

**File No. 13019/2/2019-IES**  
**Government of India**  
**Ministry of Finance**  
**Department of Economic Affairs**  
**(IES Cadre Division)**

**Room No. 59, North Block,**  
**New Delhi, Dated: 01<sup>st</sup> December, 2020**

**OFFICE MEMORANDUM**

**Subject: Guidelines for deductions to be made by officers on deputation reg.**

This Department being the Cadre Controlling Authority of Indian Economic Service (IES) issues various guidelines from time to time to facilitate/guide IES officers.

2. In continuation with the OM of even No. dated 09.09.2020, the instant guidelines are issued in respect of maintenance/settlement of Pension contribution and CGEGIS deductions in case of the officers who are proceeding on/on deputation/Foreign Service of ex-cadre posts under the Central Government/ State Governments/Public Sector Undertakings/Autonomous Bodies, Universities/ UT Administration, Local Bodies etc. The guidelines are in accordance with the para 7.7 of the DoPT OM No. No. 61812009-Estt. (Pay II) dated 17.06.2010 and para 9.8 of the DoE OM No.F.15(3)/78-WIP dated 31.10.1980 (copies attached herewith).

3. The guidelines are as given below:

- i. The Service Book of the officers who are on deputation may be maintained by the Ministry/Department from where the officer is proceeding/has proceeded on such deputation. The leave salary and leave balance account may be maintained as per the terms and conditions of the deputation applicable in each case. The DoPT OM and DoE mentioned at para 2 above may be seen for details on the same.
  - ii. In case of officers who are covered under the CCS(P) Rules, 1972, the Pension contribution of the officers on deputation which are made by the borrowing organization may be submitted to the officer's GPF Account of GoI through the DDO of the Ministry/Department from where the officer is proceeding/has proceeded on such deputation. The contribution may be sent through cheque to the DDO every month.
  - iii. The CGEGIS deductions of the officers on deputation, which is made by the borrowing organization must be submitted to the CGEGIS Account of GoI through the DDO of the Ministry/Department from where the officer is proceeding/has proceeded on such deputation. The contribution may be sent through cheque to the DDO every month. In this regard, instructions given at para 9.8 of the DoE OM No.F.15(3)/78-WIP dated 31.10.1980 must be followed. The other provisions given in the said DoE OM may be considered for any clarification w.r.t. CGEGIS deductions.
  - iv. To avoid any delays and confusion, the IES officer who is proceeding on deputation may clarify the procedure with the administrative authorities for settlement of CGEGIS /GPF /Leave Account before getting relieved from the respective Ministry/Department. The terms and conditions of the deputation must be clarified and conveyed to IES Cadre before proceeding on deputation.
4. The above guidelines may be noted and followed by all IES officers in order to ensure proper maintenance of their GPF and CGEGIS Account/s.

**Encl:** As above



**(Seema Jain)**  
**Deputy Director,**  
**IES Cadre**

**To,**  
All IES Officers via email

**Copy to:** PS (Adviser)/Director (IES)/DD(GKJ)/US(IES)/AD(DSB)- with a request to upload the OM on IES website

No. F. 15(3)/78-WIP  
Government of India  
Ministry of Finance  
Department of Expenditure

New Delhi, the 31st October, 1980.

OFFICE MEMORANDUM

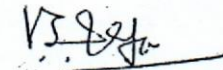
Sub:- Introduction of a new Group Insurance Scheme for Central Government employees on self-financing and contributory basis.

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With a view to provide, at a low cost and on a wholly contributory and self-financing basis, the twin benefits of an insurance cover to help the families of the Central Government employees in the event of death of the employees while in service and a lump sum payment to the employees or to their families on cessation of employment of the employees with the Central Government on account of resignation, death, retirement, etc., the President is pleased to decide, in consultation with the representatives of the Staff Side in the National Council of JCM, that the Insurance Scheme introduced vide this Ministry's O.M.No. F.60/14/77-IC dated the 23rd June 1977, should be replaced by a new Group Insurance Scheme as detailed in the Annexure, to the extent indicated in para 20 thereof.

2. In their application to the employees serving in the Indian Audit and Accounts Department, these orders issue in consultation with the Comptroller and Auditor General of India.

3. Hindi version of this Office Memorandum and the Annexure is also enclosed.

  
(V. S. Jafa)

Joint Secretary to the Government of India

To

All Ministries/Departments of Government of India.

## ANNEXURE

### CENTRAL GOVERNMENT EMPLOYEES GROUP INSURANCE SCHEME, 1980

#### Date of effect

The Central Government Employees Group Insurance Scheme, 1980, herein-after referred to as the "scheme" shall be notified on 1 November 1980 and shall come into force with effect from the forenoon of 1 January 1982.

#### Objective

2. The 'scheme' is intended to provide for the Central Government employees, at a low cost and on a wholly contributory and self-financing basis, the twin benefits of an insurance cover to help their families in the event of death in service and a lump-sum payment to augment their resources on retirement.

#### Application

3. The 'scheme' shall apply to all Central Government servants including those in the Railways, Posts & Telegraphs, and Defence except members of the armed and para military forces who have already a separate scheme of their own. Contract employees, persons on deputation from State Governments, public sector undertakings, or other autonomous organisations, locally recruited staff in the Indian Missions abroad, casual labourer, part-time and ad hoc employees will not be covered by the 'scheme'. The 'scheme' will also not apply to persons recruited under the Central Government after attaining the age of 50 years. Such Central Government servants to whom the 'scheme' applies will hereafter be referred to as 'employees'.

