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GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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NO. 1/28/75-D.II/R.3/R.I

Islamabad, 11th April, 2000.

OFFICE MEMORANDUM

**SUBJECT:- DELEGATION OF POWERS IN REGARD TO DEPUTATION OF GOVERNMENT SERVANTS.**

The undersigned is directed to say that in order to ensure expeditious processing of cases of deputation, the Chief Executive has been pleased to delegate to Secretaries of Administrative Ministries/Divisions and Heads of Attached Departments and Subordinate Offices not below BPS-21 powers to approve initial deputation of officers upto BS-19 belonging to cadres and posts under their administrative control for a period of three years. The above powers are subject to observance of the following guidelines:-

- I. Where a post proposed to be filled is reserved under the rules for departmental promotion, appointment on deputation may be made only if the department certifies that no eligible person is available for promotion or the eligible persons are found unfit for promotion by the appropriate DPC/Selection Board. In such cases, deputation may be approved till such time a suitable person becomes available for promotion.
- II. In case of posts reserved for initial recruitment, appointment on deputation may be made only as temporary arrangement pending joining of the nominee of the F.P.S.C., and subject to condition that such appointment shall be made only after a requisition has been placed with the F.P.S.C.
- III. In cases where a post is tenable through appointment by deputation, the normal period of deputation should be three years and no extension beyond three years may be allowed without prior approval of the Establishment Division.
- IV. No officer should be sent on deputation unless he has completed three years' service in his parent department after return from an earlier deputation.

2. The provision of para I(ii) of Establishment Division O.M. No. 1/28/75-D.II/R.3/R.I, dated 18-02-1987 shall stand amended accordingly.

3. Ministries/Divisions are requested to bring these instructions to the notice of their Attached Departments/Subordinate Offices.



(GHULAM MUSTAFA BHATTI)

Deputy Secretary (Reg.II)

All Ministries/Divisions.

Waqar Sharif  
Programmer  
Monday, 14 April, 2025, 5:52:3 PM

Waqar Sharif  
Programmer  
Monday, 14 April, 2025, 4:52:3 PM

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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No. 1/121/2015-E-4

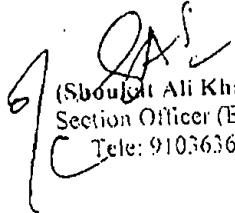
Islamabad, the August 10, 2015.

OFFICE MEMORANDUM

**SUBJECT:- POSTING ON DEPUTATION.**

It has been observed by the competent authority that Ministries/Divisions/Departments/Organizations usually posts officer of BS-17 to BS-19 from Provincial Government to Federal Government and from Federal Government to Provincial Government on deputation basis under delegation of powers.

2. Keeping in view the competent authority has decided that in future, all the Divisions/Organizations/Departments and the Provincial Governments have to process the cases of the officers from BS-17 & above to be posted on deputation basis from Federal Government to provincial government and from provincial government to Federal Government through Establishment Division.

  
(Shoukat Ali Khan)  
Section Officer (E-4)  
Tele: 9103636

All the Ministries/Divisions, and the Provincial Governments

Monday, 14 April, 2025, 4:52:3 PM  
Waqar Sharif  
Programmer

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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No.1/28/75-D.II/R.3/R.I

Islamabad, the 04th March, 2005

OFFICE MEMORANDUM

Subject:- DEPUTATION OF GOVERNMENT SERVANTS.

The undersigned is directed to refer to Establishment Division's O.M. No. 4/11/84-R-I(A), dated 20-11-86 addressed to all Federal Secretaries / Provincial Chief Secretaries, wherein the following directive of the Prime Minister was communicated:

- a) In all cases of appointment on contract, re-employment, secondment or deputation the period of appointment should be clearly specified.
- b) On the last date of the specified period the officer should automatically stand relieved of his duties unless the orders of the competent authority have been obtained in advance for extending the period.

2. The Ministries / Divisions were accordingly directed to specify the period of appointment in those cases where it was not specified and to ensure that no officer was appointed on contract, re-employment, secondment or on deputation without specifying the period of appointment. It was also directed that on expiry of the specified period, the officer should be relieved of his assignment forthwith unless the period had already been extended by the competent authority.

