



Personnel and Administrative
Reforms (FR-II) Department,
Secretariat,
Chennai – 600 009.
திருவள்ளூர் ஆண்டு-2046.

Letter No. 11541 /FR-II/2015- 1, dated 17.04.2015

From
Tmt. Anita Praveen, I.A.S.,
Principal Secretary to Government.

To
All Secretaries to Government, Chennai – 9,
All Departments of Secretariat, Chennai – 9,
All Heads of Department including all District Collectors/ District
Judges,
The Pay and Accounts Officer, Chennai -5/9/35/79,
The Accountant General, Chennai -9/18/35,
The Secretary, Tamil Nadu Public Service Commission,
Chennai – 3,
The Registrar, High Court, Chennai –104,
All Sections/Officers in Personnel and Administrative Reforms
Department, Chennai -9.

Sir/Madam,

Sub: Deputation on Foreign Service – Deputation of
Government Servants under FR 110-114
to State Owned Corporations/Boards/
Undertakings and Co-operative Institutions,
Autonomous Bodies, Universities etc., within
the State – Consolidated orders, clarifications &
directions – Reissued.

Ref: 1. G.O.Ms.No. 256, Personnel and Administrative
Reforms (FR.II) Department, dated 25.4.1988
2. G.O.Ms.No. 12, Personnel and Administrative
Reforms (FR.II) Department, dated 8.1.1991
3. G.O.Ms.No. 111, Personnel and Administrative
Reforms (FR.II) Department, dated 02.05.1994.

In the Government Orders cited above, details
regarding norms for deputation, Terms and Conditions of
Deputation, Foreign Service Card, which are to be followed in
respect of Government servants deputed on Foreign
Service within the State under FR 110-114 to State Owned

Corporations/Boards/Undertakings and Co-operative Institutions, Autonomous Bodies, Universities, etc., are issued. The amendments/instructions/ clarifications already issued from time to time are now consolidated and re-issued for guidance. The Departments of Secretariat/Heads of Department are requested to follow the above instructions scrupulously, while effecting deputation on Foreign Service under FR 110-114, which are enclosed as annexures I, II and III to this letter.

Yours faithfully,

B. Jayadwar

for **Principal Secretary to Government**

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ANNEXURE - I

**GUIDELINES TO BE FOLLOWED WHILE EFFECTING
DEPUTATION ON FOREIGN SERVICE OF GOVERNMENT
SERVANTS WITHIN THE STATE UNDER FR 110-114**

1) Definition of Deputation on Foreign service

Deputation on Foreign service means service in which a Government servant receives substantive or officiating pay with the sanction of Government from any source other than the Consolidated Fund of the Union or of the State or of the Union Territory.

(See Ruling 7 under FR 9 (Chapter II – Definitions))

The word "Deputation" normally denotes the requisition of the services of a Government servant from the Government by a foreign employer and whose services are lent to such foreign employer by the Government on mutually agreed basis. Deputation under Fundamental Rules 110-114 will cover only appointments of State Government servants in the public interest made by transfer on a temporary basis outside the regular line and for a specified period.

(As per G.O.(Ms)No.461, P&AR(FR.II) Dept., dated 16.4.1980).

A transfer to foreign service shall not be admissible unless-

- (a) the duties to be performed after the transfer are such as should, for public reasons, be rendered by a Government servant and
- (b) the Government servant transferred holds, at the time of transfer, a post paid from the Consolidated Fund of the State.

(See FR 111)

2) Authority competent to sanction transfer:

- a) As per FR 110(b) – authority to sanction deputation on Foreign service under rule 110-114 of FR are as follows:-

Group A&B Government servants - Government(within the State)

Group C&D Government servants - Heads of Department
(within the State)
(See FR 110(b)(i))

Group A,B,C&D – Departments of Secretariat (Deputation to
Government of India, other State Government &
Union territories)
(See FR 110(3)(a))

- b) Amendments are also issued from time to time delegating the powers to certain competent authorities deputing the Government servants on Foreign service terms, which are listed out under FR 110(b)
[See FR 110(b)]

3) Norms for deputation:-

The norms prescribed in G.O.Ms.No.256, P&AR(FR.II) Dept., dated 25.4.1988 have to be followed strictly while deputing the Government servant on Foreign service which are as follows:-

- (i) The selection should be made on the basis of seniority. If junior is deputed on Foreign service then the precise reasons for not deputing senior should be recorded in writing by the authority making the selection. If the charges are pending then the authority should not select the individual for deputation.
- (ii) If the senior had already been on foreign service, his next junior should be considered for deputation.
- (iii) No Government servant shall be deputed to his Native District. The spouse of Government servant is employed in his Native District is not a ground for deputing him to his Native District.
- (iv) The period of deputation of a Government servant should not exceed three years. This should be followed strictly.

