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No. 9-11(5)/2024-Estt-Part(1)
Government of India
Ministry of Communications
Department of Telecommunications
***

Sanchar Bhawan, 20 Ashoka Road,
New Delhi-110001
Dated: 14-11-2024

VACANCY CIRCULAR

Subject: Vacancy circular to fill up vacant Sub Divisional Engineer (SDE) posts of TES Group 'B' in various DoT Units on deputation basis – reg.

Applications are invited for filling up vacant Sub Divisional Engineers (SDE) posts of TES Group 'B' at various locations in DoT on deputation basis from among the officers working in Central/ State Government Office /PSUs/ Universities/ Recognized Research Institutions/ Statutory and Autonomous bodies as per the details given below:

Name of the Post	Scale of Pay (as per 7th CPC)	No. of vacancies to be filled
Sub Divisional Engineer (SDE)	Level 8 (Rs. 47600 - 151100)	48 (As per Annexure-A)

2. List of places of posting along with vacant positions of SDE is enclosed at **Annexure-A**. Eligibility criteria, experience & job profile is enclosed at **Annexure-B** and application form is enclosed at **Annexure-C**.

3. The vacancy details available in Annexure-A are provisional and may vary as per the actual requirements at the time of giving offer of engagement.

4. **Period of deputation:** The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the central government shall ordinarily not exceed 3 years.

5. **Regulation of pay and other terms of deputation:** The pay and terms & conditions for deputation of the officers selected shall be regulated as per DoT OM No. 20-01/2023-SEA.II dated 31.10.2023 & its Corrigendum dated 01.11.2023 and DoPT compendium dated 08.09.2022 (**Annexure-G**), as the case may be, or any other instructions as amended from time to time.

6. **Age limit:** The maximum age-limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

7. **Selection Procedure**:

a. The Selection Procedure will be as decided by competent authority.
b. Eligible and willing candidates may apply through proper channel in prescribed format: **Annexure-C**. Cadre Authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection. The applications of only such

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officers would be considered that are routed through proper channel and are accompanied by following documents:

i. Application in prescribed proforma – **Annexure-C.**
ii. Statement giving details of Major/Minor penalties, imposed upon the officer, if any, during the last ten (10) years – **Annexure-D**
iii. Vigilance Clearance/Integrity Certificate- **Annexure-D**
iv. Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent- **Annexure-D**
v. Declaration in prescribed proforma- **Annexure-E.**
vi. Cadre Clearance Certificate from the Controlling Authority **Annexure-F.**

8. The applications of suitable and eligible officers complete in all respects, in the prescribed format, along with documents listed above may be forwarded to **ADG(E&C-II), Room No. 1121, DoT HQ, Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001.**

9. The last date for receipt of application is 6 weeks from the date of publication of advertisement in Employment News.

10. Before forwarding the applications, Competent Authority must certify that information furnished by the applicants are verified with their service record and found correct and should also countersign the application with the office seal.

11. Applications received after the last date or not forwarded through proper channel or without prescribed documents or otherwise found incomplete would be summarily rejected.

Enclosures: Annexures A-G

Vikas
14/11/24

(Vikas)
ADG(E&C-II), DoT HQ
Tel(O): 011-23036245

To

1. All Ministries/Departments of the Government of India with a request that the vacancy notification may be given wide publicity in the attached & subordinate offices under them.
2. All the State Governments and Union Territories with a request that the vacancy notification may be given wide publicity in their various departments/offices.
3. All Public Sector Undertakings/Recognized Research Institutions/Statutory and Autonomous bodies/Universities.
4. Under Secretary (CS.II), CS Division, Department of Personnel & Training - with the request to upload the vacancy notification on the DoP&T website.

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5. Heads of LSAs - With a request that the vacancy notification may be given wide publicity in the local dailies.
6. Director (IT) for publishing on DoT website.

Copy to:

1. PSO to Secretary (T), DoT HQ.
2. PSO to Member (S)/Member (T)/Member (F)/ Administrator (USoF), DoT HQ.
3. Director General (Telecom).
4. Heads of all LSAs.
5. Head of TEC.
6. Sr. DDG (Pers), DoT HQ.
7. DDG (SMC), DoT HQ.

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Annexure A

Sl. No.	Station of Posting	Number of Vacancies
1	Ahmedabad	3
2	New Delhi	22
3	Ernakulam	1
4	Gangtok	1
5	Guwahati	1
6	Jammu	2
7	Kolkata	4
8	Meerut	2
9	Mumbai	4
10	Nagpur	2
11	Shillong	3
12	Shimla	2
13	Sikandrabad, UP	1
Total		**48**

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Annexure-B

(A) Eligibility Criteria: Sub Divisional Engineer

Officers from the Central or State Governments or Union Territories or Public Sector Undertakings or Universities or Recognized Research institutions or Statutory and Autonomous bodies:

(a)

i. Holding analogous posts on regular basis in the parent cadre or department; or
ii. With two years' service in the level-7 rendered after appointment thereto on a regular basis in posts in level-7 (Rs. 44900-142400) in the pay matrix or equivalent in the parent cadre or department; or
iii. With six years in the level rendered after appointment to the post on a regular basis in posts in the level-6 (Rs. 35400-112400) in the pay matrix or equivalent in the parent cadre or department;

(b) possessing the following educational qualifications and experience:

i. Bachelor degree in Engineering or its equivalent in "Electrical" or "Electronics" or 'Electrical communication' or 'computer science' or "Telecommunications' or 'Information Technology' or 'Instrumentation' from a University incorporated by an Act of the Central or State Legislature in India or other Educational Institutes established by an Act of Parliament or declared to be deemed as University under Section 3 of the University Grants Commission Act, 1956; or
ii. passed Sections A & B of the Institution Examinations of the Institution of Engineers (India); or
iii. obtained a Degree or Diploma in Engineering from such foreign University or College or Institution and under such conditions as may be recognized by the Government for the purpose from time to time or
iv. passed Graduate Membership Examination of the Institution of Electronics and Telecommunication Engineers (India) or
v. passed Graduate Membership Examination of the Institution of Electronics and Radio Engineers, London held after November 1959; or
vi. passed Associate Membership Examination Parts II and III or Sections A and B of the Aeronautical Society of India; and

2. Two year experience in field of Telecommunications and Administration.

Note 1: The departmental officers in the feeder grade who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationist shall not be eligible for consideration for appointment by promotion.

Note 2: The period of deputation including period of deputation in another ex-

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cadre post held immediately preceding this appointment in the same or some other organization or department of the central government shall ordinarily not to exceed 3 years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date on receipt of applications.

FOR EX-SERVICEMEN: The Armed Forces Personnel of the rank of Subedar-Major (Level 8), Subedar (Level 7) and Naib-Subedar (Level-6) or equivalent rank in Air Force or navy who are due to retire or to be transferred to reserve within a period of one year and have the qualification and experience as prescribed shall also be considered. If selected, such officers will be given deputation terms up to the date on which they are due for release from the armed forces; thereafter they may be continued on re-employment.

