

**No.A-12011/2/2019-P&AR(GSW)**  
**GOVERNMENT OF MIZORAM**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS**  
**(GENERAL SERVICE WING)**

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Mizoram Secretariat, MINECO  
Aizawl, the 9<sup>th</sup> January, 2020

**OFFICE MEMORANDUM**

**Subject:** Guidelines for appointment on deputation (including short term contract)/deputation on foreign service and absorption

Attention is hereby invited to this Department's O.M. No.A.35011/1/2013-P&AR(GSW) dt. 02.07.2014 which laid down the guidelines relating to transfer of State Government employees to ex-cadre post or outside the normal field of deployment as on deputation/deputation on foreign service. The Government considered it necessary to issue comprehensive guidelines on the subject matter of deputation (including short term contract)/deputation on foreign service and absorption in supersession of the aforesaid OM while incorporating suitable provisions from the consolidated instructions on the subject matter issued by Government of India in Department of Personnel and Training vide No.AB-14017/71/89-Estt.(RR) dt. 03.10.1989, which will come into force with immediate effect:

**2. SCOPE OF THE TERM “DEPUTATION (INCLUDING SHORT TERM CONTRACT), DEPUTATION ON FOREIGN SERVICE AND ABSORPTION”:**

- 1) The recruitment rules for a number of posts provide for appointment by deputation (including short term contract) and absorption. “Absorption” and “deputation” are not synonymous and there is a substantial difference between “absorption” and “deputation”.
- 2) Under “deputation (including short-term contract)”, an officer from outside can come for a limited period, by the end of which he will have to revert to his parent cadre. It basically implies those appointments that are made by transfer on a temporary basis through proper advertisement for filling up of vacancies provided the transfer is outside the normal field of deployment and is in public interest. However, stop-gap arrangement of transfer of a member of any cadre officer to an ex-cadre post for which the Government has absolute authority to fill up the vacancy shall be treated as “ex-cadre posting” to officiate the post.
- 3) “Short-term contract” is also a form of deputation and this applies to officers from non-Government bodies, e.g. Autonomous organizations, Statutory bodies, Universities, recognized Research Institutions, Public Undertakings, etc. for teaching, research, scientific and technical posts.

- 4) "Deputation" is basically transfer on deputation when salary of the ex-cadre post is drawn from the Consolidated Fund of India/State/Union Territories. "Deputation on Foreign Service" on the other hand basically implies service when pay is drawn from any source other than the Consolidated Fund of India or the Consolidated Fund of a State or the Consolidated Fund of a Union Territory [Refer FR 9(7)]. For example, if an official goes to an autonomous body where the salary is not debited to the Consolidated Fund of India/State/UT, then the appointment is termed as deputation on foreign service, otherwise it is called deputation.
- 5) Under the provision of "absorption", the officer who will come, may be permanently absorbed in the post/grade. Such an "absorption" can be effected only in the case of officers from the Central/State Government.
- 6) Under deputation or absorption, suitable officers having the requisite qualifications and experience working in Central Governments or State Governments are considered for appointment.
- 7) The words "transfer" and "transfer on deputation" which are hitherto used in recruitment rules has subsequently been replaced with the term "absorption" and "deputation" respectively and hence, the aforesaid terms used in extant recruitment rules may be construed accordingly.
- 8) Normal promotions of serving employees, and appointments of open market candidates whether on permanent or temporary basis, are not appointments on deputation. As only transfers of temporary nature may be covered under the definition of deputation, any transfer on permanent basis would not be deputation.
- 9) A temporary appointment made on a personal request of the employee also is not deputation. An application for a duly circulated deputation post should not be construed as on personal request
- 10) A person in a higher scale of pay/level in pay matrix shall not be appointed on deputation to a post in lower scale of pay/level in the pay matrix.
- 11) Appointment on deputation/foreign services to a vacant post shall be made from a person holding analogous posts having the same scale of pay/level in the pay matrix. If there is no suitable officer in the same scale of pay for appointment on deputation to such vacant post, a person in the immediate lower grade who has rendered not less than 5(five) years regular service in the grade may be considered eligible for appointment on deputation.