(Also see FR 110(4)(i))

In case the Government require the services of Government Servants in the middle of 3 years period for administrative reason the competent authority may revert them to their parent department.

(see FR 110(4)(iii))

- (v) The extension of deputation for the fourth year should be only in exceptional and special circumstances in public interest. Extension of deputation for fourth year shall be sanctioned only by the Government in respect of all Government servants belonging to A,B,C and D Group and Heads of Department should send proposals for such extension to the Government sufficiently in advance before expiry of the third year.

[Also see FR.110(4)(ii)]

- (vi) No Government servant shall be allowed to be on deputation beyond fourth year on any ground.
- (vii) If no orders sanctioning continuance of deputation beyond the 3 years are received before the expiry of deputation period, the foreign employer shall revert the Government servant concerned to his parent department without waiting for any further orders like, posting of substitute, etc. The authority which sanctioned the deputation of the Government servant should also take immediate steps to get him reverted.
- (viii) While deputing a Government servant who had been on foreign service, it must be ensured that he has served for a minimum period of 2 years in his parent department on his reversion, before he is again deputed with a view to ensure that he keeps in touch with the main-stream work of the department and also to prevent only a few officers for a department alone being deputed to all the deputation posts.

The Government direct that the Heads of Department should send an annual periodical report in the form annexed (Annexure II) as on 31st December of each year. The periodical should be sent before the end of January of the next year to the administrative department of Secretariat concerned. The Departments of Secretariat shall review the return critically and see that the deputationists are recalled in time. The Departments of Secretariat concerned shall review and submit the periodical to the Commissioner and Secretary to Government of the Department concerned. The review report should be sent to Personnel and Administrative Reforms(FR.II) Department also, as per the Annexure II.

In partial modification of the G.O.Ms.No.256, P&AR(FR.II) Department, dated 25.4.1988, it has been ordered in G.O.(Ms)No.336, P&AR(FR.II) Department, dated 20.12.1994 as detailed below:-

- a) In cases of deputation, where the terms granted would be so greatly in excess of the remuneration, which the Government servant would receive in Government service, so as to render foreign service appreciably more attractive than Government service, such as appointment to an intermediary post, post carrying deputation allowance etc., persons with not less than 2 years experience in that category should be considered, with due weightage for seniority among them.
- b) If the deputation does not involve appointment to higher post outside, or where only grade pay, as admissible in the parent department, would be allowed in the deputation post, no qualifying service need be insisted upon.

4. Terms and Conditions:-

After obtaining relieving order from the parent department the deputationist should join the deputation post, immediately.

Standardised terms and conditions governing the deputation of State Government Employees to Tamil Nadu State Government Undertakings, Corporations, Boards and to Institutions other than State Government Undertakings such as Universities, Co-operative Institutions, etc., are as per the orders and subsequent instructions issued from time to time, in G.O.Ms.No.111, P&AR(FR.II) Department, dated 2.5.1994.

(i) Leave Salary Contribution and Pension Contribution

- a) The recovery of Leave Salary Contribution and Pension Contribution in respect of deputation to Tamil Nadu State Government Undertakings, Corporations, Boards are as per the Term 5(i) of the above said G.O. (G.O.Ms.No.111, P&AR(FR.II) Dept., dated 2.5.1994) as amended in G.O.Ms.No.266, P&AR(FR.II) Dept., dated 5.11.1997 shall be followed.

- (b) The recovery of Leave Salary Contribution and Pension Contribution in respect of deputation to institutions other than Tamil Nadu State Government Undertakings such as Co-operative Institutions, Universities, Other Autonomous Bodies, etc., are as per the Term 5(ii) of G.O.Ms.No.111, P&AR(FR.II) Department, dated 2.5.1994 shall be followed.

