

No. AB 14017/71/89-Estt.(RR)

भारत सरकार

GOVERNMENT OF INDIA

कामिक, लोक शिकायत तथा पेंशन मंत्रालय

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

कामिक और प्रशिक्षण विभाग

DEPARTMENT OF PERSONNEL & TRAINING

नई दिल्ली

NEW DELHI

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Dated the 3rd October, 1989.

OFFICE MEMORANDUM

Subject : Procedure to be followed in cases where appointment is to be made by transfer on deputation/transfer basis - consolidated instructions on.

The undersigned is directed to say that the recruitment rules in respect of a number of posts provide for appointment to the post by transfer on deputation (including short-term contract) and transfer. Instructions have been issued from time to time on the procedure to be followed in cases where appointment is to be made under these modes of recruitment. The various instructions have been consolidated for the facility and guidance of Ministries/Departments. A copy of the consolidated instructions is forwarded herewith.



(M.V. KESAVAN)

DIRECTOR

Encl.: As above.

T5

All Ministries/Departments of the Government of India.

PAY SCALES IN THE GOVERNMENTPAY SCALES FOR PUBLIC SECTOR  
UNDERTAKINGS

Range of Existing Scale of Pay (Revised)

Maximum

Minimum of the  
scale is not less  
thanRate of  
incrementMaximum of the  
scale is not  
more thanScales of pay  
(for public  
sector under-  
takings)A. Supervisors

i) Rs.1640

Rs.60-75

Rs.2900

Rs.715-40-1355

ii) Rs.2000

Rs.60-75-100

Rs.3500

Rs.900-50-1650

B. Executives

i) Rs.2200

Rs.75-100

Rs.4000

Rs.1050-50-1350-  
60-1170

ii) Rs.3000

Rs.100-125

Rs.4500

Rs.1450-60-1750-  
70-2240

iii) Rs.3700

Rs.125-150

Rs.5000

Rs.2050-70-2400-  
85-2740

iv) Rs.4500

Rs.150

Rs.5700

Rs.2625-100-3225

C. Executives in ScalesAnalogous to Scheduled Scales

i) Rs.5100

Rs.150-200

Rs.6700

Rs.3000-100-3700

ii) Rs.5900

Rs.200

Rs.7300

Rs.3500-100-4000

iii) Rs.7300

Rs.200-250

Rs.8000

Rs.4000-125-  
4500

Proforma showing names and qualifications possessed by candidates and those prescribed in R/Rs.

Sl. No.	Name of Officer and Date of Birth	Present post held with date and scale of pay & pay therein	Essential Qualifications Required as per R.Rs.	Qualifications possessed by officer	Eligibility Service in terms of scale of pay		Whether C.Rs. complete/received	Bio-data	Remarks Eligible/Ineligible/ If ineligible, the reason therefor
					Reqd. as per R.Rs.	Possessed by the officer			
	2	3	4	5	6	7	8	9	10

E.O. 1

2

D.O. 1

2

CHECK LIST FOR TRANSFER ON DEPUTATION/TRANSFER

1. RECRUITMENT RULES

- a) Whether already notified
- b) Whether upto date
- c) Does it provide for transfer on deputation/transfer.
- d) Whether consultation with UPSC necessary.

2. VACANCY CIRCULAR

- a) Has it gone to all concerned organisations/agencies prescribed in RRs.
- b) Whether list given of organisations to which circulated.
- c) Whether prescribed eligibility conditions/field of selection/educational qualification and mode prescribed in the rectt. rules mentioned in the circular.
- d) Whether vacancy recirculated if RR was subsequently amended (after initial appointment on deputation) to provide for transfer (applicable only for transfer cases)

3. VACANCIES

Whether date and manner of occurrence given

4. RELAXATION

- a) Whether any relaxation involved
- b) if so, whether DOP's approval taken.
- c) Whether relaxation indicated in the vacancy circular.

