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**GOVERNMENT OF BALOCHISTAN**



**SERVICES AND GENERAL ADMINISTRATION  
DEPARTMENT**

(Regulation Section-I)

Dated Quetta, the 31<sup>st</sup> December, 2012

To

1. The Additional Chief Secretary (Dev), P&D Department, Quetta.
2. The Senior Member, Board of Revenue, Balochistan, Quetta.
3. The Chairman, Chief Minister's Inspection Team, Quetta
4. The Chairman, Balochistan Public Service Commission, Quetta
5. The Chairman, Balochistan Development Authority, Quetta.
6. The Principal Secretary to Governor Balochistan, Quetta
7. The Principal Secretary to Chief Minister Balochistan, Quetta
8. All the Administrative Secretaries to Government of Balochistan \_\_\_\_\_ Department.
9. The Secretary Balochistan Provincial Assembly, Quetta.
10. All Divisional Commissioners in Balochistan.
11. All Heads of Attached Departments in Balochistan.
12. The Director General Public Relation Balochistan, Quetta.
13. The Controller, Printing and Stationery Department, Quetta.

**Subject: THE BALOCHISTAN CIVIL SERVANTS' DEPUTATION POLICY 2012.**

In supersession of this Department's circular letter No.SORI.1(24)/S&GAD/2007/2334-2453, dated the 21<sup>st</sup> November, 2007, a comprehensive deputation policy is revised and is to be adopted and implemented in the best interest of Civil Servants' of Balochistan.

**2. General Instructions Regarding Deputation:** (1) A civil servant is said to be on deputation when he is detached on special temporary duty for the performance of which there is no permanently or temporarily sanctioned appointment.

(2) The term "deputation" as defined by the Supreme Court of Pakistan *vide* PLD 1981 SC 531 means that a government servant begins to be regarded as a "deputationist" when he is appointed or transferred, through the process of selection, to a post in a department or service altogether different



from the one to which he permanently belongs, he continues to be placed in this category so long as he holds the new post in an officiating or a temporary, capacity, but ceases to be regarded as such either on confirmation in the new post or on reversion to his substantive post.

(3). **Deputation Not a Method of Appointment:** It has been observed, however, that there is a growing tendency to resort to postings through deputationists despite the fact that deputation is not a normal prescribed method of appointment as, under “the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009”, three methods of appointments are required to be made either by promotion or by initial appointment or by transfer. The method of appointment to posts is also prescribed in the relevant Service Rules. Filling-up the posts through deputation, if not provided so in the relevant Service Rules, leads to following adverse implications:-

- (a) In case of promotion posts, the promotions of departmental personnel are delayed/stopped; and
- (b) In case the post is required to be filled through initial appointment, quota of a particular post is affected.

(4). Above in view it is decided to discourage the increasing tendency of postings through deputation, it has been decided that, in future, the deputation period will be limited to three years only. A maximum two years extension in the deputation period will be considered only in exceptional cases, in the public interest, and with the prior approval of the S&GAD in all cases of Civil Servants in BPS 17 and above. The extension cases shall be forwarded to the S&GAD at least six months before the expiry of the three-years deputation period and with proper justification for the proposal. However, no deputation proposals will be entertained which will adversely affect the method of appointment to the post as laid down in the Service Rules. Accordingly, all such proposals must invariably be accompanied by a formal assurance signed by at least the Administrative Secretary to that effect.

(5). Administrative Departments are requested to also bring these instructions to the notice of their Attached Departments, Subordinate Offices,



Corporations, Autonomous Bodies, etc, under their administrative control, for guidance/strict compliance.

(6). **Bar Against Allowing Officers to Go on Deputation Against Lower Posts.**

It has come to the notice of the government that some Departments have allowed their officers to go on deputation to foreign service in Pakistan to posts lower in emoluments and responsibility than what they had in the government. This resulted in wasteful utilization of government officers, embarrassment to the officers and difficulties in fixing their emoluments. All the Departments are requested that they should not henceforth depute any of their officers to a post which is lower in emoluments and responsibility than the one he is holding in his parent office.

