joint Secretary to the Government of India (substantively working in the scale of Rs.18,400 - 22,400) shall not accept consultancy assignment with international organisations/agencies.
 - ii. If an officer has been dealing with an international agency in his official capacity, at any time during the previous five years, he may not accept a short term or long term consultancy assignment with such an agency.
 - iii. If an agency offering the consultancy is not one with which the officer has been directly dealing in his official capacity at any time during the previous five years, the officer may be allowed to accept long-term consultancy assignment with such an agency after examination by the competent authority.
2. It was further clarified that in cases where the officers had dealings with the international agency during the last five years, the restriction shall apply to both short term and long term consultancies/assignments, and in other cases the restriction shall apply to short term consultancies.

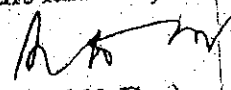
3. In regard to pro-bono (honorary) teaching assignments offered by Universities/ teaching institutions of repute, it is further clarified that senior officers of and above the level of Joint Secretary to the Government of India may

be permitted to take up honorary short term teaching assignments on the following conditions:-

- (i) The pro-bono / honorary short term teaching assignment shall not exceed one month in a year;
- (ii) The officer should not have any official dealings in the past five years with the institution offering him the assignment;
- (iii) The assignment should not interfere with the discharge of the official duties of the officer;
- (iv) The officer shall not use his working hours/ official position or facilities to prepare for such assignments; and
- (v) The officer may be allowed earned leave for the period of the assignment. This leave should not be combined with any other kind of leave.

4. The aforesaid decision of the Government of India is brought to the notice of all concerned for strict compliance.

Yours faithfully,


(Badal K. Das)
Establishment Officer

Copy to:

1. All Secretaries to the Government of India (by name).
2. All cadre controlling authorities of Central Group 'A' services.


(Badal K. Das)
Establishment Officer

Copy to:

1. All officers and Sections of the Department of Personnel & Training
2. NIC, DOPT for putting it on the website of the Department.

200 spare copies.

F.No.14/1/2005-FA(UN)

Government of India

Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, dated March 10, 2005

To

The Chief Secretaries
All State Governments (by name)

Subject:- Taking up of long term as also short term consultancy assignments by Government servants on return from Study Leave etc - Consolidated Instructions on Foreign Assignment of Indian Experts - Clarification regarding.

Sir,

I am directed to refer to Department of Personnel and Training's O.M No.4/3/95-FA(UN) dated 23.8.96 (copy enclosed) on the subject mentioned above and to say that the existing instructions on the subject provide that an officer who has gone abroad on Study Leave or on Training should not be permitted to accept any foreign assignment/ consultancy abroad in continuation of the Study Leave or Training.

2. The question whether officers returning from Study Leave or Training abroad can be permitted to take up foreign assignments/ consultancies soon after their return was under consideration of the Government for quite sometime.

3. After careful consideration, it has been decided that officers who proceed abroad on Training or Study Leave should revert to their cadres and serve for at least two years before being eligible for undertaking foreign assignments/ consultancies.

4. The aforesaid decision of the Government may be brought to the notice of all concerned.

Yours faithfully,

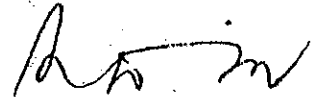


(Badal K. Das)

Establishment Officer

Copy to:

1. All Secretaries to the Government of India (by name).
2. All cadre controlling authorities of Central Group 'A' services.



(Badal K. Das)

Establishment Officer

Copy to:

1. All officers and Sections of the Department of Personnel & Training
2. NIC, DOPT for putting it on the website of the Department.

200 spare copies.

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Approval of the competent authority as regards terms and conditions for the Short-term consultancy assignments:-

“The competent authority has approved that cadre clearance to take up short-term consultancy assignments may be granted by the Establishment Officer of DOP&T, to the officers below the level of Joint Secretary, with the following terms and conditions: -

- (i) The officer will take leave due and admissible to him (other than Extra Ordinary Leave).
- (ii) The total period of consultancy done by him should not exceed 25 months in entire career and 3 months (90 days) in a calendar year.
- (iii) The amount of fee/honorarium received by the officer will be regulated in terms of Government of India Order below SR 12 read with GOI Decision No. 8 below FR 111.

[File No. 12/1/2007-FA (UN), dated 29/05/2008]