5. SENIORITY LIST (FOR COMPOSITE FIELD)

- a) Whether seniority list in the feeder grade received
- b) If so, whether in prescribed proforma (Annexure I of DOP CA dated 10.4.89)
- c) Whether duly signed by an officer not below Under Secretary's rank.
- d) Is there any discrepancy

6. JOB DESCRIPTION

Whether given

7. CONSOLIDATED COMPARATIVE STATEMENT

- a) Whether in prescribed proforma
- b) Whether required particulars given.
- c) Whether eligibility/non-eligibility indicated (with reason for non-eligibility)

8. BIO-DATA OF CANDIDATES

- a) Whether received for all nominees (eligible and ineligible)
- b) whether signed by nominees
- c) whether received through proper channel

9. CHARACTER ROLLS

- a) Whether received for all.
- b) Whether uptodate (Position to be indicated in a separate sheet)
- c) In case of attested copies of CR whether attested by an officer not below Under Secretary's rank.
- d) Whether reasons for incomplete/ non-available CRs given.

10. PREVIOUS SELECTION

- a) Has UPSC reference number given
- b) Whether reserve list (still valid) available from previous selection.

11. @ EXISTING DEPUTATIONISTS

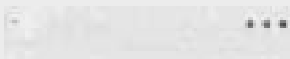
- a) Whether certificate given that no other deputationist was appointed prior to the officer who is being considered for transfer.
- b) If there are other deputationists, has a certificate of their unwillingness for transfer given.

12. @ CONSENT FOR TRANSFER

- a) Whether available from officer(s).
- b) Whether available from parent department(s).

@ Applicable only for transfer cases.

Subject : Guidelines for prescribing transfer on deputation/ transfer as a method of recruitment and the procedure to be followed in cases where appointment is to be made by Transfer on Deputation (including short-term contract) or Transfer basis.



## 1. Introduction

1.1. The Recruitment rules for a number of posts provide for appointment by transfer on deputation (including short term contract) and transfer. "Transfer on Deputation" and "Transfer" are not synonymous terms. There is substantial difference between them. Under the provision "Transfer", the officer is regularly absorbed in the post/grade. Under "Transfer on Deputation (including short-term contract)", an officer from outside is appointed for a limited period by the end of which he will have to revert to his parent cadre. Under Transfer on Deputation or Transfer, suitable officers having the requisite qualifications and experience working in other Central Government Departments or State Governments are considered for appointment. 'Short term contract' also is in the nature of deputation and this method is followed when services of suitable officers belonging to non-Government organisations e.g. Universities, recognised research institutions, public sector undertakings etc. are required for appointment to teaching, research, scientific or technical posts.

1.2. In cases where the field of promotion consists of only one post, the method of recruitment by "Transfer on deputation (including short-term contract)/Promotion" is prescribed so that the departmental officer holding the feeder post is considered alongwith outsiders who have applied for appointment by transfer on deputation. This method is also known as the "composite method". If the departmental candidate is selected for appointment to the post, it is to be treated, as having been filled by promotion; otherwise, the post is filled by deputation/contract for the prescribed period of deputation/contract at the end of which the departmental officer will again be afforded an opportunity to be considered for appointment to the post.

## 2. Recruitment Rules

2.1. While providing for transfer on deputation (including short term contract)/transfer as a method of recruitment, the sources of recruitment (Central Govt., State Governments, Public Sector Undertakings etc.) and the categories and levels of officers (including pay scales) eligible for consideration including conditions of eligibility (i.e., number of years of service in a particular grade/scale) and the qualifications and experience required, if any, should be clearly specified in the recruitment rules. The period of deputation/contract should also be clearly indicated in the following standard form:-

"Period of deputation/contract including the period of deputation/contract in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of the Central Government shall ordinarily not exceed.....years".

## 2.2. Lateral induction of Armed Forces Personnel in Civilian posts

All Ministries/Departments should examine and identify the posts in which military experience either in general or in a specific field or posts would be of distinct advantage and to provide for such experience as an essential or desirable qualification. In respect of Group 'A' & 'B' posts required to be filled by transfer on deputation of Government servants belonging to more than one service, a provision should be made in the recruitment rules, whereby armed forces personnel due to retire or to be transferred to reserve within a period of one year and having the requisite experience and qualifications can also be considered for appointment to such posts. The following provisions for lateral induction of armed forces personnel may be incorporated in the recruitment rules of the identified posts:-

### In col.10 (Method of recruitment)

#### "For Ex-Servicemen

Transfer on deputation/re-employment."

### In col.11 :

#### "For Ex-Servicemen

Transfer on deputation/re-employment"

"The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment".

