



AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR SERVICES & GENERAL ADMINISTRATION DEPARTMENT



"Muzaffarabad"
Dated: 04.11.2022

NOTIFICATION:

No.S&GAD/R/A-4(522)2022 P-I:- The President Azad Jammu & Kashmir has been pleased to approve Wedlock Policy for catering the Socio-economic hardships and facilitation of husbands and wives in the Government Services, due to their posting at different stations of duty, in the following manner:-

1. General Guidelines: -

- (i) It will be ensured that spouses who are government employees and posted at different stations, be posted at the same station.
- (ii) As a general principle the female government employee will, as much as possible, be posted nearest to their home stations even if their husbands are not government servants/ employees.
- (iii) Request for posting by a female employee facing serious medical problems or a couple having physically or mentally impaired child may be accorded highest priority.
- (iv) Spouses already posted at one station, including those posted on deputation will normally not be disturbed without compelling reasons of public interest.
- (v) Where a request with respect to (i) & (ii) above is made for posting at a different station in his/ her department, service or cadre, the request may be accepted subject to availability of a post in the same Basic Pay Scale.
- (vi) If there is a tie between two or more Government servants for posting at the same station in the same department/unit of an organization, the Government servant with greater length of service will be preferred.
- (vii) If a request involves temporary posting or deputation to another department, it will be processed in consultation with the department concerned, and may be accepted on the prescribed terms of deputation subject to availability of a post in the same basic pay scales and that such transfer or deputation is allowed under service rules of the post.
- (viii) A female employee appointed on deputation may be allowed to retain on deputation beyond the maximum period of deputation prescribed under Deputation Policy if the borrowing organization is willing to retain her services with the prior consent of Parent department. Provided that the period of deputation shall not exceed 08 years all.
- (ix) When a request is made for permanent transfer to/absorption in another department or organization, the request may be processed in consultation with the department or organization concerned, subject to the following conditions; -
 - a) The post carries pay scale equal to that of his/her original post;
 - b) The employee fulfills the qualification for the post against whom transfer/absorption is proposed;
 - c) Service rules for the post provide for appointment by transfer/deputation;
 - d) The Departmental Selection Board/Committee, as the case may be, declare him/her suitable for such appointment; and
 - e) The employee shall gain seniority at the tail of that cadre.
- (x) In case of any controversy between two couples, one having larger stay outside will be accommodated.

2. Conditions: -

The above guide-lines are subject to the following conditions: -

- (i) Posting of husband and wife at the same station will not be made by dislocation of any Government servant already serving at a particular station unless his transfer is necessitated by compelling reasons of public interest or within the framework of general policy of postings and transfers.
- (ii) Posting at same station will not be made in violation of Para 1(ii) above.
- (iii) The prescribed selection authority will be consulted in each case of deputation to another department /service or cadre.
- (iv) This Policy will be applicable to accommodate only female employees for their posting to the station where or nearest to which their husbands are posted.
- (v) The deputationist shall have to report to the parent department immediately on expiry of maximum period of deputation prescribed under the Deputation Policy or clause (viii) of Para (1) above as the case may be, failing which the employee shall be considered as out of Service.

3. Record of Spouses: -

- (i) All Government servants whose spouses are in Government service will be asked to furnish at the end of every calendar year the particulars of their spouses to their controlling departments.
- (ii) The record of Spouses shall be maintained by the concerned department for up to date monitoring of the situation.
- (iii) Each department shall draw a mechanism of rotation of spouses based on their tenure on the same station or on another station.

4. SOPs for Deputation: -


- (i) SOPs for disposal of cases of deputation under Wedlock Policy would be as described in "Annex-A" of this Policy.

5. Special Institutions/ Autonomous Bodies: -

- (i) The above guidelines may be adopted by the Special Institutions Autonomous Bodies under the Administrative Departments, with such modifications, as may be deemed necessary.

6. Repeal: -

- (i) Notification No. Admin./G-7(7)/2004, dated 03.07.2006 & No. Admin./H-12(20)/Section General/97, dated 25.08.1998 shall stand repealed.


