



DEPUTATION POLICY

**GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT**

No. FD.SR.II/6-13/97
Dated the 13th August 1998

Subject: **DEPUTATION POLICY**

I am directed to refer to the subject noted above and to say that in supersession of all previous policy instructions on the subject, the following standard terms and conditions shall be made applicable in case of officers/officials working on deputation against the post under Autonomous Bodies of the Punjab irrespective of the fact whether the deputation is a Federal or a Provincial Government's employee:

1. **PAY AND ALLOWANCES**

Pay and allowances as admissible in his parent department from time to time under the Government rules.

2. **DEPUTATION ALLOWANCE**

Deputation Allowance @20% of the Basic pay of deputation

3. **RESIDENTIAL ACCOMMODATION**

He is entitled to House Rent Allowance as admissible under the Punjab Government Rules provided 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 Government servant, while on deputation with an Autonomous Body, continues to retain Government owned accommodation, the Autonomous Body concerned shall be liable to pay House Rent to the Government 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.

4. **TRAVELLING/DAILY ALLOWANCE**

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

As admissible in accordance with the T.A. Rules of the Borrowing Organization, provided these are not inferior to Government rules.

(ii) T.A./D.A. on transfer to and back to the parent department shall be paid on the Borrowing Organization.

5. **JOINING TIME**

He will be entitled to joining time on his transfer from the Borrowing Organization, and salary for the joining time will be paid by such Organization.

6. **ENCASHMENT OF L.P.R.**

A civil servant on deputation who is due to retire from Government service either on completion of 26 years qualifying service or attaining the age of superannuation may draw the encashment of L.P.R. from the Borrowing Organization, if he continues to work during the entire period of his L.P.R./last year of his service, without repatriation of his services.

7. **LEAVE/LEAVE SALARY**

The leave account of the Government 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 a deputationist applied for leave to the Competent Authority in the Borrowing Organization and the leave was refused, the borrowing authority is bound to pay him the encashment of leave/remaining portion of leave earned by the deputationist during the period of his deputation.

8. **DISABILITY LEAVE.**

The Borrowing Organization shall also be liable for leave salary in respect of disability leave granted to the civil servant on account of disability occurred in and through deputation service even though if such disability manifest itself after the termination of service. The leave salary charges, for such leave shall be recovered by the civil servants direct from the Borrowing Organization.

9. **PENSION CONTRIBUTION**

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

10. **MEDICAL FACILITIES**

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.

11. **SUBSCRIPTION TO FUNDS**

He will continue to subscribe to G.P. Fund and such other funds as he was subscribing to before deputation at the rates under the relevant rules of the Government.

12. **RESIDENTIAL TELEPHONE**

* As per policy of the Borrowing Organization.

* Substituted vide letter No. SOR.II-6-13/97 dated 10th April ,2002.

13. **CONVEYANCE ALLOWANCE**

The deputationist will be provided conveyance/transport as admissible to Government officers of his status/grade under the rule.

14. **CONDUCT AND DISCIPLINE**

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

15. **CHANGE IN TERMS OF DEPUTATION**

The civil servant on deputation will continue to be under the rule-making control of the lending Government, in matters of pay, leave pension, G.P. Fund etc. The lending Government accordingly will have a right to determine, in consultation with borrowing organization, the terms which shall not be varied by the borrowing organization, without consulting the lending Government.

16. **FRINGE BENEFITS**

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

17. **PERIOD OF DEPUTATION**

The period of deputation shall not exceed three years. However, Government reserves the right to withdraw/transfer the deputationist at any time without assigning any reason. In case the deputationist retires while on deputation the period of deputation shall stand expired on the date of his retirement.

2. The above terms and conditions will be made applicable by all the Administrative Departments to 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.

Ancillary Instructions

(DEPUTATION POLICY)

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No.FD.SR.II.6(57)-73-2785
Dated the 9th February 1974

1. Subject: **DEPUTATION POLICY**

I am directed to state that the Government of the Punjab has decided that with effect from 21st January, 1974, Administrative Departments may prescribe the terms and conditions of deputation of the Government Servants under their administrative control regardless of whether such deputation is to Autonomous or Local Bodies or to another Government or to another Department of the Provincial Government, in accordance with the following guidelines/rules:

- i) In cases where the deputation posts carry pay scales equivalent to those of the posts held by the deputationists in their parent departments, deputation pay may be allowed at the rate of 10 per cent of the basic pay in the parent departments. However, if any special pays are attached permanently to the deputation posts, as part of the pay scales of such posts, the deputationists may be allowed either such special pays or deputation pay (at the rate of 10 per cent of basic pay in their parent departments), whichever be more beneficial to them.

 - ii) In cases where deputation posts carry pay scales higher than those of the posts held by the deputationists in their parent departments, deputation pay may be allowed up to a maximum of 20 per cent of the basic pay in the parent departments, provided that total pay, inclusive of deputation pay, does not exceed the maximum of the pay scale of the deputation post or the maximum of the pay scale of the next higher grade/post in the Government Servants ordinary line of service under the Government, whichever is lower. However, if any special pays are attached permanently to the deputation posts as part of the pay scales of such posts, the deputationists may be allowed either such special
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pay or deputation pays at the rate of 20 per cent of basic pay in the parent department whichever be more beneficial to them.