## 3. Consultation with Union Public Service Commission

3.1. When the field of deputation for Group 'A' posts consists of Central Government Group 'A' officers only, prior consultation with the UPSC is not necessary for selection of an officer. When the field for consideration includes State Government officers also, prior consultation with the Commission is necessary before appointing a State Government officer. When the field for consideration is made more broad-based and consists of not only Central/State Government officers but also officers from non-Government institutions, the selection shall always be made in consultation with the UPSC.

3.2. The UPSC are to be consulted for appointment of a Central Group 'B' officer on deputation to a Group 'A' post.

3.3. When the "composite method" of recruitment is prescribed for Group A or Group B posts, i.e., the departmental candidate is to be considered alongwith outsiders, the selection shall be made by the Commission only.

4. Procedure to be followed for appointment by transfer on deputation/transfer:-

4.1. An accurate assessment of the vacancies to be filled by the above methods should be made sufficiently in advance so that the Ministries/Departments will be able to follow the prescribed procedures properly.

4.2. Wherever the recruitment rules prescribe different sources of recruitment and where various categories of officers are eligible for being considered, the circulation of vacancies will be considered proper only where the Ministry 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.

4.3. As a corollary to para 4.2. above, wherever employees of the public sector undertakings/autonomous bodies and non-sectt. officers are also eligible under the Recruitment Rules, the Administrative Ministry concerned should specifically request the Departments to circulate the vacancy to all such organisations with whom they are concerned so that the requirements of the Recruitment rules are duly met.

4.4. The vacancy circular should invariably be published in the "Employment News".

4.5. The minimum time allowed for receipt of nominations should be two months. If in a few cases where there are compelling reasons to fill up the vacancy on urgent basis, a shorter time limit, which should not be less than six weeks, may be prescribed with the approval of the Joint Secretary concerned.

4.6. All the salient features of the vacancy circular (e.g.,) qualifications and experience, officers eligible, last date for receipt of nominations as prescribed by the originating Department should invariably be published in the "Employment News".

4.7. The circular should be addressed to all the agencies or sources of selection specified in the Recruitment Rules. As a proof of having complied with this instruction, the Departments, should, while making a reference to the UPSC for selection, render a certificate to the Commission that the vacancy circular has been despatched to all the agencies prescribed in the rules.

4.8. While calling for applications for appointment on transfer on deputation/transfer basis, the Ministries/Departments may call for the bio-data of the candidates in the proforma given at Annexure-A.

4.9. After circulation of the post, the proposal should be sent to the UPSC as early as possible and in any case within three months from the closing date for receipt of applications. While



forwarding the proposal to the U.P.S.C. the requisite details in the proforma given at Annexure-B should be sent to the Commission. Further, the details of the applicants, both eligible and ineligible, alongwith the Department's comments on their eligibility or otherwise should also be furnished in the proforma given at Annexure-C.

4.10. In the vacancy circular, it should be specifically mentioned that the candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

## 5. Analogous posts

5.1. Whenever the recruitment rules for a post prescribe "transfer on deputation/transfer" as a method of filling up the post, they generally contain an entry in column 12 of the standard form of schedule stating inter-alia that the "transfer on deputation/transfer" shall be made from amongst the officers holding analogous posts on regular basis under the Central/State Govts. This Department has been receiving references from various Ministries/Departments asking for the definition of 'analogous posts'. It has, therefore, been considered appropriate to lay down the following criteria for determining whether a post could be treated as analogous to a post under the Central Govt.:-

- i) Though the scale of pay of the two posts which are being compared may not be identical, they should be such as to be an extension or a segment of each other, e.g. for a post carrying the pay scale of Rs.3000-5000, persons holding posts in the pay scale of Rs.3000-4500 will be eligible.
- ii) Both the posts should be falling in the same Group of posts as defined in the Department of Personnel and Administrative Reforms Notification No.13012/2/87-Estt.(D) dated the 30th June, 1987 viz. Group 'A' Group 'B' etc.
- iii) The levels of responsibility and the duties of the two posts should also be comparable.
- iv) Where specific qualifications for transfer on deputation/transfer have not been prescribed, the qualifications and experience of the officers to be selected should be comparable to those prescribed for direct recruits to the post where direct recruitment has also been prescribed as one of the methods of appointment in the recruitment rules.

Where promotion is the method of filling up such posts, only those persons from other Departments may be brought on transfer on deputation whose qualifications and experience are comparable to those prescribed for direct recruitment for the feeder grade/post from which the promotion has been made.