(ii) Joining Time :-

The Deputationist shall be eligible for Joining time admissible under FR 105 & 106 while joining the deputation post under Foreign service and on reversion thereon.

(As per G.O.Ms.No.111, P&AR(FR.II) Dept., dated 2.5.1994.)

(iii) Period of deputation:-

- a) The period of deputation will unless otherwise specifically stated be three years. The deputationist may, however, be recalled by the lending authority at any time at its discretion, subject to these conditions, the deputation will commence on the date on which the deputationist hands over charge of his post under the State Government or under the previous Foreign Employer, as the case may be and end on the date he assumed charge of a post under the State Government.

(As per G.O.Ms.No.111, P&AR(FR.II) Dept., dated 2.5.1994.)

- b) If the deputationist proceeds on leave immediately on relief from parent department without joining duty in the Foreign service post (deputation post) then the period of deputation will be deemed to commence on expiry of such leave period and the Government should bear the leave salary liability on sanction of leave.

(As per Govt.Lr.No.26674/FR.II/91-3, P&AR(FR.II) Dept., dated 20.8.92)

- c) When a Government servant on reversion from Foreign service proceeds on leave before joining the parent Government Department, the foreign employer shall pay the leave salary to the Government servant for the period upto which he is competent to sanction earned

leave and subsequently get it reimbursed from the parent Government department to the extent to be borne by the Government.

(As per Lr.No.50546/FR.II/96-2, P&AR(FR.II) Dept., dated 26.8.1996)

(Also see Explanation 4 of FR.115 & FR.125)

(iv) Cost of Higher Studies:-

If the officer is deputed for any training/course, while they are working on deputation on Foreign service, the cost shall be borne by the foreign employer, irrespective of the fact whether he will return to the same post or not.

(As per G.O.Ms.No.272, P&AR(FR.II) Dept., dated 19.3.1981.)

and

(As per G.O.Ms.No.111, P&AR(FR.II) Dept., dated 2.5.1994.)

(v) Accountant General to watch recovery:-

The Accountant General, Tamil Nadu, is requested to watch the recovery of Pension and other contributions due from the foreign employer.

(As per G.O.Ms.No.111, P&AR(FR.II) Dept., dated 2.5.1994.)

(vi) Subsistence allowance:-

It is considered that the suspension may be due to:-

- i) the lapses committed by the Government servant in Government service prior to his appointment in foreign service;
- ii) Any criminal misconduct not connected with his office work but during the course of his service in the Government;
- iii) The lapses committed by the Government servant while in foreign service itself; and
- iv) Any criminal misconduct not connected with his office work but during the course of his employment in the Foreign service.

The Government after careful consideration direct that in the cases referred to under items (i) and (ii) above, the foreign employer shall pay the subsistence allowance initially and the Government

shall reimburse the amount of subsistence allowance already paid, to the foreign employer later. In the cases referred to under items (iii) and (iv), the foreign employer shall pay the subsistence allowance till the case is disposed of. However in the cases referred to in para 2(iv) above, if the foreign employer does not want extension beyond the existing period of deputation, the Government servant would be deemed to have been reverted to Government service on expiry of deputation period and the subsistence allowance paid by the foreign employer beyond the period of deputation will be reimbursed by the Government later.

(As per G.O.Ms.No.943, P&AR(FR.II) Dept., dated 4.10.1983)

(Also incorporated in FR.53, sub-rule 4)

(vii) Applicability of Tamil Nadu Civil Services (Classification, Control and Appeal (now Discipline and Appeal)) Rules and Government Servant Conduct Rules :-

The deputationist will be deemed to be a member of the State and Subordinate Service to which he would have belonged but for the deputation, for purposes of the Tamil Nadu Civil Services (Classification, Control and Appeal (now Discipline and Appeal)) Rules and the Government Servants Conduct Rules notwithstanding that his services are placed at the disposal of the foreign employer. Besides, he shall also be governed by the special rules of conduct or secrecy, if any, of the Foreign Employer. If the officer had, before his deputation to the foreign employer, committed any act or omission, which renders him, to liable to any penalty specified in the said rules, the State Government or the appropriate disciplinary authority, as the case may be, under whom he was serving at the time of commission of such act or omission, shall alone be competent to institute disciplinary proceedings against him and to impose on him a penalty specified in the said rules, as they think fit and the foreign employer under whom he is serving at the time of institution of such proceedings shall be bound to render all the reasonable facilities to the Government disciplinary authority for conducting such proceedings.