- *iii) In cases where the deputations are to Autonomous or Local Bodies, these Bodies are to be required to pay the *leave salary and pension contribution for the periods of deputation in accordance with the existing rules on this subject.

- iv) In cases where the deputations are to Autonomous or Local Bodies, the deputationists are to be required to subscribe to G.P. Fund, Benevolent Fund and Group Insurance Schemes of the Provincial Government in accordance with the rules applicable to them in their parent departments. In cases where the deputations are to the Federal or other Provincial Governments, this aspect of the deputation terms is to be governed by the Federal/Provincial and inter-Provincial agreements on this subject.

- v) In all cases of deputation, Traveling Allowance and Daily Allowance is to be allowed in accordance with the Traveling Allowance Rules of the foreign employers. In respect of other Compensatory Allowances, the deputationists are to be governed by the rules applicable to them in their parent departments:

*Provided that in case of deputation from one Government to another the compensatory allowances as admissible under the rules of the borrowing Government may be allowed to a deputationist in case these are beneficial to him.

*provisions regarding payment of leave salary and pension contribution superseded vide F.D's letter No.FD.SR.II-6-3/82 dated 7th September, 1982. The foreign employer is to grant leave and pay leave salary to the deputation. The pension contribution shall be at uniform rate of 33/3% of the mean of minimum and maximum of the pay scale of government servant concerned at the time of his proceeding on deputation.

*Added vide F. D's. circular letter NO.FD.SR.II-6-28/87, dated 5th October, 1987.

- vi) In all cases of deputation, if residential accommodation owned by the borrowing organizations is allotted to a deputationist, he is to be charged rent for the same at the rate of 7-1/2 percent of pay. As an exception to the above, in the case of Government Servants appointed as Chief Executives of Autonomous or Local Bodies, the facility of rent free unfurnished accommodation at the scale admissible to Government Servants of equivalent rank and status may be allowed provided the facility of rent free accommodation is attached to the post of Chief Executive in the concerned Autonomous or Local Body.

- vii) In all cases of deputation, where the borrowing organization does not have its own residential accommodation or is unable to allow such accommodation to the deputationists even if available, the deputationists may be allowed house rent subsidy up to maximum of 20 per cent of pay in accordance with the instructions contained in F.D.'s circular letter No.PW-II-13 (2)-61(II), dated 7th July, 1966(copy attached). As an exception to the above, deputationists to the Federal Government, posted at Islamabad, may be allowed house rent subsidy in accordance with the rules applicable to the Federal Government Servants stationed at Islamabad.

As per instructions contained in circular letter referred to above, house rent subsidy is admissible only to officers posted at Lahore, Rawalpindi and Karachi.

- viii) In all cases of deputation, deputationists may be allowed medical facilities in accordance with the relevant rules of the foreign employers provided such facilities are not inferior to those admissible under the Government.

- ix) In all cases of deputation, any fringe benefits attached to deputation posts other than those specifically mentioned above, are not to be allowed to the deputationists if such fringe benefits are not admissible to them in their parent departments.

x) The period of deputation should not exceed three years.

*(On return to the parent department after completing a three years period of deputation, a Government servant shall be required to serve in his parent department for a minimum period of two years before he is allowed to proceed on deputation again.)

2. In cases where the Administrative Departments desire to allow any benefits over and above those covered by the powers delegated to them in paragraph 1 above, they must obtain prior approval of the Finance Department. References to the Finance Department for allowing benefits, over and above the aforesaid standard terms, should be made only in most exceptional circumstances.

3. I am directed to state further that as already mentioned earlier the period of deputation is not to exceed three years. Before the expiry of the three years period the deputationists should be required to opt between reversion to his parent department and absorption in the borrowing organization. In cases where the deputationists opt for permanent absorption in the borrowing organizations and such organizations are Autonomous or Local Bodies, the deputationists should be required to resign from Government service. On resignation they will be allowed gratuity equal to the balance in their G.P.Fund accounts inclusive of interest. They will be free thereafter to get their pay fixed in the borrowing organizations in accordance with the rules of such organizations. In cases where the deputationists opt for permanent absorption in the borrowing organizations and such organizations are other Governments/ (Departments), the deputationists will not be required to resign but their liens in the parent Government/Department will be terminated. They would be free thereafter to get their pay fixed in the pay scales of the deputation posts according to the rules applicable to such posts. In such cases, the past service of the deputationists in the parent departments will count towards pension and the pensionary liability will be shared between different Governments in accordance with the existing rules on this subject.

*Addition made vide Notification No. FD.SR-II-6(57-73-2116, dated 29th November, 1974.

*Provided that if a Government servant on the expiry of his three years period of deputation with an Autonomous/Local Body, in which service is pensionable, opts for permanent absorption in that Body, he will be required to resign from Government service. On resignation, he will be entitled to receive pension/ gratuity from the Body concerned according to its own rules. The Government will share pensionary liability for the period of service rendered by the Government servant concerned under Government before proceeding on deputation to the Autonomous/Local Body concerned according to its own rules. As for the deputation period the Government will refund to the Body concerned leave salary contributions and pension contribution, if any, already paid by the later to the former. In such a case gratuity equal to the balance in the G.P. Fund account of the Government servant concerned inclusive of interest will not be paid by Government.

