

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

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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.

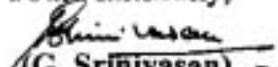
Sir/Madam,

Please refer to this Department's Letter No. 14017/33/2005-AIS (II) (Pt.1), 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. Srinivasan) -

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