(As per G.O.Ms.No.111, P&AR(FR.II) Dept., dated 2.5.1994.)

(viii) Strict adherence of terms and conditions:-

The foreign employer shall strictly adhere to the terms and conditions in this order and not allow any higher scale of pay or concede any concession of pecuniary value other than those specified in the terms and conditions without prior concurrence of the lending department.

(As per G.O.Ms.No.111, P&AR(FR.II) Dept., dated 2.5.1994.)

(Also see FR.114, 2, Note 6)

(ix) Other allowances:-

The details about other allowances like Handlooms, Khadi Advance, House Building Advance, Education, Motor Car, Scooter Advances are as per the orders issued in Govt. Lr. No. 94555/FR.II/94-8, P&AR(FR.II)Department, dated 12.12.1995.

The pay and other allowances like Conveyance allowance, Project allowance, Cash allowance, Medical concession, Leave Travel concession, Travelling allowance, Transportation Expenses in case of death in harness, bonus, reimbursement of Leave salary during Compulsory wait, Leave account, Charges of Electricity, Water, Cooking Gas, Festival advance and claim of arrears as per the orders issued in G.O.Ms.No.111, P&AR(FR.II) Dept., dated 2.5.1994

The deputationists, could be allowed to avail themselves of the advances in the foreign body as well, as they would be eligible in Government and that the sanction and recovery as in Government shall be made by the foreign body.

(As per Govt. Lr.No. 94555/FR.II/94-8, P&AR(FR.II)Dept., dated 12.12.1995.)

(x) Authority to issue terms and conditions:-

- a) All lending authorities are requested to specify that the general terms and conditions of deputation shall be as per these orders, while sanctioning the deputation of any officer under their control, without narrating or repeating the conditions. Only additional or special conditions, if any, need be specifically mentioned in deputation orders. Even if no terms are mentioned, all deputations to Tamil

Nadu State Government Undertakings/Corporations/Boards, as well as Universities/Co-operative Institutions/Autonomous Bodies, etc., shall be deemed to be governed by these general terms and conditions.

(As per G.O.Ms.No.111, P&AR(FR.II) Dept., dated 2.5.1994)

- b) In case of need for incorporation of additional or special terms and conditions, the borrowing authorities may issue such additional or special Terms and Conditions of deputation.

(As per Govt. Lr.No. 57700/FR.II/04-1, P&AR(FR.II)Dept., dated 18.05.2005)

- c) In respect of deputation of District Revenue Officers/Non-IAS Officers of Secretariat to various Boards/Corporations/Public Sector Undertakings, the borrowing departments, which are administratively concerned in Secretariat with the Corporations/Boards and Public Sector Undertakings shall issue terms and conditions of deputation and maintain the Foreign Service Card.

(As per Govt.Lr.No.50557/FR.II/2005-1, P&AR(FR.II) Dept., dated 6.10.2005).

5) Foreign Service Card(FSC)

For setting at naught the various difficulties in sending the Service Books of the deputationists to the Audit offices, the 'Foreign Service Card' has been introduced as an annexure (Annexure-III) to the terms and conditions of deputation issued in respect of Government Servants deputed to Foreign service under rules 110-114 of Fundamental Rules. The methods of sending the Service Books of the individuals to the Audit Offices is dispensed with.

(As per G.O.Ms.No.12, P&AR(FR.II) Dept., dated 8.1.1991)

Filling up and authentication/countersigning of Foreign Service Card

- a) The model form of the Foreign Service Card is in the form annexed to G.O.Ms.No.12, P&AR(FR.II) Dept., dated 8.1.1991. In this G.O., by whom the required particulars should be filled up,

where and by whom signatures should be affixed and its maintenance are given clearly as follows, which should be followed scrupulously with care as like Service Book.

Page 1 of FSC:

To be filled up by HODs/Office after verifying the Service Book.

(As per G.O.Ms.No.12, P&AR(FR.II) Dept., dated 8.1.1991)

After the entry, 'Date of Birth', "GPF Account No. with Departmental Suffix" should be inserted.

(As per G.O.Ms.No. 4, P&AR(FR.II)Department, dated 12.1.2009.)

