

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

Annex-117

LA
67
(10)

No.1/28/75-D.II/R.3/R.I

Islamabad, the 04th March, 2005

OFFICE MEMORANDUM

Subject:- DEPUTATION OF GOVERNMENT SERVANTS.

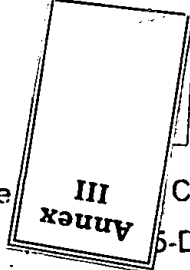
The undersigned is directed to refer to Establishment Division's O.M. No. 4/11/84-R-I(A), dated 20-11-86 addressed to all Federal Secretaries / Provincial Chief Secretaries, wherein the following directive of the Prime Minister was communicated:

- a) In all cases of appointment on contract, re-employment, secondment or deputation the period of appointment should be clearly specified.
- b) On the last date of the specified period the officer should automatically stand relieved of his duties unless the orders of the competent authority have been obtained in advance for extending the period.

2. The Ministries / Divisions were accordingly directed to specify the period of appointment in those cases where it was not specified and to ensure that no officer was appointed on contract, re-employment, secondment or on deputation without specifying the period of appointment. It was also directed that on expiry of the specified period, the officer should be relieved of his assignment forthwith unless the period had already been extended by the competent authority.

3. The standard terms and conditions of deputation which were drawn in consultation with Finance Division and circulated vide Establishment Division's O.M. No. 1/13/87-R.I, dated 03-12-1990, provide that the "normal period of deputation for all categories of Government servants will be three years. This will be extendable maximum by two years with the prior approval of the competent authority" i. e. Establishment Division.

Contd/....

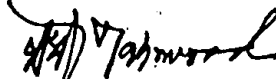


4. The policy guide-lines issued with the Chief Executive and circulated vide Establishment Division's O.M. 5-D-II/R-3/R.I, dated 11-04-2000 also provided that "normal period of deputation should be three years and no extension beyond three years may be allowed without prior approval of Establishment Division".

5. Despite the above cited instructions, it has been noticed with concern that in some cases neither the period of deputation is specified by the Ministries / Divisions concerned nor the incumbents are relieved of their duties on the expiry of specified period of deputation, and thus they continue to serve in the borrowing department without the prior approval of the competent authority resulting into administrative problems and legal issues due to non adherence to the instructions of the Government.

6. The Ministries/Divisions are once again advised to strictly observe the directions of the Prime Minister as referred to in paras 1 and 2 above and instructions issued by Establishment Division as referred to in paras 3 and 4 above.

7. The above instructions may also be brought to the notice of all Corporations and Autonomous / Semi-Autonomous Bodies under the administrative control of Ministries / Divisions.


(ASIF MAHMOOD)
Section Officer

All Ministries / Divisions,
Rawalpindi / Islamabad.

No.1/28/75-D.II/R.3/R.I. Rawalpindi 18th Feb., 1987.

Office Memorandum

Subject:- Deputation of Government servants.

In continuation of this Division's circular D.O. letter No.4/1/84-R.I(A) dated 20.11.1986 conveying the directives of the Prime Minister requiring the period of appointment to be clearly specified in each case of contract, secondment or deputation, the following policy is laid down for deputation of Government servants:


- i) The normal period of deputation for all categories of government servants would be three years. This would be extendable by two years with the prior approval of the competent authority.
- ii) All cases of initial deputation of government servants holding posts in BPS 17 and above would be referred to the Establishment Division for approval of the competent authority. The initial deputation in the case of government servants holding posts in BPS-16 and below would be approved by the Secretary of the Administrative Ministry concerned/Head of the Department not below BPS-21.
- iii) The competent authority to grant extension in deputation beyond the initial period of 3 years, would be as below:
 - a) Government Servants in BPS-1 and 2. Head of the Department
 - b) Government servants in BPS 3 to 16 Secretary of the Admn. Ministry/Head of the Deptt. not below BPS-21.
 - c) Government servants in BPS-17 to 19. Secretary of the Admn. Ministry concerned.
 - d) Cases of Government servants in BPS-20 and above would be referred to the Establishment Division.
- iv) On completion of the maximum period of five years both the borrowing and the lending organizations should ensure immediate repatriation of the deputationist.

v) In case it is not possible to repatriate a person to his parent organisation for compelling reasons, the case should be referred to the Establishment Division before the expiry of the maximum period of 5 years, fully explaining the circumstances due to which immediate repatriation is not possible and measures taken to obtain or groom a replacement as early as possible.

2. The above policy would also be applicable to transfer on foreign service in terms of FR 9(7) and rules contained in Chapter XII of the Fundamental Rules.