**3. PROCEDURE TO BE FOLLOWED FOR APPOINTMENT ON DEPUTATION (INCLUDING SHORT TERM CONTRACT)/DEPUTATION ON FOREIGN SERVICE/ABSORPTION:**

- 1) An accurate assessment of the vacancies to be filled by the method of deputation (including short term contract)/deputation on foreign service/absorption should be made sufficiently in advance so that the department will be able to follow the prescribed procedures properly.
- 2) Wherever the recruitment rules prescribe different sources of recruitment (Central Government/State Government/Union Territories, Universities, etc.) and where various categories of officers are eligible for being considered, the circulation of vacancies will be considered proper only where the department concerned ensures that all such categories are tapped simultaneously. In other words, the departments should not confine circulation of the vacancies to only one or two sources mentioned in the recruitment rules in case there are more than one methods of recruitment.
- 3) Wherever employees of the public sector undertakings/autonomous bodies and non-secretariat Offices are also eligible under the recruitment rules, the department concerned should specifically request the departments to circulate the vacancy to all such Organizations with whom they are concerned so that the requirements of the recruitment rules are duly met.
- 4) The time allowed for submission of nominations should range from a minimum of 14 days to a maximum of 45 days, to be decided by the authority issuing the vacancy circular.
- 5) The vacancy circular/advertisement should, among other things, clearly indicate the following points:
  - a) number of posts to be filled up by deputation/absorption
  - b) educational qualifications and experience required for the post
  - c) upper age limit
  - d) last date of submission of applications
  - e) duties attached to the posts
  - f) application form for submission of willingness of the candidates as per the pro forma at *Annexure-I*
  - g) In the vacancy circular, it should further be specifically mentioned that the candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
- 6) After circulation/advertisement of the post, the proposal for deputation (including short term contract)/deputation on foreign service should be placed before the Selection Committee for consideration and selection of a suitable candidate as per the pro forma in *Annexure-II*. Cases for deputation (including short term contract)/deputation on foreign service need not be sent to the Mizoram Public Service Commission since consultation with the

Commission is exempted as per regulation 3(k) of the Mizoram Public Service Commission (Limitation of Functions) Regulations, 1994 as amended unless otherwise expressly provided in the recruitment rules.

- 7) In all cases of appointment on deputation to ex-cadre post under Govt. of Mizoram or from State to Central Government or, to a foreign service or outside the normal field of deployment, DP&AR (GSW) should invariably be consulted for final approval after selection of the candidate(s).
- 8) The file for approval of deputation may be endorsed to DP&AR (GSW) by the lending department after according cadre clearance for deputation and the same shall invariably contain the following:
  - a) vacancy circular/advertisement
  - b) application form of the candidates
  - c) copy of the relevant recruitment rules/guidelines
  - d) minutes of meeting of the Selection Committee
  - e) approval of the Hon'ble Minister in the lending department
  - f) statement showing length of service rendered earlier by the candidate proposed for deputation in other ex-cadre/foreign service posts during his entire career
- 9) Proposal for absorption to Group 'A' and Group 'B' (Gazetted) posts, after circulation of vacancy circular/advertisement, shall be sent to the Mizoram Public Service Commission for selection as per the pro forma in *Annexure-V* while cases for absorption to Group 'B' (Non-Gazetted), Group 'C' and Group 'D' posts need not be sent to the Mizoram Public Service Commission since consultation with the Commission is exempted as per regulation 3(l) of the Mizoram Public Service Commission (Limitation of Functions) Regulations, 1994 as amended unless otherwise expressly provided in the recruitment rules.
- 10) Proposal for absorption to Group 'B' (Non-Gazetted) posts shall be placed before the Mizoram Subordinate Services Selection Board as per the pro forma in *Annexure-V* for consideration and selection in tune with the constitution of the Board notified vide No.A-12026/1/2019-P&AR(GSW) dt. 19.06. 2019 and published in the Mizoram Gazette extra ordinary issue No. 418 dt. 25.06.2019 while that of absorption to Group 'C' and Group 'D' posts shall be placed before the Departmental Promotion Committee as constituted by the Government from time to time as per the pro forma in *Annexure-V*.

#### **4. APPOINTMENT OF AN OFFICER ON ABSORPTION:**

- 1) Recruitment rules for some posts inter-alia prescribe 'absorption' as a method of recruitment. With a view to having a uniform approach for consideration of proposals for absorption expeditiously, the following guidelines are laid down.