#### Membership

4.1 The 'scheme' will be compulsory for all those 'employees' who enter Central Government service after the 'scheme' is notified, i. e. all those 'employees' entering Central Government service after 1 November 1980 will be compulsorily covered under the 'scheme' from the date it comes into force.

4.2 Those 'employees' who are already in Central Government service on the date the 'scheme' is notified will have an option to opt out of the 'scheme'. This option should be exercised by 31 December 1980. Those 'employees' who do not opt out of the 'scheme' by that date will be deemed to have become members of the 'scheme', from the date the 'scheme' comes into force. The option, once exercised (or 'not exercised') will be treated as final and no further choice will be available.

4.3 After the 'scheme' has come into force all 'employees' who enter service in a month other than January shall be enrolled as members of the 'scheme' on the next anniversary of the 'scheme'.

### Subscription for members

5.1 The subscription for the 'scheme' will be in units of Rs. 10/- per month. A Group D employee will subscribe for one unit, a Group C employee for 2 units, a Group B employee for 4 units and a Group A employee for 8 units. Thus, the rate of subscription for a member of the 'scheme' shall be Rs. 10/-, Rs. 20/-, Rs. 40/-, and Rs. 80/- per month for Group D, C, B and A employees respectively.

5.2 In the event of regular promotion of an employee from one Group to another, his subscription shall be raised, from the next anniversary of the 'scheme', to the level appropriate to the Group to which he is promoted. Until the date of the next anniversary of the 'scheme' he shall continue to be covered for insurance for the same amount for which he was eligible before such promotion.

For example, if the 'scheme' comes into force w. e. f. 1 January 1982, a Group D employee promoted on regular basis to Group C in February 1982 shall continue to subscribe at the rate of Rs. 10/- per month upto December 1982 and be eligible for the insurance cover of Rs. 10,000/- only in addition to the benefits from the Savings Fund appropriate to his subscription. From January 1983, his subscription will be raised to Rs. 20/- per month and he will become eligible for an insurance cover of Rs. 20,000/- in addition to appropriate benefits from the Savings Fund.

### Premium and insurance cover for 'employees' other than members

6. The 'employees' entering service in a month other than January falling after January 1982 will be given benefit of appropriate insurance cover from the date of joining Government service to the date of their becoming members of the 'scheme' on payment of a subscription of Rs. 3/- per month as the premium for every Rs. 10,000/- of the insurance cover. From the date of anniversary of the 'scheme' they will pay subscription at the rate indicated in para 5.1 above.

For example, if the 'scheme' comes into force w. e. f. 1 January 1982, a Group D employee entering service in February 1982 shall pay a subscription of Rs. 3/- per month as premium for an insurance cover of Rs. 10,000/- for a period of 11 months until December 1982 and from January 1983 his subscription will be raised to Rs. 10/- per month and he shall become eligible for the benefits from Savings Fund in addition to the insurance cover of Rs. 10,000/-. Similarly, a Group C employee entering service in February 1982 will pay a subscription of Rs. 6/- per month as the premium for an insurance cover of Rs. 20,000/- for a period of 11 months upto December 1982 and from January 1983 his subscription will be raised to Rs. 20/- per month and he shall become eligible for the benefits from the Savings Fund in addition to insurance cover of Rs. 20,000/-.

### Insurance Fund and insurance cover for members

7.1 In order to provide an insurance cover to each member of the 'scheme' a portion of the subscription shall be credited to an Insurance Fund to be held in the Public Account of the Central Government. The amount of insurance cover will be Rs. 10,000/- for each unit of subscription. It will be paid to the families of those 'employees' who unfortunately die, due to any cause, while in Central Government service.

7.2 The positive or negative balance under the Insurance Fund shall be credited or debited, as the case may be, with the amount of interest calculated at the prevailing rate of interest on the Post Office savings bank deposits, which at present is  $5\frac{1}{2}$  per cent per annum.

#### Savings Fund

8.1 The balance of the subscription shall be credited to a Savings Fund. The amount in the Savings Fund will be held by the Central Government in Public Account. The total accumulation of savings together with interest thereon will be payable to the member on his retirement after attaining the age of superannuation or on cessation of his employment with the Central Government or to his family on his death while in service.

8.2 The benefits from the Savings Fund will be as per illustration table attached herewith. This benefit is illustrative and in practice could be a little more or less than the amount shown in the table which has been constructed on the basis of individual's subscription reduced by the cost of insurance at mortality rate of 3.75 per thousand and the compound interest of 10 per cent thereon. If at any time the rate of interest changes and/or the cost of insurance changes the benefits available from the Savings Fund will also change correspondingly.

8.3 In the case of death of a member the payment of the amount of insurance will be in addition to the payment from the Savings Fund.

8.4 The positive balance under the Savings Fund shall be credited with the amount of interest calculated at the rate of interest notified by the Ministry of Finance, Department of Economic Affairs, for the purpose.

8.5 Interest will be allowed at 10 per cent per annum (compounded quarterly) on the balances in the Savings Fund for a block of 5 years commencing from the date the scheme comes into force.