4. The deputation policy detailed at paras 1 to 3 above shall be applicable to:
 - i) Further cases of deputation, including cases of Government Servants who have already proceeded on deputation but whose deputation terms had not been decided by the 21st January, 1974.
 - ii) Existing cases of deputation in which the period of deputation has already exceeded 3 years. In such cases the deputationists may be allowed a grace period of 6 months in which to decide whether they wish to be absorbed in the borrowing organizations or to revert to their parent departments (and during which they may continue on their existing terms of deputation).
 - iii) Existing cases of deputation, in which the periods of deputation are less than 3 years at present, as soon as the 3 years period is completed, or six months from 21st January, 1974, whichever is later. In such cases, the Administrative Departments should initiate action immediately to ascertain the option of the deputationists between

*Added vide Notification No.FD.SR.II-6-57/73 dated 22.01.1980

absorption in the borrowing organizations and reversion to their parent departments.

No.FD.SR.II.6(57)-73-1959
Dated the 16th December 1974

2. Subject: **DEPUTATION POLICY**

I am directed to refer to the instructions contained in this department's circular letter NO.FD.SR.II.6(57)/73.2785, dated 9th February, 1974, on the subject noted above, and to say that a question has arisen whether the terms and conditions of deputation in respect of a Government employee who had served in an autonomous or in a local body or in another Government/Government department and had been repatriated to his parent department before the issue of this department's circular letter referred to above, would be governed by the instructions contained in the said circular letter. It has been decided that cases of such Government servants should be treated as closed and need not be taken up with the Finance Department.

No.FD-SR-II-6(57)-73
Dated the 1st January 1975

3..Subject: **DEPUTATION POLICY**

I am directed to refer to the instructions contained in para 3 of this Department's circular letter No.FD.SR-II-6(57)-73-2785, dated 9th February, 1974 which inter alia lay down that before the expiry of the three years period, the deputationists should be required to opt between reversion to his parent department and absorption in the borrowing organization.

2. A case has come to the notice of Government where an official opted for absorption in the borrowing organization, but the borrowing organization was unable for some time to take a decision in the matter. Government has, therefore, decided that in such cases the deputation may be extended for a period up to 3 months in order to enable the borrowing organization to complete the formalities and to take a final decision whether to absorb such an official permanently, as requested by him, or to send him back to his parent department.

3. However, I am to request you kindly to call upon the deputationists to make up their mind and to give their options well in time before the expiry of the prescribed period of deputation, so that it does not become necessary to extend the period of deputation.

No.F.D.SR-II-6(57)73-2785
Dated the 12th July 1975

4.Subject: **DEPUTATION POLICY**

I am directed to state that in partial modification of Finance Department's circular letter No.FD(SR)-II-6(57)-2785, dated the 9th February, 1974, Government has decided that where a Government servant is transferred from the field to the Secretariat, whether to his parent department or to some other department, he should not be treated as on deputation and no deputation

pay should be allowed to him. He may, however, draw such special pay as may be attached to the post to which he is transferred in the Secretariat.

2. I am to request that if deputation pay has already been allowed in such cases, the orders may be withdrawn immediately.

No.2612-SO(SR)IV/75-(FD)
Dated the 4th December 1975

5. Subject: **PROVISION OF RESIDENTIAL ACCOMMODATION TO DEPUTATIONISTS IN AUTONOMOUS BODIES/CORPORATIONS**

I am directed to say that according to the existing deputation policy circulated with Finance Department's letter No.FD.SR.II-6(57)73-2785, dated the 9th February, 1974, cases where the borrowing organization does not have its own residential accommodation or is unable to provide such accommodation to a deputationist, even if available he is allowed (house rent subsidy (admissible at Lahore and Rawalpindi only) up to a maximum of 20 per cent of his basic pay in accordance with the instructions contained in the Finance Department's circular letter No.PW-II-13(2)-6(II), dated the 7th July, 1966). The question whether deputationists should be allowed the same facilities as are available to the employees of the autonomous bodies in the matter of residential accommodation has been under consideration for some time. It has now been decided that deputationists from Government Departments working in autonomous bodies may be provided with rented residential accommodation at the expenses of the autonomous bodies up to the maximum rent ceiling, fixed for these bodies for their own employees of similar grades. This will, however, be subject to the condition that such deputationists give up their claim for the allotment of Government accommodation or surrender such accommodation already allotted to them.

2. In this connection, the following rent ceilings have been fixed for the employees of the autonomous bodies subject to a deduction of 7-1/2 per cent from their pay:

Officers in NPS 19 --- Rs.1,000/- per month

Officers in NPS 18 --- Rs. 650/- per month

Officers in NPS 17 --- Rs. 375/- per month

3. These ceilings would not apply in respect of existing employees of such bodies who are, according to the terms/ conditions of their employment, not entitled to such facilities or who are entitled to less favourable facilities. I would request that where a higher rent ceiling is being allowed, it may be reduced accordingly.