(B) Job Profile

1. Job profile of SDE in DoT HQ:

i. Policies, Regulatory framework including Rules and Guidelines in respect of security of Telecom Networks.
ii. Implementation and operation of Security Projects pertaining to Lawful Interception and monitoring (Centralised Monitoring System (CMS) and Internet Monitoring System(IMS)) including policy and maintenance issues.
iii. Matters related to Location based services, including policy level amendments, addresses concerns of LEAs (Law Enforcement Agencies), etc.
iv. Coordination on all matters pertaining to National Security Council Secretariat/ National Cyber Security Coordinator.
v. All matters pertaining to Security audit of networks.
vi. To scrutinize Organisational policy of Telecom Service Providers' on security and security management of their networks, Network forensics, Network Hardening. Network penetration and Risk assessment.
vii. Policy, Licensing and Coordination matters relating to telegraphs, telephones, wireless, data, facsimile and telematic services and other like forms of communications.
viii. International cooperation in matters connected with telecommunications.
ix. Promotion of standardization, research and development in telecommunications.
x. Promotion of private investment in Telecommunications.
xi. Execution of works, purchase and acquisition of land debitable to the capital Budget pertaining to telecommunications.
xii. Any other work as assigned from time to time by superior officers.

2. Job profile of SDE in LSA Field Units:

i. Service Compliance obligations etc. CAF Audit, EMR Audit, Service Testing, Roll-out obligation etc.
ii. Security - Operation & maintenance of CMS/ IMS, curbing illegal activities, control over clandestine/ illegal operation of telecom networks, Analysis of CDR/SDR and other security activity assigned from time to time.
iii. Technology- Secured Dedicated Communications Network, Disaster Technology/

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Management, Interconnect Exchange, Inspections of licensee networks, Advocacy and public awareness etc.

iv. Rural - Rural connectivity for DBT, verification of USO sites, RF coverage testing/ telecom connectivity checking etc.
v. Admin-Staff and Establishment matters, PG, DDO works, Court Cases & Misc admin activities, etc.
vi. Any other work as assigned from time to time by superior officers.

SDE/JTO level officers are at the working level and may be assigned work related to any of the above functional verticals. The officer may have to go on tour to discharge the above functions as and when required. The officer may have to work in round the clock shifts to discharge the above function.

3. Job Profile of SDE in DGT HQ:

i. General Administration matters. Staff matters & Establishment related matters.
ii. Matters related to National Security and Lawful Interception as well as Policy issues related to security matters.
iii. Subscriber Verification/CAF related matters/Service Testing/Roll-out Obligations related matters etc.
iv. Matters related to new technologies such as 5G, IOT, block chain etc.
v. Incentivizing use of renewable energy technologies (RETs) in the communication sector.
vi. ROW Matters-Development and maintenance of Sugam Sanchar-a Centralised portal for Right of Way (ROW) approvals, State/UT ROW Policy alignment with Central IT ROW rules 2016 etc
vii. Any other work as assigned from time to time by superior officers.

4. Job Profile of SDE in TEC:

i. Formulation of specifications, standards and regulations viz., Generic, Interface, Essential requirements, Service Requirements and Technical reports (GR, IR, ER, SR & TR), TSTP (Test schedule and test procedure) for telecom equipments, interfaces, and services.
ii. Testing and certification of networks, equipment, for conformance and interoperability.
iii. Testing and validation of technologies and equipment,
iv. Monitoring of networks for compliance to the laid-down norms and standards.
v. Providing support in formulation of Fundamental National Telecom Plans, viz., Numbering Plan, Spectrum Management Plan, Transmission Plan, Switching Plan, Synchronisation Plan, and provide technical support to service providers in implementing them.
vi. Interaction with international telecommunication standards organisations, such as ITU, IEEE and other national and international standardization bodies.
vii. Interaction with academia, R&D/scientific organisations, industrial/service

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provider's associations.

viii. Handling the cases for designation of domestic Conformance Assessment Bodies (CAB) and recognition of foreign Conformance Assessment Bodies (CAB) and Certification Bodies (CB) for testing and certification of telecom products for the use in the countries having Mutual Recognition Agreement (MRA), as Designating Authority (DA) for India.

ix. Planning, consultancy and implementation etc. of ICT related projects.

x. Any other work as assigned from time to time by superior officers.

5. Job profile of SDE in RTEC (under TEC):

i. Testing and certification of networks, equipment, for conformance and interoperability.

ii. Testing and validation of technologies and equipment,

iii. Monitoring of networks for compliance to the laid-down norms and standards.

iv. Providing support in formulation of Fundamental National Telecom Plans, viz., Numbering Plan, Spectrum Management Plan, Transmission Plan, Switching Plan, Synchronisation Plan, and provide technical support to service providers in implementing them.

v. Interaction with international telecommunication standards organisations, such as ITU, IEEE and other national and international standardization bodies.

vi. Interaction with academia, R&D/scientific organisations, industrial/service provider's associations.

vii. Handling the cases for designation of domestic Conformance Assessment Bodies (CAB) and recognition of foreign Conformance Assessment Bodies (CAB) and Certification Bodies (CB) for testing and certification of telecom products for the use in the countries having Mutual Recognition Agreement (MRA), as Designating Authority (DA) for India.

viii. Planning, consultancy and implementation etc. of ICT related projects.

ix. Handling Personnel, Establishment, Administration and Vigilance related functions and other routine office work.

x. General works such as Parliament Question/ PG/RTI/ Handling of Court Cases/ Disaster Management/ Coordination etc.

xi. Any other work as assigned from time to time by superior officers.

6. Job Profile of SDE in USoF:

i. Formulating and executing USOF projects or schemes.

ii. Monitoring the implementation of Universal Service Obligation (USO) Fund projects and schemes.

iii. Accurate and timely financial support for all Universal Service Obligation (USO) Fund projects.

iv. Ensuring adherence to Universal Service Obligation (USO) Fund guidelines.

v. Designing an intelligent subsidy support model for reducing or closing the viability gap.

vi. Determining desirable subsidy level, structure and disbursement schedule.

vii. Post-implementation review of USOF projects and schemes.

viii. Leveraging of innovative and emerging new technologies.

ix. Standardising practices and documentation of Universal Service Obligation

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(USO) Fund projects.

x. Strategic partnerships with Industry and Universal Service Providers (USPs)
xi. Collaborating and liaisoning with international organizations
xii. Benchmarking of international best practices.
xiii. Any other work as assigned from time to time by superior officers.

7. Job Profile of SDE in Satellite Earth Station at Sikandrabad (U.P.) of SMC Division, DoT HQs:

i. Works related to operation and maintenance of Satellite Earth Station (SES) of SMC Division at Sikandrabad (U.P.) including Spectrum analyzers, HPAs, antennae etc.
ii. Mitigation of RF (Radio Frequency) interferences for satellite communications and coordination with different satellite administrators/ agencies for resolution of the interference problems and handling different satellite user's complaints.
iii. Testing/validating conformity of the earth station/DSNG transmit antennae parameters of the licensees to the latest ITU/TEC standards.
iv. Monitoring of carriers and carry out compliance verification of Tx/Rx parameters of all authorized SATCOM service providers/users including keeping a check on illegal/ unauthorized transmissions, if any.
v. Any other work as assigned from time to time by superior officers.