(7). **Posting of the Deputationist against one Step/Grade Higher Post.**

- (i) A civil servant may be sent on deputation by the lending authority against one step/grade higher post on the request of the borrowing authority provided such civil servant fulfills the prescribed qualification/experience for the higher deputation post;
- (ii) A civil servant already on deputation shall not be posted against higher post by the borrowing authority within their organization without prior consultation of the lending authority. However, the deputationist posted against higher post after mutual consultation will not be entitled to claim higher position in his parent department on his repatriation.

(8). **The position in the parent office of the Civil Servant transferred temporarily on deputation to another office.-**

When a Civil Servant transferred on deputation basis in the public interest, the interests of the Civil Servant concerned should be protected in his parent office until he is confirmed in the borrowing office. For this purpose, when a vacancy occurs in a higher grade in his parent office, the Civil Servant concerned should be considered for promotion on higher Basic Pay Scale/Post, therefore, and if he is selected for promotion in accordance with the relevant rules, he should be appointed/promoted formally (and not actually) to the post in the higher grade.



(9). **Promotion during the deputation period:** (1) Subject to sub para (2), the civil servants on deputation **within Country** to Federal Government, Provincial Government, Autonomous/Semi-Autonomous Organization being controlled by the Provincial Government shall be considered for promotion in accordance of seniority-cum-fitness basis and informed to actualize their promotion within their respective cadres and Government. They shall have to stay and not be allowed to go back immediately after promotion. Such stay shall be not less than a minimum of one year to complete probationary period in the cadre. If he declines, his actual promotion will take place only when he returns to his parent cadre. His seniority in the higher post shall, however, stand protected.

(2). The Civil Servant is on deputation to a Foreign Government, International Agency or a Private Organization **Abroad** or on deputation to an International Agency or a Private Organization **located within the Country** will be considered for promotion only after he resumes duty **on return to Pakistan** or **in parent Department**. Such Civil Servant may be given timely intimation to return so that he can earn PER in relation to period of deputation as given below before his case come up for consideration in accordance with his seniority position:-

<b>Period of Deputation</b>	<b>Minimum Period of PER</b>
(a). Upto One (1) year	Three (3) complete months
(b). Between one (1) to three (3) years	Six (6) complete months
(c). Between three (3) to five (5) years	Twelve (12) complete months

(3). If an officer returns, his case will be considered for promotion in the normal course. If he does not return in response to such intimation, his case will be deferred till he returns to Pakistan or in the parent Department on completion of between three (3) to five (5) years deputation period and earns a PER on his work for one full year after resuming duty. In case, whereas a certificate in lieu of part PER is a sufficient document for the purpose of quantification, the said certificate does not reflect the performance of a Civil Servant need for consideration for promotion. If a Civil Servant upon his return



has earned part P.E.R for less than 12 months in a calendar year then a Special Report for the period of deficiency earned in next calendar year shall be taken into account to complete the requirement of twelve (12) months for the purpose. If approved for promotion, he will regain his original seniority.

(10). **Sending Deputationist for Training Abroad/within Country.**

Whenever a borrowing authority proposes to send a deputationist for training abroad, it may send the deputationist on training within the stipulated period of deputation under intimation to the lending agency. However, no expenses will be paid for the training of the deputationist by the lending authority.

(11). **Counting of Period of Formal Promotion Towards Increment on Reversion to Parent Office.**

The Civil Servant on deputation to other office, who is appointed formally (and not actually) to officiate in higher grade in his parent office, may be allowed to count the period of such officiating service towards increments in the higher post, on reversion to his parent office. Service in another post, whether in a substantive or officiating capacity, and service on deputation count for increments in the time-scale applicable to the post on which the Government servant holds a lien, as well as in the time-scale applicable to the post or posts, if any, on which he would hold a lien had his lien not been suspended.

(12). **Procedure of Inquiry against Deputationist.**

The borrowing authority shall have the powers of the competent authority to place the deputationist under suspension, to send him on forced leave and initiate proceedings against him under the disciplinary rules governing the deputationist in his parent department. However, the borrowing authority shall forthwith inform the lending authority of the circumstances leading to the order of suspension, sending on forced leave or commencement of the proceedings as the case may be. If as a result of finalization of the disciplinary proceedings the borrowing authority is of the opinion that any penalty is to be imposed upon the deputationist, the borrowing authority shall transmit to the lending authority the record of the entire proceedings alongwith specific recommendations with regard to the penalty.



