

آزاد حکومت ریاست جموں و کشمیر
سرور اینڈ جنرل ایڈمنسٹریشن ڈیپارٹمنٹ
☆☆☆☆☆

مظفر آباد

مورخہ: 14 جنوری 1974

نمبر انتظامیہ/74/57-717

نوان: بیرون ملک ملازمت کے لیے جانے والے ملازمین کے بارے میں شرائط ملازمت

معاملہ مندرجہ عنوان الصدر میں حسب ہدایت تحریر خدمت ہے کہ جناب صدر، آزاد حکومت ریاست جموں و کشمیر نے آزاد کشمیر اور پاکستان سے باہر ملازمت کی خاطر جانے والے ملازمین حکومت کے لیے ان کے اس عرصہ کے لیے جس کے دوران میں وہ بیرون ملک حکومتی یا پرائیویٹ اداروں میں ملازم رہیں گے مندرجہ ذیل شرائط ملازمت کی منظوری صادر فرمائی ہے:-

- 1: عرصہ ملازمت بیرون ملک (فارن) سروس تصور ہوگا۔
- 2: بیرون ملک متعلقہ ملازم اگر کسی حکومت کا ملازم ہو تو تنخواہ الاؤنس اور سفر خرچ کی ان تمام سہولیات کا حقدار ہو گا جو ڈپوٹیشن پر لینے والی متعلقہ حکومت کے قواعد کے تحت ملنے واجب ہوں گے۔ سفر خرچ کی سہولت میں متعلقہ ملازم کا جائے تعیناتی تک کا اپنی اور اپنی فیملی کا سفر خرچ شامل ہوگا اور اس میں آغاز ملازمت تا اختتام ملازمت کا سارا عرصہ شامل ہوگا۔
- 3: متعلقہ ملازم آزاد حکومت ریاست جموں و کشمیر کو قواعد کے تحت پینشن کنٹری بیوشن ادا کرے گا۔ یہ ادائیگی بیرون زرمبادلہ کی شکل میں ہوگی زرمبادلہ کی وصولی بذریعہ پوسٹل آرڈرز ہوگی جتنی ادائیگی مطلوب ہوتی رقم کے پوسٹل آرڈرز خریدے جا کر متعلقہ محکمہ کو ارسال کیے جائیں گے متعلقہ محکمہ پوسٹل آرڈرز کو روپے میں تبدیل کرے گا۔
- 4: متعلقہ ملازم بدستور جی پی ایف۔ وغیرہ کو Subscribe کرنا رہے گا۔ اس قسم کے فنڈز میں ادائیگی بھی مطلوبہ رقم کے برابر پوسٹل آرڈرز کے ذریعہ ہوگی۔ متعلقہ محکمہ ان پوسٹل آرڈروں کو روپے میں تبدیل کرے گا۔