3. The standard terms and conditions of deputation which were drawn in consultation with Finance Division and circulated vide Establishment Division's O.M. No. 1/13/87-R.I, dated 03-12-1990, provide that the "normal period of deputation for all categories of Government servants will be three years. This will be extendable maximum by two years with the prior approval of the competent authority" i. e. Establishment Division.

Contd/....

4. The policy guide-lines issued with the approval of Chief Executive and circulated vide Establishment Division's O.M. No.1/28/75-D-II/R-3/R.I, dated 11-04-2000 also provided that "normal period of deputation should be three years and no extension beyond three years may be allowed without prior approval of Establishment Division".

5. Despite the above cited instructions, it has been noticed with concern that in some cases neither the period of deputation is specified by the Ministries / Divisions concerned nor the incumbents are relieved of their duties on the expiry of specified period of deputation, and thus they continue to serve in the borrowing department without the prior approval of the competent authority resulting into administrative problems and legal issues due to non adherence to the instructions of the Government.

6. The Ministries/Divisions are once again advised to strictly observe the directions of the Prime Minister as referred to in paras 1 and 2 above and instructions issued by Establishment Division as referred to in paras 3 and 4 above.

7. The above instructions may also be brought to the notice of all Corporations and Autonomous / Semi-Autonomous Bodies under the administrative control of Ministries / Divisions.

  
(ASIF MAHMOOD)  
Section Officer

All Ministries / Divisions,  
Rawalpindi / Islamabad.

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Government of Pakistan  
Cabinet Secretariat  
Establishment Division

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No.1/18/2007-R-1

Islamabad, the 10<sup>th</sup> December, 2007.

OFFICE MEMORANDUM

Subject:- DEPUTATION OF GOVERNMENT SERVANTS.

The undersigned is directed to refer to the Establishment Division's O.M.No.1/28/75-D.II/R-3/R.I, dated 18<sup>th</sup> February, 1987 as amended vide O.M. of same No. dated 11<sup>th</sup> April, 2000 on the above subject and to state that the term "deputation" as defined by the Supreme Court of Pakistan vide PLD 1981 SC 531 means that a Government servant begins to be regarded as a "deputationist" when he is appointed or transferred, through the process of selection, to a post in a department or service altogether different from the one to which he permanently belongs, he continues to be placed in this category so long as he holds the new post in an officiating or a temporary capacity but ceases to be regarded as such either on confirmation in the new post or on reversion to his substantive post.

2. According to the judgement of Federal Service Tribunal in Appeals No.39 and 40 (R)(CS)/2003 (M/s Liaqat Ali Chaudhry and others Vs Federation of Pakistan), up-held by Supreme Court of Pakistan, as interpreted by the Law, Justice and Human Rights Division, all the incumbents who are deputed to work in an agency foreign to the service to which they belong, are entitled to draw Deputation Allowance.

3. In view of the position stated above, the Finance Division have issued orders/instructions vide their O.M.No.F.5 (8) R-2/2007, dated the 4<sup>th</sup> July, 2007 stating that deputation allowance may be granted to all officers/officials of different Ministries/Divisions/Departments who have been transferred and posted on deputation basis or under Section 10 of Civil Servants Act, 1973, to a post in a department or service altogether different from the one to which they permanently belong.

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4. In view of the above, Ministries/Divisions are advised that hence-forth Notifications/Orders issued by them regarding the deputation of their officers/officials to a department/office altogether different from the one to which they actually belong, must invariably state that:-

- (i) The incumbent will be entitled to deputation allowance.
- (ii) The period of deputation shall be three years extendable by two years with the approval of the competent authority.

  
(Muhammad Arshad)  
Deputy Secretary

All Secretaries/Additional Secretaries of  
Ministries/Divisions, Islamabad/Rawalpindi.