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ANNEXURE-C

APPLICATION FORM

Name of the Post applied for: Sub Divisional Engineer (SDE)

1.	Name & Address [in Block letters]	
2.	Date of Birth (in Christian era):	
3.	(a) Date of entry into service	
	(b) Date of retirement	
4.	Educational Qualifications:	
5.	Preferred place of Posting: *(Only two choices to be given)*	Choice 1: Choice 2:
6.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)	
Qualifications/Experience required as mentioned in the advertisement/ Vacancy Circular		**Qualifications/Experience possessed by the Officer**
Essential		**Essential**
a)	Qualification:	Qualification:
b)	Experience	Experience
In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.		
7.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	.
Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the application form) with reference to the post applied.		
8.	Details of Employment in chronological order. **Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.**	

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Office/Institution	Post held on regular basis	From	To	*Basic Pay, Pay Scale and Level (as per 7th CPC or equivalent) of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important: Basic Pay, Pay Scale, and Level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Basic Pay and Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Basic Pay, Pay Scale and Level where such benefits have been drawn by the Candidate, may be indicated as below:**

Office/Institutions	Basic Pay, Pay Scale and Level drawn under ACP/MACP Scheme	From	To

9.	Nature of present employment i.e. Ad hoc or Temporary or Quasi-permanent or Permanent	
10.	In case the present employment is held on deputation/contract basis, please state:-	

a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office / organization to which the applicant belong	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.

10.1 Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with supporting document (Cadre Clearance, Vigilance Clearance and Integrity certificate)

10.2 Note: Information under Column 10(c) and (d) must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.

11.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details:	

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12.	Additional details about present employment. Please state whether working under (Indicate the name of your employer against the relevant column):-		
a)	Central Government		
b)	State Government		
c)	Union Territory		
d)	Public Sector Undertaking		
e)	Statutory/ Autonomous Organization		
f)	Recognised Research Institution		
g)	University		
h)	Others		
13.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
14.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
15.	Total emoluments per month now drawn.		

Basic Pay	Pay Scale and Level	Total Emoluments

16.	In case the applicant belongs to an organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed:		

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim relief/ other allowances etc. (with break up details)	Total Emoluments

17. A	**Additional information,** if any, relevant to the post you applied for in support of your suitability for the post. [This among other things may provide information with regard to (i) additional academic qualifications, (ii) Professional training and (iii) work experience over and above prescribed in the vacancy circular/ advertisement]		

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	Note: Enclose a separate sheet, if the space is insufficient.		
17. B	**Achievements:** The candidates are requested to indicate information with regard to (i) Research Publications and Reports and Special Projects, (ii) Awards/Scholarship/Official Appreciation, (iii) Affiliation with the professional bodies/institutions/societies and (iv) Patents registered in own name or achieved for the organisation (v) Any research/ Innovative measure involving official recognition (vi) Any other information. **(Note: Enclose a separate sheet if the space is insufficient.)**		
18.	Whether belongs to SC/ST.		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by documents submitted in respect of Essential Qualifications/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the Candidate:

Date:

Address:

Contact No.:

Staff No./HR No. /Employee Code:

Email ID:

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Annexure-D

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the application form by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. **Also certified that:**

I. There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.....

II. His/Her integrity is certified.

III. His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

IV. No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

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ANNEXURE-E

DECLARATION

I, _____ hereby declare that my posting as _____in Department of Telecommunications is purely on temporary basis and shall not have any right to claim for seniority in the said post in respect of service rendered by me on Deputation Basis.

2. I am not entitled to absorption as _____ in the Department of Telecommunications and therefore will not resort to lay any claim for the same.

3. I am liable to be repatriated to my parent department/organization for any inaccuracies in the details noted above or contravention of any provision in the rules/order governing deputation.

Place :

Date :

Signature of the Official

Countersigned
Signature of the Controlling Officer with official seal

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ANNEXURE-F

CADRE CLEARANCE CERTIFICATE

This is certified that the Competent Authority has allowed to issue cadre clearance to Shri/Smt..... to proceed on deputation in case of selection to the post of SDE by Department of Telecommunications. In terms of the cadre management/ selection process, this office will not cause any administrative difficulties/ inconvenience throughout the selection process.

Countersigned
(Designation of Cadre Controlling Authority with Seal)

Date:
Place:

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Misc/2023-B&C Annexure - C

I/3135927/2023

No. 20-01/2023-SEA II
Government of India
Ministry of communication
Department of Telecommunications.
521, Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001

Dated: October 2023

OFFICE MEMORANDUM

Sub: The terms & conditions for engagement of Group "B" (Gazetted & Non-Gazetted)/Group "C" staff on deputation in Department of Telecommunications.

The undersigned is directed to refer to this office OM No. 34-8/2001-SEA (Vol.II) dated 24.11.2017 and No. 20-02/2014-SEAII dated 22.12.2017 and enclose herewith a copy of the revised terms & conditions for engagement of Group "B" (Gazetted & Non-Gazetted)/Group "C" staff on deputation in Department of Telecommunications.

This is issued with the approval of Secretary (T).

Encl: As above.

Signed by Harshvardhan Singh Khangarot
Date: 31-10-2023 17:38:11
Reason: Approved

Harshvardhan Singh Khangarot
Director (SEA)
011-23036059

To,
1. CGCA / DG(T)
2. All Heads of CCA offices / LSA field units.
3. DG, NICF
4. CMD, BSNL

Copy To,
1. PSO to Secretary (T)
2. PSO to Member (Finance/Technology/Services)

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Department of Telecommunications
(SEA-II Section)

Terms & Conditions for engagement of Group "B" (Non-Gazetted/ Gazetted) / Group "C" staff on deputation in DOT and its field offices.

The terms & conditions governing the deputation of Group "B" (Gazetted & Non-Gazetted) / Group C staff in Department of Telecommunication shall be as under: -

Sl. No.	Parameter	Terms and Conditions
1	Period of Deputation	The period of deputation shall be as per the provisions of the RRs of the post or 5 years in case no tenure regulations exist for the post.
2	Pay	The pay of the employee shall be fixed in accordance with DoPT instructions issued on the subject and amendments issued from time to time.
3	Dearness Allowance	DA as applicable to Central Government employees.
4	HRA / Transport Allowance	HRA/ Transport Allowance shall be paid at the rate admissible under the rules of the DoT, which are similar to that admissible under the rules of the Central Government.
5	Children Education Allowance	As per rules notified by the Central Government.
6	Joining Time Period and Pay	The DoT will pay to the officer his joining time pay for both ways. The joining time will be regulated under the Central Government Rules.
7	Transfer Travelling Allowance	The expenditure on transfer/ travelling allowance for joining duty in borrowing organization and repatriation from borrowing organization shall be borne by DoT as per the rules notified by the Central Government from time to time.
8	Admissibility of Travelling Allowances during journeys performed on tour for official purpose during the deputation period	The admissibility of travelling allowance on tour during the period of deputation shall be as per the rules notified by the Central Government from time to time.
9	Leave and Leave Salary Contribution	The employee will be governed by the Leave Rules as followed in the parent department during the deputation period in DoT. DoT will pay the Leave Salary Contribution at the rates notified and communicated by parent office to the extent of rule contained in Appendix-IV of FR&SR Part-I.

