

No. 2/2/2010-CS.I (U)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

11nd Floor, Lok Nayak Bhavan, New Delhi

Dated the 18th August, 2010

OFFICE MEMORANDUM

Subject: Deputation/Foreign Service of officers of CSS – Revised instructions regarding.

On several occasions, references are received seeking clarifications on deputation of officers of Central Secretariat Service (CSS). It may be noted that deputation/foreign service of CSS officers is generally governed by the instructions issued by the Establishment Division of this Department from time to time. The last such consolidated instructions were issued vide O.M. No. AB-14017/2/07-Estt (RR) dated 29th February, 2008 and O.M. No. 6/8/2009-Estt. (Pay II) dated 17th June 2010.

2. Based on these OMs, key provisions that will guide the deputation/foreign service of CSS officers are given below :-

2.1 Posting on deputation/foreign service will be made keeping in view the career needs of the officer as well as the requirement of the service and therefore, it may not always be possible to agree to deputation of officers as per their request.

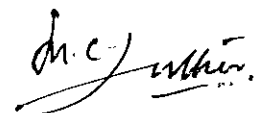
2.2 A CSS officer shall be eligible for deputation/foreign service to any post in Central or State Government, Central/State Government organizations/Government of UTs/Government of UTs organizations/Autonomous bodies/Trusts, Societies, PSUs etc. only after he/she has completed 9 years of service and is clear from the vigilance angle. The '9 years of service' clause, however, will not apply to posting in the personal staff of Ministers.

2.3 Tenure of deputation/foreign service

As laid down in OM dated 17.6.2010, the period of deputation/foreign service shall be as per the Recruitment Rules of the ex-cadre post or 3 years in case no tenure regulations exist for the ex-cadre posts. The borrowing authority may extend the period of deputation up to the fourth or fifth year where absolutely necessary in public interest, subject to the following conditions :-

- (a) Prior approval of the lending/cadre controlling Authority (DOPT-CS Division in the case of officers of Gr. I and above of CSS and the cadre unit in the case of Section Officers & below of CSS.)

- (b) If the borrowing organization wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of the cadre controlling authority at least six months prior to the date of expiry of tenure. In no case, it should retain an officer beyond the sanctioned term unless approval of the competent authority to grant further extension has been obtained.
- (c) The instructions issued vide this DOPT OM dated 17.6.2010 lay down that no extension of deputation shall be allowed beyond a period of 5 years. These instructions also lay down that there shall be a 'cooling off' period of 3 years after every period of deputation/foreign service upto JS level posts and one year for AS level posts. After the officer has completed one spell of 5 years deputation and a 'cooling off' of a period of 3 years thereafter, subsequent deputations, shall be with the prior approval of this Division as the Cadre Controlling Authority for all the cadres controlled by this Division, including those which are decentralized.
- (d) The total period of deputation/foreign service to International Organisations, Autonomous bodies, Trust, Societies etc. not controlled by the Government or a private body shall not exceed a maximum of 7 years in the entire service.
- (e) The total period of deputation in the Personal Staff of Ministers (both Central/State Governments) during the entire service, shall be governed by the Department's OM No. 31/65/2009-EO(MM-I) dated 4.3.2010.
- 2.4 Proforma seeking cadre clearance to proceed on deputation
1. All the Ministries/Departments are requested to forward complete details of the Officer seeking cadre clearance in the revised proforma (enclosed).
 2. Officers on return from the long term training or deputation/foreign service would report to this Department (CS.I Division) for further posting in terms of this Department's OM No. 2/2/2008-CS.I(Desk)(Pt.) dated 31.12.2008.
 3. All the Ministries/Departments are requested to keep the above instructions in view, while forwarding the applications for Deputation/Foreign Service of CSS officers, in the prescribed proforma.



(M.C. Luther)
Director
Tele No. 24629411
Telefax: 24629414

To

All Ministries/Departments
(as per list attached)

DEPARTMENT OF PERSONNEL AND TRAINING
(CS-I Division)
PROFORMA FOR SEEKING CADRE CLEARANCE FOR DEPUTATION / FOREIGN
SERVICE / FOREIGN TRAINING IN RESPECT OF CSS OFFICERS

1	Name of the officer	
2	Serial No. in Common Seniority List of SOs	
3	Date of birth	
4	Pay scale	
5	Basic pay	
6	(a) Present post held (b) Whether Regular/Ad hoc	
7	Whether completed probation (indicate Yes/No)	
8	The post/training applied for	
9	Pay scale of the post applied for	
10	Whether the application is against open advertisement or departmental circular (copy of the advertisement/circular to be attached)	
11	Whether the proposed deputation is for a post in an undertaking/autonomous body or Govt. department (details to be given)	
12	If the Organization is an Undertaking or Autonomous Body, whether it has been exempted from the condition of 'immediate absorption' basis (with reference to Ministry of Finance OM No.5/23/93-BPE(PESB) dated 16 th March, 1985.	
13	Whether the officer satisfies the eligibility conditions of the post applied for.	
14	Whether the officer is presently holding an ex-cadre post (indicate Yes/No) If yes, give particulars of the post.	
15(a)	Whether the officer has completed the 'cooling off' period after reversion from an ex-cadre post (indicate Yes/No)	
15(b)	Contact Nos. of the officer	Mobile : Office: Residence:
16	Date of superannuation	

17	Whether any disciplinary case is pending or contemplated against the officer (indicate Yes/No) If yes, the stage and reasons for recommendations by the cadre													
18	Whether the officer has been on deputation / foreign training earlier. If yes, give specific grade-wise details of post held (at the level and duration of Assistant / SO / US / DS / Dir) and period thereof	<table border="1"> <thead> <tr> <th data-bbox="1097 569 1159 600">Post</th> <th data-bbox="1227 569 1312 600">Design.</th> <th data-bbox="1349 569 1471 632">Period of Deputation</th> </tr> </thead> <tbody> <tr> <td data-bbox="1097 638 1122 663">1.</td> <td></td> <td></td> </tr> <tr> <td data-bbox="1097 674 1122 699">2.</td> <td></td> <td></td> </tr> <tr> <td data-bbox="1097 709 1122 735">3.</td> <td></td> <td></td> </tr> </tbody> </table>	Post	Design.	Period of Deputation	1.			2.			3.		
Post	Design.	Period of Deputation												
1.														
2.														
3.														
19	Information regarding officers in position against the sanctioned strength in the Grade in the Ministry/Deptt. Where the officer is working (a) Total number of sanctioned posts in the Grade = (b) No of officers in position in the Grade = (c) No of officers of the Grade already on deputation/long leave/training. (i) On deputation = (ii) On Training = (iii) On long leave =													
20	Any other relevant information/remarks													

It is certified that relieving of the officer recommended for Cadre Clearance will not cause any administrative inconvenience as far as the management of the Cadre is concerned.

(SIGNATURE)*

Name :
Designation & Seal :
Date :

(*This should be signed by Deputy Secretary/Director in-charge of Administration in Ministry/Department where the officer is working).