- 2) Cases of absorption fall into two categories viz.
  - a) Where recruitment rules provide for appointment by deputation/absorption and the proposal is only to absorb an officer already selected on deputation.
  - b) Where recruitment rules provide for deputation only at the time of initial selection of the officer concerned, but have been amended subsequently to include absorption.
- 3) So far as the first category of absorption mentioned in paragraph 4(2)(a) is concerned, the MPSC/MSSSB or the relevant DPC will consider proposals for absorption where the following conditions are fulfilled:-
  - a) The initial selection on deputation basis should have been made following the procedure prescribed by the State Government
  - b) The administrative department should certify that there is no other deputationist in position appointed earlier to the officer now proposed for absorption, and in case there is any such person, he is not willing to be considered for appointment on absorption basis.
  - c) The person concerned and the lending authority have given their willingness for such permanent absorption.
  - d) The original circular letter calling for nomination for deputation should have clearly mentioned the possibility of permanent absorption (i.e. absorption).
- 4) In the second category of cases of absorption mentioned in paragraph 4(2)(b), i.e., where 'absorption' has been provided in the recruitment rules subsequent to the selection of a person on deputation, the department concerned should re-circulate the post, clearly indicating 'absorption' as a method of recruitment and then only make a reference to the Commission/DPC. Such circulation will also be necessary in the other category of cases if the original vacancy circular calling for nomination for deputation did not clearly mention the possibility of permanent absorption paragraph 4(3)(d) above
- 5) Absorption may not be adopted as a method of recruitment for selection/recruitment of candidates unless the same is specifically inserted as a method of recruitment in the relevant recruitment rules.

**5. PAPERS TO BE PLACED BEFORE THE SELECTION COMMITTEE FOR CONSIDERATION FOR DEPUTATION (INCLUDING SHORT TERM CONTRACT)/DEPUTATION ON FOREIGN SERVICE:**

The papers to be included in the agenda papers/proposals to be placed for consideration of the Selection Committee for selection are as follows:

- a) Proposal/agenda paper duly filled in as per the prescribed pro-forma at *Annexure-II*. The pro-forma should be complete in all respects and the responsibility for preparation of agenda papers/proposals for deputation complete in all respects lies with the borrowing department
- b) List of eligible officers for deputation as per the format at *Annexure-III*
- c) Statement showing the year wise availability of ACRs/PARs for the relevant years as per the format at *Annexure-IV*.
- d) Vacancy circular/advertisement inviting nomination for filling up of vacancies by deputation
- e) Copy of the application form duly filled up by the candidate as per the format at *Annexure-I*.
- f) Copy of relevant recruitment rules/guidelines duly certified by a Gazetted Officer
- g) Vigilance Clearance in respect of the eligible officers issued by Vigilance Department (Original copy should be enclosed)
- h) Self contained note explaining the proposal for deputation
- i) Copy of the order of imposition of penalty by the Disciplinary Authority, if any, in respect of any of the eligible officers for a period of 5 years preceding the year of meeting of the Selection Committee.
- j) Photocopies of complete and up to date ACRs/PARs of the eligible officers in respect of the relevant years. If the ACR/PAR for a particular year is not available due to valid/justifiable reasons, a Non-Availability Certificate should be recorded to that effect and placed in the agenda papers/proposals.

**6. PAPERS TO BE PLACED BEFORE THE DEPARTMENTAL PROMOTION COMMITTEE FOR CONSIDERATION FOR ABSORPTION:**

The papers to be included in the agenda papers/proposals to be placed for consideration of the Departmental Promotion Committee for selection by absorption are as follows:

- a) Proposal/agenda paper duly filled in as per the prescribed pro-forma at *Annexure-V*. The pro-forma should be complete in all respects and the responsibility for preparation of agenda papers/proposals for absorption complete in all respects lies with the concerned department
- b) List of eligible officers for absorption as per the format at *Annexure-VI*
- c) Statement showing the year wise availability of ACRs/PARs for the relevant years as per the format at *Annexure-VII*.
- d) Vacancy circular/advertisement inviting nomination for filling up of vacancies by absorption
- e) Copy of the application form duly filled up by the candidate as per the format at *Annexure-I*.

- f) Copy of relevant recruitment rules/guidelines duly certified by a Gazetted Officer
- g) Vigilance Clearance in respect of the eligible officers issued by Vigilance Department (Original copy should be enclosed)
- h) Copy of approval from the Competent Authority for filling up of vacancies by absorption i.e. approval of the government in DP&AR (ARW) and Finance Department (E).
- i) Roster, duly certified by a Gazetted Officer, of the post/grade to which absorption is to be made in case the recruitment rules prescribe more than one method of recruitment
- j) Self contained note explaining the proposal for absorption
- k) Copy of the order of imposition of penalty by the Disciplinary Authority, if any, in respect of any of the eligible officers for a period of 5 years preceding the year of meeting of the Departmental Promotion Committee.
- l) Complete and up to date ACRs/PARs in original of the eligible officers in respect of the relevant years. If the ACR/PAR for a particular year is not available due to valid/justifiable reasons, a Non-Availability Certificate should be recorded to that effect and placed in the agenda papers/proposals.

