

Subject: **DEPUTATION POLICY**

I am directed to refer to the subject noted above and to say that in super session 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 deputationist, irrespective of the pay scale of the post against which he is working on deputation, subject to maximum of Rs.6000/- per month.

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 remaining 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 scales 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.

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 rules-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.

18. 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.

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Dated the 25<sup>th</sup> July 2001

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 covered under para 2 or 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.