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10	Provident Fund	Monthly EPF Contribution at the rate applicable from time to time on the basic pay drawn actually and IDA/CDA as the case may be, deducted from the salary of the officer plus matching contribution along with applicable administrative charge on that amount is to be remitted to the parent office within the due date. This will enable to earn pension and PF accumulation of the officer. DoT will also be liable to bear the interest and penalties imposed by the EPF authorities for the delay on the part of DoT for remitting the contribution to parent office The rate applicable is to be communicated by the parent office to DoT.
11	Pension Contribution	Pension contribution in respect of absorbed employees is normally payable to GoI by BSNL on account of pension liability under rule 37 A of CCS (Pension) rules, 1972. Pension contribution in respect of BSNL employees on deputation to DoT shall be exempted from payment to GoI during the period of deputation of the employee in Govt. A remark to this effect will be recorded in the service record of the official during the period of deputation.
12	Gratuity	DoT is also liable to pay proportionate amount to the parent office on demand if any, on account of Gratuity, for the deputation period.
13	Insurance Scheme	During the period of deputation, the officer will continue to be governed by the insurance scheme applicable in the parent office. The DoT will ensure to remit the deductions towards insurance scheme to the parent office.
14	Leave Salary	The DoT will pay leave Salary in respect of disability leave granted on account of disability, if any, incurred in and through the period of deputation.
15	Leave Travel Concession	The officer will be governed by the LTC Rules of the Central Government and cost thereof will be borne by DoT.
16	Medical Facilities	The officer on deputation will be entitled to medical facilities as per the policy of the borrowing organization and CGHS card issued to the officer will be surrendered at the time of repatriation.
17	Residential Accommodation	The officer will be entitled for accommodation as per DoT officials and standard license fee will be regulated

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		accordingly.
18	Incidence of Compensatory Allowance for the period of leave during or at the end of Foreign Service	The whole of the expenditure in respect of any compensatory allowance for the period during leave or at the end of the period of deputation shall be borne by the DoT.
19	Superannuation Pension Scheme	• Employer contribution towards Superannuation Pension Scheme at the rate of 5% of Basic pay plus IDA may be borne by DoT with effect from date of start of deputation in DoT or date of effect of SPS (i.e., 05/05/2016) whichever is later. • DDO's and NCDDO's to ensure that amount of Superannuation Pension Scheme contribution is remitted to BSNL by 10th of the following month. • The SPS contribution shall be drawn @5% of Basic + IDA with reference to notional Basic Pay in the parent cadre. In case, the deputationist stagnates in the parent cadre, the SPS contribution shall be calculated at the stagnated notional Basic Pay plus IDA thereon in the parent cadre.
20	GPF	The deduction of subscription/recovery towards GPF made from the salary of these employees will be accounted in DoT in respect of the employees who are subscribers to GPF
21	Others	Term and conditions not defined shall be decided with mutual consent by both the sides.

In case of any dispute, in respect of interpretation of any of the aforesaid clauses, the decision of Secretary, DoT will be final and binding.

Harshvardhan Singh Khangarot
Director (SEA)

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No. 20-01/2023-SEA II
Government of India
Ministry of communication
Department of Telecommunications.
521, Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001

Dated: November 2023

CORRIGENDUM

Reference is invited to this office O.M. of even no. dated 31.10.2023 regarding the terms & conditions for engagement of Group "B" (Gazetted & Non-Gazetted)/Group "C" staff on deputation in Department of Telecommunications. Under para 19 of the terms & conditions pertaining to the Superannuation Pension Scheme :-

"Employer contribution towards Superannuation Pension Scheme at the rate of 5% of Basic pay plus IDA may be borne by DoT with effect from date of start of deputation in DoT or date of effect of SPS (ie. 05/05/2016), whichever is later"

may be read as follows:

"Employer contribution towards**BSNL** Superannuation Pension Scheme at the rate of 5% of Basic pay plus IDA may be borne by DoT with effect from the date of start of deputation in DoT or **the date of issuance of this O.M**, whichever is later."

2. All other contents of the O.M. dated 31.10.2023 shall remain unchanged.

Signed by Harshvardhan Singh Khangarot
Date: 01-11-2023 19:20:54
Reason: Approved

(Harshvardhan Singh Khangarot)
Director (SEA)
011-23036059

To,
1. CGCA / DG(T)
2. All Heads of CCA offices / LSA field units.
3. DG, NICF
4. CMD, BSNL

Copy To,
1. PSO to Secretary (T)
2. PSO to Member (Finance/Technology/Services)

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Updated on 08.09.2022

Government of India
Ministry of Personnel Public Grievances & Pensions
Department of Personnel & Training
Establishment(Pay-II) Section
***

REGULATION OF TERMS AND CONDITIONS GOVERNING DEPUTATION/ FOREIGN SERVICE OF EMPLOYEES TO/FROM CENTRAL GOVERNMENT.

D/o Personnel & Training (DoPT) has from time to time issued instructions / guidelines regulating pay, Deputation (Duty) Allowance, tenure of deputation/ foreign service and other terms and conditions of deputation/foreign service of the Central Government employees to ex-cadre posts under the Central/State Governments/ Union Territories (UTs) Administration/ Public Sector Undertakings (PSUs)/ Autonomous Bodies/ Statutory Bodies/ Universities/ Local Bodies etc. and *vice-versa*. These have been summarized in the following paras for better understanding of various provisions governing the subject.

APPLICATION

2. These provisions apply to all Central Government employees, who are regularly appointed on deputation/foreign service in accordance with the provisions of the Recruitment Rules (RRs) of the ex-cadre posts, under the same or some other Departments of Central Government or under the State Governments/ UTs Administration/Local Bodies or under Central or State PSUs/Autonomous Bodies/Statutory Bodies etc. set up or controlled by Central/State Governments provided the foreign service under such PSUs/Autonomous Bodies/Statutory Bodies has been permitted in relaxation of appointment on immediate absorption basis. They also cover the cases of regular appointment on deputation/foreign service of employees of State Government/Local Bodies etc. as well as PSUs/Autonomous Bodies/Statutory Bodies of Central/State Governments as per RRs in the Central Government.

In short, these instructions cover cases of deputation/foreign service where Central Government is either lending authority or borrowing authority or both.

[Para 1 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 and Para 1 of DoPT's OM No. 2/9/2018-Estt.(Pay-II) dated 12.4.2021]

2.1. However, the following cases are governed by separate set of instructions / guidelines, and they are not covered by these provisions: -

(a) Members of the All India Services and those deputed to posts, whose terms are regulated under specific statutory rules or orders;

(b) Officers appointed on deputation to posts under the Central Staffing Scheme (CSS) for whom separate orders issued from time to time continue to apply;

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(c) Deputation to posts operated outside India;

(d) Appointments of a specific category of employees to a specified class of posts, such as appointments made in the Personal Staff of Ministers etc., in respect of which special orders are already in existence. However, the terms and conditions contained herein will apply to those cases to the extent they are not specifically covered under such special orders.

(e) Appointments of the nature of deemed deputation or transfers to ex-cadre posts made in exigencies of service with the specific condition that no Deputation (Duty) Allowance will be admissible - e.g. (i) interim arrangements in the event of conversion of a Government office/organization or a portion thereof into a PSU/ Autonomous Body or *vice-versa*; and (ii) appointments to the same post in another cadre.

[Para 2.1 and 2.2 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]

SCOPE OF THE TERM 'DEPUTATION/FOREIGN SERVICE' - RESTRICTIONS ON TREATING AN APPOINTMENT AS ON DEPUTATION/ FOREIGN SERVICE.

3.1 The terms 'Deputation'/ 'Foreign Service' will cover only those appointments that are made by transfer on a temporary basis provided the transfer is outside the normal field of deployment and is in public interest. The question whether the transfer is outside the normal field of deployment or not will be decided by the authority which controls the service or post from which the employee is transferred.

3.2 The following types of appointments will not be treated as deputation/foreign service for the purposes of these orders:

(a) Appointment of serving employees made either by promotion or by direct recruitment from amongst open market candidates whether on permanent or temporary basis.