**7. SELECTION COMMITTEE FOR SELECTION OF APPOINTMENT BY DEPUTATION (INCLUDING SHORT TERM CONTRACT)/DEPUTATION ON FOREIGN SERVICE:**

- 1) Wherever the recruitment rules or guidelines prescribe the composition of the Committee for selection of appointment by deputation (including short term contract)/foreign service, selection has to be done by the Committee prescribed by the recruitment rules or the relevant guidelines.
- 2) When the composition of the Committee for selection is neither prescribed in the recruitment rules nor the relevant guidelines, the composition of the Selection Committee shall be as shown below:

Chairman : Secretary of the borrowing department/organization  
(i.e. head of administrative department/organization)

Members : 1. Head of the borrowing department/organization  
2. Representative of DP&AR

**8. CRUCIAL DATE FOR DETERMINING ELIGIBILITY:**

With a view to remove any ambiguity regarding determination of eligibility for absorption/deputation (including short term contract)/foreign service, the following guidelines may be followed: -

- a) In the case of a vacancy already existing at the time of issue of the vacancy circular/advertisement inviting nominations, the eligibility may be determined with reference to the last date prescribed for

receipt of nominations in the department/organization responsible for making appointment to the post.

- b) In the case where a vacancy is anticipated, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.

**9. UPPER AGE LIMIT FOR DEPUTATION (INCLUDING SHORT TERM CONTRACT)/ABSORPTION:**

In case the recruitment rules did not specify the upper age limit for appointment by deputation (including short term contract)/absorption, the upper age limit for appointment by deputation (including short term contract)/absorption shall be not exceeding 56 years as on the closing date of receipt of applications.

**10. CRITERIA FOR DETERMINATION OF ANALOGOUS POSTS:**

Whenever the recruitment rules for a post prescribe “deputation/absorption” as a method of recruitment for filling up of post, such rules generally contain a provision that deputation/absorption shall be made from amongst officers holding “analogous posts” on regular basis under the Central/State Governments. The following criteria are hereby laid down for determination of whether or not a post is to be treated as analogous to the post being advertised/circulated for appointment on deputation/absorption:

- a) The levels of responsibility and the duties attached to the two posts should be comparable.
- b) Both the posts should be falling in the same group of posts as defined by the Government in Finance Department from time to time i.e. Group ‘A’, Group ‘B’ etc.
- c) Though the scales of pay/level in the pay matrix of the two posts which are being compared may not be identical, they should be such as to be an extension or segment of each other.
- d) Where specific qualifications for deputation/absorption have not been prescribed, the qualifications and experience of the officers to be selected should be comparable to those prescribed for direct recruitment to the post where direct recruitment has been prescribed as one of the methods of recruitment in the recruitment rules. Where promotion is the method of recruitment of filling up such posts, only those persons from other departments may be brought on deputation whose qualifications and experience are comparable to those prescribed for direct recruitment for the feeder grade/posts from which the promotion has been made.



**11. ELIGIBILITY OF DEPARTMENTAL OFFICERS FOR APPOINTMENT ON DEPUTATION:**

In a situation where the field of promotion consists of only one post, a composite method of recruitment by deputation (including short term contract)/promotion is prescribed so that the departmental officer is considered along with outsiders. If the departmental officer is selected for appointment of the post, it is treated as having been filled by promotion. Otherwise, the post is filled by deputation (including short term contract) for the prescribed period. In other cases, where the field of promotion is adequate i.e. there are adequate numbers of sanctioned posts in the feeder grade, promotion is provided as the first method or certain percentage of vacancies is earmarked for promotion and certain percentage for appointment by deputation or direct recruitment. In such cases, departmental officers in the feeder grade are considered for promotion when they are fully qualified for discharging the responsibilities of the higher post and satisfy the eligibility criteria. If the departmental officer is not considered eligible or fit for promotion, it will not be proper to consider him again for appointment by deputation. Deputation is actually an appointment outside the normal line. It is thus, evident that the departmental officer in the feeder category who, according to the provisions in the notified recruitment rules, are in direct line of promotion should not be considered for appointment by deputation. Similarly, the deputationists shall not be eligible for being considered for appointment by promotion.