5.2. As far as the posts under the State Govt./Public Undertakings etc. are concerned, it is quite likely that even posts with identical designations may not have comparable scales of pay and they

may also differ with reference to the extent and stage of merger of D.A. with pay. The levels in the hierarchy and the nature of duties, may not also be comparable. These posts may not also be classified into four groups as has been done under the Central Govt. Taking these factors into consideration, the selection authorities may have to be guided more by the nature of duties performed by the candidates in their parent organisation vis-a-vis those in the posts under selection and qualifications and experience required for the posts under the Central Govt. for making selection for appointment by transfer/deputation (including short-term contract) from outside the Central Govt. service. Since details of the Recruitment rules for the posts under the State Govt./Public Undertakings etc. may not be available, bio-data sheets, signed by the officers themselves and certified/counter signed by their employer indicating their qualification, experience, assignments held in the past, contributions made by them in the field of research, publications to their credit and any other information which the officers might consider relevant for assessing their suitability for the post in question may be obtained in the proforma at Annexure-A.

#### 6. Crucial date for determination of eligibility

6.1. Where a post is required to be filled by transfer on deputation (including short term contract)/transfer, it is normally laid down in the recruitment rules that officers holding posts in a particular scale of pay who have completed specified years of regular service in the scale are eligible to be considered. The crucial date for determination of eligibility will be as follows:-

i) In the case of a vacancy already existing at the time of issue of the communication inviting nominations, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the Ministry/Department/Organisation responsible for making appointment to the post i.e., originating Ministry etc.

ii) In the case of an anticipated vacancy the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.

#### 7. Eligibility of departmental officers for appointment by deputation:

7.1. In a situation where the field of promotion consists of only one post, the method of recruitment by transfer on deputation (including short-term contract)/promotion is prescribed so that the departmental officer is considered alongwith outsiders. If the departmental officer is selected for appointment to the post, it is treated as having been filled by promotion. Otherwise, the post is filled by deputation/contract for the prescribed period. In other cases, where the field of promotion is adequate i.e. there are adequate number 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 transfer on 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 transfer on deputation. Deputation is actually an appointment outside the normal line. It has, therefore, been decided 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 transfer on deputation. Similarly, the deputationists shall not be eligible for being considered for appointment by promotion.

8. Filling up of posts on short term contract from Public Sector Undertakings- Equation of pay scales:

8.1. The Recruitment rules for some posts under the Central Govt. provide for, inter alia, consideration of officers of the public sector undertakings for appointment on short term contract. The Recruitment Rules prescribe certain years of service in a particular scale or scales of pay which are obtaining in the Central Govt. Difficulty is often experienced at the time of making selection in determining whether a candidate from a public sector undertaking is holding a post equivalent to the one under the Central Govt. as envisaged in the Recruitment Rules, mainly because the scales of pay are different in the Public Sector Undertakings.

8.2. The pay scales followed in the Public Sector Undertakings are generally of two types, one where the pay scale carries the DA as under the Central govt. and the other where Industrial DA pattern is adopted. While there is no difficulty in examining the eligibility of public sector employees where the pay scales and DA are on the lines obtaining in the Central Govt., difficulty is experienced in other cases in the absence of any guidelines about equation of pay scales.

8.3. The Department of Public Enterprises follows the equations mentioned in Annexure D while examining cases involving movements of Central Govt. servants to posts under the public sector undertakings (not following the Central pattern pay scales and DA) and vice versa. For the time being, the same equations may be followed for the purpose of deciding the eligibility of public sector employees for appointment by "short term contract" to posts under the Central Govt. The appointing authorities may please keep these equations in mind in addition to other factors while examining the eligibility of candidates from public sector undertakings.

8.4. With a view to facilitating scrutiny about eligibility, the vacancy circulars should contain a specific direction that candidates from public sector undertakings should clearly indicate whether the pay scale held by them is on the Central D.A. pattern or the Industrial DA pattern.

9. Tenure of Deputation :

9.1. The period of deputation shall be subject to a maximum of three years in all cases except for those posts where a longer period of tenure is prescribed in the Recruitment rules.

9.2. The Administrative Ministries may grant extension beyond this limit upto one year, after obtaining orders of their Secretary, in cases where such extension is considered necessary in public interest.

