



**GOVERNMENT OF JAMMU AND KASHMIR  
GENERAL ADMINISTRATION DEPARTMENT  
Civil Secretariat, J&K**

**Subject: Policy for effective utilization of manpower in the UT of J&K through inter-departmental deputation of employees based on their technical/professional qualifications.**

Reference: Administrative Council Decision No. 7/1/2023, dated 22.01.2023.

**Government Order No.137-JK(GAD) of 2023  
Dated:30.01.2023**

The policy for effective utilization of manpower in the Union territory of J&K, through inter-departmental deputation of employees based on their technical/professional qualification(s), is notified as Annexure-A to this Government Order.

**By order of the Government of Jammu and Kashmir.**

  
30/01/23

**Sd/-**

(Dr. Piyush Singla) IAS

**Secretary to the Government**

No.:GAD-ESTB/28/2023-08-GAD

Dated:30.01.2023

Copy to:

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Director General, J&K Institute of Management, Public Administration and Rural Development.
5. Principal Resident Commissioner, J&K Government, New Delhi.
6. All Commissioners/Secretaries to the Government.
7. Chief Electoral Officer, J&K.
8. Chairman, Special Tribunal, J&K.

9. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
10. Divisional Commissioner, Kashmir/Jammu.
11. All Deputy Commissioners.
12. All Heads of Departments/Managing Directors.
13. Director, Information, J&K.
14. Director, Archives, Archaeology and Museums.
15. All Heads of Departments/Managing Directors/Secretary, Advisory Boards.
16. Secretary, J&K Public Service Commission/SSB/BOPEE.
17. Principal Private Secretary to the Lieutenant Governor, J&K.
18. Private Secretary to the Chief Secretary.
19. Private Secretary to Advisor (B) to the Lieutenant Governor.
20. Private Secretary to Secretary to the Government, General Administration Department.
21. In-charge Website, GAD. "Hindi and Urdu Versions shall follow."

  
(Shakeeb Arsallan) JKAS  
30/01/23  
**Under Secretary to the Government**



**Annexure-A to Government Order No.:137-JK(GAD) of 2023,**  
**Dated 30.01.2023**

This policy shall govern the deputation of employees possessing higher educational/technical qualifications outside their parent departments where their specific skill-sets/qualifications can be put to better use, consistent with the requirements of the borrowing departments.

**I. Objective:**

Developmental Departments like Public Works (R&B) Department, Agriculture Production Department, Department of Rural Development and Panchayati Raj, Housing and Urban Development Department, Information Technology Department etc., are facing dearth of technically and professionally qualified employees. There is a large pool of skilled employees in the Government, whose services are currently being under-utilized. Skill mapping and optimum utilization of the mapped skills are among the fundamental tools for good governance. In order to ensure efficient utilization of human resource, and with a view to match demand and supply for improving efficiency in governance, a need has been felt to utilize the services of these qualified (technical/professional) employees effectively. This shall address the skill-gaps in various technical/developmental departments and provide employees an opportunity to put their specific skill-sets to the best possible use.

**II. Exceptions:**

The following services shall not be covered under this policy:-

- a. All India Services.
- b. Jammu and Kashmir Administrative Service.
- c. Jammu and Kashmir Police Service.
- d. Jammu and Kashmir Accounts Gazetted Service.
- e. Jammu and Kashmir Forest Gazetted Service.

**III. Procedure for utilization of services in other departments:**

- a. The initiation for process of utilization of services of qualified (technical/professional) employee(s) shall be at the level of the department that intends to utilize the services of an employee with such qualifications as may be suitable for the better functioning of the



department, or at the level of the employee (technically/professionally qualified) who is desirous of providing his/her services in such a department where his/her higher qualification/skill-sets may be better utilized.

- b. An employee desirous of offering his/her technical/professional services to another department may visit a designated window, which shall be made available on the e-HRMS portal, through his/her CPIS ID and submit a form prescribed for the purpose, along with copies of the relevant certificates/degrees/diplomas. The employee shall also provide reasonable justification as to how his/her services shall be better utilized in the department where he/she intends to provide his/her services.
- c. Alternately, the department that intends to utilize the services of an (technically/professionally qualified) employee may submit an application in format prescribed for the purpose, along with the details of such employee(s) whose services they intend to utilize, to the Screening Committee headed by the Administrative Secretary, General Administration Department.
- d. General Administration Department shall seek the comments of the parent department of the employee in all cases.
- e. The above application(s)/cases shall be accompanied with the following documents:-
  - (i) Requisition by the borrowing department as per prescribed format **(Annexure-B)**.
  - (ii) Application form to be submitted by the candidate on the e-HRMS portal.
  - (iii) Copy of the first two pages of service book of the employee.
  - (iv) Copy of the relevant recruitment rules/guidelines.
  - (v) Comments of the Administrative Secretary of the employee where he/she is presently employed or where his services are to be utilized.
  - (vi) Statement showing length of service rendered earlier by the employee.
  - (vii) Status of employment (substantive/on probation/temporary)
  - (viii) Latest vigilance clearance/work and conduct of employee.
  - (ix) Affidavit from the employee to the effect that he/she shall not claim extension in the tenure of deputation beyond the sanctioned term, and that the employee shall not claim any preferential right


in matters of promotion, perks, salary/emoluments etc. in the borrowing department (**Annexure-C**).