Page 2 of FSC:

Part I

- a) Part I should be filled up by HODs/Office issuing the proceedings under FR 110-114
- b) Signature, Designation and Head of the Office should be affixed.

Part II (on reversion only)

Part II should be filled up by HODs/Office on completion or reversion from deputation on receipt of FSC from Foreign Employer duly filled in.

(As per G.O.Ms.No.12, P&AR(FR.II) Dept., dated 8.1.1991)

Page 3 of FSC:

Part I & II should be filled up by the Foreign Employer and affix the signature with designation and seal.

(As per G.O.Ms.No.12, P&AR(FR.II) Dept., dated 8.1.1991)

Page 4 of FSC:

- a) Part I should be filled up by the AG by fixing Leave Salary Contribution and Pension Contribution and communicate it to the Foreign Employer and forward the FSC to HODs/Office.

- b) Part II should be filled up by the AG on completion/ reversion from deputation and the Accounts Officer should affix the signature.

(As per G.O.Ms.No.12, P&AR(FR.II) Dept., dated 8.1.1991)

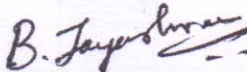
Page 5 of FSC:

This page should be filled up by the Accountant General by affixing the signature of Accounts Officer on that page on completion of deputation and return the same to the department concerned.

(As per G.O.Ms.No.12, P&AR(FR.II) Dept., dated 8.1.1991)

ANITA PRAVEEN
PRINCIPAL SECRETARY TO GOVERNMENT.

/True copy/


SECTION OFFICER.



ANNEXURE II

Name of the Officer:

Periodical Report for the officer on deputation in the period ending 31st December.

S. No	Name of the Officer, service to which he belongs	Provisions deputation of the Officer, if any and the duration of such previous deputation	Post held before deputation in the seniority list and Native District	Name of the foreign employer, the Designation of the deputation post and place of work	Number and date of order sanctioning initial deputation and further orders on continuance if any given.	Date of expiry of deputation	Action taken for timely recall.
1.	2.	3.	4.	5.	6.	7.	8.

ANITA PRAVEEN
PRINCIPAL SECRETARY TO GOVERNMENT.

/True copy/

B. Jayaraman
SECTION OFFICER.
[Signature]

ANNEXURE - III

Page-1

CR.No.

Vol.

FOREIGN SERVICE CARD

**TO BE FILLED IN BY THE HEADS OF DEPARTMENT/OFFICE
AFTER VERIFICATION OF THE SERVICE BOOKS**

NAME :

DESIGNATION :

PARENT DEPARTMENT :

DEPUTED TO :

DATE OF BIRTH :

GPF ACCOUNT No. WITH
DEPARTMENTAL SUFFIX :

PROCEEDINGS NO. :

ISSUED BY :

Signature, Designation
Head of the Office

PART-II - On Revision:

- 1) Date of relief from Foreign Service
- 2) Leave, joining time
- 3) Date of rejoining Govt. dept. transfer foreign service (Specify Name & Address)

Page-3

TO BE FILLED IN BY THE FOREIGN EMPLOYER

PART-I

Spells of Leave availed while in Foreign Service

<u>Period</u>			<u>Period</u>			<u>Period</u>		
From	To	Days	From	To	Days	From	To	Days

PART-II

Remittance Details

S.No.	D.D.No. and Date	Amount	Period	LSC	PC	A.G.'s Acknowledgement
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Signature of Foreign Employer

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For use in A.G.'s Office

Rates of Contribution

PART-I

<u>Period</u>		<u>Rate of</u>	<u>Period</u>		<u>Rate of</u>	<u>A.O.'s</u> <u>Signature</u>
<u>From</u>	<u>To</u>	<u>LSC</u>	<u>From</u>	<u>To</u>	<u>PC</u>	

PART-II

Final demand for the period from _____ to _____

LSC Rs.

PC Rs.

Penal Interest Rs.

Accounts Officer

Part-III

CLAIM SATISFACTION CERTIFICATE

Necessary contribution in respect of the Foreign Service
for the Period from _____ to _____
have been recovered in full.

ACCOUNTS OFFICER

ANITA PRAVEEN
PRINCIPAL SECRETARY TO GOVERNMENT.

/True copy/

B. Jayaraman
SECTION OFFICER.
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