

No. 2/15/2008-Estt. (Pay II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, 23 June, 2008.

OFFICE MEMORANDUM

Subject: Extension in the period of deputation/foreign service – points to be taken care of while referring such proposals.

Department of Personnel & Training receives references seeking extension in the period of deputation/foreign service from various Ministries/Departments. It has been observed that many such proposals received are incomplete in documents/information etc. as required in terms of the provisions laid down under this Department's O.M. No. 2/29/91-Estt. (Pay II) dated 5th January, 1994. This results in unnecessary correspondences and wastage of time.

2. In view of the above, it is requested to ensure that the proposals of extension in the period of deputation/foreign service are forwarded with the following documents/information:

- (i) Extension for which year is being sought.
- (ii) The approval of the Minister in charge obtained.
- (iii) Whether the proposal has been referred at least three months before expiry of the extended tenure, if not, the reasons therefor. Also whether the provisions laid down in DoPT's O.M. No. AB.14017/30/2006-Estt. (RR) dated 29th November, 2006 have been brought to the notice of the deputationist.
- (iv) The normal period of deputation prescribed in the Recruitment Rules of the ex-cadre post alongwith copy of the Recruitment Rules.
- (v) The approval of UPSC/ACC, if required.
- (vi) Whether the official concerned has been allowed proforma promotion under NBR in a higher scale of pay in the parent Department.
- (vii) The requisite check-list, all columns duly filled and signed by the competent authority.
- (viii) The NOC from the parent Department and the consent of the official concerned.
- (ix) The specific public interest involved in the proposed extension.

- (x) In cases of extension of foreign service (deputation of Central Government officers to PSUs/autonomous bodies etc.), if such foreign service has been permitted in relaxation of appointment on immediate absorption conditions, the relevant orders regarding such relaxation.
- (xi) The relevant papers/file(s), if this Department has allowed extension on earlier occasions in the case.
- (xii) The comments of the referring Ministry/Department on the observations made by the Department of Personnel & Training, if any.

3. The proposals received incomplete are liable to be returned without consideration in this Department.


(Rajiv Rai)

Director (Pay)

To,
All Ministries/Departments of Government of India as per standard list.

Copy to: NIC, DoP&T for uploading this O.M. on the website of this Department under the head 'Establishment' sub head 'deputation'.

(100 spare copies)