**IV. Screening Committee:**

For the purpose of this policy, a Screening Committee comprising the following shall be constituted, which shall scrutinize all the applications for utilization of services of qualified (technical/professional) employees received from the different departments:

1. Administrative Secretary, General Administration Department (Chairman).
2. Representative of Planning, Development and Monitoring Department (Not below the rank of Additional Secretary) (Member).
3. Representative of Finance Department (Not below the rank of Additional Secretary) (Member).
4. Representative of the Parent/Lending Department (Not below the rank of Additional Secretary) (Member).
5. Representative of the Department where the services of employee is to be utilized (Not below the rank of Additional Secretary) (Member).

The above committee shall be serviced by General Administration Department.

 The above Screening Committee shall examine each case and submit its recommendations to the General Administration Department, which shall place the same before the Competent Authority for consideration/approval.

**V. Period for utilization of services:**

- a. The services of an employee will be initially utilized on deputation for a period of one year from the date the incumbent employee is relieved from the parent department. The period of utilization of services may be extended, provided both the parent department and the borrowing department mutually agree upon the extension. The decision of the Screening Committee shall be final and binding in the matter relating to extension in deputation. Such extension shall be for a maximum



period of one year at a time, but the maximum term of deputation shall not, under any circumstances, exceed four years.

- b. If the department expresses intent to retain an official beyond the prescribed tenure, it shall initiate proposal for seeking concurrence of the parent department three months before the date of expiry of the tenure. In no case shall the borrowing department retain an official beyond the sanctioned term, unless prior approval of the Competent Authority to grant further extension has been obtained on the recommendation of Screening Committee after concurrence of the Finance Department.

VI. **Incentives for opting for deputation:**

- a. Employees who qualify for and provide their services on deputation shall be granted incentives in the form of age-relaxation and additional weightage in recruitment against higher posts by the Government recruiting agencies. Proposals for consequential changes in the recruitment rules shall be forwarded by all Administrative Departments to the Standing Committee constituted vide Government Order No. 1223-JK(GAD) of 2021 dated 17/11/2021.
- b. Borrowing departments shall also provide opportunities to such employees for further refinement of their existing skill-sets in their areas of expertise/specialization in the form of capacity building through organization of workshops, learning opportunities, trainings, etc.

VII. **Pay and conditions of service in the borrowing department:**

- a. The employee whose services are utilized in another department shall retain his/her lien and promotion prospects in his/her parent department.
- b. All matters governing the employee's service shall be dealt with by the parent department(s) in terms of the rules as are presently applicable to him/her.
- c. Disciplinary matters shall be dealt with by the parent department in consultation with the employee's borrowing department, in case the disciplinary offence relates to his/her stint in the borrowing department.

- d. The employee shall continue to draw salary from his/her parent department after obtaining the attendance from the department where his/her services are being utilized.
- e. During the period of utilization of services, the employee shall continue to be governed by the same pay scale which would have been applicable to him/her had he/she continued to work in the parent department.
- f. The employees who qualify for and are deputed under this policy shall not claim for any preferential treatment in the borrowing department in matters of salary, allowances, perks etc.
- g. The employees who qualify for and are deputed under this policy shall not claim for absorption in the borrowing department.
- h. A person in a higher scale of pay/level in pay matrix shall not be appointed on deputation to a post in lower scale of pay/level in the pay matrix.
- i. The designation and post of the employee shall remain unchanged in the new department.
- j. The deputation of any employee shall not affect the sanctioned strength of the posts within the borrowing department and the deputed employee shall work only as supplementary/additional human resource for the borrowing department.
- k. The APRs/work and conduct of the employee shall be initiated, reviewed and accepted by the department where his services are being utilized and same shall be forwarded annually to the parent department of the employee(s).
- l. All conditions of service, as provided in the Jammu and Kashmir Civil Service Regulations, 1956, Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956 with such adaptations, modifications and additions as have been rendered necessary by amendments issued from time to time, and other rules as exist or shall come into existence in the future shall apply mutatis mutandis to the employees deputed under this policy.

  
(Shakeeb Arsalan) JKAS  
**Under Secretary to the Government**

**Annexure-B to Government Order No.:137-JK(GAD) of 2023,**  
**Dated 30.01.2023**

**Requisition to be submitted by the Borrowing Department**

1. Name of the employee the department intends to borrow:
2. Qualification of the employee proposed for deputation:
3. Parent department of the employee:
4. Post against which the deputation of the employee is proposed:
5. Method of recruitment of the post against which deputation of the employee is proposed (along with a copy of the recruitment rules):
6. Sanctioned Strength of the post:

*Handwritten signature*



**Administrative Secretary  
Borrowing Department**



**STATE TIMES**  
THE BOLD VOICE OF J&K



**Annexure-C to Government Order No.:137-JK(GAD) of 2023,**  
**Dated 30.01.2023**

**Affidavit to be submitted by the employee**

1. I \_\_\_\_\_ do hereby undertake that I am voluntarily applying for deputation from the \_\_\_\_\_ (Name of Parent) Department to the \_\_\_\_\_ (Name of Borrowing) department under the policy for effective utilization of manpower in the UT of J&K, through inter-departmental deputation of employees based on their technical/ professional qualifications, notified vide Government Order No.137-JK(GAD) of 2023, dated 30.01.2023.
2. I shall not claim any preferential right in matters of pay, promotion and all other service issues in the \_\_\_\_\_ (Name of Borrowing) department.
3. My lien and service records shall be maintained in the \_\_\_\_\_ (Name of Parent) department.
4. I shall not claim for extension in the tenure of my deputation beyond the prescribed term.
5. I shall not claim for absorption in the \_\_\_\_\_ (Name of Borrowing) department.
6. I shall abide by the rules of my deputation as provided under these rules.
7. If my deputation is terminated before the expiry of its term, I shall immediately join back in the \_\_\_\_\_ (Name of Parent) department.

*Handwritten signature*

