

GOVERNMENT OF TAMIL NADU
ABSTRACT

FUNDAMENTAL RULES - Deputation of Government Servants to Foreign Service - Introduction of "Foreign Service Card" - Orders - Issued.

PERSONNEL & ADMINISTRATIVE REFORMS(FR.II) DEPARTMENT

G.O.MS.No.12

Dated: 8.1.1991
Promodhutha, Markazhi 24,
Thiruvalluvar Aandu 2021.

Read:-

From the Accountant General, Madras
Letter No.AG(A&E)P.C.III/Val./89-90/218,
dated. 5.2.90.

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ORDER:

According to the instructions in para 8 of Annexure II, Part-III of the Fundamental Rules, the Heads of offices should forward the service books of non-gazetted Government servants sent on foreign service, to the Accountant General(Accounts & Entitlements), Madras, initially at the time of relief and again, at the time of re-transfer from Foreign Service so as to note the transfer and other particulars including the leave salary and pension contributions, whenever there are changes in the pay/scales of pay due to grant of increments or promotion to higher posts.

2. The Accountant General, in his letter read above has pointed out that generally the Heads of Offices do not observe the formalities required in para 8 of Annexure-II, Part-III of Fundamental Rules but remain silent after the issue of proceedings/orders under Fundamental Rule 110-114. The service books are always sent belatedly or never at all. Consequently, the fixation of the rates of leave salary and pension contributions and their communication to the foreign employers are also delayed. The foreign employers also complain about the belated communication of rates of leave salary and pension contributions to them and resist any demand for the penal interest for belated remittances by them.

3. The Accountant General, Madras has therefore suggested that a "Foreign Service Card" be introduced as an annexure to the terms and conditions

issued by the Government/ Heads of Departments for setting at naught the various difficulties in sending the Service Books of the deputationists to the Audit Offices.

4. The Government accept the suggestion of the Accountant General, Madras and accordingly direct that the "Foreign Service Card" may be adopted and enclosed as an annexure to the terms and conditions of deputation issued in respect of all the Government servants deputed to foreign service under the rules 110-114 of the Fundamental Rules. The methods of sending the Service Books of the individuals to the Audit Officer is dispensed with. The model form of the Foreign Service Card will be in the form annexed to this order.

5. The Heads of Departments/ office should fill up the particulars required in page 1 and Part-I of page 2 in the "Foreign Service Card" after duly verifying the Service Books of the deputationists and send the same to the Audit Officer along with the orders/ proceedings containing the terms and conditions of deputation of the Government servants. The Accountant General in turn will communicate the rate of Leave Salary Contribution and Pension Contributions to the foreign employers by filling in Part-I of page 4 and forward the Service Card to the Heads of Departments/ office for safe custody.

6. As soon as the period of deputation is over, the Heads of Departments/ office should forward the Service Card to the foreign employer with a request to fill in Part-I and II of page 3 and return the same to the parent department. On its receipt from the foreign employer, the Heads of Office should complete Part-II of page 2 of the Service Card and forward it along with the Service Book to the Audit Officer, Office of the Accountant General (Accounts and Entitlements). The latter will in turn complete either Part-II of page 4 or Part-III of page 5 and return the same to the department concerned.

7. All Heads of Departments/ offices should handle the "Foreign Service Card" with care like the Service Books and they should maintain a register to keep watch over their movement till a claim satisfaction certification is issued by the Accountant General(Accounts & Entitlements).

(BY ORDER OF THE GOVERNOR)

F. J. VAZ
SECRETARY TO GOVERNMENT

To

All Secretaries to Government, Madras-9
All Departments of Secretariat, Madras-9
All Heads of Departments including all Collectors/
all Magistrates.
The Principal Accountant General(Accounts & Entitlements)
Madras-35
The Accountant General(Audit.I), Madras-18
The Accountant General(Audit.II), Madras-6
The Accountant General(CAB), Madras-9
The Pay & Accounts Officer (North), Madras-79
The Pay & Accounts Officer (South), Madras-35
The Pay & Accounts Officer (East), Madras-5
The Pay & Accounts Officer, Madras-9
The Secretary, Tamil Nadu Public Service Commission,
Madras-2
The Registrar, High Court, Madras-104

Copy to:-

The Personnel & Administrative Reforms (FR.Spl.)Department,
Madras-9
The Finance (Pension) Department, Madras-9

/forwarded by order/

ku.8/1

V E Sutanay
9/1/91
SECTION OFFICER

8-1-91

Page 1

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Vol.

FOREIGN SERVICE CARD

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

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NAME :

DESIGNATION :

PARENT DEPARTMENT :

DEPUTED TO :

DATE OF BIRTH :

PROCEEDINGS NO.

Dt :

ISSUED BY

TO BE FILLED IN BY THE HEAD OF THE OFFICE ISSUING THE
PROCEEDINGS UNDER FR 110-114

PART-I:

- 1) Date of relief from Government Service :
- 2) Leave/ joining Time availed :
- 3) Date of joining the Foreign Service :
- 4) Commencement of Government Service :
- 5) Pay in Government Service at the time of Transfer :
- 6) Scale of pay in Government Service in officiating post:
- 7) Dates of next 3 increments : 1)
2)
3)
- 8) Pay in Foreign Service with scale of pay :
- 9) Special Pay, allowances if any :
- 10) Full Postal Address of the Foreign Employer with Pin Code & Telex No. :

Signature, Designation
Head of the Office

PART-II - On Reversion:

- 1) Date of relief from Foreign Service :
- 2) Leave, joining Time :
- 3) Date of rejoining Govt. dept./another foreign Service (Specify Name & Address) :

Signature, Designation

Signature, Designation
Head of the office

TO BE FILLED IN BY THE FOREIGN EMPLOYER

PART-I

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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

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

/ true copy /

V. E. Sullivan
9/1/91
SECTION OFFICER