04.11.2022
(Muneer Iqbal)
Deputy Secretary Services
(Regulation)

Copy to:

- 1) Secretary to the President, Azad Jammu & Kashmir.
- 2) Principal Secretary to the Prime Minister, Azad Government of the State of Jammu & Kashmir.
- 3) PS to all Ministers/ Advisors/ Special Assistants, Azad Government of the State of Jammu & Kashmir.
- 4) Chief Secretary, Azad Government of the State of Jammu & Kashmir.
- 5) Additional Chief Secretary (Gen) Azad Government of the State of Jammu & Kashmir.
- 6) Senior Member Board of Revenue, Azad Government of the State of Jammu & Kashmir.
- 7) Additional Chief Secretary (Dev) Azad Government of the State of Jammu & Kashmir.
- 8) Secretary, Services & General Administration Department, GoAJ&K.
- 9) All Administrative Secretaries to the Azad Government of the State of Jammu & Kashmir.
- 10) All Heads of Attached Departments/Special Institutions/Autonomous/Semi-Autonomous Bodies/Corporations.
- 11) Registrar Supreme Court/High Court/Shariat Court/AJ&K University Muzaffarabad.
- 12) Accountant General of Azad Government of the State of Jammu & Kashmir.
- 13) Senior Additional Secretary S&GAD.
- 14) Registrar Service Tribunal AJ&K Muzaffarabad.
- 15) Controller, Govt. Printing Press, Muzaffarabad for publication in the official Gazette.
- 16) System Administrator S&GAD.
- 17) Master File.

[Signature]
Section Officer Services
(Regulation)

04/11/2022

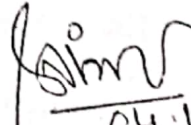
"Annex-A"**STANDARD OPERATING PROCEDURES (SOPs) FOR DISPOSAL OF CASES OF DEPUTATION UNDER WEDLOCK POLICY.**

The following Standard Operating Procedures (SOPs) shall be observed for disposal of cases of deputation under Wedlock Policy: -

- (i) The deputation policy is applicable to the cases under Wedlock Policy as well. The authorities for approving cases of Wedlock Policy shall be the same as prescribed for cases of deputation.
- (ii) After the lapse of initial three years deputation, the case for further extension for a period of two years shall be referred to S&GAD within sixty (60) days before completion of initial period of three years. The deputation may further be extended for a period of 1 year on special request of borrowing organization.
- (iii) In case where the borrowing Department/Organization is of the consideration that the services of a deputationist are worth retaining in the organization, it may forward the case for extension in deputation under Wedlock Policy for further 2 years under Clause (viii) of Para (1) of the wedlock policy well in time so that the process could be completed before the expiry of deputation period.
- (iv) The case for extension under Wedlock Policy complete in all respects alongwith following documents should be forwarded to S&GAD for concurrence:-
 - (a) Signed application of applicant.
 - (b) Prescribed proforma duly filled in from lending and borrowing organizations with signature and official stamp in original.
 - (c) Copy of approval of initial period of three years deputation.
 - (d) NOC from the parent department
 - (e) Status of the incumbent beyond the initial/approved period of deputation i.e. three years.
- (v) In case where the abovementioned requirements are not fulfilled or parent department of the deputationist is not agreed to issue NOC for further extension of deputation under Wedlock Policy on following grounds, the incumbent shall be repatriated to the parent department: -
 - (a) Services of incumbent are required in the parent department on account of exigencies of services; and
 - (b) The department concerned cannot fill the post on regular basis on account of deputation of its incumbent.
- (vi) No appointment on deputation basis shall be allowed against a short-term vacancy.
- (vii) In the event of repatriation and joining of deputationist to the parent department the services of a person so appointed against the deputation vacancy is likely to be terminated.
- (viii) No ex-post facto approval shall be granted in belated cases for extension in deputation period.
- (ix) In case where the deputation of a government servant is under normal terms and conditions and during such period his case is converted under Wedlock Policy such government servant shall be eligible to transform the case under Wedlock Policy with the concurrence of lending and borrowing organizations.
- (x) In case where the government servant on deputation is promoted in the parent department, it would be responsibility of such government servant to actualize promotion in accordance with the requirement of the parent department.

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- (xi) In case of disciplinary proceedings, a government servant on deputation under wedlock policy shall liable to be repatriated to parent department with the consent of borrowing organizations.
- (xii) The cases of deputation under Wedlock Policy in respect of officers belonging to field jobs shall be considered in the light of Rotation Policy prescribed for them.


04.11.2022
Deputy Secretary Services
(Regulations)