3. Ministries/Divisions are requested to bring these instructions to the notice of their Attached Departments/Subordinate Offices/Corporations and Autonomous Bodies etc.

4. The existing instructions on this subject issued vide this Division's O.M No. 1/28/75-D.II(CV), dated 4-11-1980 and O.M No. 22/47/82-R-5, dated 12-4-1985 stand modified to the above extent.


(M. Hamid Hasan)
Joint Secretary
Phone: 67542

ALL MINISTRIES/DIVISIONS.



ADDITIONAL SECRETARY

34-11
3127
DO.No.4/1/84-RI(A)
CABINET SECRETARIAT
Establishment Division
Government of Pakistan
Rawalpindi

the 20th November, 1986

Subject:-Re-employment/Appointment on Contract,
Secondment or Deputation.

My dear Secretary,

It has come to the notice of the Prime Minister that officers appointed on contract or serving on re-employment, secondment or on deputation in the Federal Government are allowed to continue in their posts after the expiry of their tenure without specific orders of the competent authority for its extension. The Prime Minister has taken a serious view of this situation and has directed that:

- a) In all cases of appointment on contract, re-employment, secondment or deputation the period of appointment should be clearly specified.
- b) On the last date of the specified period the officer should automatically stand relieved of his duties unless the orders of the competent authority have been obtained in advance extending the period.

2. I would, therefore, request you to take immediate action to specify the period of appointment in those cases where it has not been specified. You are also requested to ensure that in future no officer is appointed on contract, re-employment, secondment or on deputation without specifying the period of appointment. On the expiry of the specified period the officer should be relieved of his assignment forthwith unless the period has already been extended by the competent authority.

3. In order to ensure compliance of the above Directive of the Prime Minister all Ministries/Divisions are requested to identify the cases in which officers are continuing to work in their posts after the expiry of the specified period of contract/re-employment/secondment/deputation and intimate these to the Establishment Division immediately with recommendations for extension of the tenure where required. Action may also be taken to terminate the appointments where extension is not required.

28

4. All Ministries/Divisions etc. are also advised to initiate cases for extension in the period of contract/re-employment/secondment/deputation in the future at least six months in advance of the date of expiry of the period of such appointment.

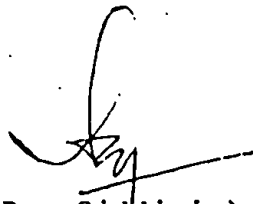
5. The provision in para 28 of this Division's O.M No.14/5/78-D.III, dated 10.2.1980 dealing with Induction/ Re-employment of the officers of Armed Forces in civil and such other instructions issued from time to time also stand modified in accordance with the Prime Minister's orders contained in para one of this letter.

6. The above instructions may also be brought to the notice of all Corporations and Autonomous/Semi-Autonomous Bodies under the administrative control of your Division as these would apply to them as well.

7. Kindly acknowledge receipt.

With regards,

Yours sincerely,



(A. R. Siddiqi)

All Federal Secretaries/
Provincial Chief Secretaries.

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
(ESTABLISHMENT DIVISION)

No.22/47/82-R.3.

RAWALPINDI,
the 12th April, 1983.

OFFICE MEMORANDUM

Subject: - DEPUTATION OF GOVERNMENT SERVANTS

In partial modification of the instructions contained in the Establishment Division's O.M.No. 1/28/75-D.II(C.V), dated the 4th November, 1980, on the subject mentioned above, it has now been decided that extension in deputation period of Government Servants in grades 1 to 15 beyond three years may be sanctioned by the Secretary of the Ministry/Division concerned. Cases of extension of deputation beyond three years in respect of officers in grade-16 and above would continue to be submitted to the Establishment Division as hithertofore.

2. Ministries/Divisions are requested to bring these instructions to the notice of all concerned including their attached departments and subordinate offices and the Corporations etc under their administrative control.

M.A. Khan 12/4/83
(Mashkooor Ahmad Khan)
Joint Secretary to the
Government of Pakistan.
Tele : 68977.

All Ministries/Divisions,
Rawalpindi/Islamabad/Karachi.

Copy to :-

1. The Auditor General of Pakistan, Lahore.
2. Military Accountant General, Rawalpindi.
3. All Accountants General/Comptroller.
4. A.G.P.R. Rawalpindi/Islamabad/Karachi.
5. Financial Adviser and Chief Accounts Officer, Pakistan Railways, Lahore.
6. Chief Accounts Officer, T&T Deptt, Islamabad.
7. Chief Accounts Officer, Ministry of Foreign Affairs, Islamabad.
8. Defence Production Division, (Mr. A.H. Mirza, Section Officer), Rawalpindi, with reference to their O.M. No. 11/7/80-DP.8, dated the 8th November, 1982.

