

**Government of Nagaland**  
**Personnel and Administrative Reforms Department**  
**( Administrative Reforms Branch )**

**OFFICE MEMORANDUM**

NO. AR-7/8/86

/// Dated, Kohima, the    th July/2004.

**Subject: - Procedure for filling up of vacancies on Deputation regular absorption of Deputationists/.**

The undersigned is directed to refer to the subject cited above and to state that inspite of laid down rules on deputation, many departments appoints person on deputation without following the existing Government orders and later absorbed them. The Government after examining this issue has decided to issue the following instructions to be followed while filling up any vacancies on deputation.

1. Before deciding to fill up the post on deputation, prior consultation with the NPSC ( in case the post comes within the purview of the NPSC ) shall be necessary before appointing a person on deputation basis.
2. Normally, a Department should fill up a vacancy on deputation only if there is provision for this in the relevant Service Rules or if the Department requires a specialized job for specific reasons.
3. Such a vacancy will be invariably circulated through Newspaper advertisement and official channels indicating all qualifications and experience, officers eligible, last date of receipt etc.
4. The candidates will be selected by a Screening Board which will be chaired by the Secretary of the Department with representative of the P&AR Department and representative of the concerned Directorate or expert in the relevant discipline.
5. A person should be eligible to apply for a deputation post only if he is in the same or equivalent grade or if the candidate is in the next lower grade and has fulfilled the qualifying years and other criteria for promotion to the next higher grade. Department must also certify that no suitable candidate from the feeder service is available or going to be available in the future promotion.
6. The period of deputation shall be subject to maximum of 2(two) years in all cases except for those where a longer period of tenure is prescribed in the Service Rules. If the post falls within the direct recruitment quota as per the recruitment rules, such deputation shall not exceed a period of 2 years or the recruitment by the NPSC, whichever is earlier. The extension beyond the period laid down may be granted with the prior approval of the lending

Department and P&AR Department and the NPSC for the post under their purview.

7. No officer on deputation from one Department to another Department shall be promoted by the borrowing Department without obtaining the approval of the cadre controlling authority, NPSC and the P& AR Department.

8. After completion of the deputation period, an officer shall get reverted automatically to their parent Department unless an order extending his/her deputation has been issued before the expiry of the deputation period.

9. Any proposal to absorb a candidate must have the prior clearance of the NPSC and P&AR and the Cabinet stating that no suitable candidate are available from the feeding Department for promotion to that post. The consent of the person concerned and the lending Department will be mandatory before considering for permanent absorption.

10. The seniority of a person so absorbed in the deputation post, shall be counted from the date of such absorption only (i.e. from the date of Cabinet approval).

**Sd/- V.N.GAUR**

Principal Secretary to the Government of Nagaland.

NO. AR-7/8/86

/// Dated, Kohima, the th July/2004.

Copy to:-

1. The Special Secretary to the Governor of Nagaland, Raj Bhawan, Nagaland, Kohima.
2. The Principal Secretary to the Hon'ble Chief Minister, Nagaland.
3. The P.S. to the Speaker/ Deputy Speaker, Nagaland Legislative Assembly, Nagaland.
4. The Sr. P.S to the Ministers/Parliamentary Secretaries, Nagaland.
5. The P.P.S to the Chief Secretary, Nagaland Kohima.
6. All Additional Chief Secretaries/Principal Secretaries/Commissioner & Secretaries/Secretaries/Additional Secretaries, Nagaland Kohima.
7. The Secretary, Nagaland Legislative Assembly/NPSC/Vigilance Commission.
8. All Heads of Department, Nagaland.
9. The Publisher, Nagaland Gazette, Kohima for publication in the Official Gazette.
10. All Branches in the Nagaland Civil Secretariat.
11. Guard file.

( **T.LIMSONG** )

Addl. Secretary to the Government of Nagaland.