**CONDITIONS OF DEPUTATION:**

**3. (1) To be treated on Deputation:** Maximum period of Deputation shall be five years during the entire service of a Civil Servant. A Civil Servant shall be treated on deputation in the following cases:-

- (a) Posting of a Civil Servant in Autonomous and Semi Autonomous Bodies of the Provincial Government;
- (b) Posting of Provincial Civil Servants in the Federal Government/Autonomous Bodies/Semi Autonomous Bodies under the Federal Government.
- (c) Posting of Federal Government Servants in the Provincial Government Departments, Autonomous/Semi Autonomous Bodies under the Provincial Government;
- (d) The Provincial Civil Servants who are selected by International Organizations/U.N Specialized Agencies, shall be treated as "on deputation" for a maximum period of 5 years after obtaining clearance of the Special Selection Board and approval of the Competent Authorities. The composition of the Special Selection Board is as under:-

- 1. Secretary, S&GAD = Chairman.
- 2. Additional Secretary (Regulation),= Member.  
Finance Department.
- 3. Additional Secretary, Law Department=Member.
- 4. Section Officer (Service-III)- S&GAD.= M e m b e r /  
Secretary

(2) **Not to be treated on Deputation:** In the following cases it shall not be treated as on deputation:-

- (a) Those civil servants, who are on probation on initial appointment and have to pass/qualify a prescribed examination, test or course/training for the successful completion of their probation shall not be considered for deputation;

Provided that the civil servants who are on probation on promotion to a higher post shall be allowed to proceed on deputation.



- (b) No Civil Servant shall be considered on deputation during pendency of disciplinary proceedings/Court proceedings against him;
- (c) A civil Servant shall not be sent again on deputation unless he has completed two years' service in his parent department after return from an earlier deputation. However, no officer/official shall be allowed to go on deputation beyond a maximum period of five years during his entire service.
- (d) No employees of Autonomous/Semi Autonomous Bodies of the Provincial/Federal Government, adhoc employees or contract employees shall be considered for deputation in any Provincial Government Department against regular post;
- (e) No Civil Servant will be considered for posting on deputation in the Development Projects in the Provincial Government;
- (f) No Civil Servant detailed for training/study tour/ acquiring of higher qualification etc. as on deputation;
- (g) Civil Servant is transferred from the field to the Secretariat, whether to his parent department or to some other department, he shall not be treated as on deputation;
- (h) A civil servant is transferred from one department to a post in another department of the Balochistan Government, he shall not be considered on deputation in the meaning of Rule 10 of the Balochistan Civil Servants Act,1974.

**4. PERIOD OF DEPUTATION.** (1) The period is described as under:-

- (a) 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;
- (b) All cases of initial deputation of government servants holding posts in BPS 17 and above would be referred to the Services and General Administration Department for approval of the competent authority;
- (c) On completion of the maximum period of five years, both the borrowing and the lending organizations should ensure immediate repatriation of the deputationist;
- (d) A Government employee already on deputation to some other Department/Government/Body/Agency etc. shall not be



allowed to proceed on deputation to another Government/body direct from his first deputation/foreign service without the approval of the S&GAD;

- (e) In case it is not possible to repatriate a person to his parent organisation for compelling reasons, the case should be referred to the Services and General Administration Department 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;
- (f) On the request of the Borrowing Organization or the civil servant concerned in compelling circumstances, Government may allow a Civil Servant to continue against his assignment abroad even after the expiry of 5 years. However in all such cases, the civil servant's name will be removed from the existing Seniority List and placed on a separate Static List with no claim to promotion or to seniority over any junior who may be promoted during this period. A civil servant's name would be brought back on the Seniority List only after he resumes duty on return. In such cases also, the civil servant must earn required PER before he is considered for promotion. If approved for promotion, he will not regain his seniority. He will be assigned seniority in the higher post only from the date he assumes its charge.