Copy to:-

1. Chief of Staff to the President, President's Secretariat (Public), Islamabad.
2. Principal Secretary to the Prime Minister, Prime Minister's Secretariat (Public), Islamabad.
3. Auditor General of Pakistan, Islamabad.
4. Controller General of Accounts, Islamabad.
5. Director General, Intelligence Bureau, Islamabad.
6. Miss. Saeed-Un-Nisa Abbsi, D.G., PPARC (Working Women Hostel Building's Annexe), St.35, G-7/1, MS (Wing), Establishment Division, Islamabad.
7. Secretary, National Security Council, Islamabad.
8. Secretary, Election Commission of Pakistan, Islamabad.
9. Secretary, Federal Public Service Commission, Islamabad.
10. Secretary, National Accountability Bureau, Islamabad.
11. Secretary, National Reconstruction Bureau, Islamabad.
12. Military Accountant General, Rawalpindi.
13. Principal Information Officer, Press Information Department, Islamabad.
14. All Joint Secretaries of Establishment Division, Islamabad (for similar action).
15. Deputy Secretary (Computer), Establishment Division with the request to arrange for its placement on the official website of the Establishment Division, Islamabad.

  
(Muhammad Arshad)  
Deputy Secretary

o/c

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GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION  
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No. 1/13/87-R.I.

Islamabad, the 3rd December, 1990.

OFFICE MEMORANDUM

Subject: - TERMS AND CONDITIONS OF DEPUTATION OF CIVIL SERVANTS TO FOREIGN SERVICE IN PAKISTAN.

The undersigned is directed to state that the instructions governing the terms and conditions of transfer of civil servants to foreign service in Pakistan are contained in FR.114 and various O.Ms. issued by the Finance Division/ Establishment Division from time to time. Since these instructions are scattered over a number of O.Ms. enquiries have been received from Ministries/Divisions regarding applicability of these instructions in their correct perspective. Accordingly, standard terms and conditions of deputation of civil servants to Foreign Service in Pakistan have been drawn in consultation with the Finance Division and are given below:

1. PERIOD OF DEPUTATION

The normal period of deputation for all categories of government servants will be three years. This will be extendable maximum by two years with the prior approval of the competent authority.

2. PAY

Pay in BPS as admissible under the government from time to time.

3. DEPUTATION ALLOWANCE

10% of the minimum of BPS of government servants upto BPS-21.

4. TRAVELLING ALLOWANCE

Travelling allowance will be admissible in accordance with the ordinary TA rules of the government except that where TA rules of the borrowing organization are more favourable the latter will apply.

5. CONVEYANCE

- (1) In case official car has been provided to the deputationist by the borrowing organization, it should be used for official purpose only, except where employees of

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the borrowing organization in an equivalent rank are entitled to free use of official car for both official and private purpose the same facility would be admissible to the deputationist subject to the prescribed petrol limit.

- (ii) If the deputationist is entitled to official car in his capacity as a government servant, excluding the official transport provided on a specific post, he shall continue to enjoy the facility on the same terms.
- (iii) If the deputationist is the chief executive of the autonomous/semi autonomous body, he will be permitted free use of official car, for official and private purpose subject to the condition that the total petrol consumption will not exceed 180 litres in a month, in case the deputationist is in BPS-21 and 240 litres in case he is in BPS-22.
- (iv) If official transport is provided both for official and private purpose, the residence, office conveyance allowance shall not be permissible.
- (v) In case official transport is not provided, or if provided, is not used for journey between office and residence, residence-office conveyance allowance will be admissible on specified stations, at the rates and on the conditions laid down in para-8 of the Finance Division's O.M.No. P.1(1)IIP.11/77, dated 28-4-1977, as amended from time to time. For occasional travel, the mileage/conveyance rates, admissible in the government will be applicable.

#### 6. RESIDENTIAL FACILITY

- (i) Accommodation may be provided to the deputationist, of a standard not inferior to what is normally admissible to him as a government servant, subject to deduction of 5% of his emoluments. If accommodation is not provided, the deputationist will receive house rent allowance, at a rate fixed by the government from time to time. If the deputationist is the chief executive of the autonomous/semi-autonomous body, free unfurnished accommodation may be provided except where an official residence has already been constructed by the autonomous/semi-autonomous body.
- (ii) The facility of hiring of a house owned by a civil servant will be admissible to a civil servant appointed on deputation in an autonomous body as provided under rule 22 of Pakistan Allocation Rules, 1971.
- (iii) In case accommodation is to be hired for the deputationist, the rental ceiling laid down by the Works Division in the Pakistan Allocation Rules, 1971, as amended from time to time, or that applicable to employees of equivalent

rank in the borrowing organization, whichever is beneficial to the deputationist, will be applicable.