(b) Permanent appointment made by transfer/absorption,

(c) Temporary appointment made based on personal requests of employees,

(d) Arrangements necessitated by staff imbalances arising on re-organization of offices on the same or different stations, subject to the specific condition that no Deputation (Duty) Allowance will be admissible in such cases.

3.3 A person in a higher Level (in Pay Matrix) shall not be appointed on deputation to a post in lower Level (in Pay Matrix) if the deputation is from Central Government to Central Government and also in cases where the scale of pay and Dearness Allowance (DA) in the parent cadre post and ex-cadre post are similar.

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[Para 3.1-3.3 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]

3.4 However, no appointment on deputation/foreign service shall be made from/to Central Government/an organization where the scale of pay and DA pattern in the parent cadre post and ex-cadre post are dissimilar, if the basic pay in the parent cadre increased by one increment plus Dearness Allowance (s) including interim relief if any, admissible to a person in the parent cadre post exceeds the basic pay plus Dearness Allowance(s) including interim relief, if any, at the maximum of the pay Level in the Pay Matrix/pay scale of the ex-cadre post.

Note: In the revised pay structure, the maximum of the scale would mean the last cell of any Level in the Pay Matrix.

Illustration:

In case of an appointment on deputation basis, from an organization to an ex-cadre post in the Central Government in Level 7 in the Pay Matrix, where the pay scale and DA pattern of the parent cadre post and ex-cadre post in Central Government are dissimilar, no appointment can be made to such post, if the basic pay in the parent cadre increased by one increment plus Dearness Allowance (s) including Interim Relief, if any, admissible in the parent cadre post exceeds the basic pay at the maximum of the Level 7 of the Pay Matrix i.e. Rs. 1,42,400/- plus Dearness Allowance (s), including Interim Relief, if any.

[DoPT's OM No. 2/9/2018-Estt.(Pay-II) dated 12.04.2021]

EXERCISE OF OPTION.

4.1 An employee appointed on deputation/foreign service, may elect to draw either the pay in the Level (in the Pay Matrix)/Scale of pay of deputation/foreign service post or his/her basic pay in the parent cadre plus Deputation (Duty) Allowance thereon plus Personal Pay, if any. However, in case of appointment of Government employees on deputation/ foreign service to CPSEs, this option will not be allowed, and in such cases their pay will be governed in terms of the orders issued by Department of Public Enterprises vide OM dated 26.11.2008 and clarifications issued thereafter.

4.2 The borrowing authority shall obtain the option of the employee within one month from the date of joining the ex-cadre post unless the employee has himself furnished the option.

4.3 The option once exercised shall be final.

4.4 However, the employee may revise the option under the following circumstances which will be effective from the date of occurrence of the same:

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a. When he/she receives proforma promotion or is appointed to non-functional selection grade or up-gradation of scale in the parent cadre;
b. When he/she is reverted to a lower grade in the parent cadre;
c. When the scale of pay/level (in the Pay Matrix) of the parent cadre post based on which his emoluments are regulated during deputation/foreign service or of the ex-cadre post held by the employee on deputation/foreign service is revised either prospectively or from a retrospective date;
d. Based on the revised/same option of the employee, in the event of proforma promotion/appointment to non-functional selection grade/revision/upgradation of scales of pay/level (in the Pay Matrix) in the parent cadre, his/her 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 pay scale 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.

Note: Revision in the rates of DA, HRA or any other allowance either in the parent or borrowing organization shall not be an occasion for revision of the earlier option.

4.5. If the pay of an employee in his cadre post undergoes downward revision, the pay in the ex-cadre post is also liable to be re-fixed based on revised pay and in accordance with the revised option or existing option if the employee does not revise his option.

[Para 4 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]

PAY FIXATION.

5.1 When an employee on deputation/foreign service elects to draw pay in the Level (in Pay Matrix) attached to the ex-cadre post, his/her pay may be fixed as under: -

(i) Deputation from Central Government to Central Government:

If the Level (in Pay Matrix) of the ex-cadre post is higher than that of the parent cadre post, an increment shall be given in the Level (in Pay Matrix) of parent cadre post and he/she shall be placed at a Cell equal to the figure so arrived at in the Level (in Pay Matrix) of the ex-cadre post; and if no such Cell is available in the Level (in Pay Matrix) of the ex-cadre post, he/she shall be placed at the next higher cell in that Level. However, if the cell so arrived at after adding an increment is less than the minimum of the cell in the Level (in Pay Matrix), the pay will be fixed at the minimum of the cell in the Level (in Pay Matrix).

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In case Levels (in Pay matrix) of the ex-cadre post and the parent cadre post of the employee are identical, the employee would continue to draw his/her basic pay.

(ii) **In case of Foreign Service/Reverse Foreign Service :**

(a) When the Level (in Pay Matrix)/Pay Scale of the post in the parent cadre and that attached to ex-cadre post are based on the same index level and the DA pattern is also same, the pay may be fixed as under (i) above.

(b) If the appointment is made to a post whose pay structure and/or Dearness Allowance (DA) pattern is dissimilar to that in the parent organization, pay may be fixed by adding one increment to the basic pay of the substantive post in the parent cadre, (and if he/she was drawing pay at the maximum of the scale, by the increment last drawn) and equating the pay so raised plus dearness allowance (and additional or ad-hoc dearness allowance, interim relief etc., if any) with emoluments comprising of basic pay plus DA, ADA, Interim Relief etc., if any, admissible, in the borrowing organization and the pay may be fixed at the stage in the Pay Scale/ Level (in Pay Matrix) of the ex-cadre post at which total emoluments admissible in the ex-cadre post as above equal the emoluments drawn in the parent cadre and if there is no such stage, pay may be fixed at the next higher stage.

Illustration:

A person drawing emoluments as Basic Pay - Rs. 34,000/- and Dearness Allowance - Rs.44,200/- (DA @ 130%) with increment @ 3% per annum on the basic pay, is appointed in Central Govt. in the Level 11 of Pay Matrix (in 7th CPC) with DA @ 10% on deputation basis, his pay will be fixed as under:-

a. Adding one increment to the basic pay in the substantive post in parent cadre:

Pay in parent cadre post = Rs. 34,000/-.
Increment = 3% of Rs. 34,000/- = Rs. 1,020/-
Adding one increment = Rs. 35,020/- [i.e. Rs. 34,000/- + Rs. 1,020/-]

b. Pay and DA admissible in parent cadre:

DA @ 130% on basic pay = Rs. 45,526/- (130% of Rs. 35,020/-)
Total emoluments in the parent cadre = Rs. 80,546/- (Rs. 35,020/- + Rs. 45,526/-)

c. Now, fixing pay in ex-cadre post in Level 11 of Pay Matrix (with DA @10%) on the basis of emoluments drawn in parent cadre:

Pay in ex-cadre i.e. Rs. 80,546/- shall comprise of Rs. 73,224/- (Basic Pay) + Rs. 7,322/-(DA @ 10%)

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Pay Matrix

Band Pay	15600-39100
Grade Pay	6600
Level	11
3	71800
4	74000

Since there is no cell in Level 11 of Pay Matrix matching Rs. 73,224/-pay will be fixed at Rs. 74,000/- i.e. next cell in higher stage. So, the pay in ex-cadre post will be fixed at Rs. 74,000/-.

In case of reverse foreign service if the appointment is made to post whose pay structure and/or DA pattern is dissimilar to that in the parent organization, the option for electing to draw the basic pay in the parent cadre [along with the Deputation (Duty) Allowance thereon and the personal pay, if any] will not be available to such employee.