(2) In certain cases it has come to the notice of the Competent Authority that some of the Civil Servants deputed on deputation are allowed to continue in their posts after the expiry of their tenure without specific orders of the competent authority for its extension. In view of this situation it has been decided that:-

- (a) In all such cases the period of deputation shall be clearly specified;
- (b) On the last date of the specified period, the Civil Servant shall automatically stand relieved of his duties unless the orders of the competent authority have been obtained in advance extending the period;

(3). Immediate action may be taken to specify the period of deputation in those cases where it has not been specified. It may be ensured that in future no civil Servant is allowed on deputation without specifying the period. On the expiry of the specified period, the Civil Servant should be relieved of his assignment forthwith, unless the period has already been extended by the competent authority.





(4). All the Administrative Departments are requested to identify the cases in which Civil Servants are continuing to work in their posts after the expiry of the specified period of deputation and intimate these to the S&GAD immediately with recommendations for extension of the tenure where required. Action may also be taken to terminate the deputation appointments where extension is not required.

(5). **Deputation of Civil Servants – Procedure for Extension:** The normal period of deputation for all categories of Civil Servants would be three years. This would be extendable by two years with the prior approval of the competent authority. The cases for extension in deputation period are required to be forwarded to the S&GAD at least six months before the expiry of initial period of deputation failing which no extension in deputation period would be granted and the Civil Servants concerned would be considered repatriated to their parent department/organization on expiry of initial period of deputation.

(6) It has been observed that, at times, the Administrative Departments send cases to the S&GAD for extension in deputation period long after the expiry of initial deputation period. This practice is decidedly against policy instructions on the subject and need to be avoided. Therefore, Administrative Departments are requested to comply with the standing instructions, referred to above, strictly and to ensure that cases for extension in deputation period are forwarded to S&GAD six months before the expiry of initial period of deputation with proper justification.

**5. PROCEDURE OF SELECTION FOR DEPUTATION:** (1) As soon as a request is made by a borrowing authority for deputing a Civil Servant, the Administrative Department concerned shall make a reference to the S&GAD in respect of BPS-17 and above officers and in cases for all grades in deputation in para 3 (1) (d) requiring recommendations of the Special Selection Board. All such cases, shall be forwarded by the Lending Organization/Department on the attached prescribed format duly accompanied by the relevant record/papers of the Civil Servant concerned for final selection.



(2). **Vacancy Notices for Posts in International/Regional Organizations:** The Vacancy Notices received from the various international/regional organizations are not adequately circulated thus restricting the scope of selection by the Special Selection Board and also giving a cause of complaint to many qualified government servants. Whenever a Department receives a vacancy notice from any international organization, it may be adequately circulated among the concerned agencies and all the applications received be forwarded to the S&GAD.

(3). **Circulation of Job Descriptions:** It has been observed that the job descriptions of various posts received from the international organizations are not being circulated properly amongst the Department/Offices concerned of the Provincial Governments. In future the Department should;

- (a) circulate the vacancy announcements amongst the Departments/Offices concerned of Provincial Governments well in time;
- (b) nominate only those officers who are properly qualified for the jobs;
- (c) nominate, at least, three candidates for each job to enable Special Selection Board to pick-up the best suited candidates; and
- (d) to ensure adequate circulation of job descriptions, the Departments receiving vacancy announcements direct from international organizations should send the copies of their circulars to S&GAD indicating the Departments/Offices to whom the particular job is being circulated.

(4). **Deputation/Employment etc. of Government Servants with International Organizations/Foreign Governments/UN-Specialised Agencies abroad or within country:** In cases of employment of government servants with the international organizations, foreign governments or UN specialized agencies, which fulfill the following conditions shall be treated as 'official request' and as such deputation abroad:-

- (a) The vacancy announcement by an international organization/United Nations specialized agency or a foreign government is officially communicated to the Government of Pakistan/Government of Balochistan;



- (b) The vacancy is widely circulated to the Departments/Offices etc.
- (c) Officers selected are the nominees of the Government of Balochistan;
- (d) The final approving authorities are mentioned in para 6, on recommendations of the Special Selection Board in the S&GAD.