9.3. The borrowing Ministries/Departments may extend the period of deputation for the fifth year or for the second year in excess of the period prescribed in the Recruitment rules, where absolutely necessary, subject to the following conditions :

- i) While according extension for the fifth year or the second year in excess of the period prescribed in the Recruitment Rules, the directive issued for rigid application of the tenure rules should be taken into consideration and only in rare and exceptional circumstances such extension should be granted.
- ii) The extension should be strictly in public interest and with the specific prior approval of the concerned Minister of the borrowing Ministry/Department.
- iii) Where such extension is granted, it would be on the specific understanding that the officer would not be entitled to draw deputation (duty) allowance.
- iv) The extension would be subject to the prior approval of the lending organisation, the officer on deputation, and wherever necessary the U.P.S.C.

9.4. In cases where the extension is beyond the fifth year or beyond the second year in excess of the period prescribed in the Recruitment Rules, the same would be allowed only after obtaining the prior approval of the Department of Personnel and Training. Proposal in this regard should reach this Department at least three months before the expiry of the extended tenure.

9.5. When extension of the period of deputation is considered, the period of extension may be so decided upon as to enable the officer concerned to continue on deputation till the completion of the academic year in cases where the officer has school/college going children.

9.6. For computing the total period of deputation, the period of deputation, including the period of deputation in another ex cadre post held immediately preceding the current appointment in the same or some other organisation/department of the Central government shall also be taken into account.

9.7. If during the period of deputation the basic pay of an employee exceeds the maximum of the scale of pay of the post or the fixed pay of the post, on account of proforma promotion

in his cadre under the Next Below Rule or otherwise, the deputation of the employee should be restricted to a maximum period of six months from the date on which his pay thus exceeds such maximum and he should be reverted to his parent department within the said period.

9.8. If during the period of deputation, on account of proforma promotion in the parent cadre under the Next Below Rule the employee becomes entitled to a scale of pay higher than the scale of pay attached to the ex-cadre post, he may be allowed to complete the normal tenure of deputation subject to 9.7. above but no extension of the period of deputation should be allowed in such cases.

9.9. Extension of deputation appointments beyond the period laid down in the Recruitment rules would require consultation with the Union Public Service Commission in all cases where the relevant recruitment rules were framed in consultation with the Union Public Service Commission.

9.10. Such consultation would also be necessary in all cases where such deputation appointments were made in consultation with the Union Public Service Commission.

9.11. The Union Public Service Commission has, however, agreed to the following relaxation :

Where the word 'Ordinarily' is used in the recruitment rules to govern the period of deputation, the period of deputation may be extended by the competent authority by not more than one year except in cases where the period mentioned in the recruitment rules is 5 years or more. In the latter case, consultation with the UPSC would always be necessary.

9.12. If the deputation period is not laid down in the recruitment rules, then the extension of the period of deputation can be granted by the Administrative Ministry/Department subject to para 9.1. to para 9.6. above. In such a case reference to the Commission would be necessary only if the appointment on deputation had been made in consultation with the Commission and if it is intended to extend the tenure, if any, indicated in the Commission's advice.

9.13. In cases where the initial appointment/period of deputation was decided with the approval of the Appointments Committee of the Cabinet, any extension thereof can be granted only with the approval of the Appointments Committee of the Cabinet. The Administrative Ministries/Departments would no doubt consult the UPSC, wherever necessary, before seeking approval of the Appointments Committee of the Cabinet through the Establishment Officer.

## 10. Absorption of an officer on Transfer basis

10.1. Recruitment Rules for some posts prescribe inter-alia 'Transfer' as a mode of recruitment. 'Transfer' means permanent absorption in the post. Consultation with the UPSC is necessary in all cases of appointment by 'Transfer' to Group 'A' and Group 'B' posts. With a view to having a uniform approach and to enable the UPSC to consider proposals for absorption by 'Transfer' expeditiously, the following guidelines are laid down.

10.2. Cases of transfer fall into two categories viz.

- a) Where Recruitment rules provide for appointment by Transfer on Deputation/Transfer and the proposal is only to absorb an officer already selected on deputation.
- b) Where Recruitment Rules provide for Transfer on Deputation only at the time of initial selection of the officer concerned, but have been amended subsequently to include Transfer.

