

Secretary

Policy
A.S-1

No. 10/30/97-R-II

Government of Pakistan
Cabinet Secretariat
Establishment Division

Islamabad

OFFICE MEMORANDUM

Subject:- STANDARD OPERATING PROCEDURE FOR DISPOSAL OF CASES OF DEPUTATION POLICY.

Cret. copies of this O.M. are issue with the letter signed.

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The undersigned is directed to refer to N Office Memorandum No.1(1)/2019-Com-I(Vol-V) dated 06.12.2019 on the subject conveying the recommendations of the Standing Committee on Cabinet Secretariat to develop Standard Operating Procedure for disposal of cases of deputation in Federal Government Departments under Wedlock Policy

2. The following Standard Operating Procedure shall be observed for disposal of cases of deputation under Wedlock Policy:-

- (i) In terms of the deputation policy of the Federal Government issued vide O.M. No. 1/28/75-D-II/R-I dated 11.04.2000, the Secretaries of the administrative Ministries/Divisions and Heads of Attached Departments and Subordinate Offices not below EPS-21 have been delegated powers to approve initial deputation of officers upto BS-19 belonging to cadres and posts under the administrative control for a period of three years under standard terms and conditions of deputation. The deputation policy is also applicable to the cases under Wedlock Policy as well. In terms of rule 6 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973, the Authority to approve the appointment on deputation of officers in BS-20 & above is the Prime Minister.
- (ii) After the lapse of initial three years deputation the case for further extension shall be referred to Establishment Division within sixty (60) days before completion of initial period of three years.
- (iii) The case for extension under Wedlock Policy complete in all respect alongwith following documents should be forwarded to Establishment Division for its concurrence :-
 - (a) Signed application of the applicant
 - (b) Prescribed proforma duly filled in from lending and borrowing organizations with signatures and official stamps in original.
 - (c) Copy of approval of initial period of three years deputation.

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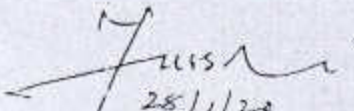
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- (d) NOC from the parent department.
 - (e) Status of the incumbent beyond the initial/approved period of deputation i.e. three years.
- (iv) In case where the above mentioned requirements are not fulfilled or parent department of the deputationist is not agreed to issue NOC for further extension of deputation under Wedlock Policy on following grounds the incumbent shall be repatriated to the parent department:-
- (a) Services of incumbent are required in the parent department on account of exigencies of services.
 - (b) The department concerned cannot fill the post on regular basis on account of deputation of its incumbent.
 - (c) No appointment on deputation basis shall be allowed against a short term vacancy.
 - (d) In the event of repatriation and joining of deputationist to the parent department the services of a person so appointed against the deputation vacancy is likely to be terminated.
- (v) In case where the borrowing Ministry/Division/Department is of the consideration that the services of a deputationist are worth retaining in the organization, it may forward the case for extension in deputation under Wedlock Policy well in time so that the process could be completed before the expiry of deputation period.
- (vi) No ex-post facto approval shall be granted in belated cases for extension in deputation period.
- (vii) In case where the deputation of a government servant is under normal terms and conditions and during such period his case is converted under Wedlock Policy such government servant shall be eligible to transform the case under Wedlock Policy with the concurrence of lending and borrowing organizations.
- (viii) In case where the government servant on deputation is promoted in the parent department, it would be responsibility of such government servant to actualize promotion in accordance with the requirement of the parent department.
- (ix) In case of disciplinary proceedings, a government servant on deputation under wedlock policy, shall liable to be repatriated to parent department with the consent of borrowing organizations.



- (x) The cases of deputation under Wedlock Policy in respect of officers belonging to Pakistan Administrative Service and Police Service of Pakistan shall be considered in the light of Rotation Policy for these Services.


28/1/20
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of Ministries/Divisions, Islamabad/Rawalpindi