(5). **Firms/Organizations:** In case some Civil Servants are directly receiving or soliciting offers of appointment from private firms/organisations based in foreign countries and are seeking government clearance for accepting such offers on deputation basis. This practice, which is on the increase, is against the Balochistan Government Servants (Conduct) Rules, 1979. It is obvious that in all cases of this nature, the Civil servants while still in government service, had established contacts with the private firms/organisations offering the appointment. This tendency has to be curbed because it is quite possible that the firm/organization, offering the appointment to the government servant concerned, may be doing so in consideration of some favour done to the firm by the Civil Servant concerned. It has, therefore, been decided that any government servant receiving such an offer of employment from a private firm/organisation abroad will not, in future, be allowed to go on deputation. He will have to resign from government service before he is allowed to accept the appointment with a private firm/organisation based in a foreign country. These instructions, however, do not affect the offers of appointments or submission of applications against vacancies announced by foreign governments or international agencies. The relevant cases should be sent for approval to the Special Selection Board in the prescribed manner.

(6). **Functions of the Special Selection Board:** The cases of deputation of civil servants to international agencies and foreign governments should, be referred to the Special Selection Board for clearance. However, no such case will be entertained in which the offer have been received by civil servants direct. Only such nominations will be entertained as are received by the Department through proper channel. It has been noticed that incomplete cases are being forwarded by the Administrative Departments to the S&GAD which results in delay. The Administrative Department are requested to send cases complete in all respect to S&GAD with the following documents:-



- (a) Biodata = 6 copies  
(b) Job description = 6 copies  
(c) Summary statement *(on attached format)* = 6 copies  
(d) Separability Certificate = 6 copies  
(Signed by the Administrative Secretary).  
(e) C.R. dossier complete with photograph =  
of the civil servant thereon.

### **Summary Statement Proforma**

Name of Post	Name of International Organization	Job Description in Brief	Qualification required by the International Organization	Name of Civil Servant nominated	Qualification of the Civil Servant nominated	Training	Experience Attached	Whether or not Released Certificate
1	2	3	4	5	6	7	8	9

**6.** The Competent Authorities subject to standing policy of the Government, designated, subject to para 3 (1) (d) for approval of deputation cases shall be as under:-

- (a) For Civil Servants in BPS-16 and below = Administrative Secretary.  
(b) For Civil Servants in BPS-17 = Secretary S&GAD.  
(c) For Civil Servants in BPS-18 and above = Chief Secretary.

**7.** As soon as the deputation of a Civil Servant is approved by the Competent Authority, the S&GAD shall issue the Notification and the Lending Authority in consultation with the Borrowing Authority and with the Finance Department shall notify the Terms and Conditions of deputation of the Civil Servant with a copy to the S&GAD. The standard terms and conditions shall be made applicable in case of deputation of civil servants:-

(1) PERIOD OF DEPUTATION. \_\_\_\_\_(i) In all such cases the period of deputation shall be clearly specified;

- (a) The normal initial period of deputation for all categories will be three years. This will be extendable, to a maximum period of another two years with prior approval of the competent authority;



- (b). On the last date of the specified period, the Civil Servant shall automatically stand relieved of his duties unless the orders of the Competent Authority have been obtained in advance extending the period;
- (c) If a Civil Servant is on deputation to an other Department/ Government/ Autonomous Organization/ Corporation etc, and has completed the maximum tenure of five years, it will be obligatory for that Civil servant 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 authorized otherwise by the S&GAD, will be construed as 'Misconduct' and make him liable to disciplinary action under the BEED Act, 2011 or relevant disciplinary rules applicable. 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.
- (d) On completion of the maximum period of five (5) years both the borrowing and the lending organizations shall be duty bound for immediate repatriation of the deputationist; and
- (e) Where, it is not intended to permanently absorb the deputationist in the borrowing department, the deputationist must not be allowed to remain away from his parent cadre for unduly protracted period; he should be reverted to the parent department on expiry of the period of deputation as originally fixed. If the borrowing department needs the services of another officer having the qualifications or experience possessed by the deputationist, a request should be made to the lending department to depute some other Civil Servant in his place possessing the same qualifications or experience as far as possible. The borrowing department in no case should insist on retaining a particular individual beyond the original period of deputation. In such a situation, the cases shall be referred to the S&GAD before expiry of the deputation period for final decision.