NO.FD-SR-II-6(57)-73-1148/76
Dated the 21st September 1976

6. Subject: **DEPUTATION POLICY**

In continuation of Finance Department's circular letter No.FD-SR-II-6 (57)-73-2785, dated 12th July, 1975, this is to inform you that it has been decided that:

- i) The deputation pay shall not be admissible in the case of officers in Grade 22; and
- ii) In the case of other officers, the deputation pay may be allowed only after the officer concerned has completed, or is deemed to have completed, * (one year's) continuous service in the Grade in which, but

*Substitution for "two (2) years" made vide F.D. letter No. FD-SR-II-6(57)/73 dated 19th October, 1977.

for his deputation, he would have been employed under the Government.

No.FD(SR)II 6(57)/73 (Prov)

Dated the 19th July 1979

7. Subject: **SCOPE FOR DEPUTATION**

I am directed to refer to the correspondence resting with this Department's circular letter No.FD.SR-II-6-57-73-Part-II, dated 21st December, 1978, on the above subject and to state that it has been decided that if a Government servant is transferred from one Department to another under the Punjab Government, it will not be a case of deputation, and no deputation allowance will be admissible to him. If a Government servant is in receipt of a deputation allowance in such circumstances, it may be discontinued forthwith.

No.FD-SR-II-6-139/78

Dated the 22nd July 1979

8. Subject: **DEPUTATION POLICY**

I am directed to refer to this department's circular Memo. No.FD-SR-II-6(57)/ 73, dated 19th October, 1977, on the above subject and to inform you that in the memo under reference it was decided that deputation allowance would not be admissible to a Government servant who is sent on deputation before completing one year's continuous service in the Grade, in which, but for his deputation, he would have been employed under the Government. It has now been decided that, as in this Province only senior officers are sent on deputation to higher posts, it is not necessary to retain this embargo.

2. I am, therefore, to request that in all such cases where a Government servant has been deprived of the deputation allowance as a result of this embargo he may be allowed to receive this allowance for the actual period of his deputation.

NO.FD-SR-II-6-53/79
Dated the 2nd August 1979

9. Subject: **DEPUTATION OF GOVERNMENT SERVANTS**

I am directed to refer to this Department's circular letter No.FD.SR-II-6- 57/73- 2785, dated 9th February, 1974, read with S&GAD's circular letter No.SORII (S&GAD)2-86/63, dated 16th January, 1979, on the subject noted above and to state that it has been brought to the notice of this Department that a number of Government servants continue to remain on deputation indefinitely without being asked to return to their parent departments after the expiry of 3 years. I am, therefore, to request that all such cases of deputation may kindly be checked up, and where a Government servant has completed 3 years of deputation, he may be recalled, except where specific orders of MLA/Governor have been obtained to extend the period of deputation.

2. I am to add that, in future, before sending a Government servant on deputation, formal orders should be issued fixing the terms and conditions of his deputation in conformity with those permitted by Finance Department's circular letter referred to above; and a commitment may be obtained from the borrowing department/organization that he will be relieved on completion of a period of 3 years. I am also to clarify that the deputation terms are to be determined by the parent department and not by the borrowing department.

No. F.D.SR-II-6-94/78
Dated the 8th August 1979

10. Subject: **DEPUTATION OF GOVERNMENT SERVANTS TO PRIVATE FIRMS/ORGANIZATIONS**

I am directed to refer to this department's letter No.FD.SR-II-6-(57) /73-2785, dated 9th February, 1974 on the subject noted above and to state that it has been brought to our notice that although the circular referred to above did not envisage deputation of Government servants to private Firms/Organizations certain Administrative Departments have allowed their staff to join private firms. This is irregular. I am, therefore, to request you kindly to recall such staff immediately and not to allow such deputation in future.

NO.FD.SR-II-6-84/80
Dated the 29th December 1980

11. Subject: **TERMS AND CONDITIONS OF SERVICE OF PUNJAB GOVERNMENT EMPLOYEES UNDER THE ENSUING ISLAMABAD ADMINISTRATION**

I am directed to state that in the light of the decision taken in the Federal Cabinet meeting held on 3rd and 4th November, 1980, and the meeting held in the CMLA Secretariat Rawalpindi on the 11th November, 1980 under the Chairmanship of COS to the President, the Government of the Punjab has decided that with the take over of complete control of the Islamabad Administration by the Federal Government with effect from 1st January, 1981 all employees of the Punjab Government attached with the existing administration of Islamabad District (under the Punjab Government) except those serving in connection with the subjects of Employees Social Security, Transport and Small Dams Organization, will come under the administrative control of the new Islamabad Administration under the Federal Government. In this capacity they

will be treated as deputationists (from the Punjab Government to the Federal Government). During this deputation period they would be entitled to the grant of deputation allowance at 10% of basic pay uniformly in all cases. They will also be entitled, as a special case, to all compensatory allowances as admissible to Federal Government employees posted at Islamabad for as long as they remain on deputation to the Islamabad Administration.

Government of the Punjab
FINANCE DEPARTMENT

12. Subject: **TERMS AND CONDITIONS FOR SECONDMENT TO THE CIVIL AND APPOINTMENT OF ARMY OFFICERS UNDER THE PUNJAB GOVERNMENT AND ITS AUTONOMOUS BODIES ETC.**

Will the Additional Secretary (Services), Services, General Administration and Information Department kindly refer to the subject noted above?