- 5: رخصت سے متعلق شرائط ان شرائط اور قواعد کے مطابق طے کی جائیں گی جو ڈپوٹیشن پر لینے والی حکومت نے Offer کی ہوں گی۔ متعلقہ ملازم نے بدوران فارن سروس رخصت کا استحقاق حاصل کیا ہو۔ اس کا کوئی بھی حصہ آزاد حکومت کے پاس ملازم متعلقہ کے کھاتہ رخصت میں شامل نہ ہوگا۔ نہ ہی اپنی رخصت کے دوران لیو سٹری آزاد حکومت کی ذمہ داری تصور ہوگی۔ بدوران فارن سروس اگر ملازم کسی وجہ سے ناقابل ملازمت ہوا تو آزاد حکومت لیو سٹری کی ادائیگی کی ذمہ دار نہ ہوگی۔
- 6: بدوران فارن سروس اگر متعلقہ ملازم کسی بھی وجہ سے ملازمت کے لیے ناقابل قرار دیا گیا چاہے اس قسم کی ناقابلیت کی علامات فارن سروس سے ہٹائے جانے کے بعد ہی کیوں نہ سامنے آجائیں تو آزاد حکومت ریاست جموں و کشمیر سے متعلقہ ملازم کسی قسم کی رخصت حاصل کرنے کا حقدار نہ ہوگا۔
- 7: بدوران فارن سروس متعلقہ ملازم یا اس کے افراد کنبہ آزاد حکومت ریاست جموں و کشمیر سے کسی قسم کی طبی امداد حاصل کرنے کا حقدار نہ ہوگا۔
- 8: ابتداً عرصہ ڈپوٹیشن اتنا ہی ہوگا جتنا آزاد حکومت اور متعلقہ فارن اتھارٹی کے مابین طے ہوا ہو اس میں آزاد حکومت کی رضامندی کے بغیر توسیع نہیں کی جاسکے گی۔ ایسی توسیع جس میں آزاد حکومت ریاست جموں و کشمیر کی منظوری شامل نہ ہو ایک بے ضابطگی تصور ہوگی اور متعلقہ ملازم کے خلاف انضباطی کارروائی کا موجب بنے گی۔
- 9: اگر فارن سروس کے دوران متعلقہ ملازم اضافی قواعد کا حقدار بنایا ایسی آسامی پر تعینات کیا گیا جس میں اس کے واجبات میں تبدیلی کا سوال پیدا ہوتا ہو تو ملازم آزاد حکومت ریاست جموں و کشمیر کو ضروری کوائف دربارہ آسامی فراہم کرے گا شرائط ملازمت/ واجبات میں تبدیلی کے لیے آزاد حکومت کی قبل از وقت منظوری درکار ہوگی۔
- 10: متعلقہ ملازم کے مستقل ہونے کی صورت میں اس کا آزاد کشمیر میں اپنی آسامی پر حق عود برقرار رکھا جائے گا۔ بشرطیکہ متعلقہ محکمہ اسے عمومی طور پر یا بطور خاص قرار دے۔
- 11: فارن سروس میں آنے کے بعد بوقت واپسی الہکارا آسامی پر حاضر ڈیوٹی ہوگا۔ جس پر وہ فارن سروس میں جانے کے موقع پر کام کرتا تھا۔ ایسی صورت میں اسے فارن سروس کی ملازمت تنخواہ وغیرہ کا کوئی مفاد حاصل نہ ہوگا البتہ اسے وہ تنخواہ ملے گی جو وہ چھوڑ کر چلا گیا تھا اور درمیانی عرصہ کی سالانہ ترقیاں (بدوں ادائیگی بقایا جات) شامل کر کے تنخواہ مقرر کی جائے گی۔ یوں مقررہ تعین کردہ تنخواہ پر اسے ملازمت کرنے ہوگی۔ اور اسی

حساب سے اس کی پنشن پر ریٹائرمنٹ تحت مرہونہ قواعد عمل میں لائے گی۔ فارن سروس سے واپسی پر متعلقہ ملازم کے بارے میں یہ سمجھا جائے گا کہ وہ آزاد کشمیر میں بھی لگانا ملازمت میں تھا۔ فارن سروس کے دوران میں حاصل کردہ زائد تنخواہ پنشن میں مفاد نہ مل سکے گا۔ کیوں کہ پنشن کنٹری بیوشن فارن سروس کی تنخواہ سے وضع نہیں کی جاتی۔ علاوہ ازیں متعلقہ ملازم کا ملازمت پر حق عود ضرور اتنے عرصہ کے لیے برقرار رہے گا جتنے عرصہ کی آزاد حکومت ریاست جموں و کشمیر کے قواعد ملازمت اجازت دیتے ہوں۔

12: اگر اس حکم سے پہلے ہی کوئی ملازم فارن سروس میں ڈپوٹیشن پر چلا گیا ہو تو اس سے متعلق شرائط ملازمت وغیرہ یہی ہوں گے۔

13: حکومت اگر ضروری سمجھے تو ان شرائط میں وقتاً فوقتاً رو بہد ل کر سکتی ہے۔

14: مراسلہ ہذا کو محکمہ مالیات کی رضامندی حاصل ہے۔

دستخط/

(چوہدری احسان الحق)

ڈپٹی سیکرٹری سروسز

No. FD/16408-16468/79
AZAD GOVET. OF THE STATE OF JAMMU & KASHMIR,
FINANCE SECRETARIAT

“Muzaffarabad”

Dated: 12th November, 1979

Subject: Deputation Policy

Sir,

I am directed to state that the President, Azad Jammu & Kashmir has been pleased to order, with immediate effect, that 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 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 allowance 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 allowance (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 deputationists in their parent departments, deputation allowance may be allowed upto a maximum of 20 per cent of the basic pay in the parent departments, provided that total pay, inclusive of deputation allowance 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 servant's 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 pays or deputation allowance (at the rate of 20 per cent of basic pay in 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 period 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 Government in accordance with the rules applicable to them in their parent departments. In cases where the deputations are to Federal or other Provincial Governments, this aspect of the deputation terms is to be governed by the Azad Government of the State of Jammu & Kashmir and the Federal/Provincial agreements on this subject.
- v) In all cases of deputations travelling Allowance and Daily Allowance is to be allowed in accordance with the Travelling 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.
- 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 sanctioned from time to time. 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 un-furnished 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 Bodies.
- 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 upto maximum of 20 per cent of pay in accordance with the following principles:

- i) It should be made clear to all officers/employees that the Autonomous Body/Corporation has no legal responsibility for providing residential accommodation to each and every employee;
- ii) There ever it is considered essential to provide accommodation to an employee in the interest of public service, the rental value of the residence should not in any case exceed 22½ per cent of the pay of the officer/employee for whom it is required.
- iii) The subsidy payable by the Corporation/Autonomous Body towards rent of residential accommodation should not normally exceed 5 per cent of the pay of the employee and only in exceptional cases, which should be rare, the maximum subsidy of 15 per cent may be allowed provided the officer/employee concerned has first paid, 5 per cent of his pay towards the rent of the residential accommodation in all cases;
- iv) The subsidy shall be allowed to only such officers/employees as do not own a house in their name or in the name of their wife or children at their station of posting;
- v) The scales of accommodation provided to the officers and staff should not in any case exceed the scale of accommodation as sanctioned from time to time.
- vi) The subsidy shall be payable at District and Tehsil Headquarter;
- vii) The officers/employees claiming subsidy should be required to produce actual monthly rent receipts;
- 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 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) ¹[The period of deputation should not exceed 5 years.

Provided that the Government may extend the said period upto one year in special circumstances:

Provided further that after completing period of deputation, a Government servant shall be required to serve in his/her parent department for a minimum period of two years before he/she is allowed to proceed on deputation again.

- x-1) A Government servant shall be considered to be out of Government employment, who have failed to join his/her parent department after completing 6 years period of deputation.]
- xi) The deputation allowance shall not be admissible in the case of officers in Grade 22; and
- xii) In the case of other officers, the deputation allowance may be allowed only after the officer concerned has completed or is deemed to have completed one year continuous service in the Grade in which, but for his deputation, he would have been employed under the Government.

2. In cases where the Administrative Departments desire to allow any benefits over and above those covered by powers delegated to them in paragraph 1 above, they must obtain prior approval of the Finance Department. Reference to 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 five years. Before the expiry of the five year 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

¹Added vide notification No. 119922-10022/2005 dated 28.11.2005.

Government service. On resignation they will be allowed gratuity equal to the balance in their G.P Fund Accounts. They will be free thereafter to get their pay fixed in the borrowing organization 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 Government 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.

4. Article 185 of Kashmir Service Regulation, volume I is deemed to have been modified to the above extent.

Explanation: 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 allowance 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.

Sd/--
Section Officer
Finance

No. FD/19618-19678/79
AZAD GOVT.OF THE STATE OF JAMMU & KASHMIR,
FINANCE SECRETARIAT

“Muzaffarabad”

Dated: 19th December, 1979

Subject: Deputation Policy

Sir,

I am directed to state that the general terms and conditions of deputation have already been laid down in the Deputation Policy issued vide No: FD/16408-16468/79 dated 12.11.79. According to the said policy some financial benefits are allowed to Govt. servants deputed to serve in other organizations in the public interest. Since these incentives, coupled with other fringe benefits admissible in Autonomous Bodies, etc, offer definite advantages in terms of money, a tendency has developed among Government servants to manipulate their deputation to jobs in other organizations and secure requisitions by name for their service from the borrowing Organizations. This practice of asking for services of particular Government servants ends upon, on several occasions, in lending very junior officers in the line for deputation in preference to really suitable senior officers. It also amounts to vesting the borrowing organizations with the authority of judging the suitability or otherwise of the Government servants for jobs with them and placing premium on Government servants' manipulation to secure deputation jobs. This practice leaves little room for objective assessment of job requirements and personnel placement in real public interest. In order to curb this tendency and to make sure that really suitable and senior officers are sent on deputation, it has been decided by the President, Azad Jammu & Kashmir that all proposals for lending services of Government servants on deputation shall, henceforth, require prior approval of appropriate Departmental Promotion Committee/Selection Boards set up by the Government. The President has also decided that following procedure shall be kept in view while submitting proposals of lending the services of civil servants on deputation:

- i) Requests for obtaining the services of civil servants, on deputation, shall be made by the borrowing agencies to the appointing authorities. Requisition for the services of a particular officer by name should not be made by the

- borrowing organization nor should it be entertained by the appointing authority. However, if an organization wants to secure the services of a particular Government servant it shall place a requisition containing a panel of at least three names for one position;
- ii) Sanction for lending the services of civil servant on deputation shall be granted by the relevant appointing authority after clearance by the relevant Promotion/Selection Committee/Board. The Promotion/Selection Committee/Board shall consider the panel of names of the senior most officers proposed for its consideration by the appointing authority and would normally approve the name of senior most civil servant provided that it may approve the name of a junior officer under the exceptional circumstances given below:
- a) where the post in the borrowing organization requires special qualifications which are not possessed by the senior officer; and
- b) where the senior officers decline to proceed on deputation to the borrowing organization.
- iii) A person already on deputation may be promoted by the borrowing organization to a higher post within the organization but before taking such action the parent department shall have to be informed which will have the right to object to the promotion. In case of dispute between the borrowing organization and the parent department, the matter will be settled by the Selection Board/Committee concerned;
- iv) The borrowing organizations may revert civil servant on deputation with them to his parent department even before the expiry of the deputation period. But before doing so consultation with the parent Department will be necessary. In case of disagreement in this regard the matter would be referred to the Services & General Administration Department for settlement;
- v) Selection of a junior person for a higher deputation post or his promotion to a higher grade in the borrowing organization during deputation would not entitle him to claim the benefit of such selection on promotion in his parent Department;
- vi) ²[The period of deputation shall not exceed 5 years;

² Added vide notification No./19922-10022/2005 dated 28.11.2005.

Provided that the Government may extend the said period upto one year in special circumstances]

- vii) The borrowing organization may depute a civil servant, serving on deputation with it, for training abroad, but before doing so it shall consult the parent Department;
- viii) The borrowing organization should provide a complete job description indicating, inter alia, the qualification, experience, specialized knowhow required in respect of the deputation post while placing a requisition with the lending agency;
- ix) A Government servant will not be considered for deputation against a higher post in borrowing organization, unless he is due for promotion in his parent Department and the latter is consulted and expresses agreement thereto. Prior consultation and agreement shall also be necessary for promoting a deputationist in the borrowing organization. There will be no deputation of Government servants to private organization;
- x) If a Government servant is transferred from one Department to another under the Azad Jammu & Kashmir Govt., 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;
- xi) 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 the Deputation Policy as issued by Finance Department and 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 three years.

The receipt of this letter may kindly be acknowledged.

Sd/--
(M. A. Shah)
Section Officer
Finance

No. FD/19983-191040/79
AZAD GOVT. OF THE STATE OF JAMMU & KASHMIR/
FINANCE DEPARTMENT

“Muzaffarabad”

Dated: 29th December, 1979

Subject: Deputation of Government Servant

Sir,

In continuation of this office No: FD/16408-16468/79 dated 12th Nov, 1979, No. FD/19618-19678 dated 19th December, 79, I am directed to say that with a view to eliminating chances of avoidable delay, it has been decided by the President, Azad Jammu & Kashmir that in future, the deputation cases of the Government servants shall be submitted to the Finance Department in following proforma:-

(i) Post in the Parent Department:

- (1) Name of Government servant.
- (2) Present post in the parent Department.
- (3) Whether holding in officiating or substantive capacity.
- (4) Against which post does he hold lien.
- (5) Rank.
- (6) Scale of the present post in the parent Department and the present pay.
- (7) Any special pay, allowance or concession attached to the post in the parent Departments.
- (8) Whether special pay, if any, is attached. If so, whether it is attached to the scale or to the post. A copy of Government orders issued in this connection to be supplied.
- (9) Normal duties of the post in the parent Department.

(ii) **Deputation Post:**

- (1) Deputation post.
- (2) Rank.
- (3) Scale of the post.
- (4) Any special pay, allowance or concession attached to the post.
- (5) Whether special pay, if any, is attached to the scale or the post. An attested copy of the orders issued in this connection to be supplied.
- (6) Normal duties of the deputation post.
- (7) Specific addition to duty on account of deputation.
- (8) Deputation pay.
- (9) Whether it has been agreed upon both by borrowing as well as lending agency. Reference may be quoted.
- (10) Whether approval of personnel Selection Committee/Selection Board has been obtained. A copy of decision of the Committee/Board to be enclosed.
- (11) If the proposal is precedented, the same may be quoted.