(ii). **Commencement of deputation:-** The deputation will commence, on the date on which he hands over of his post under the Government of Balochistan and end on the date on which he assumes charge of a post under that Government/ Department/ Authority/ Agency etc.

(2) **PAY AND ALLOWANCES:**

Pay and allowances in BPS as admissible in his parent Department from time to time under the Government Rules.



(3) DEPUTATION ALLOWANCE.

- i) In case of Balochistan all Statuary bodies are being financed by the Government and have almost turned out to be mere agencies of the Government with delegation of certain powers not generally invested in Government Departments and for all practical purposes are serving merely as Government Departments.
- ii) To consider services under such authorities as "Foreign Service" is a purely technical issue and should not be confounded with grant of additional Deputation Allowance on technical ground. Payment of extra financial remuneration to an employee **(in form of deputation allowance)** without proportionate increase in his duties is against the known financial propriety.

(4) JOINING TIME AND PAY.

The Borrowing Organization will pay for the joining time, on transfer to and reversion from Deputation at the rate prescribed by the Provincial Government.

(5) TRAVELLING /DAILY ALLOWANCE.

- (i) T.A/D.A during incumbency of deputation:

As admissible in accordance with the Travelling Allowance Rules of the Borrowing Organization, provided these are not inferior to Government Rules.

- (ii) T.A/D.A for journeys performed by him on transfer to and back to the parent Department shall be paid by the Borrowing Organization.

(6) CONVEYANCE ALLOWANCE:

In case official transport is not provided, permanent conveyance allowance may be allowed as admissible under the Rules of Government of Balochistan. The POL ceiling shall be fixed by the Borrowing Authority.



(7) QUALIFICATION PAY/ALLOWANCE.

The deputationist would also be entitled to draw qualification pay/allowances which he has been drawing in his parent department. The qualification pay/allowance will not be related to the job but will be personal to the incumbent for possessing certain qualifications or passing an examination.

(8) RESIDENTIAL ACCOMMODATION:

Accommodation may be provided to the deputationist as per his entitlement as a Civil Servant, subject to deduction of 5% of his emoluments. If accommodation is not provided, the deputationist is entitled to House Rent allowance as admissible under the Balochistan Government Rules provided that he is not already residing in a Government owned accommodation. If accommodation is provided it will be subject to normal deduction of 5% of his pay.

Provided, if a Civil Servant, while on deputation with an Autonomous Body or NGO etc. continues to retain Government owned accommodation, the Autonomous Body or the NGO etc. concerned shall be liable to pay House Rent to the Government of Balochistan on behalf of the deputationist @45% or 30% (whichever is applicable) of the minimum of the pay scale of the deputationist in his parent Department.

(9) MEDICAL FACILITY:

He will be provided medical facilities in accordance with the Rules of the Borrowing Organization, provided such facilities are not inferior to those admissible to him under the Government/parent Department.

(10) RESIDENTIAL TELEPHONE FACILITY:

As per policy of the Borrowing Organization.

(11) G.P.FUND/BENEVOLENT FUND/GROUP INSURANCE.

During the period of deputation, the civil servant concerned will continue to subscribe to the G.P. Fund, Benevolent fund and Group



Insurance at the rates under the relevant Rules of the Government of Balochistan. The remittance of which shall be supported with a schedule, mentioning therein the G.P. Fund Account Number and the name of the Accounts Officer maintaining the account. The remittance should be made to the parent office of the government servant concerned. The parent office will send copies of challans and schedules, to the Accounts Officer concerned for necessary action.

The deputationist will continue to subscribe to Group Insurance, G.P. Fund, Pension contribution at the rate prescribed by the Government and such other funds as he was subscribing before deputation in his parent department and the same shall be deposited in the relevant accounts of the Provincial Government for the period of deputation.