#### Recovery of subscription

9.1 The subscription of a member for a month shall fall due at the commencement of the normal working hours on the first of that month.

9.2 The subscription as a premium for the insurance cover from the date of joining Government service to the date of membership of the 'scheme' shall initially fall due from the date of joining and subsequently from the commencement of normal working hours on the first of every month.

9.3 The subscription for a month shall be recovered by deduction from the salary/wage of the 'employee' for that month irrespective of the date of actual payment of salary/wage for that month.

9.4 The subscriptions shall be recovered every month including the month in which the 'employee' ceases to be in employment on account of retirement, death, resignation, removal from service etc.

9.5 The Drawing and Disbursing Officer shall recover the subscription from the 'employees' irrespective of their being on duty, leave or suspension.

9.6 No interest shall be levied on arrears of subscriptions if the non-recovery is due to delayed payments of salary/wage.

9.7 If an 'employee' is on extraordinary leave and there is no payment of his salary/wage for any period, his subscriptions for the months for which no payments of salary/wage are made to him shall be recovered with interest admissible under the 'scheme' on the accretions to the Savings Fund in not more than three instalments commencing from his salary/wage for the months following the month in which he resumes duties after leave. If an 'employee' dies while on extraordinary leave the subscriptions due from him shall be recovered with interest admissible under the 'scheme' on the accretions to the Savings Fund from the payments admissible to his family under the 'scheme'.

For example, if a Group D employee proceeds on ten months' extraordinary leave from 5.2.1982 to 4.12.1982 and no salary/wage is paid to him for any day for March 1982 to November 1982, his subscriptions totalling Rs.80/- will be recovered together with the interest calculated at the compound rate of interest of 10% per annum in not more than three instalments commencing from January 1983.

9.8 If an 'employee' proceeds on deputation or on foreign service, the borrowing authority/foreign employer shall be requested to effect the recovery of the subscription and credit the same to the relevant head of account. It shall be ensured that the necessary clause to this effect is included in the terms of deputation/foreign service in future. The recovery of this amount will be watched in the same manner as applicable to leave salary and pension contribution. If at any time the recovery of subscription falls in arrears, the same shall be recovered with interest admissible under the 'scheme' on the accretions to the Savings Fund in not more than three instalments.

#### Financing of subscription from General/Contributory Provident Fund

10.1 It will not ordinarily be permissible to finance the 'scheme' from the General/Contributory Provident Fund. However, if at any stage the position of an individual member does not permit him to subscribe to the 'scheme' and to the General/Contributory Provident Fund at the same time, he may be permitted to make, as a separate transaction, a non-refundable withdrawal from the General/Contributory Provident Fund of an amount equivalent to a year's subscription paid for the 'scheme'.

10.2 The subscription to the 'scheme' will form part of deductions allowable in respect of life insurance premia, contributions to provident fund etc., in computing the total income of the subscriber for the purposes of income-tax, except to the extent of the amount finally withdrawn from the General/Contributory Provident Fund on account of such subscription.

#### Payment from Insurance Fund/Savings Fund

11.1 If an 'employee' retires on attaining the age of superannuation or otherwise ceases to be in Central Government service and his service book discloses that he has been a member of the 'scheme', the Head of Office shall issue a sanction for the payment of the

member's accumulation in his Savings Fund after obtaining a simple application in Form No.4.

11.2 If an 'employee' dies while in service and his service book discloses that he was a member of the 'scheme', the Head of Office shall address the nominees/heirs of the Government servant concerned in Form No.5 to submit an application in Form No.6, and on receipt thereof shall issue a sanction for the payment of the amount of insurance and the accumulation in the Savings Fund to him (them).

11.3 The amount payable to the nominees/heirs of an 'employee' who has the benefit of an insurance cover only will be the amount of insurance appropriate to his Group.

11.4 The amount payable to the nominees/heirs of a member of the 'scheme', who dies while in service, shall be -

- (a) the amount of appropriate insurance to which he was entitled at the time of his death; plus
- (b) the amount due to him out of the Savings Fund for the entire period of his membership in the lowest Group; and
- (c) the amount or amounts due to him for the additional units by which his subscription was raised on each occasion due to appointment/promotion to higher Group for the period from which the rate of subscription was raised to the date of his death.

For example, if a Group D employee, who is a member of the 'scheme,' acquires a membership in Group C and Group B after 5 years and 15 years of service respectively and dies while in service after 30 years of total membership in all these Groups, his nominee or nominees shall be paid the sum of the following amounts:-

- (i) the amount of insurance of Rs.40,000/- due on a monthly subscription of Rs.40/-, being a Group B employee on the date of his death;
- (ii) the amount due from Savings Fund on a monthly subscription of Rs.10/- for 30 years.
- (iii) the amount due from Savings Fund on a monthly subscription of Rs.10/- (Rs.20 - Rs.10) for 25 years; and
- (iv) the amount due from Savings Fund on a monthly subscription of Rs.20/- (Rs.40 - Rs.20) for 15 years.

11.5 The amount payable to the 'employee' who ceases to be in employment with the Central Government on account of resignation, retirement etc., shall be -

- (a) the amount due to him out of the Savings Fund for the entire period of his membership in the lowest Group; and
- (b) the amount or amounts due to him for the additional units by which his subscription was raised on each occasion due to appointment/promotion to higher Group, for the period from which the rate of subscription was so raised to the date of cessation of his membership.