(iii) **Deputation from State Government/UTs Administration to Central Government:**

(a) When the Level (in Pay Matrix)/Pay Scale of the post in the parent cadre and that attached to ex-cadre post are based on the same index level and the DA pattern is also same, the pay may be fixed as provided under 5.1(i) above.

(b) If the appointment is made to a post whose pay structure and/or Dearness Allowance (DA) pattern is dissimilar to that in the parent organization, the pay may be fixed as provided under 5.1(ii) (b) above.

The basic pay from time to time after pay fixation should not exceed the maximum of the pay in the level of the ex-cadre post.

5.2 In cases of appointment from one ex-cadre post to another ex-cadre post where the employee opts to draw pay in the Level (in Pay Matrix)/Pay Scale of the ex-cadre post, the pay in the second or subsequent ex-cadre post should be fixed under the normal rules with reference to the pay in the cadre post only. However, in respect of appointments to ex-cadre posts carrying Level (in Pay Matrix)/Pay Scale identical to that of the ex-cadre post(s) held on an earlier occasion(s), it may be ensured that the pay drawn in subsequent appointment should not be less than the pay drawn earlier.

5.3 In cases of appointments to a second or subsequent ex-cadre post(s) in a higher Level (in Pay Matrix)/Pay Scale than that of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be allowed as Personal Pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions, the employee should have opted to draw pay in the Level (in Pay Matrix)/Pay Scale attached to the ex-cadre posts.

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Note-1: The term parent post and basic pay means the post held on regular basis in the parent organisation and pay drawn/ admissible in such a post respectively.

Note-2: An officer who may be holding a higher post on ad-hoc basis in the cadre at the time of proceeding on deputation/foreign service would be considered to have vacated the post held on ad-hoc basis and proceeded on deputation/foreign service from his/her regular post. During the period of deputation/foreign service, he/she shall earn notional increments in the parent cadre post. On reversion, if he/she is re-appointed to the higher post on regular or ad-hoc basis his pay will get fixed with reference to the pay admissible in the lower post on the date of such re-appointment. In such cases, if his/her pay gets fixed at a stage lower than that of his junior(s) who continued to serve in the cadre, no stepping up will be admissible as per extant rules in so far as Central Government employees are concerned. However, if the pay so fixed is less than the pay drawn earlier while holding the post on ad-hoc basis the pay earlier drawn will be protected. Therefore, those Central Government employees who are already holding a higher post on ad-hoc basis or expecting it shortly in the parent cadre may weigh all relevant considerations before opting for deputation/foreign service. This note of caution will be applicable to employees of other organizations wishing to apply for posts on deputation in Central Government, if governed by similar rules in parent organization.

Note-3: Pay of an officer appointed on deputation/foreign service on ad-hoc basis pending selection of a regular incumbent may also be regulated in accordance with provisions of Paras 5.1 & 6.1 of this O.M.

Note-4: The provisions of this Para as well as Para 6 will not apply to appointments on Personal Staff of Ministers. Such appointments will be regulated by separate specific orders issued by the Government in that behalf.

[Para 5 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 read with OM No. 2/10/2018-Estt.(Pay-II) dated 2.3.2021]

DEPUTATION (DUTY) ALLOWANCE

6.1 The Deputation (Duty) Allowance admissible shall be at the following rates:

a. Within the same station, the allowance will be payable at the rate of 5% of basic pay subject to a maximum of Rs. 4500/- p.m.;
b. In case of change of station, the allowance will be payable at the rate of 10% of basic pay subject to a maximum of Rs. 9000/- p.m.;
c. The ceilings will further rise by 25 percent each time Dearness Allowance increases by 50 percent; and

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d. Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the basic pay in the Apex level i.e. Rs. 2,25,000/-. In the case of Government servants receiving Non-Practicing Allowance, their basic pay plus Non-Practicing Allowance plus Deputation (Duty) Allowance shall not exceed the average of basic pay of the revised scale applicable to the Apex Level and the Level of the Cabinet Secretary i.e. Rs. 2,37,500/-.

6.1.2 In cases where the basic pay in parent cadre has been upgraded (upto Level 13 A) on account of Non-Functional Upgradation (NFU), Modified Assured Career Progression Scheme (MACP), Non-Functional Selection Grade (NFSG) etc., and the officer has opted for such upgraded pay of the parent cadre, in that event, the upgraded basic pay under such upgradations shall not be taken into account for the purpose of Deputation (Duty) Allowance. In such cases, the Deputation (Duty) Allowance will be calculated taking the basic pay of the parent cadre which the officer was getting before such upgradation and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay.

6.1.3 However, if the upgradation is to Level 14 (in the Pay Matrix) or above, he shall be given the option to draw the upgraded basic pay under such upgradations without Deputation (Duty) Allowance or the pay which he was drawing before such upgradation with Deputation (Duty) Allowance, whichever is more beneficial as per the option of the officer.

6.1.4 In the case of Proforma Promotion under Next Below Rule (NBR), if such a Proforma Promotion (upto Level 13 A) is in a Level of the Pay Matrix which is higher than that of the ex-cadre post, and the officer has opted for the upgraded pay of the Proforma Promotion, the basic pay under such Proforma Promotion shall not be taken into account for the purpose of Deputation (Duty) Allowance. Deputation (Duty) Allowance will be calculated taking into account the basic pay which the officer was getting before such Proforma Promotion. The amount of Deputation (Duty) Allowance would be calculated on the basis of the pre-upgraded presumptive pay that the officer was drawing prior to Proforma Promotion and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay.

6.1.5 However, if such a Proforma Promotion under NBR is in a Level of the pay matrix which is equal to or below that of the ex-cadre post, Deputation (Duty) Allowance shall be admissible on the basic pay of the parent cadre post allowed under the Proforma Promotion, if opted by the deputationist.

6.1.6 However, if the upgradation is to Level 14 or above of the Pay Matrix, he shall be given the option to draw the upgraded basic pay under such Proforma Promotion without Deputation (Duty) Allowance or the pay which he was drawing before grant of Proforma Promotion with

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Deputation (Duty) Allowance, whichever is more beneficial as per the option of the officer. The amount of Deputation (Duty) Allowance would be calculated on the basis of pre-upgraded presumptive pay that the officer was drawing prior to the grant of Proforma Promotion and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay.

[DoPT's OM No. 2/11/2017-Estt.(Pay-II) dated 24.11.2017 and DoPT's OM No. 2/11/2017-Estt.(Pay-II) dated 15.3.2021]

Note: Basic Pay in the revised pay structure (the pay structure based on 7th CPC recommendations) means the pay drawn by the deputationist, from time to time, in the prescribed Level (in Pay Matrix) of the post held by him substantively in the parent cadre, but does not include any other type of pay like personal pay, etc.

Note: 1 The term 'same station' for the purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.

Note: 2 Where there is no change in the headquarters with reference to the last post held, the transfer should be treated as within the same station and when there is change in headquarters it would be treated as not in the same station. So far as places falling within the same urban agglomeration of the old headquarters are concerned, they would be treated as transfer within the same station.

6.2 Special rates of Deputation (Duty) Allowance may be admissible under separate orders in any particular area on account of the condition of living there being particularly arduous or unattractive. Where special rate is more favorable than that given in Para 6.1 above, employees deputed to the area will be given the benefit of the special rate.