(12) LEAVE/LEAVE SALARY:

The leave account of the Civil Servant during the period of deputation shall remain closed. No leave salary contribution shall be reserved from the Borrowing Organization and the deputationist will be granted leave and paid leave salary by such Organization. The period of service with the Borrowing Organization shall not count towards earning leave under the Government. However, in case if the deputationist applies for grant of leave to the Competent Authority in the Borrowing Organization and the leave so applied is refused by the Competent Authority in the Borrowing Organisation/Department then the Borrowing Organisation/Department is bound to pay him the encashment of the leave/un-availed portion of leave, earned by him during his deputation period. For this purpose no sanction of the Finance Department is required and he/she will be granted encashment of leave with the approval of the Competent Authority/Leave Sanctioning Authority in the Borrowing Organisation/ Department.

(13) DISABILITY LEAVE.

The borrowing organization shall also be liable for payment of leave salary, in respect of disability leave granted to the civil servant, on account





of disability occurred in and through deputation, even though if such disability manifests itself after the termination of such service. The leave salary charges, for such leave, shall be recovered by the civil servant direct from the Borrowing Organization.

(14) CONDUCT AND DISCIPLINE:

\_\_\_\_\_ The deputationist will be governed by the provisions of relevant E&D/Conduct Rules, applicable to the service/cadre to which he belongs.

(15) ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT (LPR).

A civil servant on deputation who is due to retire from government service either on completion of qualifying service or on attaining the age of superannuation, may draw the encashment of LPR from the Borrowing Organization, if he continues to work during the whole period of his LPR for last year of his service, without repatriation of his services.

(16) PENSION CONTRIBUTION.

The Borrowing Organization shall be required to pay pension contribution @ 33-1/3% of the mean of minimum and maximum of the pay scale of the Civil Servant plus other emoluments reckonable for pension (subject to verification of Audit) to the Government during the deputation period.

(17) FRINGE BENEFITS.

The Deputationist shall be entitled to any fringe benefit, attached to the post other than those specifically mentioned above.

(18) CHANGE IN TERMS AND CONDITIONS OF DEPUTATIONISTS:

A Civil Servant on deputation continues to be under the rule-making control of the lending government and is governed by the rules of the lending government in matters of pay, leave, pension, etc. The lending government accordingly have a right to determine, in consultation with the



borrowing government, the terms of his employment under the latter and these terms should not be varied by the borrowing government without consulting the lending government or department and without the approval of the S&GAD.

(19) PROCEDURE, IF THE DEPUTATIONIST IS REVERTED BEFORE TIME.

Government has inherent powers to terminate deputation earlier than the period specified in the terms and conditions of deputation. The Government/Lending Authority may, therefore, recall a Civil Servant at any time before the expiry of the period of deputation, when the exigencies of public service so require. Similarly the borrowing authority shall have the right to revert deputationist to his parent Department and lending authority before the expiry of the prescribed period of deputation. However, a prior notice of at least one month shall be given before repatriation/recall of the deputationist. In case of disagreement, the matter will be referred to the S&GAD for decision. A specific clause to this effect may invariably be incorporated in all orders deputing Civil Servant to other Departments/Agencies etc.

(20) ABSORPTION OF DEPUTATIONIST: (i) 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 S&GAD) to the borrowing office as well as the deputationist, 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.

(ii). There are a number of Civil Servants who are substantive holders of permanent posts in one office but are on deputation to another. It has been observed that some times when such a Civil Servant, during the



course of his service in the borrowing office, is confirmed, the parent office is not informed. As this practice causes administrative inconvenience to the parent office, it should be avoided. In future permanent Civil Servants belonging to a government or department, while on deputation to another Government or Department or Body etc, should not be confirmed in the latter without the prior formal concurrence of the former and the consent of the Civil Servant concerned. Once such confirmation is decided upon, a copy of the resultant confirmation orders should be endorsed to the lending Government or Department.

(iii). A civil servant who with the proper concurrence of the competent authority leaves service under the Government of Balochistan and seeks absorption/ employment under an autonomous, semi-autonomous/local body where service is pensionable is not required to resign from Government service, and the Government, if it is so requested, is liable to share pensionary liability for the period of service rendered by such a civil servant under the Government in accordance with the Government rules.