For example, if a Group D employee who is a member of the 'scheme' acquires a membership in Group C and Group B after 10 and 20 years of service respectively

and retires on superannuation after 30 years of total membership in all these Groups, he shall be paid the sum of the following amounts:-

- (i) the amount due to him from Savings Fund on a monthly subscription of Rs.10/- for 30 years;
- (ii) the amount due to him from Savings Fund on a monthly subscription of Rs.10/- (Rs.20 - Rs.10) for 20 years; and
- (iii) the amount due to him from Savings Fund on a monthly subscription of Rs. 20/- (Rs.40 - Rs.20) for 10 years.

11.6 If any 'employee' dies during a month before the recovery of subscription for that month from him, his dues shall be paid after deducting the subscription.

11.7 If any 'employee' joins later on an All India Service, his case shall be regulated in such manner as may be decided by the Ministry of Finance.

#### Withdrawals from Insurance Fund/Savings Fund

12.1 It will not be permissible for any member or other beneficiary of the 'scheme' to withdraw any amount out of the Insurance Fund to which he has been subscribing. The amount due from the Fund on the death of a member of the 'scheme' while in service, shall be worked out in accordance with para 11 and paid to his nominee(s) in accordance with the accounting procedure prescribed separately.

12.2 It will also not be permissible for any member of the 'scheme' to withdraw any amount of the savings Fund to which he has been subscribing. The amount due to him from the fund on his cessation of employment on account of resignation, retirement etc. shall be worked out in accordance with para 11 and paid to him or his nominee(s) in accordance with the accounting procedure prescribed separately.

#### Loans/advances from or against accumulations in Insurance Fund/Savings Fund:

13. No loans or advances shall be paid to any member or other beneficiary of the 'scheme' from or against his accumulations in the Insurance Fund/Savings Fund to which he has been subscribing.

#### Utilisation of accumulations in Insurance Fund/Savings Fund:

14. The accumulations in the Insurance Fund/Savings Fund shall be at the disposal of the Central Government. Since the 'scheme' is wholly self-financing and self-supporting, the bulk of these accumulations are proposed to be utilised for ownership housing schemes and other schemes for the benefit of the members of the 'scheme'.

#### Mode of notification of the 'scheme':

15. The 'scheme' shall be notified to the 'employees' by displaying a copy thereof on the notice board or where no such notice board is provided, at a prominent place in the premises where the employees are working. A few copies of the 'scheme' may also be supplied to the recognised unions/ associations of the employees.

Action on notification of the 'scheme':

16. By the 10th of every month following the month in which the 'scheme' is notified, the Head of Office shall supply to the Drawing and Disbursing Officer names, Groups, dates of birth and dates of appointment of persons who may be appointed to any service or post under the Central Government during the preceding month and who would be eligible to be the members of the 'scheme' in terms of para 3 of the 'scheme'.

Action on the 'scheme, coming into force:

17.1 By the 10th of the month in which the 'scheme' comes into force, the Head of Office shall supply to the Drawing and Disbursing Officer a statement indicating the name, the Group and the date of birth of every 'employee' who has been in the Central Government service on the date the 'scheme' is notified but has not opted out of the 'scheme'.

17.2 Every member of the 'scheme' shall be informed in Form No. 1 the date of his enrolment, the subscription to be deducted and the benefits to which he would be eligible. On his regular promotion from one Group to another he will be similarly informed in Form No. 2.

17.3 The option exercised by the 'employees' who are already in Central Government service on the date the 'scheme' is notified shall be in Form No. 3 and will be pasted in the service book of the individuals concerned.

Register of members:

18. The Head of Office shall ensure that Group-wise register of members is maintained in the Form No. 9 and kept up to date. This register shall be sent to the D.D.O. concerned once a year to verify whether appropriate subscriptions are being recovered from all employees who have joined the Insurance Fund or both the Insurance Fund and the Savings Fund under the 'scheme' and to record a certificate to this effect.

Nomination:

19.1 The Head of Office shall obtain from every Government servant, who is a member of the 'scheme', a nomination conferring on one or more persons, the right to receive the amount that may become payable under this 'scheme' in the event of his death before attaining the age of superannuation. In the case of 'employees' who are already in Central Government service on the date the 'scheme' is notified and who do not opt out of the 'scheme', such nomination shall be obtained simultaneously with the options obtained from others and in the case of 'employees' who join Central Government service after the date on which the 'scheme' is notified, such nomination shall be obtained along with the joining report.

19.2 If a member of the 'scheme' happens to be minor, he will be required to make nomination on his attaining the age of majority.

19.3 If a member of the 'scheme' has a family at the time of his making the nomination he shall make such nomination only in favour of a member or members of his family. For this purpose, family will have the same meaning as assigned to it in the General Provident Fund (Central Services) Rules, 1960.

19.4 If a member nominates more than one person under para 19.1 he should specify in the nomination the amount of share payable to each of the nominees in such a manner as to cover the whole of the amount payable under the 'scheme', failing which the amount payable under the 'scheme' shall be equally distributed among the nominees.