2. It has been observed that cases of settlement of terms and conditions of secondment (deputation) of the Army Officers on their appointment under the Punjab Government and its Autonomous Bodies etc. are invariably referred to the Finance Department. The Officers on secondment are not paid their salaries by the Audit till their terms and conditions of secondment (deputation) are finally notified by the S&GAD in consultation with the Finance Department. This causes undue hardship to the officers concerned.

3. The Army Officers on their secondment to the Civil are governed by the terms and conditions contained in the Pakistan Army Order No.666/60 of 6th October 1960 as amended from time to time. It has, therefore, been decided that in future the S&GAD may fix terms and conditions of secondment of the Army Officers in accordance with the provision of PAO 666/60, dated 6th October 1960

and reference may be made to the Finance Department only if some deviation from the terms and conditions contained in the said Order is desired to be made.

U.O.No. FD.SR-II-6-94/81

Dated the 19th January, 1982

No.FD.SR.II-6-3/82

Dated the 7th September 1982

13.Subject: **RECOVERY OF LEAVE SALARY AND PENSION CONTRIBUTION IN RESPECT OF PROVINCIAL GOVERNMENT EMPLOYEES ON DEPUTATION TO FOREIGN SERVICE WITHIN PAKISTAN AS WELL AS ABROAD**

I am directed to state that in supersession of all the existing instructions relating to Leave, Leave Salary Contributions and Pension Contributions in respect of Provincial Government's Servants on deputation within Pakistan as well as abroad, it has been decided as follows:

1) **LEAVE/LEAVE SALARY CONTRIBUTIONS**

The Leave Accounts of Government Servants proceeding on deputation within the country or abroad shall remain closed for the period or such deputation. No Leave Salary Contributions shall be recovered from the Foreign Employers and the deputationists will be granted Leave and paid Leave Salary by the Foreign Employers. The

period of service with the Foreign Employers shall not count towards earning Leave under the Government.

2) **PENSION CONTRIBUTIONS**

a) Rate of Pension Contributions.

There shall be a uniform rate of Pension Contribution @ 33-1/3% of the mean of minimum and maximum of the Pay Scale of the Government Servant concerned at the time of his proceeding on deputation, plus other emoluments reckonable for pension, which would have been admissible to him had he not been deputed on Foreign Service.

b) Who to pay in cases of deputation within Pakistan.

The Foreign Employers shall be required to pay to the Government Pension Contributions at the rate mentioned above.

c) Who to pay in case of deputation abroad.

Government Servant concerned himself shall during the period of his Foreign Service pay to the Government through the Pakistan Mission in the borrowing country in Foreign Currency in which he receives his salary from the Foreign Employer Pension Contribution at the rate mentioned above. In cases where a part of Foreign Service Pay is drawable in Pakistan Rupees, a percentage of the monthly amount of the Pension Contribution may be paid in Pakistan Rupees equal to the percentage of the Foreign Service Pay which is drawable in

Pakistan Rupees. Failure to pay Pension Contribution shall result in the period of Foreign Service not being counted towards pension.

2. These orders shall take effect from 01.10.1982. Formal amendments to the relevant rules shall be issued separately.

NO.FD.SR.II-6-57/73
Dated the 24th January 1983

14.Subject: **DEPUTATION POLICY**

I am directed to refer to the subject noted above and to state that with the introduction of an amendment in Rule 2.11 of the Civil Services Pension Rules vide Finance Department's Notification No. FD.SR.III-4-22/80, dated 05.03.1980 (copy enclosed), this Department's circular letter No. FD.SR.II-6-57/73, dated 22.01.1980 (copy enclosed) stands modified to the extent of inconsistency. Accordingly, from 05.03.1980 onwards a civil servant who with the proper concurrence of the competent authority leaves service under the Government of Punjab 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.

No.FD.SR.II-6(94)/81

Dated the 21st October 1985

15. Subject: **TERMS & CONDITIONS OF SECONDMENT TO THE CIVIL AND APPOINTMENT OF ARMY OFFICERS UNDER THE PUNJAB GOVERNMENT AND ITS AUTONOMOUS BODIES ETC**

In continuation of U.O. letter No. FD.SR.II-6-94/ 81 dated 15.05.1985 on the above cited subject and forward a copy of Joint Services Instructions No. 4 dated 04.03.1985 along with corrigendum No. 4 dated 22.08.1985 regarding terms and conditions of Services of Armed Forces Officers seconded to civil Ministries (other than Defence) departments of the Central/Provincial Governments and autonomous/ semi-Autonomous bodies/Corporations etc. is enclosed for information and guidance.

JOINT SERVICES INSTRUCTION NO.4

Dated the 4th March 1985

16. **TERMS AND CONDITIONS OF SERVICE OF ARMED FORCES OFFICERS SECONDED TO CIVIL MINISTRIES (OTHER THAN DEFENCE) DEPARTMENT OF THE CENTRAL/PROVINCIAL GOVERNMENTS AND AUTONOMOUS/ SEMI-AUTONOMOUS BODIES/CORPORATIONS ETC.**

It has been decided that Armed Forces Officers seconded to civil ministries (other than Defence), departments of the Central/ Provincial Governments, autonomous /semi-autonomous bodies and corporations etc. will be governed by the following terms and conditions:

2. **Tenure**

- a) Officers will normally be seconded for a period up to three years extendible, in exceptional circumstances, by one year by the Government, after which the officer will normally either be called to the parent service or released. No extension in service will be

allowed to officers who complete age/ service limits for retirement during secondment.