(iii) **Other Particulars:**

- (1) Pay during joining time.
- (2) Leave and pension contribution.
- (3) Leave
- (4) Travelling Allowance.
- (5) Concession of accommodation, if any.
- (6) Compensatory Allowance, if any.
- (7) T.A on transfer to Foreign Service and reversion there from.
- (8) Conveyance allowance, if any.
- (9) Medical Facilities.
- (10) Any other information.

2. It may be pointed out that the following items should normally be the responsibility of the borrowing Department/Agency:-

- (1) Leave contribution.
- (2) Pension contribution.
- (3) Pay during joining time.
- (4) Medical facilities, and
- (5) T.A on transfer to foreign services and return there from.

3. In case the liabilities or otherwise of the borrowing Department/Agency is not specifically indicated in the deputation cases it shall be presumed by the Finance Department that the entire expenditure in respect of the above five items will be borne by the borrowing Department/Agency.

Sd/--
(M. A. Shah)
Section Officer
Finance

No. FD/11598-11658/82
AZAD GOVT. OF THE STATE OF JAMMU & KASHMIR
FINANCE SECRETARIAT

“Muzaffarabad”
Dated: 19th October, 1982

Subject: Deputation of Government Servants

I am directed to refer to Government Order issued under this office No. FD/16408-16468/79 dated 12-11-79 and No. FD/19618-19678/79 dated 19-12-1979 on the subject noted above and to state that where a Government servant has completed ³[5] years on deputation, he may be recalled except where specific orders of the President/Chief Executive 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 sanctioned vide Government orders 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 [5] years. I am also to clarify that the deputation terms are to be determined by the parent department and not by the borrowing department.

Sd/--
(Abdul Rashid Baig)
Under Secretary
Finance

³ Figure 3 has been substituted by the figure 5 vide Circular No./19922-10022/2005 Dated 28.11.2005

No. S&GAD/A-4(100)VI/87
AZAD GOVT. OF THE STATE OF JAMMU & KASHMIR
SERVICES & GENERAL ADMINISTRATION DEPARTMENT

“Muzaffarabad”
Dated: 22nd December, 1987

Subject: Policy Governing Civil Servants on Deputation Abroad.

Sir,

I am directed to refer to the standard terms and conditions of service for Government Servants who proceed for service abroad (outside Pakistan), notified vide No. Admin/717-57/74 dated 14.01.1974 and to say that the Government has further decided as follows:

- (i) The period of deputation shall be three years extendable to five years on the request of the deputationist or his employer.
- (ii) Promotion of a civil servant on deputation to an international agency, foreign Government or private organization abroad will only be considered after he resumes duty on return to Azad Kashmir;
- (iii) Such Government servants may be given timely intimation to return so that they can earn at least one annual confidential report before their cases come up for consideration in accordance with their seniority position.
- (iv) If an officer returns, his case will be considered for promotion in the normal course. If he does not return in response to such intimation, his case will be deferred till he returns to Azad Kashmir on completion of 5 years and earns a confidential report on his work for one full year after resuming duty. If approved for promotion, he will regain his original seniority.
- (v) The Government may allow an employee to continue against his assignment abroad even after the expiry of five years on the request of the employee or his employer. However, in all such cases, the employee's name will be removed from the existing seniority list and placed on a separate static list with no claim to promotion or to seniority over any junior who may be

promoted during this period. An employee's name would be brought back on the seniority list only after he resumes duty on return. In such cases also the employee must earn a confidential report for one full year before he is considered for promotion. If approved for promotion, he will not regain his seniority. He will be assigned seniority in the higher post only from the date he assumes its charge.

¹ (vi)	When the Officer concerned is on deputation with an Autonomous or local body or on deputation with Federal Government of Pakistan/Provincial Government	The case of the officer should be considered on his turn and, if cleared, by the selection board/ committee, he should be informed of the decision and given an option to revert back to his parent department, within three months of the date on which his promotion falls due or the decision is communicated to him, whichever is later. In case the officer concerned reverts back to the parent department within this period, he should be promoted and allowed to retain his original seniority. In case, however, the officer concerned fails to revert back to the parent department within this period, then he should be promoted on his return from deputation, subject, of course, to the condition that if he does not return in time and is not actually promoted within one year of clearance, his promotion case will have to be placed before the appropriate selection authority once-again.
(vii)	On training abroad.	The case of the officer should be considered on his turn, and in case he is

¹ Added vide Notification No. S&GAD/A-4 (100) /Vi/87, dated 16.02.1988.

		cleared for promotion, he should get his promotion on return from deputation and not earlier. He should, however, be allowed to retain his original seniority in the higher grade.
(viii)	On Long Leave-do.....
(ix)	Holding a job under his own Government/department but outside his own cadre.do.....