So far as the first category is concerned, the Commission will consider the proposals for absorption where the following conditions are fulfilled:-

- i) The initial selection on deputation basis should have been made in consultation with the Commission.
- ii) The administrative Ministry 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 Transfer basis.
- iii) The person concerned and the lending authority have given their willingness for such permanent absorption.
- iv) The original circular letter calling for nomination for deputation should have clearly mentioned the possibility of permanent absorption (i.e. Transfer).

In the second category of cases, i.e., where 'Transfer' has been provided in the Rules subsequent to the selection of a person on Deputation, the Ministries/Departments should re-circulate the post, clearly indicating 'Transfer' as a mode of recruitment and then only make a reference to the Commission. Such circulation will also be necessary in the other category of cases if the original circular letter calling for nomination for deputation did not clearly mention the possibility of permanent absorption vide (iv) above.

## 11. Seniority of persons absorbed after being on deputation

11.1. The instructions on seniority of transferees contained in para 7 of the Annexure to DOP's O.M. No. 9/11/55-RPS dated 22.12.59 mainly deal with cases where persons are straight away appointed on Transfer. It is, however, observed that most of

the cases of permanent absorption are those where the officers were taken on Deputation initially under the method of 'Transfer on Deputation/Transfer' contained in the relevant Recruitment Rules.

11.2. Even in the type of cases mentioned above, i.e., where an officer initially comes on Deputation, and is subsequently absorbed the normal principle that the seniority should be counted from the date of such absorption, should mainly apply. Where, however, the officer has already been holding on the date of absorption the same or equivalent grade on regular basis in his parent Department, it would be equitable and appropriate that such regular service in the grade should also be taken into account in determining his seniority subject only to the condition that at the most it would be only from the date of deputation to the grade in which absorption is being made. It has also to be ensured that the fixation of seniority of a transferee in accordance with the above principle will not affect any regular promotion made to the next higher grade prior to the date of absorption. Accordingly, it has been decided to add the following sub para (iv) to para 7 of principles communicated vide O.M. dated 22.12.59:

"iv) In the case of a person who is initially taken on deputation and absorbed later (i.e., where the relevant Recruitment rules provide for Transfer on Deputation/Transfer), his seniority in the grade in which he is absorbed will normally be counted from the date of absorption. If he has, however, been holding already (on the date of absorption) the same or equivalent grade on regular basis in his parent Department such regular service in the grade shall also be taken into account in fixation of his seniority, subject to the condition that he will be given seniority from

- the date he has been holding the post on Deputation

OR

- the date from which he has been appointed on a regular basis to the same or equivalent grade in his parent Department.

whichever is later.

The fixation of seniority of a transferee in accordance with the above principles will not, however, affect any regular promotions to the next higher grade made prior to the date of such absorption. In other words, it will be operative only in filling up vacancies in higher grade taking place after such absorption. In cases in which transfers are not strictly in public interest, the transferred officers will be placed below all officers appointed regularly to the grade on the date of absorption.

12. Whether an officer on deputation can be considered for appointment for another deputation without completing cooling off period

12.1. No general order has been issued regarding cooling off period between one spell of deputation and another spell of deputation. It is for the cadre controlling authority to decide whether there should be any cooling off period or not. However, in view of the rigid application of Tenure Rules, officers should not stay away from their respective cadres beyond the normal permissible deputation period. This aspect should be kept in view while deciding whether there should be any cooling off period or not.

13. Redeployment of surplus staff against vacancies to be filled by Transfer

13.1. No vacancy shall be filled by transfer (otherwise than on deputation basis) without obtaining a certificate of non-availability of surplus staff for redeployment against the vacancy in the first instance from the Central (Surplus staff) Cell in the Department of Personnel and Training in respect of Group 'A', Group 'B' or Group 'C' posts or from the Special Cell in the Directorate General, Employment and Training, Ministry of Labour in respect of Group 'D' posts.

Where a Group 'A' or Group 'B' post is to be filled up by transfer in consultation with the Commission, the controlling authority in respect of the post shall first intimate the vacancy to the Central (Surplus Staff) Cell in the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, who, if it has a surplus employee on its rolls who is prime facie suitable for appointment thereto, shall sponsor him to the Commission under intimation to the controlling authority concerned, for being considered for absorption against the post in question. Such a post will be circulated only if the Cell communicate non-availability of suitable surplus employee from its rolls to sponsor for absorption in it, or the Commission holds the surplus employee sponsored by the Cell to be unsuitable for appointment to the post.