- b) If the deputation of an officer tends to become indefinitely prolonged, permanent absorption of the officer concerned in the civil cadre by retiring him from the parent service, would be considered.
- c) In case of an emergency, the parent service will have the option of withdrawing a deputed officer without notice, if necessary.
- d) An officer will have the option to request for return to his parent service if he feels that his service career is adversely affected by continued deputation.

3. **Pay & allowances**

- a) The deputationist will be entitled to pay of rank, Command/Staff/Charge Pay, Instructional Pay, Qualification Pay, Flying Submarine Pay/Special Service/Group Pay/Technical Pay/Disturbance Pay, Kit Allowance and Non-Practicing Allowance drawn by them in the Military Service immediately before their secondment in addition to 20% of pay of the rank as Special Compensatory Allowance.
- b) **Entertainment allowance**
Entertainment Allowance may be allowed according to the equivalence of rank formula/ at the rate admissible on the civil side.
- c) **Senior Post Allowance**

This allowance will not be admissible in addition to Command/Staff/Charge/Instructional Pay etc.

4. **Pension including Disability/Family Pension**

- a) Pension including disability/family pension will be granted to officers under relevant Military Pension Rules. They will count the period of service with the borrowing ministries/departments etc. as qualifying service for pension in the Army/Navy/Air Force.

- b) The claims that the officers or their families may have in respect of the disability or death during the period of their employment under the borrowing ministry/department etc. or arising out of any disability contracted in such service shall be determined solely in accordance with the relevant Military Pension Rules as amended from time to time and the entire cost of any such pension shall be borne by borrowing ministries/departments etc. These ministries/departments will also be liable to bear proportionate share of any gratuities/pensions that may be admissible to these officers in respect of their service under military Rules. In case of officers on deputation to a Non-Government body, the pension contribution for pension admissible to them under relevant Military Pension Rules, in respect of service rendered by them on deputation will be payable by the borrowing agency.

5. **Leave**

- a) The officers will continue to be governed by Military Leave Rules.
- b) Leave Account of the officers will be maintained by the parent department in consultation with the borrowing organizations and leave will be granted by the appropriate authorities in borrowing organizations under intimation to Service HQ/ CORO/Record of Office concerned. Leave earned in the borrowing organization will be availed of, as far as possible before reversion to the Service.

6. **Rank**

Acting/temporary rank will be retained/ relinquished as if the officers had continued in Military Service in the appointment last held.

7. **Promotion in the Service**

While on secondment they will not be entitled to acting/ temporary promotions. However, substantive/substantive temporary promotions will be made up to the rank held at the

time they were seconded to civil department. This paragraph does not apply to AMC Officers.

8. **T.A./D.A./Conveyance Allowance**

As Admissible under civil rules.

9. **Accommodation etc.**

- a) Government accommodation will be provided under civil rules and rent will be paid under those rules.
- b) Normal water/electricity charges prevalent at the station will be paid.
- c) No Service accommodation/furniture will be provided.

10. **Medical Treatment**

For Medical treatment civil rules will apply. They will not be entitled to treatment in Military Hospitals.

11. Purchase of Rations from the Service Sources and Others Purchases from Canteen Stores Departments/Officers Shops etc.

They will not be entitled to make the above purchases.

12. **Provision of Batman**

Batman will not be provided.

13. Cost of Passage/TA for joining post in the Military/Departments and returning there from

This will be borne by the borrowing ministry/department etc.

14. **Defence Services Officers Provident Fund Contribution.**

The officers will continue to contribute towards DSOP Fund.

15. **Advance**

The officers may be allowed House building Advance/ Motor Car Advance from the relevant Services Budget as permissible under relevant Service Rules.

16. **Discipline**

The officers will continue to be governed by the provisions of their respective Service Act/Rules/ Laws. Day to day conduct and discipline will be governed by the rules of the borrowing ministries/departments etc. concerned.

16. In addition to the above, all other special concessions or prerequisites such as free residential accommodation, use of transport at Government expense etc. which otherwise normally go with a particular appointment to which the officer may happen to be seconded will also be admissible to him.

17. The above prerequisites are without prejudice to any improvements which the borrowing department may sanction in individual cases under special circumstances in consultation with their financial authorities.

18. Government letters containing the above terms and conditions will be issued in individual cases by the borrowing ministries/department etc.

19. The provision of this JSI are not applicable to:

- a) Officers serving in the Civil Armed Forces (who will continue to be governed by their existing rules); and
- b) Officers who are absorbed in the civil departments.

20. This JSI shall take effect from the 14th December 1981.

21. JSI No.46/59.PAO-666/60 and Ministry of Defence letter No. 101/64/PS-3(a)/4005/D-2A dated the 5th June, 1965 may be treated as superseded by this JSI.