19.5 The nomination shall be made in Form No.7 or Form No.8, as is appropriate in the circumstances.

19.6 A member of the 'scheme' may at any time cancel a nomination by sending a notice to the Head of Office along with a fresh nomination made in accordance with the above provision.

19.7 The nomination received from the members shall be counter-signed by the Head of Office and pasted on their service books. The Head of Office shall also make an entry in the service book that the nomination has been duly received.

#### The existing Insurance Scheme:

20. The existing insurance scheme introduced vide Department of Expenditure O.M. No.60/14/77-IC dated 23rd June 1977 will continue for those 'employees' who would be in service on 1.11.1980, if they opt out of the new 'scheme', till they cease to be in employment with the Central Government on account of retirement, resignation, death, etc. As regards the other 'employees' the new 'scheme' will replace the existing insurance scheme w.e.f. 1.1.1982 and the amount which would have been due to them under the existing insurance scheme had they ceased to be in employment with the Central Government in the afternoon of the day preceding the day on which they become members of the new 'scheme' will be credited to their respective General Provident Fund accounts.

#### Accounting:

21. The transactions relating to the 'scheme' shall be accounted for in accordance with the procedure laid down separately.

#### Interpretation and clarification:

22.1 If any categories of 'employees' are not specifically classified into Group A, Group B, Group C or Group D, their classification shall be assumed in accordance with the principles laid down in this regard under the Central Civil Service (Classification, Control and Appeal) Rules, 1965.

22.2 In the actual implementation of the 'scheme', if any doubt arises in regard to the interpretation of any of the provisions of this 'scheme' or if any point requires clarification, the matter may be referred to the Ministry of Finance, whose decision shall be final.

#### Review of the 'scheme'

23. The working of the 'scheme' will be reviewed every three years to ensure that the 'scheme' remains self-financing and self-supporting.

TABLE

## Central Government Employees Group Insurance Scheme, 1980

The amounts credited to the Savings Fund if the rate of interest is 10 per cent per annum

No. of years contributions paid	Net annual savings Rs. 82.50 (corres- ponding to Rs. 10 per month contributions)	Net annual savings Rs. 165 (corres- ponding to Rs. 20 per month contri- butions)	Net annual savings Rs. 330 (corres- ponding to Rs. 40 per month contri- butions)	Net annual savings Rs. 660 (correspond- ing to Rs. 80 per month month contributions)
	Rs.	Rs.	Rs.	Rs.
5	528	1,056	2,112	4,224
10	1,380	2,760	5,520	11,040
15	2,750	5,500	11,000	22,000
20	4,958	9,916	19,832	39,664
25	8,513	17,026	34,052	68,104
30	14,239	28,478	56,956	1,13,912
35	23,460	46,920	93,840	1,87,680
40	38,311	76,622	1,53,244	3,06,488

Form No. 1

Government of India  
Ministry of .....  
Department/Office .....

Dated .....

MEMORANDUM

Shri .....\*..... a Group .....  
employee has been enrolled as a member of the Central Government Employees Group  
Insurance Scheme, 1980 w.e.f. .... His monthly subscription of  
Rs. .... (Rupees ..... ) shall be deducted from his salary/  
wage commencing from the month of ..... and he will be  
eligible to the benefits of the scheme appropriate to Group .....  
w.e.f. ....

(Head of Office)

To

Shri .....\*

\* Name and designation of the employee.

Form No. 2

Government of India  
Ministry of .....  
Department/Office .....

Dated .....

MEMORANDUM

Shri .....\*..... has been promoted on a  
regular basis, from Group ..... to Group ..... w.e.f. ....  
His monthly subscription for the Central Government Employees Group Insurance Scheme,  
1980 shall be raised from Rs. .... to Rs. .... from the month of  
..... and he will be eligible to the benefits of the scheme appropriate  
to Group ..... w.e.f. ....

(Head of Office)

To

Shri .....\*

\* Name and designation of the employee.

Form No. 3

To

(Head of Office)

Sir,

I have read and understood/I have been explained the details of the new Central Government Employees Group Insurance Scheme, 1980. I opt to remain outside this new 'Scheme'.

Yours faithfully,

Place:

( )

Date:

Name and designation of the employee

Form No. 4

To

The .....  
.....\*

Subject:— Application for payment of accumulation under Central Government Employees Group Insurance Scheme, 1980.

Sir,

I have been a member of the Central Government Employees Group Insurance Scheme, 1980 since .....\*\* I have retired from service after attaining the age of ..... years/I have ceased to be in employment with the Central Government w.e.f. .... I was holding the post of ..... before retirement/cessation of employment with the Central Government. I request that the amount due to me under the Central Government Employees Group Insurance Scheme may be paid to me.

Yours faithfully,

( )

\* Designation and address of the Head of Office.

\*\* Month and the year of becoming a member of the scheme may be indicated here.

Form No. 5

No.....  
 Government of India  
 Ministry of.....  
 Department of.....  
 Office of .....

Dated \_\_\_\_\_

To

\* \_\_\_\_\_  
 \_\_\_\_\_

Subject: Payment of the amount due under the Central Government Employees  
 Group Insurance Scheme, 1980.

Dear Sir/Madam,

I am directed to state that the late Shri \_\_\_\_\_ has  
 nominated you for payments of full/\_\_\_\_\_ per cent of amounts due under the  
 Central Government Employees Group Insurance Scheme, 1980. You are therefore  
 requested to submit an application in the enclosed form No. 6 for arranging payment.