**12. PAY ON DEPUTATION (INCLUDING SHORT TERM CONTRACT)/DEPUTATION ON FOREIGN SERVICE:**

- 1) Officials appointed on deputation (including short term contract)/deputation on foreign services shall opt to draw either the scale of pay corresponding to the level in the pay matrix of the deputation/foreign service post or his own level in the pay matrix/scale of pay without Deputation (Duty) Allowance and option once exercised shall not be changed. The borrowing organization shall obtain the option from the official on deputation within one month from the date of joining the deputation post unless the official himself furnished the option in writing.
- 2) However an official on deputation may revise the option under the following circumstances which will be effective from the date of occurrence of the same:
  - a) When he receives proforma promotion or upgradation of scale of pay in the parent cadre;
  - b) When he is reverted to a lower grade in the parent cadre;
  - c) When the scale of pay of the parent post of the parent cadre on the basis of which his emoluments are regulated during

deputation/deputation on foreign service or of the ex-cadre post held by the official on deputation/deputation on foreign service is revised either prospectively or from a retrospective date

- d) Based on the revised/same option of the official, in the event of proforma promotion/revision/upgradation of scale of pay in parent cadre, his pay will be re-fixed with reference to the revised entitlement of pay in the parent cadre. However, if the initial option was for the scale of pay of the deputation post and no change in option already exercised is envisaged, the pay already drawn in deputation post will be protected if the pay re-fixed is less.
- 3) An officer so deputed to an ex-cadre higher scale of pay/level in the pay matrix shall be repatriated to his original post/grade in the parent cadre/department on completion of the period of deputation and the deputation shall in no way bestow upon the incumbent the right to claim the pay of the deputation post from which he is repatriated
- 4) Officials on deputation to the post of Private Secretary to Minister/Minister of State and other elected dignitaries of equivalent status, which carries the scale of pay of level 10 in the pay matrix, from the same scale of pay/level in the pay matrix and below shall only be eligible for grant of Deputation (Duty) Allowance. In other words, officials on deputation from higher scale of pay/level in the pay matrix to Private Secretary to Minister/Minister of State and other elected dignitaries of equivalent status shall not be eligible for grant of Deputation (Duty) Allowance. This shall be in force for officials to be appointed on deputation to the post of Private Secretary to Ministers after the issue of this Office Memorandum.

### **13. LEAVE SALARY/PENSION/NEW PENSION SCHEME CONTRIBUTION:**

- 1) In case of deputation of State Government employees on foreign service terms to Public Sector Undertakings/Autonomous Bodies etc. leave salary contribution (except for the period of leave availed of on foreign service) and pension contribution are required to be paid by the borrowing organization to the State Government.
- 2) In case of State Government employees transferred on deputation to posts in Offices or Bodies having autonomous administrative control and not on foreign services, payment of leave salary and pension contribution by the borrowing department to the State Government shall not be required.
- 3) In case of reverse deputation from Private Sector Undertaking/Autonomous Bodies/Local Bodies to State Government, the question regarding leave salary and pension contribution will be decided by mutual consent.

- 4) In case of employees covered under New Pension Scheme (NPS), the borrowing department shall be required to match the pension contribution and leave salary contribution of the employees.

**14. FOREIGN SERVICE:**

A service in an organisation which does not receive funds directly from the Government Accounts of the Consolidated Fund of India or the Consolidated Fund of the State of Mizoram but receive from the nodal Departments either in the State or in the Centre in the form of Grants-in-Aid and which is administered by a separate body other than the Government of Mizoram and makes payment without presenting Bills into Treasury may be termed as Foreign Service and the service of State Government employees on deputation to such organisations should be treated as on 'Foreign Service'.

**15. TENURE OF DEPUTATION (INCLUDING SHORT TERM CONTRACT)/DEPUTATION ON FOREIGN SERVICE:**

- 1) The period of deputation (including short term contract)/deputation on foreign service shall be in accordance with the recruitment rules of the deputation post or 3(three) years in case no tenure regulation exist for the deputation post.
- 2) Extension of the period of deputation up to the 4<sup>th</sup> year may be done only after obtaining prior approval of the lending Department and the Government in DP & AR(GSW).
- 3) The borrowing department/Organisation may propose for extension of the period of deputation up to the 5<sup>th</sup> year only in rare and exceptional cases and where absolutely necessary in the public interest subject to the following conditions:
  - a) The extension would be subject to the prior approval of the lending department, the consent of the deputed official and approval of DP&AR(GSW).
  - b) If the borrowing department wishes to retain an officer on deputation beyond the prescribed period, it shall initiate action for seeking concurrence of the lending department, individual concerned etc. before 6(six) months of the expiry of the period of the deputation. In no case, it should retain an official on deputation beyond the sanctioned term unless approval of the competent authority to grant further extension has been obtained.
- 4) The maximum period of deputation (including short term contract)/deputation on foreign service for a particular post in the same station will in no case exceed 5(five) years.