M.A.

M. Zubair
(Aizaz Hussain Zuberi)
Deputy Secretary to the
Government of Pakistan.
Tele : 64236.

30

No.1/28/75-D.II(CV). Rawalpindi, the 4th November, 1980.

OFFICE MEMORANDUM

Subject: - DEPUTATION OF GOVERNMENT SERVANTS.

In continuation of this Division's O.M. of even number, dated 15-10-1979 (copy enclosed), on the above-cited subject, the undersigned is directed to state as follows :-

- (1) The normal deputation period, for all categories/grades of Government servants, shall be three years, extendable for another two years with prior permission of the Establishment Division. A Government servant shall not, however, remain on deputation to another Government Organization or an autonomous body/Corporation etc. for more than five years.
- (2) If a person is on deputation to a Government Organization, and has completed the maximum tenure of five years, he must revert; or be reverted by the borrowing office, to his parent/lending Organization on the expiry of that period; otherwise, the Audit offices concerned shall not make payment of salary and allowances to him beyond the date of expiry of five years, unless specifically authorised by the Establishment Division.
- (3) If a person is on deputation to an autonomous Organization/Corporation etc. and has completed the maximum tenure of five years, it will be obligatory for that person to report back to his parent/lending Organization on the expiry of that period, irrespective of his being relieved by the borrowing Corporation/Body etc. Failure to report back, unless specifically authorised otherwise by the Establishment Division will be construed as 'Misconduct' and make him liable to disciplinary action under the Government Servants (Efficiency and Discipline) Rules, 1973.
- (4) In case a deputationist is proposed to be absorbed permanently in the borrowing office (either a Government Organization or a Corporation etc.), such a proposal shall be initiated by the borrowing office at least six months before the expiry of the deputation period of the deputationist concerned. Such a proposal, with the written consent or request of the deputationist, shall be made by the borrowing office to the lending office (or parent office of the deputationist) which shall convey its decision (if necessary, in consultation with the Establishment Division) to the borrowing office as well as the deputationists, by the expiry of the term of his deputation. In the event of non-acceptance of the proposal, the individual shall revert back to his parent office, as indicated at (2) and (3) above.

Contd. P-2.

13/11/80

2. Ministries/Divisions are requested to bring these instructions to the notice of the Officers/Staff of their Secretariat/Attached Departments/Subordinate Offices/Corporations etc.

Sd/-
(Mashkoor Ahmad Khan)
Joint Secretary to the
Government of Pakistan
Tele : 68977.

- (1) All Ministries/Divisions, Islamabad/Rawalpindi/Karachi.
- (2) All Accounts Offices of the Government of Pakistan; through
- the Auditor General of Pakistan, Lahore.
- the Military Accountant General, R'Pindi.
- (3) Financial Adviser and Chief Accounts Officer, Pakistan Railways, Lahore.
- (4) Chief Accounts Officer, Foreign Affairs, Islamabad.
T & T Department, Islamabad.

Copy of the Establishment Division's O.M. No. 1/28/75-D.II(CV), dated 15-10-1979.

Subject: DEPUTATION OF GOVERNMENT SERVANTS.

The undersigned is directed to say that in spite of instructions to the contrary cases have come to the notice of the Establishment Division where Government servants whose services were placed on deputation with other Departments/Organizations for a specified period have not been returned to the lending Departments after the expiry of their tenure of deputation. What happens is that either a deputationist does not want to come back to his parent department or the borrowing department does not allow him to revert to his parent department on expiry of his term of deputation. This practice is against the interest of efficient administration.

2. It has now been decided that in no case a Government servant should remain on deputation to another department or autonomous body for more than five years. If a Government servant has completed his maximum period of deputation and the department still feels the need of his services the borrowing Department/Organization should write to the lending department to replace him by another Government servant of the same grade and qualification, failing which the borrowing organization should make their own arrangements. If a person is not willing to come back to his department on expiry of the period of his deputation and tenders his resignation, that may normally be accepted.

3. All Ministries, Divisions and Departments are requested to review the cases of deputationists and take necessary action in the light of the above instructions.

This supersedes all previous instructions on the subject.

Sd/-
(M. Ashique Siddiqui)
Joint Secretary to the
Government of Pakistan.

All Ministries/Divisions.

slam