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S. No. 32(A)

No. AB.14017/2/2007-Estt.(RR)
Government of India
Ministry of Personnel, PG and Pensions
(Department of Personnel & Training)

BRDB sectt.
23 SEP 2008
Sl No. 312
Diary No.

New Delhi, 15th September, 2008

OFFICE MEMORANDUM

Sub: Procedure for placing the matter before the Screening Committee for appointment on deputation / foreign service of Members of organised Group A and B services of the Central Government (other than All India Service).

In modification of the instructions contained in para 1 of this Department's OM of even number dated 19th May, 2008, it has been decided, that all proposals for deputation / foreign service of officers of the level of JS and above may be forwarded to this Department with 10 copies of the note alongwith relevant papers as in the format annexed, for being placed before the Screening Committee under the Chairmanship of the Cabinet Secretary.

GE 25

2. It is also suggested that the same format may be used by the cadre controlling authorities for placing the matter before the Screening Committee in respect of officers of the level below JS.

3. Hindi version will follow.

RS

(Ranbir Singh)
Deputy Secretary to the Government of India
Tel. No. 2309 4254

To

All Ministries / Departments of the Government of India

Copy for information to -

- (i) Cabinet Secretariat
- (ii) Department of Expenditure (JS-Pers)
- (iii) PS to JS(E) / JS(AT&A) / JS(Vig.), JS(Trg.)

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Agenda note for the meeting of the Screening Committee of Secretaries under the Chairmanship of the Cabinet Secretary for screening of deputation / foreign service proposals of officers of the organized Group A and Group B Services of the Central Government (other than All India Services).

Checklist for Deputation / Foreign Service proposals.

1	Name and designation of the officer	
2.	Service / Cadre to which the officer belongs	
3.	Year of allotment to the cadre	
4.	Date of birth	
5.	Whether the officer has completed 9 years in his / her own cadre (Yes / No)	
6.	Whether the officer has been on deputation earlier. If so, details thereof alongwith dates and the total period	
7.	Please confirm that the period of foreign service under para 2.1 and 2.2 of OM No. AB.14017/2/07-Estt.(RR) dated 29.02.2008 will not exceed 7 years in the entire service.	
8.	Details of the proposed deputation	
9.	Post covered under which category.	
10.	Place of posting	
11.	Pay package and level of post offered	
12.	Level to which reporting	
13.	Name, nature of Organisation	
14.	Whether it is direct offer / selection through open advertisement / nomination by the concerned Ministry / Department.	

15.	A copy of the offer letter be enclosed.	
16.	Recommendation of the Cadre Controlling Authority	
17.	Whether vigilance clearance has been obtained	
18.	Whether proposed deputation is within the five years ceiling limit	
19.	Whether cooling off requirement is fulfilled as per para 2.5 of OM dated 29 th February, 2008 i.e. 3 years for JS level and below.	
20.	Whether officer has any official dealing with the organization during the last five years (attach certification from all organizations where the officer worked during the previous years.	
21.	Whether NOC from MHA, if required, obtained.	
22.	Whether NOC from MEA, if required, obtained.	
23.	It may be confirmed that the proposal does not involve any relaxation of these guidelines	
24.	Any other information / comments.	
25.	Please elaborate as to how the proposal will be in public interest and enrichment of the experience of the officer by such deputation / foreign service.	

Rule Position

According to para 2.1 of consolidated guidelines vide OM No. AB.14017/2/07-Estt.(RR) dated 29.02.2008 regarding deputation / foreign service for Members of the organized Group A and Group B Services of the Central Government (other than All India Services), a Committee under the chairmanship of Cabinet Secretary with Secretary (Personnel), Finance Secretary will screen all proposals for deputation on foreign service terms of officers of the level of JS and above on a case to case basis, after the proposals have been approved by the Cadre Controlling Authority. The final decision shall be with the approval of the Prime Minister in such cases.

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The officer is presently holding the post at the level of JS or equivalent or above

The proposal is being submitted to the Screening Committee under the Chairmanship of the Cabinet Secretary for taking an appropriate decision in the matter.