6.3.1 If an employee with the permission of the competent authority, proceeds on deputation/foreign service from one ex-cadre post to another ex-cadre post in the same or another organization without reverting to his parent cadre, and if the second ex-cadre post is at the same station as the first one, the rate of Deputation (Duty) Allowance would remain unchanged.

6.3.2 In cases where a person on deputation/foreign service is transferred by the borrowing authority from one station to another without any change in the post held by him. The rate of Deputation (Duty) Allowance will be refixed as per 6.1 (b).

[Para 6.2 and 6.3 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]

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ADMISSIBILITY OF PAY, ALLOWANCES AND BENEFITS WHILE ON DEPUTATION/FOREIGN SERVICE

7.1 Any project allowance admissible in a project area in the borrowing organization may be drawn in addition to Deputation (Duty) Allowance.

7.2 Any special allowance granted to an employee in the parent Department under FR 9(25) or a corresponding rule of parent organization should not be allowed in addition to Deputation (Duty) Allowance. However, the borrowing department may allow in addition to Deputation (Duty) Allowance, under special circumstances, any special allowance attached to the post held by the employee in his/her parent Department, by suitably restricting the Deputation (Duty) Allowance. This will require the specific and prior approval of Department of Personnel &Training.

7.3 In case special allowance is attached to the scale of pay of the ex-cadre post and the employee has opted to draw pay in that scale, then, in addition to the pay in that scale, he will also be entitled to draw such special allowance. However, such special allowance will not be admissible if he has opted to draw pay in the parent cadre scale/grade pay plus Deputation (Duty) Allowance.

7.4 Personal pay, if any, drawn by an employee in his parent department will continue to be admissible on deputation/foreign service if he/she opts to draw pay in the parent cadre plus Deputation (Duty) Allowance. No Deputation (Duty) Allowance on this personal pay will, however, be admissible.

7 . 5 **Increments** - The employee will draw increment in the parent cadre or in the Level (in the Pay Matrix) attached to the deputation post as the case may be, depending on whether he has opted for the parent cadre pay plus Deputation (Duty) Allowance or the pay of the deputation post. If he has opted for pay of the deputation post, notional increments shall also continue to accrue to him in the post held on regular basis in the parent cadre/organization for the purpose of regulation of pay on repatriation to the parent cadre/post at the end of the tenure.

7.6(a) Such allowances as are not admissible to regular employees of corresponding status in the borrowing organisation shall not be admissible to the officer on deputation/ foreign service, even if they were admissible in the parent organisation.

(b) Following allowances will be regulated with mutual consent of the lending and borrowing organization:

a. HRA/Transport Allowance.
b. Joining time and Joining Time Pay.
c. Travelling Allowances and Transfer T.A.

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d. Children Education Allowance.
e. LTC.

(c) Following allowances/facilities will be regulated in accordance with the rules as explained against each:

i. Dearness Allowance - The employee shall be entitled to dearness allowance at the rates prevailing in the borrowing organization or in the lending organization depending on whether he has opted to draw pay of the ex-cadre post or the parent cadre post.
ii. Medical Facilities - This will be regulated in accordance with the rules of the borrowing organization.
iii. Leave - An officer on deputation/foreign service shall be regulated by the Leave Rules of the parent organization. If, however, an employee proceeds from vacation department to non-vacation department, or vice-versa, he shall be governed by Leave Rules of the borrowing organization. At the time of reversion from the deputation post to the parent cadre, the borrowing organization may allow him/her leave not exceeding two months. The employee should apply for further leave to his Cadre Controlling Authority.

[Para 7.1-7.6 of DoPT's OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010]

(d) Military Service Pay (MSP): In case an army officer entitled to Military Service Pay in parent cadre opts for parent cadre pay on deputation to a civil post, MSP will be admissible as a separate element, provided Deputation (Duty) Allowance will not be reckoned on MSP but only on Basic Pay.

[On the basis of clarification dated 16.2.2017 issued by DoE]

7.7 **Leave Salary/Pension/NPS Contribution**

i. As at present, allocation of leave salary and pension contribution between different Ministries/Departments of Central Government and between Central and State Government has been dispensed with. In such cases of deputation from Central Government to State Government and vice-versa, liability for bearing leave salary vests with the Department from which the officer proceeds on leave or which sanctioned leave and no contributions are payable to the lending organization. Liability for pension/employee's contribution to CPF will be borne by the parent department, to which the officer permanently belongs at the time of retirement and no proportionate contribution will be recovered.
ii. In case of deputation of Central Government employees on foreign service terms to Central Public Sector Undertakings/ State Public Sector Undertakings and Autonomous Bodies etc., leave salary

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contribution (except for the period of leave availed of on foreign service) and pension contribution/ Contributory Provident Fund (CPF) (Employer's share) contribution are required to be paid either by the employee himself or by the borrowing organization to the Central Government. In cases of reverse deputation from Central Public Sector Undertakings/ State Public Sector Undertakings/ Autonomous Bodies/local bodies to Central Government, the employer's share of CPF for the period of deputation to the Central Government will be borne either by the employee himself or borrowing organisation i.e. Central Government depending on the terms of deputation. A clear mention of the stipulation on whether the Central Government or the employee would bear the liability may be made in the terms of deputation.

[DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 15.2.2012]

iii. In cases of reverse deputation from Central Public Sector Undertakings/ State Public Sector Undertakings/ Autonomous Bodies/local bodies to Central Government, the question regarding leave salary and pension contribution will be decided by mutual consent.

iv. In case of employees covered under New Pension Scheme (NPS), the borrowing department shall make requisite contribution to the NPS account of the employee.

TENURE OF DEPUTATION/FOREIGN SERVICE

8.1 The period of deputation/ foreign service shall be as per the provisions of the RRs of the ex-cadre post or 5 years in case no tenure regulations exist for the ex-cadre post.

8.2 In case where the period of deputation/foreign service prescribed in the RRs of the ex-cadre post is 5 years or less than 5 years, the borrowing Ministry/Department/ Organization may grant extension upto the 6th year after obtaining orders of their Secretary (in the Central Government)/ Chief Secretary (in the State Government)/ equivalent officer (in respect of other cases) and for the 7th year with the approval of the Minister of the borrowing Ministry /Department and in respect of other organizations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned.

[DoPT's OM No. 2/6/2018-Estt.(Pay-II) dated 18.5.2018]

8.3.1 The borrowing Ministries/Departments/Organizations may extend the period of deputation up to the seventh year where necessary in public interest, subject to the following conditions:

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i. The extension would be subject to the prior approval of the lending organization, the consent of the official concerned and wherever necessary, the approval of the UPSC/ State Public Service Commission and Appointment Committee of Cabinet (ACC).
ii. If the borrowing Ministry/Department/Organization wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organization, individual concerned etc. six months before the date of expiry of tenure. In no case it should retain an official beyond the sanctioned term unless prior approval of the competent authority to grant further extension has been obtained.
iii. No further extension beyond 7th year shall be granted.

8.3.2 Admissibility of Deputation (Duty) Allowance would be only upto fifth year.

[DoPT's OM No. 2/6/2016-Estt.(Pay-II) dated 23.02.2017]

COOLING OFF

9.1 There shall be a mandatory 'cooling off' period of three years after every period of deputation/foreign service up to Joint Secretary level posts (i.e. deputation post carrying pay in Level-14 of the Pay Matrix) and one year for Additional Secretary level posts (i.e. deputation post carrying pay in Level-15 of the Pay Matrix).