Yours faithfully,

\*Name and address of the nominee.

( )

Form No. 6

To

\* The \_\_\_\_\_  
 \_\_\_\_\_

Subject: Application for payment of amount due to late Shri \_\_\_\_\_  
 under the Central Government Employees Group Insurance Scheme, 1980.

Sir,

With reference to your letter No. \_\_\_\_\_ dated \_\_\_\_\_  
 I hereby request that the full/\_\_\_\_\_ per cent of amount due to late Shri \_\_\_\_\_  
 under the Central Government Employees Group Insurance Scheme  
 may be paid to me.

Yours faithfully,

\*Name and address of the Office from  
 where Form No. 5 is received.

( )

Nomination for benefits under the Central Government Employees  
Group Insurance Scheme, 1980.

when the Government servant has no family and wishes to nominate  
one person or more than one person.

I, having no family, hereby nominate the person/persons mentioned below and confer on him/them the right to receive to the extent specified below any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980 in the event of my death while in service or which having become payable on my attaining the age of superannuation may remain unpaid at my death.

Names and addresses of nominee/nominees	Relationship with Government servant	Age	*Share of amount to be paid to each.	Contingencies** on the happening of which the nomination shall become invalid.	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the Government servant.
1	2	3	4	5	6
1					
2					
3					

Dated, this                      day of                      19                      at

Two witnesses to signature.

1.

2.

Signature of Government servant

N. B. The Government servant should draw line across the blank space below his last entry to prevent the insertion of any names after he has signed.

\* This column should be filled in so as to cover the whole amount that may be payable under the Insurance Scheme.

\*\* Where a Government servant who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

Nomination for benefits under the Central Government Employees Group Insurance Scheme, 1980

When the Government servant has a family and wishes to nominate one member or more than one member thereof.

I hereby nominate the person(s) mentioned below, who is/are member(s) of my family, and confer on him/them the right to receive to the extent specified below any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980 in the event of my death while in service or which having become payable on my attaining the age of superannuation may remain un-paid at my death.

Names and addresses of nominee/nominees	Relationship with Government servant	Age	*Share to be paid to each	Contingencies on the happening of which the nomination shall become invalid.	Name, address & relationship of the person, if any, to whom the right of the nominee shall pass in the event of his pre-deceasing the Government servant.
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1.

2.

3.

N.B. The Government servant should draw line across the blank space below his last entry to prevent insertion of any names after he has signed.

Dated this                      day of                      19                      at

Signature of two witnesses:

1.

2.

Signature of Government  
Servant

\*This column should be filled in so as to cover the whole amount that may be payable under the Insurance scheme.

CENTRAL GOVERNMENT EMPLOYEES GROUP INSURANCE SCHEME, 1980  
REGISTER OF MEMBERS

Group :

Section I :- Particulars of employees subscribing to the Insurance Fund only

Sl. No.	Name	Designation	Date of Birth	Date of appointment	Date of commencement of subscription	Date of promotion to higher Group/Date of transfer to other Departments	Date of death	Remarks
1	2	3	4	5	6	7	8	9

Section II :- Particulars of employees subscribing to both Insurance Fund and Savings Fund

Sl. No.	Name	Designation	Date of birth	Date of appointment	Date of commencement of subscription	Date of promotion to higher Group/Date of transfer to other Departments	Date of cessation of membership and reason therefor	Remarks
1	2	3	4	5	6	7	8	9

No. 6/8/2009-Estt. (Pay II)  
Government of India  
**Ministry of Personnel Public Grievances & Pensions**  
**Department of Personnel & Training**

New Delhi the 17<sup>th</sup> June, 2010

**OFFICE MEMORANDUM**

**Subject:** Transfer on deputation/foreign service of Central Government Employees to ex-cadre posts under the Central Government/ State Governments/Public Sector Undertakings/Autonomous Bodies, Universities/ UT Administration, Local Bodies etc. and vice-versa – Regulation of pay, Deputation (duty) Allowance, tenure of deputation/ foreign service and other terms and conditions – regarding.

The undersigned is directed to refer to this Department's O.M. No.2/29/91-Estt. (Pay II) dated 5<sup>th</sup> January, 1994 as amended/revised from time to time. A need has been felt to consolidate all these orders in one place and accordingly, it has been decided, in consultation with Department of Expenditure, to bring out a self contained O.M. in supersession of OM dated 5.1.94 and subsequent amendments on the subject, incorporating the provisions of earlier orders with suitable modifications, wherever necessary.

**2. Application**

2.1 These orders will apply to all Central Government employees, who are regularly appointed on deputation/foreign service in accordance with Recruitment Rules of the ex-cadre posts, under the same or some other Departments of Central Government or under the State Governments/ Union Territories Administration/ Local Bodies or under Central/ State PSUs/Autonomous Bodies etc. set up or controlled by Central/State Governments provided the foreign service under such PSUs/autonomous bodies has been permitted in relaxation of appointment on immediate absorption basis. These orders will 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 of Central/State Governments as per recruitment rules in the Central Government.

2.2 However, the following cases shall not be covered under these orders for whom separate orders exist:-

- (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 as issued from time to time will continue to apply;
- (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 set out in this O.M. will apply to those cases to the extent these 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/organisation or a portion thereof into a PSU/ autonomous body or vice-versa; and (ii) appointments to the same post in another cadre.