No.FD.SR.II-6-57/73-Pt.II

Dated the 9th March 1986

17.Subject: **DEPUTATION OF SAS ACCOUNTANTS/ASSISTANT
ACCOUNTS OFFICERS TO THE PROVINCIAL
GOVERNMENTS**

I am directed to enclose a copy of the Finance Division Government of Pakistan letter No. F-3-(20)R-2/85 dated 22.10.1985 in which the Federal Government has decided to allow deputation pay at the following rates in addition to the pay admissible to the Audit Officers of Pakistan Audit Department while on deputation :

- | | |
|---------------------------------------|-----------------|
| i) SAS Accountants (BPS-16) | at Rs.200/-p.m. |
| ii) Asstt: Accounts Officers (BPS-17) | at Rs.300/-p.m. |
| iii) Officers in BPS-18/19 | at Rs.400/-p.m. |

2. It has been decided that the revised rates of deputation pay may be allowed to the officers of Pakistan Audit Department who have been/will be appointed on deputation to the Punjab Government. This order will take effect from 01.10.1985. List of officers at present on deputation to Punjab Government is enclosed herewith.

No. FD.SR.II/6(A)3/91
Dated the 14th December 1991

18.Subject: **POLICY REGARDING DEPUTATION WITHIN THE COUNTRY**

I am directed to refer to Finance Department's circular letter No. FD.SR-II-6(57)/73-2785, dated 09.02.1974 and to state that it has been decided that in case a civil servant is transferred from one department to a post in another department of the Punjab Government or to Federal Government/other provincial Government, he may not be considered on deputation in the meaning of Rule 15 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 and no deputation allowance will be admissible. However, on transfer to federal/other Governments, or from one department of the Punjab Government to another department, against higher post, the civil servant will be allowed pay of the post under Section 16 of the Punjab Civil Servants Act, 1974 in the manner prescribed under rule 4.4 (a) (i) of CSR Punjab, Volume-I, Part-I.

No. FD.SR-II-6-13/97
Dated the 11th August 1997

19.Subject: **DEPUTATION POLICY**

I am directed to refer to this Department's letter No. FD. SR-II-6-57/73-2785 dated 09.02.1974 amended from time to time on the subject noted above and to say that it has been decided to issue standard terms and conditions to be made applicable in case of APUG/Provincial Government officers if allowed to work on deputation against the post under Autonomous Bodies of the Punjab which will be as follows:

- 1) **PAY & ALLOWANCE**

Pay and Allowances as admissible in his parent department from time to time under the Government Rules.

2) **DEPUTATION ALLOWANCE**

In cases where the deputation posts carry pay scale equivalent to those of the posts held by the deputationists in their parent departments, deputation allowance may be allowed @ 10% of the basic pay in the parent departments.

In cases where deputation posts carry pay scale higher than those of the posts held by the deputationists in their parent departments, deputation allowance may be allowed 20% of the basic pay in the parent departments.

In case the officer has been allowed “move-over” to the next higher pay scale, he shall be allowed the deputation allowance with reference to the maximum of the pay scale of his post in the parent department. However, his/her ‘move-over’ pay scale shall not be taken into account for the purpose of calculation of deputation allowance in terms of F.Ds letter No. FD. SR-II-5-57/73(P-II) dated 04.09.1986 (enclosed vide page 260).

*Provided if a deputationist is APUG officer/Federal Government employee then he will be paid deputation allowance @ 20% of the minimum of his substantive pay sale irrespective of the fact whether the post against which he is working on deputation carries the same pay scale or the higher pay scale.

3) **RESIDENTIAL ACCOMMODATION.**

*Addition made vide letter No. FD-SR-II-6-13/97 dated May 24, 1998

He is entitled to House Rent Allowance as admissible under the Punjab Government Rules provided 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 Government servant, while on deputation with an autonomous body, continues to retain Government owned accommodation, the Autonomous Body concerned shall be liable to pay House Rent to the Government 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.

4) **TRAVELLING/DAILY ALLOWANCE**

i) T.A./D.A. during incumbency of deputation.

As admissible in accordance with the T.A. Rules of the Borrowing Organization provided these are not inferior to Government Rules.

ii) T.A./D.A. on transfer to and back to the parent department shall be paid by the Borrowing Organisation.

5) **JOINING TIME**

He will be entitled to joining time on his transfer from the Borrowing Organization and salary for the joining time will be paid by the Borrowing Organisation.

6) **ENCASHMENT OF L.P.R.**

A civil servant on deputation who is due to retire from Government service either on completion of 26 years qualifying service or on

*Addition made vide letter No. FD.SR.II/6-13/97 dated October 1, 1997

attaining the age of superannuation may draw the encashment of L.P.R. from the Borrowing Organisation, if he continues to work during the whole period of his L.P.R./last year of his service, without repatriation of his service.

7) **LEAVE/LEAVE SALARY**

The leave account of the Government servant during the period of deputation shall remain closed. No leave salary contribution shall be recovered from the foreign employer and the deputationist will be granted leave and paid leave salary by the foreign employer. The period of service with the foreign employer shall not count towards earning leave under the Government. Encashment of leave will not be admissible in the case of Government servants on deputation on the basis of rules/regulations of the autonomous bodies/corporations.

