

A/47952/Deptn/Policy/CAO/P-1

MINISTRY OF DEFENCE
OFFICE OF JS (TRG) & CAO

REVIEW OF DEPUTATION POLICY

1. Reference this office letter No. A/47952/policy-Deptn/CAO/P-1 dated 01 Dec 08.
2. In view of the revised instructions issued by the DOPT vide their OM No. 2/6/2009-Estt. (Pay II) dated 25 Feb 09, deputation policy issued vide our letter under reference has been reviewed. In supersession of the existing deputation policy under reference, the following guidelines are prescribed for processing deputation cases of AFHQ employees.

Forwarding of Deputation Application

3. The following criteria shall be followed :-
 - (a) Due to large scale deficiency, deputation application in respect of LDCs, Stenos and PAs will not be forwarded except in those organisation of MoD where posts are to be exclusively manned by AFHQ personnel and deputation posts to be filled in AFHQ/ISOs under the Cadre Controlling Authority of JS(T) & CAO.
 - (b) No application for analogous post carrying same grade pay upto the grade of Asstt will be forwarded except in those organisation of MoD where posts are to be exclusively manned by AFHQ personnel and deputation posts to be filled in AFHQ/ISOs under the Cadre Controlling Authority of JS(T) & CAO.
 - (c) The number of applications for deputation from an employee is restricted to four in a calendar year.
 - (d) Applications of officials already on deputation will be forwarded only if the total period of deputation i.e. the initial period of deputation prescribed for the new post and that of the present appointment does not exceed five years.
 - (e) Application of only those candidates will be processed who can be spared in the event of selection.
 - (f) A uniform cooling-off period of three years will be in place between two spells of deputation for all grades of AFHQ. Cooling off period will also be equally applicable to those who repatriate to the cadre pre-maturely.
 - (g) Proforma for obtaining CCA's approval is attached as appendix to this letter. The said proforma should be placed on file in duplicate duly completed by the individual concerned and Admin Sections.

4. **Extension of Deputation Period.** Cases for extension of deputation shall be processed only on receipt of updated ACRs. No extension of deputation period beyond 5th year will be given except in case of deputation on co-terminus basis. Individual overstaying on deputation beyond 5th year will be dealt with the instructions issued by DOPT from time to time.

5. All other existing instructions issued by DOPT from time to time covering various aspects like proforma promotion, age criteria, eligibility criteria etc will be in force while processing the deputation application.

V K Mishra
(V K Mishra)
Dy CAO(P)
24 Apr 09

All Coord Sections of Army HQ & ISOs
Air HQ/PC (Coord)
NHQ/Admn(Civ)
HQ IDS
All Sections in CAO's Office
HQ ATVP
All Outstation Establishments

MINISTRY OF DEFENCE
[Office of the JS & AM(MS) & CAO]

REVIEW OF DEPUTATION POLICY


Reference this office note of even No. dated 24 Apr 2009.

2. Deputation policy issued vide our note under reference has been reviewed and partial amendment to para 3(a), only in the case of Stenos and PAs has been made as follows :

Deputation application in the grades of Stenos and PAs will be forwarded only if the existing deficiency in these grades taken together does not exceed 30% at the time of processing of such deputation applications.

3. All other contents of the policy letter will remain unchanged.

4. The above policy may please be circulated to all the offices of AFHQ/ISOs.


(Shyamala Parsheera)
Sr. AO, CAO/P-1
26 Oct 2017

All the Coord Section of AFHQ/ISOs

Copy to:

All Dy CAOs
PS to Dir (HR)
PS to Dir (E&A)
CAO/Coord
CAO/APAR
DRDO/Pers-3
All AFHQ Associations

PPS to JS & AM(MS) & CAO
All Admin Section of CAO's
NHQ/DOA(Civ)
Air HQ/PC(P&T)
HQ IDS
HQ ATVP (Pers)