- 5) The maximum period of deputation (including short term contract)/deputation on foreign service that can be availed by an official during his/her entire career, including the period prescribed at paragraph 15(4) above, shall in no case exceed 10 years.

**16. PREMATURE REVERSION OF DEPUTATIONIST TO PARENT CADRE:**

Normally, when an employee is appointed on deputation/deputation on foreign service, his services are placed at the disposal of the borrowing department/organization for the approved period of deputation. When a situation arises for premature reversion to the parent cadre/department of the deputationist, his services could be so returned after giving an advance notice of at least 1 (one) month to the lending department and the employee concerned.

**17. IMPLICATIONS OF OVERSTAY WHILE ON DEPUTATION:**

- 1) Since deputation is for a limited duration of time, an officer on deputation is bound to revert to the parent department after the approved period of deputation. There is no requirement of issuing a separate formal order relieving the deputationists by the borrowing department and the officer on deputation shall be deemed to be relieved on the expiry of the approved period of deputation even if there is no formal order for relieving the deputationists unless the Competent Authority approved extension of the period of deputation in writing prior to the date of expiry of deputation.
- 2) In the event of an officer overstaying for any reason whatsoever, he is liable to disciplinary action and other adverse service consequences including non-counting of the period of unauthorized overstay for the purpose of pension, deferring of any increment during the period of unauthorized overstay till the date on which the officer rejoins the parent cadre.

**18. RELAXATION OF CONDITIONS:**

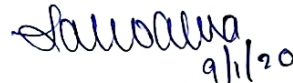
- 1) Any relaxation of these terms and conditions will require prior approval of the Government in DP&AR (GSW).
- 2) In case of administrative exigencies, the State Government in DP&AR shall have the power to make appointments of government officials on deputation to any office or organization under its administrative control in relaxation of the terms and conditions of these guidelines by recording the justifications in file.

**Sd/- LALRINSANGA**

Joint Secretary to the Govt. of Mizoram

Copy to:-

1. Secretary to Governor
2. Additional Chief Secretary to Chief Minister
3. P.S to Deputy Chief Minister
4. P.S. to Speaker/Ministers/Deputy Speaker/Ministers of State
5. Sr. PPS to Chief Secretary
6. PS to all Principal Secretaries, Commissioners, Secretaries & Special Secretaries
7. All Administrative Departments
8. Secretary, MPSC/SEC/MIC/AMC/Lok Ayukta
9. All Heads of Department
10. All Deputy Commissioners, Mizoram
11. All wings of DP&AR
12. Website Manager, DP&AR for uploading in the website
13. Guard File

  
9/1/20

**(LALROHLUA)**

Deputy Secretary to the Govt. of Mizoram  
Deptt. of Personnel & Administrative Reforms  
(General Service Wing)

**ANNEXURE-I**

**COMMON APPLICATION FORM FOR APPOINTMENT BY DEPUTATION  
(INCLUDING SHORT TERM CONTRACT)/FOREIGN SERVICE/ABSORPTION**

1)	Name of applicant (in capital letters)	:		
2)	Date of birth (enclose self attested copy of supporting document like HSLC, Birth Certificate, etc.)	:		
3)	Address for correspondence including contact number	:		
4)	Name of post applied	:		
5)	Designation of present post held	:		
6)	Name of service/department	:		
7)	Present scale of pay/level in pay matrix	:		
8)	Date of joining the present grade/post on regular basis	:		
9)	Educational qualification (enclose self attested copy of certificates)	:		
10)	Please state whether or not the educational and other qualifications/experience prescribed for the post in the recruitment rules/vacancy circular are satisfied by the applicant		:	
	Qualifications/experience required		Qualifications/experience possessed by the official	
	Essential	i)		
		ii)		
		iii)		
	Desirable	i)		
ii)				

