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GOVERNMENT OF KERALA

No. 15618/Adv.CI/90/P&ARD. Thiruvananthapuram, DT-5.12.1990.

PERSONNEL & ADMINISTRATIVE REFORMS (ADVICE.C) DEPARTMENT

C I R C U L A R

Sub:- Public Services - Deputation of Government Employees on foreign service, from one department to another, etc. - Guidelines - Issued.

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The term 'Deputation' consists of two aspects, viz. (i) the lending or placing the services of the Government employees to other departments/institutions/Governments, and (ii) the actual appointment in the borrowing office. These are two distinct processes which should not be mixed up in one order. The lending or placing of the officials services at the others disposal is to be done by the lending department. It is important that the borrowing authority itself should issue the orders of appointment of the deputationist. It has been noticed that in many cases where the lending departments have issued the order of deputation, no timely action is taken by the borrowing authority to extend or terminate the deputation at the expiry of the term on the assumption that, is not its responsibility because the original order was issued by the lending department and in such cases the lending department also forgets about the case once the first order of deputation is issued on the presumption that further extension is the responsibility of the borrowing department. In view of the above, the following guidelines are issued in the matter of deputation of Government employees from one department to another, on foreign service, etc.:-

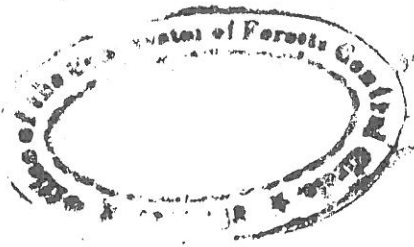
(i) It is for the borrowing department to process deputation proposals, get the concurrence of the lending department (and not vice-versa) and issue actual orders of appointment.

(ii) The borrowing department/institution which alone has the power to appoint anyone in their service will issue the actual order of appointment of the deputationist as well as extension of ~~deputazz~~ the period of deputation or termination of deputation.

(iii) In the case of deputation of State Government employees to the Government of India, other State Governments and to institutions over which the State Government has no control, the lending department will only issue the order placing the services of the employee at their disposal. Further action regarding appointment, extension of deputation or termination of deputation will be taken by the borrowing authority.

(iv) In the case of Secretariat Officers, the Administrative Departments concerned, (General Administration Department, Finance, Law Department etc. as the case may be which handles the service matters of the official being deputed) will place the services of the official at the disposal of the concerned authority which is the appointing authority in respect of the post to which the deputation is being made. For instance, if the post is that of Chief Executive of a Company for which Government is the appointing authority, the appointment order is to be issued by the concerned Administrative Department of the Secretariat and hence the services of the official will be placed at the disposal of that Administrative Department.

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(v) If the lending and borrowing authorities are both Secretariat Departments, even the issue of a formal order lending the services is not essential since the concurrence of the lending department noted in the file would be sufficient.

(vi) A formal order by the lending department placing the services of the official at the disposal of the borrowing agency will be required in cases where the appointing authority of the borrowing office is an external agency like Government of India or a company, and not another Secretariat Department.

(vii) In no case should the lending Department issue unilateral orders deputing an employee to another department/institution which is outside its administrative control, without its knowledge and concurrence of the borrowing authority.

P. Shanmugasundaram,
Commissioner & Secretary to Govt.

To
All Heads of Departments and offices.
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Office of the
Chief Conservator of Forests,
Trivandrum, DT-2....2....1991.

- Copy to all Chief Conservator of Forests.
- Copy to all Conservators of Forests/Divisional Forest Officers/Asst. Conservators of Forests/Working Plan Officers/Wild Life Wardens Principals of Forest School for information and guidance.
- Copy to All Branch Officers and Section Heads in office.
- Copy to R-section/E section.
- Copy to Confidential Assistants to Prl. Chief Conservator of Forests/Senior Administrative Officer.
- Copy to stock file/General stock file.

Remainder

Nk/5.2

for Chief Conservator of Forests

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