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No. 6/7/2003-Estt.(Pay.II)  
Government of India  
Ministry of Personnel, P.G. & Pensions  
Department of Personnel & Training  
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New Delhi, the 3<sup>rd</sup> November, 2004

**OFFICE MEMORANDUM**

**Subject:-** Extension of deputation/foreign service.

The undersigned is directed to invite reference to para 8.4 of Department of Personnel and Training O.M. No. 2/29/91-Estt.(Pay.II) dated 5<sup>th</sup> January, 1994 and to say that above instructions inter-alia provide that in cases where extension is beyond the fifth year or second year in excess of the period prescribed in the Recruitment Rules, the same would be allowed only after obtaining the approval of the Department of Personnel and Training, whether Central Government is the lending organization or the borrowing organization. The instructions lay down that proposal in this regard should reach this Department with the approval of the Minister of the borrowing Department at least **three months** before the expiry of the extended tenure with full particulars. The prescribed check-list has to be annexed with the proposal.

2. Instances have come to the notice of this Department where these instructions are not being followed. The proposal for extensions/regularizing the overstayal period of deputation/foreign service beyond 5<sup>th</sup> year are sent in a routine manner although it is laid down that extension should be granted only in **rare and exceptional** circumstances. Frequently cases are received after the expiry of the period for which extension is to be given.

3. It is reiterated that the proposals for extensions may be sent to this Department **only in rare and exceptional circumstances** where extension in the period of deputation is considered absolutely necessary. The proposals should reach this Department with the approval of the Minister of the borrowing Department at least three months before the expiry of the extended tenure, with full particulars.

Hindi version is enclosed.



(Smt. Rita Mathur )

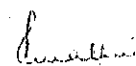
Deputy Secretary to the Government of India

To

All Ministries/Departments of Government of India etc. as per standard list attached.

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4. Department of Personnel & Training (AIS Division/JCA/Admn. Section).
5. Additional Secretary (Union Territories), Ministry of Home Affairs.
6. All State Government and Union Territories.
7. Secretary, National Council (Staff Side), 13-C, Feroz Shah Road, New Delhi.
8. All Members of the Staff Side of the National Council of JCM/Department Council.
9. All officers/Sections of the Department of Personnel & Training/Department of Administrative Reforms & Public Grievances/Department of Pension & Pensioners Welfare.
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( Rita Mathur )

**Deputy Secretary to the Government of India**