

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION



Annex-V

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

Islamabad, 11th April, 2000.

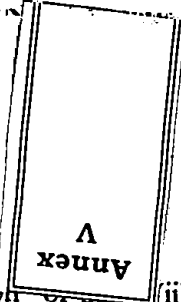
OFFICE MEMORANDUM

SUBJECT:- DELEGATION OF POWERS IN REGARD TO DEPUTATION OF GOVERNMENT SERVANTS.

The undersigned is directed to say that in order to ensure expeditious processing of cases of deputation, the Chief Executive has been pleased to delegate to Secretaries of Administrative Ministries/Divisions and Heads of Attached Departments and Subordinate Offices not below BPS-21 powers to approve initial deputation of officers upto BS-19 belonging to cadres and posts under their administrative control for a period of three years. The above powers are subject to observance of the following guidelines:-

- I. Where a post proposed to be filled is reserved under the rules for departmental promotion, appointment on deputation may be made only if the department certifies that no eligible person is available for promotion or the eligible persons are found unfit for promotion by the appropriate DPC/Selection Board. In such cases, deputation may be approved till such time a suitable person becomes available for promotion.
- II. In case of posts reserved for initial recruitment, appointment on deputation may be made only as temporary arrangement pending joining of the nominee of the F.P.S.C., and subject to condition that such appointment shall be made only after a requisition has been placed with the F.P.S.C.
- III. In cases where a post is tenable through appointment by deputation, the normal period of deputation should be three years and no extension beyond three years may be allowed without prior approval of the Establishment Division.
- IV. No officer should be sent on deputation unless he has completed three years' service in his parent department after return from an earlier deputation.

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2. The provision (ii) of Establishment Division O.M. No. 1/28/75-D.II/R.3/R.I, dated 18-02-1987 shall stand amended accordingly.
3. Ministries/Divisions are requested to bring these instructions to the notice of their Attached Departments/Subordinate Offices.

Ghulam Mustafa Bhatti
(GHULAM MUSTAFA BHATTI)
Deputy Secretary (Reg.II)

All Ministries/Divisions.

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
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ALL MINISTRIES/DIVISIONS.