BIO DATA PROFORMA

1. Name and Address in Block letters
2. Date of Birth (in Christian era)
3. Date of retirement under Central/  
State Govt. rules
4. Educational Qualifications
5. 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	Qualification/ Experience posses- sed by the officer
Essential	(1)	
	(2)	
	(3)	
Desired	(1)	
	(2)	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post
7. 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/Instt./Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties
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7. Nature of present employment i.e. ., adhoc or temporary or quasi permanent or permanent

9. 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/ organisation to which you belong

10. Additional details about present employment

Please state whether working under

- a) Central Govt.
  - b) State Govt.
  - c) Autonomous Organisations
  - d) Government Undertakings
  - e) Universities
11. 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.
12. Total emoluments per month now drawn.
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
14. Whether belongs to SC/ST
15. Remarks

Signature of the candidate

Date \_\_\_\_\_

Address \_\_\_\_\_

Countersigned \_\_\_\_\_

(Employer)

PROFORMA FOR REFERRING PROPOSAL TO THE UNION  
PUBLIC SERVICE COMMISSION FOR SELECTION OF  
OFFICERS FOR APPOINTMENT ON DEPUTATION/TRANSFER/  
CONTRACT

1. Name of Ministry/Department/Office
2. Grade/Post for which selection is to be made for appointment on deputation/transfer/contract
  - a) Designation
  - b) Classification
  - c) Scale of Pay
3. Total number of post(s) in the Grade
  - a) Number of posts filled on regular basis:

By direct recruitment	_____
By promotio:	_____
By Deputation	_____
By Transfer	_____
By Contract	_____
  - b) Number filed on ad-hoc basis, if any. Initial date(s) from which ad-hoc appointments had been made
  - c) Number unfilled
4. a) Number of regular vacancies falling under deputation quota now reported. (In terms of instructions contained in para 4.1. of DOP&AR OM No. 22011/5/86-Estt.(D) dated 10.4.89)
  - b) Date(s) of occurrence of vacancy(s) in (a) above
5. Complete job description i.e. duties attached to the post (separate sheet to be attached)
6. Recruitment Rules for the grade/post
  - a) Date on which the Recruitment rules were notified in the Gazette of India and UPSC reference number under which they were approved

b) Method of recruitment :-

§ direct recruitment

§ promotion

§ deputation/transfer

c) Whether up-to-date copy of the recruitment rules has been enclosed? (this should invariably be sent for reference). If any change in the Recruitment Rules has been agreed to by the Commission after they were notified, details should be attached.

7. Relaxation

a) Whether any relaxation involved

b) if so, whether DOP's approval taken

c) Whether relaxation indicated in the vacancy circular

8. Method of recruitment followed for filling up the last vacancy in the grade.

9. UPSC reference number under which selection for appointment on deputation was last considered.

10. a) Whether the post was circulated to all the authorities provided in the Recruitment rules? if not, state reasons (Please enclose a copy of the circular issued alongwith a list of organisations to whom it was sent) A certificate to the effect that the copies of the vacancy circular have been despatched to all the authorities mentioned in the recruitment rules to be attached.

b) whether the post was published in the 'Employment News' vide Deptt. of Personnel & Training No.O.M. No. 14017/17/83-Estt(RR) dt.17.7.85 & 22.5.86, if so, a copy of relevant extracts to be enclosed.

c) Total number of applications received in response to the circular/Employment News.

- d) No. of applicants considered eligible
- e) No. of applicants considered ineligible.
- f) Whether bio-data in original of all applicants have been enclosed.
- g) Whether the proforma showing names and qualifications possessed by the applicant and those prescribed in the Recruitment Rules has been enclosed (vide DOP&R O.M. No.39011/8/81-Estt(B) dt. 18.7.81).

11. Character rolls :

Complete and uptodate character rolls of all the applicants are required.

- a) Whether a list has been attached showing the names of officers whose character rolls are enclosed with this reference.
- b) Are the character rolls complete and uptodate?

12. Whether a self-contained note explaining the proposal for deputation is enclosed.

13. Whether a check list on the format circulated by Deptt. of Personnel & Training vide their O.M. No. 22011/6/86-Estt.(D) dated 20.5.86 is enclosed.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Office Tel. No. \_\_\_\_\_