(iv). Should such a government servant continue to serve the borrowing government or department till the time of his retirement from service, information to the effect that he is being retired should be furnished to the lending government or department, unless the lien of the government servant in his parent cadre had been terminated at the time of his confirmation in the borrowing Department.

**8.** The above terms and conditions will be made applicable by all the Administrative Departments for its employees and there is no need to refer their cases to the Finance Department for approval. However, if an advice of the Finance Department on the specific issue is required, Administrative Department can refer the case with their self-contained comments on the issue.

**(SAEED AHMED)**  
Section Officer (Regulation-I)  
S&GAD  
Phone No.: 081-9201916



# SERVICES AND GENERAL ADMINISTRATION

Affix  
Passport Size  
Photograph

## **APPLICATION FORM FOR APPOINTMENT ON DEPUTATION TO THE POST OF**

**IN THE** \_\_\_\_\_ **DEPARTMENT/ORGANIZATION** \_\_\_\_\_

**UNDER THE FEDERAL GOVERNMENT/PROVINCIAL GOVERNMENT.**

1.	Name of applicant (IN CAPITAL LETTERS)					
2.	Father's name					
3.	Husbands's name					
4.	Date of Birth (in Christian era) (DD/MM/YYYY)					
5.	Date of retirement on superannuation					
6.	Educational Qualifications					
7.	Whether Educational and other qualification required (if prescribed by the borrowing organization) for the post are satisfied:					
	Qualification/experience required (if any)				Qualification/Experience possessed by the officer.	
8.	Date of appointment in Govt: Service					
9.	Whether permanent or temporary.					
10.	Date on which the probation period expired					
11.	If permanent the post against which the applicant is confirmed also state date (enclose relevant confirmation order if any).					
12.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
13.	Details of Employment, in chronological order:					
	Department/Office	Post held	Basic Pay Scale of post	From	To	
Attested copies of last appointment/promotion Orders and Pay Slip are to be attached						



14.	Please state previously deputation appointments held:		
	(a) Date of appointment on deputation basis:		
	(b) Period of appointment on deputation	From	To
	(c) Name of Department/office/Government in which served on deputation basis		
	(d) Post held during the deputation period		
(e) Date of last return from Deputation			
15.	Additional information, if any, which you would like to mentioned in support of your suitability for the post.		

Dated \_\_\_\_\_

SIGNATURE OF THE CANDIDATE \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Countersigned by Administrative Secretary)

**CERTIFICATES TO BE FURNISHED BY THE LENDING ORGANIZATION.**

1. Service particulars of Mr/Ms. \_\_\_\_\_ given above have been verified from the service record of the applicant and found correct.
2. Certified that the officer is neither on probation nor retiring during the next three (3) years and did not work on deputation during the last three (3) years.
3. Certified that this Department has No Objection for his appointment on deputation basis and the officer is also willing for appointment in the Borrowing Organization on Standard Terms and Conditions of the Borrowing Organization.
4. Certified that no Departmental/NAB/Anti-Corruption/Court/Vigilance Enquiry is pending or contemplated against the applicant.
5. The above officer has not derived any benefit in pursuance of NRO in the entire career within the meaning of the Hon'ble Supreme Court of Pakistan's Judgement dated 16<sup>th</sup> December, 2009 on NRO.
6. No punishment has been awarded to the above named officer under any Criminal Law including NAB Ordinance in the entire career.
7. Certified that the officer will be relieve of his duties to take up assignment on his appointment on deputation basis and the officer shall be accepted back on repatriation to the parent Department.
8. Certified that the officer is working on regular basis in the parent Department and the post against which he is appointed/working has not been abolished or it not being abolished or services of the officer are not being placed in the surplus pool.
9. Copy of the ICP Chart is attached.



10. A summary of the last three (3) years' Performance Evaluation Reports is appended below:-

S.No.	Year	Posting	Overall grading (as finally judged by the Countersigning Officer)	Fitness for promotion (as finally judged by the Countersigning Officer).
1.				
2.				
3.				

Place: \_\_\_\_\_

Signature \_\_\_\_\_

Dated: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_  
(Administrative Secretary)

Office Seal: \_\_\_\_\_