11)	Nature of present employment (i.e. permanent/regular or ad hoc or temporary, contract etc.	:		
12)	Please state whether the substantive employment is under any of the following employer: a) Central Government b) State Government c) Universities d) Autonomous organizations e) Government Undertaking f) Others	:		
13)	Any additional information which you would like to mention in support of your suitability for the post (This may, among other things, include (i) additional academic qualifications (ii) professional training (iii) work experience, etc. Separate sheet may be enclosed if necessary)			
14)	Whether penalty, if any, was imposed on the applicant during a period of 5 years preceding last date for submission of application? If any, enclose a copy of the order of imposition of penalty by the Disciplinary Authority.	:		
15)	Details of post(s) held in chronological order (enclose separate sheet, if necessary)			
Sl. No.	Name of post held	Duration		Nature of duties
		From	To	

The information furnished above is/are correct to the best of my knowledge and nothing has been suppressed. I understand that in case of my selection, if any information furnished above is found to be false or misrepresented at a later stage, my selection is liable to be cancelled with the approval of the Competent Authority.

Date:

Name & signature of applicant

**CERTIFICATE OF THE ADMINISTRATIVE DEPARTMENT/CADRE  
CONTROLLING AUTHORITY**

Certified that the particulars furnished by the officer are correct as per the service records and the department has no objection for appointment of the officer on deputation (including short term contract)/deputation on foreign service/absorption (please select the appropriate one).

Date:

Signature of an officer not below the rank of  
Under Secretary in the cadre controlling authority



**PROFORMA TO BE PLACED BEFORE THE SELECTION COMMITTEE FOR  
CONSIDERATION OF CASES FOR DEPUTATION (INCLUDING SHORT TERM  
CONTRACT)/FOREIGN SERVICE**

1)	Name of the borrowing Department/ Organisation	
2)	Name of post(s) to be filled up by deputation (including short term contract)/foreign service	
3)	Level in the pay matrix/scale of pay of the post(s) to be filled up	
4)	Number of post(s) to be filled up by deputation (including short term contract)/foreign service	
5)	Date(s) of occurrence of vacancy(ies) of the posts to be filled up by deputation (including short term contract)/foreign service	
6)	Give reason(s) of vacancies	
7)	Name of the recruitment rules to be used for deputation (including short term contract)/foreign service. If no recruitment rules are available, relevant guidelines, etc. for filling up of the post <i>(Enclose a copy of the relevant recruitment rules/guidelines. The recruitment rules in force on the date of occurrence of the vacancies to be filled up should be applied for recruitment)</i>	
8)	Eligibility conditions prescribed for deputation (including short term contract)/foreign service as per the relevant recruitment rules/guidelines	
9)	Whether or not the vacancy for deputation (including short term contract)/foreign service was duly advertised through a vacancy circular?	

	If Yes, copy of the vacancy circular be enclosed.	
10)	Date of issue of vacancy circular for the post(s)	
11)	Number of candidates who submitted application in response to the vacancy circular	
12)	Enclose photocopy of the applications received in response to the vacancy circular	
13)	Enclose the list of eligible officers as per the format at <i>Annexure-III</i>	
14)	Enclose photocopies of the Annual Confidential Reports/Performance Appraisal Reports (ACR/PAR) of the eligible officers for the last preceding five years as per <i>Annexure-IV</i> . (If ACR/PAR is not available, reasons for non-availability should be duly certified)	
15)	Enclose a valid Vigilance Clearance in original from Vigilance Department	
16)	Whether penalty, if any, was imposed on any of the eligible officers during a period of 5 years preceding the year of meeting of the Selection Committee? If any, enclose a copy of the order of imposition of penalty by the Disciplinary Authority.	
17)	Enclose self contained note for the Selection Committee explaining the proposals for deputation	
18)	Any other relevant remarks	

Date: \_\_\_\_\_

(Name and signature of Officer sending the proposal)

**LIST OF ELIGIBLE OFFICERS FOR DEPUTATION (INCLUDING SHORT TERM CONTRACT)/FOREIGN SERVICE**

<b>Sl. No.</b>	<b>Name of eligible officer(s) and present post held</b>	<b>Name of service/ department</b>	<b>Present scale of pay/level in the pay matrix</b>	<b>Date of joining the present grade/post on regular basis</b>	<b>Educational and other qualifications</b>

Signature of officer sending the proposal

**Note:** An additional column may be inserted in the Table mentioned above if the relevant recruitment rules/guidelines prescribed any other conditions for appointment on deputation (including short term contract)/deputation on foreign service

