

## STANDING ORDER NO. 7/2001

Subject : **DEPUTATION POLICY OF MINISTERIAL STAFF.**

In supersession of all previous instructions/orders on the subject, following guidelines are hereby issued for sponsoring names of Ministerial Staff for deputation to various organizations :-

### A. ELIGIBILITY FOR NOMINATIONS

- i) N.S.G Should be below 50 years of age (for all ranks).  
Should be minimum 5 years service in entry grade.
- ii) S.P.G.
  - AO/SO Should be below 45 years of age.
  - SM(OS)/  
Insp(Hd.Clk) Should be below 40 years of age.
  - SI(UDC) Should be below 40 years of age.
  - ASI(M) Should be below 35 years of age.  
Minimum 5 years service in entry grade.
- iii) OTHER DEPARTMENTS:
  - a) As per terms and conditions of the borrowing departments. However, minimum 10 years service and 45 years of age are required.
  - b) ACR Gradings for last 5 years should not be below "Good".
  - c) Persons being nominated for deputation should be willing. However, where the deputation is in public interest a person can be nominated even without his willingness.
  - d) The post for which an individual is being nominated for deputation should be equal or one level higher than the post held.
  - e) The personnel being nominated for deputation should not have been on deputation during last 3 years.

**B. TENURE OF DEPUATION**

i) N.S.G: 3 Years initial, extendable by one year and further for a period of one more year at the most. Extension beyond 5 years will not be permitted.

ii) S.P.G: 6 Years.

iii) OTHER DEPARTMENTS:

3 years or as per period mentioned in RRs of borrowing departments whichever is less, but extendable upto a maximum 5 years. Extension beyond 5 years will not be permitted.

**C. PANEL OF PERSONNEL FOR DEPUTATION TO NSG/ SPG**

The panel for deputation of personnel to NSG/SPG where the number of personnel to be sent on deputation is laid down as under will be maintained by the Directorate General.

NSG:

Asstt. Comdr(Min) : 73(including SM(M)/Insp(M)/SI(M)/ASI(M)

Asstt. Comdr(PA) : 13 (including SM(ST)/Insp(ST)/SI(ST)

SPG:

PS/SO/AO : 05

SM(OS)/INSP(HD-CLK) :15

SI(M)/UDC :12

ASI(M)/LDC : 04

SM(ST)/INSP(ST) :04

SI(ST) :01

For this, all Sectors will furnish the nominations alongwith service dossiers in respect of 2 personnel in each rank who are fulfilling the conditions for deputation as laid down above, by the month of November each year, in the following format:-

1. Sl. No.
2. Force Number
3. Rank and Name
4. Date of Birth: Age:
5. ACR Grading for the last 5 years
6. Previous posting particulars since appointment
7. Details of Deputation, if availed earlier
8. Details of Attachment
9. Nos of cash rewards/commendations
10. Nos of punishments major/minor with offence in brief
11. Whether clear from vigilance angle
12. Remarks if any.

For deputation to Departments other than SPG/NSG, the demand so received will be circulated to all Sectors for nominations of eligible M/Staff fulfilling the prescribed conditions within stipulated time. Nominations of personnel on the basis of the advertisement published in Newspapers/Employment News may not be forwarded.

However, nominations of non-combatised Ministerial Staff GOs/NGOs will be regulated as per instructions contained in DOPT OM NO.2/29/91-ESTT(Pay-II) dated 5-1-1994 as amended from time to time.

#### D. GENERAL

a) The overall percentage of the personnel for deputation to other Departments including SPG/NSG on a total sanctioned strength in each rank at a time will be as under. No person will normally be allowed to proceed on deputation if the number of persons on deputation in particular rank exceeds the prescribed percentage:-

JAD to SI(UDC)	:	10%
ASI(LDC)	:	02%
SM(ST) to SI(ST)	:	05%
SM(HT) to Insp(HT)	:	05%

b) On repatriation from one deputation, personnel will have to undergo a minimum 3 years "COOLING OFF" period before their cases are considered for another deputation. The personnel who have served on deputation/deployment in UN Peace Keeping Mission will not be considered for second foreign deputation/deployment. A maximum of two deputations will be permitted in one's career.

c) Those who first express their willingness for deputation and then express unwillingness after their selection shall be debarred from being considered for any other deputation during the next five years. In order to keep watch on such cases, an entry to this effect will be made in the service book of individual concerned.

d) No person with less than 10 year regular service in entry grade will be eligible for deputation to other department except NSG/SPG. For NSG/SPG minimum five years period in entry grade is required.

e) NOC for permanent absorption in other borrowing organization can be issued to the personnel who are of 45 years of age or above.

This deputation policy has been formulated on the basis of guide-lines issued by MHA. The instructions contained in this Standing Order are not exhaustive and will be regulated on the basis of policy/guidelines issued by MHA from time to time.

This issues in supersession of Circular Order No. 17/1988 and Standing Order No. 9/1999.

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