The Ministries/Departments may not sponsor name of any such officer who is not likely to complete the mandatory 'cooling off' period by the time the officer is likely to be selected. Further, while sponsoring the name of any such officer who has not completed the mandatory cooling off period, the parent cadre authority may inform the borrowing department that the officer will be relieved only after he/she completes the mandatory cooling off period.

[DoPT's OM No. 2/1/2012-Estt.(Pay-II) dated 4.1.2013]

9.2 A Central Government employee shall be eligible for deputation/foreign service to posts in State Government/State Government Organization/ UT Administration / Government of UT's Organization/Autonomous Bodies. Trusts, Societies, PSUs etc. not controlled by the Central Government only after he has completed 9 years of service and is clear from the vigilance angle.

9.2.1 However, with the approval of the Minister-in-charge of the Ministry/Department/ Organization:

i. Central Government employee after completion of 7 years of service in his/her cadre, may be allowed to go on deputation to any State of North-Eastern Region and Union Territories of Jammu &

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Kashmir, Ladakh, Andaman & Nicobar and Lakshadweep or on foreign service to any entity controlled by and located in the afore said States/ Union Territories;

ii. Central Government employees may be allowed to go on deputation to State Governments /Union Territories or on foreign service to any entity controlled by and located in the States/ Union Territories on spouse ground after completion of 6 years of service in the cadre.

[DoPT's OM No. 2/15/2017-Estt.(Pay-II) dated 18.10.2018]

10. If during the period of deputation/foreign service, on account of Proforma Promotion in the parent cadre the official concerned becomes entitled to a higher pay in the Level (in the Pay Matrix) in the parent cadre *vis-a-vis* that of the ex-cadre post, the official shall complete his/her normal /extended tenure of deputation already sanctioned with the approval of the competent authority. The pay shall be regulated as under:

a. If the Level (in the Pay Matrix) of the officer in the parent cadre becomes higher than that of the deputation post after getting Proforma Promotion, he may be allowed the pay in the Level (in the Pay Matrix) of the post to which he is promoted, if he so opts. In such cases, extensions in deputation after employee has received the Proforma Promotion may be considered as per the instruction in paras 8.1 to 8.3.2.
b. As per the relevant provisions of this OM.
c. If he draws the pay in the Level (in the Pay Matrix) attached to the deputation post, on reversion to his parent cadre, his pay may be fixed by allowing him notional increments in his regular post in the parent department.
d. If the Level (in the Pay Matrix) of the officer in the parent cadre becomes higher than that of the deputation post on getting financial upgradation under the ACP/MACP scheme, the officer may be allowed to draw the pay in Level (in the Pay Matrix) to which he becomes entitled to under the ACP/MACPS, if opted for by him, as laid down in Para 27 of Annexure I to the DoPT OM No. 35034/3/2008 -Estt.(D) dated 19th May, 2009.

PREMATURE REVERSION OF DEPUTATIONIST TO PARENT CADRE.

11. Normally, when an employee is appointed on deputation/foreign service, his services are placed at the disposal of the parent Ministry/ Department/Organization at the end of the tenure. However, as and when a situation arises for premature reversion to the parent cadre of the deputationist, his services could be so returned after giving a notice of at least three months to the lending

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Ministry/Department/Organization and the employee concerned.

OVERSTAY ON DEPUTATION

12. The deputationist officer is deemed to have been relieved on the date of expiry of the deputation period unless the competent authority has with requisite approvals, extended the period of deputation, in writing, prior to the date of its expiry. It will be the responsibility of the immediate superior officer to ensure that the deputationist does not overstay. In the event of the officer overstaying for any reason whatsoever, he/she is liable to disciplinary action and other adverse Civil/Service consequences which would include the period of unauthorized overstay not being counted for service for the purpose of pension and that any increment due during the period of unauthorized overstay being deferred with cumulative effect, till the date on which the officer rejoins his parent cadre.

[DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 1.3.2011]

All the Ministries/Departments are to ensure that deputations are strictly monitored by the lending Government Ministry/Department/Organization. Requests of the borrowing authorities for no objection to extension of deputation should be closely scrutinized to curb tendency to allow extensions on extraneous ground and overstay.

[DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 16.5.2013]

RELAXATION OF CONDITIONS

13. Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel & training.

DATE OF EFFECT

14. These orders will take effect from 1.1.2016 and shall be applicable to all officers who were on deputation on 1.1.2016 or appointed thereafter except for the following:

i. Revised rates of Deputation (Duty) Allowance shall be applicable from 1.7.2017.
ii. Provisions of Para 8.1 and 8.2 shall be applicable from 18.05.2018.
iii. Provisions of Para 8.3.1(iii) shall be applicable from 17.02.2016.
iv. Provisions of Para 9.2.1 shall be applicable from 18.10.2018.

15. List of the OMs mentioned in this document is annexed. In case, any reference to the relevant OM is required, the same may be accessed from DoPT's website.

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ANNEXURE

List of OMs mentioned in this Document

S. No.	O.M. No.	O.M. Date	Subject
1.	6/8/2009-Estt.(Pay-II)	01.03.2011	Overstay while on deputation.
2.	6/8/2009-Estt.(Pay-II)	15.02.2012	Clarification regarding regulation of payment of employer's share of contribution to the Contributory Provident Fund during the period of reserve deputation.
3.	6/5/2012-Estt.(Pay-II)	30.11.2012	Provisions relating to proforma promotion.
4.	2/1/2012-Estt.(Pay-II)	04.01.2013	Sponsoring of names of officers for deputation.
5.	6/8/2009-Estt.(Pay-II)	16.05.2013	Proper Monitoring of deputation by the lending departments.
6.	2/6/2016-Estt.(Pay-II)	17.02.2016	Delegation of powers to Ministries / Departments/Borrowing Organizations to extent deputation tenure upto 7 years in cases of Deputation covered by DOPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17th June, 2010 – regarding.
7.	2/6/2016-Estt.(Pay-II)	23.02.2017	Admissibility of Deputation (Duty) Allowance while on deputation – regarding.
8.	2/11/2017-Estt.(Pay-II)	24.11.2017	Grant of Deputation (Duty) Allowance – Recommendations of the Seventh Central Pay Commission – regarding.
9.	2/6/2018-Estt.(Pay-II)	18.05.2018	Amendment in Para 8.1 and Para 8.2 of deputation guidelines issued vide OM No. 6/8/2009-Estt.(Pay-II) dated 17th June, 2010.
10.	2/15/2017-Estt.(Pay-II)	18.10.2018	Transfer of deputation/ foreign service of Central government Employees to ex-cadre posts under the State Governments/ Union Territories or to any entity controlled by and located in the States/UTs – relaxation of para 8.5 of O.M. dated 17.06.2010.

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11.	2/10/2018-Estt.(Pay-II)	02.03.2021	Amendment of Para 5 of consolidated guidelines on deputation issued vide OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 according to 7th CPC pay structure.
12.	2/11/2017-Estt.(Pay-II)	15.03.2021	Grant of Deputation (Duty) Allowance in cases where the basic pay in parent cadre has been upgraded on account of NFU, MACP, NFSG, etc. in the 7 th CPC context – clarification.
13.	2/9/2018-Estt.(Pay-II)	12.04.2021	Amendment in Para 3.4 of deputation guidelines issued vide OM No. 6/8/2009-Estt.(Pay-II) dated 17th June, 2010.