8) **DISABILITY LEAVE.**

The borrowing organisation shall also be liable for leave salary in respect of disability leave granted to the civil servant on account of disability occurred in and through foreign service, even though if such disability manifest itself after the termination of foreign service. The leave salary charges, for such leave shall be recovered by the civil servants direct from the borrowing organisation.

9) **PENSION CONTRIBUTION.**

The borrowing organisation shall be required to pay pension contribution at the rate of 33-1/3 of the mean of minimum and maximum of the pay scale of the officer plus other emoluments reckonable for pension (subject to verification of the audit) to the Government during the deputation period.

10) **MEDICAL FACILITIES.**

He will be provided medical facilities in accordance with the rules of the borrowing organisation, provided such facilities are not inferior to those admissible to him under the Government/parent department.

11) **SUBSCRIPTION TO FUNDS.**

He will continue to subscribe to G.P. Fund and such other funds as he was subscribing to before deputation at the rates under the relevant rules of the Government.

12) **RESIDENTIAL TELEPHONE.**

As per policy of the Provincial Government.

13) **CONVEYANCE/TRANSPORT.**

The deputationist will be provided Conveyance/Transport as admissible to Government officers of his status/grade under the rules.

14) **CONDUCT & DISCIPLINE.**

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

15) **CHANGE IN TERMS OF DEPUTATION.**

The civil servant on deputation will continue to be under the rule-making control of the lending Government, in matters of pay, leave pension, G.P. Fund, etc. The lending Government accordingly will have a right to determine, in consultation with the borrowing organisation, the terms which shall not be varied by the Borrowing Organisation without consulting the lending Government.

16) **FRINGE BENEFITS.**

Any fringe benefits, attached to the deputation posts other than those specifically mentioned above will be allowed to the officer if the same were admissible to him in his parent department.

17) **PERIOD OF DEPUTATION.**

The period of deputation shall not exceed three years. However, Government reserves the rights to withdraw/transfer the deputationist at any time without assigning any reason. In case, the deputationist retires while on deputation, the period of deputation shall stand expired on the date of his retirement.

2. 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.

3. Deputation Policy instructions already issued refer to above should be treated to having been withdrawn/modified accordingly.

4. The above instructions should be brought to the notice of all concerned for strict compliance.

No. FD.SR-II/6-3/82
Dated the 3rd April 1998

20.Subject: **ENCASHMENT OF UN-AVAILED PORTION OF LEAVE
EARNED BY THE DEPUTATIONIST DURING HIS
DEPUTATION PERIOD**

I am directed to refer to this department's instructions bearing No. FD.SR-11-6-57/73-2785, dated 09.02.1974, No. FD.SR-II-6-3/82 dated 07.09.1982 (enclosed vide page 254) and No. FD.SR-II-6-13/97 dated 11.08.1997 and to say that as per provisions of Deputation Policy, if an official is deputed to work on deputation with Borrowing Organisation/Department, his leave account in the parent department remains closed, no leave salary contribution is to be recovered from the Foreign Employer/ Borrowing Organisation and the leave earned by the deputationist during the period of his deputation is not to be credited to his leave account in the parent department, after the expiry of his deputation period.

2. Instances have come to notice that the deputationists during the period of their deputation do not avail leave, or the leave is not granted in spite of the fact that they applied for leave and subsequently they requested for the encashment of their leave/un-availed portion of leave earned by them during their deputation period.

3. It has now been decided that if the deputationist applies for grant of leave 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. All the relevant instructions on the subject will be deemed to have been amended accordingly.

4. The above instructions may be brought to the notice of all concerned for strict compliance.

No. FD.SR.II/6-13/97
Dated the 25th July 2001

21. Subject: **EXTENSION IN DEPUTATION PERIOD BEYOND THREE YEARS**
IN RELAXATION OF DEPUTATION POLICY

I am directed to refer to the subject noted above and to say that according to Condition No. 17 of the Deputation Policy bearing No. FD.SR-II-6-13/97, dated 13.08.1998, deputation is permissible to a civil servant for a maximum period of three years with the approval of the Head of the Department and under the special circumstances, further extension in deputation can be allowed in favour of deputationists with the approval of the Governor/ Chief Minister.

2. Now, the Governor has been pleased to authorize the Finance Department to grant extension in deputation for a further period up to one year, beyond three years, in relaxation of Deputation Policy dated 13.8.1998, provided that such extension is fully justified and relates to exceptional circumstances.

3. Any extension in deputation beyond three years not converted under par 2 are beyond a period of four years will be continued to be submitted to the Governor for approval in the shape of summary, in relaxation of Deputation Policy.

No. FD.SR.II/6-13/97
Dated the 10th April 2002

22. Subject: **DEPUTATION POLICY**

I am directed to refer to this Department's letter No. FD.SR-II/6-13/97 dated 13.08.1998, on the subject noted above and to say that the Governor of the Punjab has been pleased to amend Clause 12 and 16 of the Deputation Policy, referred above which should now be read as under:

Clause No. 12:

RESIDENTIAL TELEPHONE

As per policy of the Borrowing Organization

Clause No. 16:

FRINGE BENEFITS

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

2. The above instructions may be brought to the notice of all concerned for strict compliance.

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