**3. Scope of 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.

(c) Temporary appointment made on the basis of personal requests of employees.

(d) Arrangements necessitated by staff imbalances arising on re-organisation 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 Grade Pay/scale of pay shall not be appointed on deputation to a post in lower Grade Pay/scale of pay if the deputation is from Central Government to Central Government and also in cases where the scale of pay and dearness allowance in the parent cadre post and ex-cadre post are similar.

3.4 However, no appointment on deputation/foreign service shall be made from/to Central Government/ an organisation where the pay scale and DA 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 scale of the ex-cadre post. In the revised pay structure, the maximum of the scale would mean the sum of the Grade Pay of the ex-cadre post and maximum of the Pay Band PB 4 i.e. Rs. 67000. For example, if the ex-cadre post

is in the Grade Pay of Rs. 4200, then the maximum would be Rs. 71200 i.e. Rs. 4200 plus Rs. 67000 (maximum of PB 4).

#### 4. Exercise of option

4.1 An employee appointed on deputation/foreign service, may elect to draw either the pay in the 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 Government employees on deputation/ foreign service to CPSEs, this option will not be allowed and 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:

- (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 of the parent post on the basis of 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 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 organisation 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 on the basis of revised pay and in accordance with the revised option or existing option if the employee does not revise his option.

## 5. Pay fixation

5.1 When an employee on deputation/Foreign Service elects to draw pay in the scale of pay attached to the ex-cadre post, his/ her pay may be fixed as under:

### (i) Deputation from Central Government to Central Government

If the scale of pay/Grade Pay of the ex-cadre post is higher, the pay may be fixed after adding one increment to the existing pay in the Pay Band of the parent cadre post. The grade pay corresponding to the ex-cadre post would thereafter be granted in addition to this pay in the pay band. However, in cases where the fixation of pay in the ex-cadre post involves change of Pay Band also, if the pay in the pay band after adding the increment is less than the minimum of the pay band corresponding to the grade pay of the ex-cadre post, the pay in the pay band will be fixed at the minimum of the Pay Band.

In case the Grade Pay/scale of employee's cadre post and the ex-cadre post are identical, the employee would continue to draw his/her existing basic pay.

In case the Grade pay of the ex-cadre post is upto Rs 10000, the Basic Pay, from time to time after pay fixation should not exceed the maximum of the pay band PB-4 (Rs.67000) plus the grade pay of the post held on deputation. In case the ex-cadre post is in the HAG or HAG+ pay scale, the Basic Pay, from time to time after pay fixation should not exceed Rs. 79000 or Rs.80000 respectively.

### (ii) In foreign service/ Reverse Foreign Service

(a) when the 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 DA pattern is dissimilar to that in the parent organisation, pay may be fixed by adding one increment to the pay in the parent cadre post in the scale of his regular parent post ( 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 pay plus DA, ADA, Interim relief etc., if any, admissible, in the borrowing organisation and the pay may be fixed at the stage in the pay scale of the ex-cadre post at which total emoluments admissible in the ex-cadre post as above equal the emoluments drawn in the cadre.

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 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 Grade Pay 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 pay scale/grade pay 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 scales of pay/Grade Pay attached to the ex-cadre posts.

**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 adhoc basis in the cadre at the time of proceeding on deputation/ foreign service would be considered to have vacated the post held on adhoc 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 adhoc 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 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 organisations wishing to apply for posts on deputation in Central Government, if governed by similar rules in parent organisation.

**Note-3:** Pay of an officer appointed on deputation/foreign service on adhoc basis pending selection of a regular incumbent may also be regulated in accordance with provisions of Para 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.

## **6. Deputation (duty) Allowance**

**6.1** The deputation (duty) allowance admissible shall be at the following rates:

(a) In case of deputation within the same station, the allowance will be paid at the rate of 5% of basic pay subject to a maximum of Rs.2000 p.m.; and

(b) In other cases, Deputation (Duty) Allowance will be payable at the rate of 10% of the employee's basic pay subject to a maximum of Rs.4000/- p.m.

(c) The deputation (duty) allowance as above shall further be restricted as under:-

Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the maximum of the pay band PB-4 (Rs.67000) plus the grade pay of the post held on deputation in case the Grade Pay of the post held on deputation is upto Rs 10000. In case the post held on deputation is in the HAG or HAG+ pay scales, the Basic Pay, from time to time, plus Deputation (Duty) Allowance should not exceed Rs. 79000 and Rs.80000 respectively.

Note: Basic Pay in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay/allowance etc.

**The rates of deputation (duty) allowance as above shall take effect from 1.9.2008.**

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 favourable 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 organisation 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).

## **7. Admissibility of pay, allowances & benefits while on deputation/foreign service**

7.1 Any project allowance admissible in a project area in the borrowing organisation 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 organisation 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 scale/grade pay 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 grade or in the scale of pay /grade pay 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 scale /grade pay of the deputation post. If he has opted for pay scale/grade 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/ organisation for the purpose of regulation of pay on repatriation to the parent post at the end of the tenure.