**STATEMENT SHOWING YEAR WISE AVAILABILITY OF ACRs/PARs OF ELIGIBLE OFFICERS FOR DEPUTATION (INCLUDING SHORT TERM CONTRACT)/FOREIGN SERVICE**

<b>Sl. No.</b>	<b>Name of Officer</b>	ACR/PAR for the year _____	ACR/PAR for the year _____	ACR/PAR for the year _____	ACR/PAR for the year _____	ACR/PAR for the year _____

Signature of officer sending the proposal

**Note:**

- 1) The grading awarded to the officer for each of the relevant years may be indicated in the above columns
- 2) The relevant ACRs/PARs to be placed before the Selection Committee are the ACRs/PARs for the last five years preceding the vacancy year minus the two immediate years (i.e. vacancy year - two immediate years)

**PROFORMA TO BE PLACED BEFORE THE DEPARTMENTAL PROMOTION COMMITTEE FOR CONSIDERATION OF CASES FOR ABSORPTION**

1)	Name of the Department	
2)	Name of post(s) to be filled up by absorption	
3)	Level in the pay matrix/scale of pay of the post(s) to be filled up	
4)	Number of post(s) to be filled up by absorption	
5)	Date(s) of occurrence of vacancy(ies) of the posts to be filled up by absorption	
6)	Give reason(s) of vacancies	
7)	Name of the recruitment rules to be used for absorption. If no recruitment rules are available, relevant guidelines, etc. for filling up of the post <i>(Enclose a copy of the relevant recruitment rules/guidelines. The recruitment rules in force on the date of occurrence of the vacancies to be filled up should be applied for recruitment)</i>	
8)	Eligibility conditions prescribed for absorption as per the relevant recruitment rules/guidelines	
9)	Enclose roster, duly certified by a Gazetted Officer, of the post/grade to which absorption is to be made in case the recruitment rules prescribe more than one method of recruitment	
10)	Whether or not the vacancy for absorption was duly advertised through a vacancy circular? If Yes, copy of the vacancy circular be enclosed.	
11)	Date of issue of vacancy circular for the post(s)	

12)	Number of candidates who submitted application in response to the vacancy circular	
13)	Enclose original copy of the applications received in response to the vacancy circular	
14)	Enclose the list of eligible officers as per the format at <i>Annexure-VI</i>	
15)	Enclose the original copy of Annual Confidential Reports/Performance Appraisal Reports (ACR/PAR) of the eligible officers for the last preceding five years as per <i>Annexure-VII</i> . (If ACR/PAR is not available, reasons for non-availability should be duly certified)	
16)	Enclose a copy of the approval of the Competent Authority for filling up of vacancies by absorption i.e. approval of the government in DP&AR (ARW) and Finance Department (E)	
17)	Enclose a valid Vigilance Clearance in original from Vigilance Department	
18)	Whether penalty, if any, was imposed on any of the eligible officers during a period of 5 years preceding the year of meeting of the Departmental Promotion Committee? If any, enclose a copy of the order of imposition of penalty by the Disciplinary Authority.	
19)	Enclose self contained note for the Departmental Promotion Committee explaining the proposals for absorption	
20)	Any other relevant remarks	

Date: \_\_\_\_\_

(Name and signature of Officer sending the proposal)

## LIST OF ELIGIBLE OFFICERS FOR ABSORPTION

Sl. No.	Name of eligible officer(s) and present post held	Name of service/ department	Present scale of pay/level in the pay matrix	Date of joining the present grade/post on regular basis	Educational and other qualifications

Signature of officer sending the proposal

**Note:** An additional column may be inserted in the Table mentioned above if the relevant recruitment rules/guidelines prescribed any other conditions for appointment on absorption

**STATEMENT SHOWING YEAR WISE AVAILABILITY OF ACRs/PARs OF ELIGIBLE OFFICERS FOR ABSORPTION**

<b>Sl. No.</b>	<b>Name of Officer</b>	ACR/PAR for the year _____	ACR/PAR for the year _____	ACR/PAR for the year _____	ACR/PAR for the year _____	ACR/PAR for the year _____

Signature of officer sending the proposal

**Note:**

- 1) The grading awarded to the officer for each of the relevant years may be indicated in the above columns
- 2) The relevant ACRs/PARs to be placed before the DPC are the ACRs/PARs for the last five years preceding the vacancy year minus the two immediate years (i.e. vacancy year - two immediate years)