It has further been decided that the departments concerned should normally not send officers, within the zone of promotion, on deputation.]

2. The Government is also pleased to direct that the above decisions may be brought to the notice of all Civil Servants already serving on deputation abroad and those allowed to proceed on deputation in future.

Sd/--
(Abdul Rashid Banhali)
Under Secretary Services (VI)

No. FD/R/9845-9945/90
AZAD GOVT. OF THE STATE OF JAMMU & KASHMIR
FINANCE SECRETARIAT

“Muzaffarabad”
Dated: 23rd June, 1990

Subject: Recovery of Leave Salary & Pension Contribution in Respect of Government Employees on Deputation to Foreign Services within Pakistan as well as Abroad for the Period Prior To 15.05.1989

Rates of Pension Contribution in respect of Govt. Servants on deputation to Foreign Service have been prescribed vide Govt. Order No. FD/R/1-3/85(P-II), dated 15.05.1989. In order to resolve certain pending cases of Govt. employees on deputation to Foreign Service prior to the issuance of the above referred notification, the President Azad Jammu and Kashmir has been pleased to prescribe the following monthly rates of Pension Contribution in respect of Govt. employees on deputation to Foreign Service within Pakistan as well as abroad prior to 15.05.1989 as follows:-

Length of Service	Members of Class I Provincial Services & Govt. Servants holding Special posts of corresponding rank with non-Asiatic domicile.			Members of Class I Provincial Services & Govt. Servants holding special posts of corresponding rank with Asiatic domicile.	Member of Class II Provincial Services & Govt. Servant holding special posts of corresponding rank.	Member of the sub ordinance services.
	Years	€	\$	Rs.	Percentage of the maximum monthly pay of the grade substantively held.	Percentage of the maximum pay of the grade substantively held.
0-1	6	9	63	5	4	
1-2	7	5	70	5	4	
2-3	8	2	78	5	5	
3-4	8	18	86	6	5	
4-5	9	14	94	6	5	
5-6	10	10	102	7	6	
6-7	11	6	110	7	6	
7-8	12	2	117	8	7	
8-9	12	19	125	8	7	
9-10	13	15	133	9	7	
10-11	14	11	141	9	8	

The AJ&K Deputation Police, 1979

11-12	15	7	140	10	8
12-13	16	3	157	10	9
13-14	16	19	164	10	9
14-15	17	16	172	11	9
15-16	18	12	180	11	10
16-17	19	8	188	12	10
17-18	20	4	196	12	10
18-19	21	10	204	13	11
19-20	21	16	211	13	11
20-21	22	13	219	14	12
21-22	23	9	227	14	12
22-23	24	5	235	15	12
23-24	25	1	243	15	13
24-25	25	17	251	15	13
25-26	26	13	258	16	14
26-27	27	9	266	16	14
27-28	28	6	274	17	14
28-29	29	2	282	17	15
Over-29	29	18	290	18	15

2. Other conditions and procedure prescribed in Govt. order No. FD/R/I-3/85 (P-II), dated 15-05-1989 shall be applicable in this case as well.

Sd/--
(Kh. Muhammad Sadiq Dar)
Deputy Secretary
Finance

No. FD/R/I (127) PART-I/96

**AZAD GOVT. OF THE STATE OF JAMMU & KASHMIR
FINANCE DEPARTMENT**

“Muzaffarabad”

Dated: 27th November, 1996

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.**

Sir,

I am directed to refer to the leave rules issued vide No. FD/R/68/82 dated 12.04.1983 and Finance Department letter No. FD/R/I-3/85 (P-II) dated 15.05.1989. Some cases have been referred to this Department, in which clarifications regarding encashment of leave earned but not availed during the period of deputation various autonomous/semi-autonomous bodies has been sought. The matter has been examined in the Finance Department at length and it is hereby clarified that there is no provision of leave encashment for earned leave but not availed during the deputation under leave rules 1983 amended up to date or under the circular letter referred to above. The leave encashment can only be granted at the time of retirement in lieu of refused leave preparatory to retirement up to the maximum limit of 180 days.