7.6 Admissibility of allowances and benefits while on deputation/ foreign service.

(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 organisation:

- (i) HRA/Transport Allowance
- (ii) Joining time and Joining Time Pay.
- (iii) Travelling Allowances and Transfer T.A.
- (iv) Children Education Allowance.
- (v) 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 organisation or in the lending organisation depending on whether he has opted to draw pay in the pay scale/grade pay of the ex-cadre post or the parent grade plus deputation (duty) allowance.

(ii) Medical Facilities – This will be regulated in accordance with the rules of the borrowing organisation.

(iii) Leave – An officer on deputation/foreign service shall be regulated by the Leave Rules of the parent organisation. 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 organisation. At the time of reversion from the deputation post to the parent cadre, the borrowing organisation may allow him/her leave not exceeding two months. The employee should apply for further leave to his Cadre Controlling Authority.

#### **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 organisation. 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 contribution (except for the period of leave availed of on foreign service) and pension contribution/CPF (Employer's share) contribution are required to be paid either by the employee himself or by the borrowing organisation to the Central Government.

(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 matching contribution to the NPS account of the employee.

#### **8. Tenure of deputation/foreign service.**

8.1 The period of deputation/foreign service shall be as per the Recruitment Rules of the ex-cadre post or 3 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 recruitment rules of the ex-cadre post is 3 years or less, the Administrative Ministry/borrowing organisation may grant extension upto the 4<sup>th</sup> 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 fifth year with the approval of the Minister of the borrowing Ministry/Department and in respect of other organisations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned.

**8.3.1** The borrowing Ministries/Departments/Organisations may extend the period of deputation upto the fifth year where absolutely necessary in public interest, subject to the following conditions:

- (i)** The extension would be subject to the prior approval of the lending organisation, 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 organisation wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organisation, 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 the fifth year shall be considered.

**8.3.2** Where extension is granted up to the fifth year, the official concerned will continue to be allowed deputation (duty) allowance, if he/she has opted to draw deputation (duty) allowance.

**8.4** There shall be a mandatory 'cooling off' period of three years after every period of deputation/foreign service up to Joint Secretary level posts and one year for Additional Secretary level posts.

**8.5** A Central Government employee shall be eligible for deputation/foreign service to posts in State Government/ State Government Organisations/Government of UTs/ Government of UT's Organisations/ 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.

**8.6** 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 Scale/ Pay Band & Grade Pay 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 Grade pay 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 pay band + Grade Pay of the post to which he is promoted till the time he completes the normal/extended period of deputation (if he gets proforma promotion in the extended period) already sanctioned, if he so opts. No extension in the period of deputation shall be allowed to him after completing the sanctioned period of deputation.
- (b)** If he draws the pay in the pay band + Grade pay 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 + the Grade pay attached to it.

(c) If the Grade pay 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 the pay band + Grade Pay 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 19<sup>th</sup> May, 2009.

9. Premature reversion of deputationist to parent cadre.

Normally, when an employee is appointed on deputation/ foreign service, his services are placed at the disposal of the parent Ministry/ Department 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 an advance notice of at least three months to the lending Ministry/ Department and the employee concerned.

10. Relaxation of conditions.

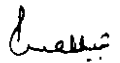
Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel & training.

11. Date of Effect

These orders will take effect from 1.1.2006 and shall be applicable to all officers who were on deputation on 1.1.2006 or appointed thereafter except for the revised rates of deputation (duty) allowance which shall be applicable from 1.9.2008 as mentioned below Para 6.1 of this OM.

12. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders will apply for deputation outside Indian Audit and Accounts Department as concurred in by the Comptroller and Auditor General of India.

13. Hindi version will follow.



**(Rita Mathur)**  
Director

To

**All Ministries/ Departments of the Govt. of India etc.**  
**(As per standard list)**

**Copy to NIC:** To upload the O.M. on the Department's website in "What's new" and also in "Establishment" sub-head "deputation".

CHECK - LIST

ANNEXURE I

( vide para 8.4 )

1. Name of the officer.
2. Name of the parent office.  
Designation of the post held in  
parent office & pay scale of that post
3. Present basic pay in the parent cadre post
4. Designation & pay scale of the post held  
on deputation and the present basic pay in  
in the ex-cadre post.
5. Has the officers been given NBR  
proforma promotion/? If so, pay scale  
of the post to which promoted.
6. Normal period of deputation prescribed in  
Recruitment Rules for the ex-cadre post.
7. Date of appointment on deputation.
8. Is the officer drawing grade pay + d(d)a?  
If so, has the d(d)a been stopped during the  
5th year/2nd year in excess of the period  
prescribed in the Recruitment Rules.
9. Whether the extension for 1st year/2nd year  
in excess of period prescribed in the RRs of  
the post has been given with the approval of  
the Secy. and Minister incharge of the adminis-  
trative Ministry/Department respectively.
10. Does the proposed extension also requires  
the approval of UPSC/ACC?
11. What is the specific public interest involved  
in the proposed extension?
12. Whether the concurrence of lending organisation/  
individual concerned has been obtained for  
the proposed extension?
13. Efforts made to select a suitable replacement  
for the officer?
14. According to Recruitment Rules can the  
post be filled up by promotion? If so,  
are there any eligible officers available  
from the feeder cadre (if there is one)  
and if so, why are they not being considered  
for promotion instead of seeking further  
extension for existing incumbent?
15. Any other relevant information considered  
necessary.

Signature and Designation