7. MEDICAL FACILITIES

Medical facilities may be allowed, in accordance with the relevant rules of the borrowing organization provided that these facilities will not be inferior to those admissible under the government.

8. PENSION CONTRIBUTION

Pension contribution will be payable by the borrowing organization to government at 33% of the mean of minimum and maximum of the pay scale of the post, held by the government servant concerned at the time of his proceeding on foreign service, plus other emoluments reckonable for pension, which would have been admissible to him had he not been deputed to foreign service.

9. LEAVE SALARY

No leave salary contribution shall be payable by the Borrowing Organization, but leave/leave salary shall be sanctioned/paid during the period of deputation, by the borrowing organization. The Federal Government employees sent on deputation who are granted leave and paid leave salary by the borrowing organization shall not count the period spent on deputation for earning leave under the Government of Pakistan on their return. However, the leave earned by a civil servant, but not availed/allowed during the period of his deputation in Pakistan will be credited to his leave account on reversion to government department. For this purpose, the autonomous bodies and corporations will maintain proper leave accounts for the government servant on deputation with them. Encashment of leave will not be admissible in the case of Government servants on deputation on the basis of the Rules/Regulations of the autonomous bodies/corporations.

10. 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 foreign service, even though if such disability manifests itself after the termination of foreign service. The leave salary charges, for such leave, shall be recovered by the civil servant direct from the borrowing organization.

11. G.P. FUND ETC.

During the period of deputation, the civil servant concerned will continue to subscribe to the G.P. Fund, the remittance of which shall be supported with a G.P. Fund schedule, mentioning therein the G.P. Fund Account Number and the name of the Accounts Officer, maintaining the account. The remittance should be made to the parent office of the government servant concerned. The parent

office will send copies of challans and schedules to the Accounts Officer concerned for necessary action.

As regards the Benevolent Fund and Group Insurance premium contribution, this should be remitted directly, by the government servant concerned, through the normal banking channel, to the board of Trustees, Federal Employees Benevolent and Group Insurance Fund, in accordance with the Prescribed schedule, duly completed.

#### 12. 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 organization, the terms of his employment under the latter and these terms shall not be varied by the borrowing organization, without consulting the lending government.

#### 13. JOINING TIME PAY AND TA.

The borrowing organization will pay for the joining time granted, on transfer to and reversion from deputation at the rate prescribed by the Federal Government. It will also pay TA to the deputationist for journeys performed by himself on transfer to and reversion from foreign service.

#### 14. ENCASHMENT OF LPR

A civil servant on deputation who is due to retire from government service either on completion of 30 years qualifying service or on attaining the age of superannuation, may have the encashment of LPR from the borrowing organization, if he continues to work during the whole period of his LPR/last year of his service, without repatriation of his services.

#### 15. COMPENSATORY ALLOWANCE

If, by reason of his transfer to foreign service, the government servant loses any privilege or concession of pecuniary value which he would have enjoyed in government service or is constrained to incur extra expenditure due to the nature of his duties in foreign service or to the circumstances in which those duties are performed, he may be allowed a compensatory allowance or other suitable concession with the prior concurrence of the competent authority. This will not apply to the grant of Secretariat Allowance which has since been discontinued vide Finance Division's O.M.No.F.7(15)R.13/88(Pt), dated 18-12-1989.

#### 16. QUALIFICATION PAY/ALLOWANCE

The deputationist would also be entitled to draw qualification pay/allowances which he has been drawing in this parent department. The qualification pay/allowances will not be related to the job but will be personal to the incumbent for possessing certain qualifications or passing an examination.

2. The above instruction shall come into force from the date of issue of this O.M. and shall replace the existing orders/instructions on the subject.

( MANZUR HUSAIN )  
Joint Secretary  
Ph: 818175.

All Ministries/Divisions.

3/11/90

Waqar Sharif  
Programmer  
Monday, 14 April, 2025, 4:52:3 PM