In this connection clarifications, if any, made by Finance Department contradictory to the above shall be treated as withdrawn.

Sd/--
(Qazi Abdul Waheed)
Section Officer Finance
Regulations

No. FD/R/119/02
AZAD GOVT.OF THE STATE OF JAMMU & KASHMIR
FINANCE DEPARTMENT

“Muzaffarabad”
Dated: 18th May, 2002

Subject: **Deputation of Government Servants**

I am directed to refer to this Department letter No. FD/19983-191040/79 dated 29/12/1979 on the subject noted above, it is further reiterated that if a Government servant is transferred from one Department to another Department under the Azad Government of the State of Jammu and Kashmir, it will not be a case of deputation and no deputation allowance will be admissible. If a Government servant is in receipt of a deputation allowance in such circumstances, it may be discontinued forthwith.

In this connection, Finance Department letter issued under No. FD/R/119/02 dated 13.05.2002 shall stand cancelled from date of issue.

Sd/--
(Qazi Abdul Waheed)
Under Secretary
(Regulations)

آزاد حکومت ریاست جموں و کشمیر
سروسز اینڈ جنرل ایڈمنسٹریشن ڈیپارٹمنٹ

☆☆☆☆☆

مظفر آباد

مورخہ: 2 مئی 2005

نمبر سروسز (قواعد) / اے۔4 (106) / 2005

نواں: ڈیپوٹیشن پالیسی پر عملدرآمد

معاملہ مندرجہ عنوان العدر میں حسب ہدایت تحریر خدمت ہے کہ ڈیپوٹیشن پالیسی کے معاملات میں یکسانیت پیدا کرنے کے لیے جناب وزیر اعظم نے بذیل ہدایت/ احکامات صادر فرمائے ہیں:-

1: جملہ محکموں سے ڈیپوٹیشن پر بھیجے جانے والے ملازمین کی فہرست محکمہ سروسز کو فوری طور پر (اندز 2 ہفتہ) ارسال کی جائے گی اور جن معاملات میں ڈیپوٹیشن کے عرصہ یعنی تین سال کی معیاد ابھی پوری نہیں ہوئی ہے ان کے متعلقہ نوٹیفیکیشن ہاء میں مرہبہ پالیسی کے مطابق ڈیپوٹیشن کی شرائط درج کی جائیں اور یہ بھی درج ہو کہ اگر ملازم مقررہ عرصہ کے بعد حاضر نہیں ہوا تو وہ ملازمت سے برخاست تصور ہوگا۔ اس کے لیے اندر ایک ماہ ضروری کارروائی مکمل کی جائے۔

2: رولز آف برنس کی روشنی میں آئندہ ڈیپوٹیشن کے جملہ معاملات محکمہ سروسز میں پراسس ہوں گے اور جملہ جاری شدہ نوٹیفیکیشن ہاء میں شرائط ڈیپوٹیشن کا ذکر کیا جائے گا اور اس کے لیے نمونہ نوٹیفیکیشن کی حکومتی منظوری حاصل کی جائے گی۔

3: دیگر سیکرٹریٹ ہاء سے ملازمین کی ڈیپوٹیشن سے متعلق جو نوٹیفیکیشن جاری ہوئے ہیں ان کو محکمہ سروسز میں ریگولائز کیا جائے۔

4: جن معاملات میں ڈیپوٹیشن کا عرصہ تین سال گزر چکا ہے اور ملازمین آبائی محکموں میں واپس حاضر نہیں ہوئے ایسے ملازمین اور متعلقہ Borrowing Agency کو مستعار ملازم کی خدمات ان کے آبائی محکمہ میں واپس کرنے کے لیے ایک ماہ کا نوٹس دیا جائے گا۔ جس کے بعد متعلقہ ملازم کو ملازمت سے برخاست کرنے کی تحریک کی جائے گی۔

استدعا ہے کہ بالا ہدایات/ احکامات پر فوری عمل درآمد کو یقینی بنانے کے لیے اقدامات عمل میں لانے کے علاوہ محکمہ سروسز نو فوری طور پر جملہ تفصیلات ارسال کی جائیں۔

وختہ/۔۔

(علامہ حسین قریشی)

سیکشن آفیسر سروسز (قواعد)