

(Through Selo)

**DIRECTORATE GENERAL, CRPF,**  
**BLOCK NO.1, CGO COMPLEX, LODHI ROAD, NEW DELHI-110003**  
**( Ministry of Home Affairs)**

No.D.I.4/2020-Pers-DA-8-Inst

Dated, the 24<sup>th</sup> August, 2020

To

The Spl.DGs CZ/J&K Zone/NE Zone/South Zone CRPF.  
The Addl DG,CRPF Trg Dte.  
The Inspector General of Police, All Sector including  
Ops IsGP at location.  
The Director (Medical),CRPF, New Delhi.  
All DisGP Ranges/Group Centres  
All Commandants.

Subject: **POLICY GUIDELINES FOR DEPUTATION OF OFFICERS FOR OTHER ORGANIZATIONS.**

MHA vide their letter No.I-21022/03/2016-Pers-II dated 22/11/2016 have issued detailed guidelines for deputation and absorption of combatised CAPF personnel in other organizations which has been forwarded to all Zones and Sectors for strict adherence while forwarding nominations of officers to this Dte. However, it has been observed by the competent authority that while forwarding of nominations of officers for deputation to various departments/ organization, the concerned Sector/ office are not followed the guidelines scrupulously , which resulted in plenty of nominations being received by this Dte and becomes very difficult to scrutiny each and every nominations within a short period/ by target date.

2. In order to obviate such situation and to consider genuine and deserving cases the competent authority has desired to reiterate the following guidelines/ criteria for consideration of officers for deputation to outside organization :-

1) **For Deputation:-**

- A. Should have
  - (i) Completed 10 years of regular service including probation period.
  - (ii) Minimum 03 years of service in Duty Battalion.
  - (iii) Given his/her wiliness to proceed on deputation ; and
  - (iv) Good service record.
- B. Must be clear from disciplinary/vigilance angle.
- C. Must have served for at least 03 years in the hard areas like SOZ, LWE, Jammu and Kashmir, North East region or any other notified hard areas;
- D. Have not served in Delhi or the intended place of deputation for more than 05 years in the last 10 years. **He/she should not have completed 02 years tenure at Delhi on the date of submission of application/ willingness/ nomination.**
- E. Should not have undergone any special training after joining the CAPF consequent to which he has been made an instructor or empanelled as

an Instructor. Officers will be considered for deputation, 05 years after the completion of such specialized course.

- F. It would be open to the Central Government to send officer on deputation even without ascertaining their willingness if such deputation is considered to be expedient in the national/ public interest.
- G. Should have completed 02 years mandatory field service in the present rank for next promotion.
- H. Should have very good and above ACRs/APARs grading for last **05** years of service and there should not be any punishment/ adverse entry during entire service.
- I. Above guidelines will not be applicable in the case of deputation to SPG, NSG and NDRF as they are purely deputationist Forces and we have to provide manpower as per obligatory quota fixed by the MHA. However, the terms & conditions for deputation to these organizations as prescribed by these specialized borrowing organization be followed. Also the selection criteria as mentioned in para-3 will be applicable to these organization.
- J. Considering the very limited scope for deputation/UN assignment and to give equal opportunity to the maximum number of officers who are serving in field/ hard areas for a long time, only one deputation/UN assignment will normally be allowed until and unless any exigency or specific requirements or required numbers of nominations are not available otherwise.

3. Considering all aspect including the facts that large numbers of nominations are being received from lower formation for deputation to various organization around the year as per demand received from such organization and the necessity to streamline the procedure to ensure transparency in selecting/ nominating of eligible and deserving candidates for deputation, following criteria be adopted :-

- (i) Selection/ nomination of officer for deputation will be in according to their average hard ship points to be calculated as under:-

Category	Area of deployment	Risk/Hardship Points proposed per months service	Example
A	Hard field ( SOZ) area	10	Suppose an officer served in Hard field (SOZ) Units for 20 months he will get $20 \times 10 = 200$ points. Similarly an officer served in soft static offices for 20 months he will get $20 \times 2 = 40$ points
B	Hard field (LWE, Kashmir Valley)	8	
C	Hard static ( A & B notified areas)	7	
D	Field( NES, Jammu Region) areas	6	
E	Soft field areas ( remaining Units )	4	
F	Soft static areas ( including deputation and Basic Training period)	2	
<ul style="list-style-type: none"> <li>• Static offices located in Patna, Ranch, Jamshedpur, Raipur and Bilashpur etc are to be treated as soft static and 02 hardship points will be given. Entire deputation/ UN deployment period is also to be treated as Soft static irrespective of Organization/ Deptt/ location.</li> </ul>			

- Points for the period of attachment from Hard to Soft / Soft to Hard may be given as per physical availability of the officer concerned.
- Furnishing wrong/incorrect information will be viewed seriously.

(ii) Illustration/Example for calculation of Risk/Hardship points:-

Unit	Location	Nature of deployment as per para 3(iii) of guidelines	From	To	Year	Month	Risk/Hardship point	Calculation	Point	
6 Bn	Agartala	Field	05/01/04	4/01/06	2	0	6	24x6	144	
<b>NSG</b>	<b>Deputation</b>	Soft static	05/01/06	04/06/10	4	5	2	53x2	106	
72 Bn	Jammu	Field	05/06/10	04/06/12	2	0	6	24x6	144	
85 Bn	Bijapur	Hard field (SOZ)	6/6/12	27/11/13	01	05	10	17x10	170	
82 Bn	Srinagar	Hard field (Kashmir valley)	28/11/13	27/11/15	02	0	8	24x8	192	
Range Sukma	Sukma (CG)	Hard static	28/11/15	27/12/16	1	1	7	13x7	91	
36	Khonsa (ACP)	Field	28/12/16	27/12/17	1	0	6	12x6	72	
105 RAF	Coimbatore	Soft field	28/12/17	27/10/18	0	10	4	10x4	40	
GC Dehi	Delhi	Soft static	28/10/18	27/10/19	1	0	2	12x2	24	
<b>Total Points</b>									<b>983</b>	
<b>24.</b>	<b>Average hard ship in a year</b>							<b>62.41</b>		
<b>Total service 15 years 9 months = 189 months</b> <b>Total Hard ship point = 983</b> <b>Average hard ship in a year= 983/189x12=62.41</b>										
Note :										

- (ii) While forwarding nomination of officers, the nominating authority should invariably mention the above average numerical hard ship points against each officer in the forwarding letter.
- (iii) It is further clarified that in case numerical hard ship points of 2 or more officers are same then preference will be given in according to length of service and Tenure above 15 days will be accounted for a calendar month.
- (iv) Of late it has been observed that many officers are directly approaching VVIPs/ Organization for deputation which is against rules as well as deputation policy of MHA. Such application will not be considered for deputation. Only application received through proper channel will be considered.
- (v) The concerned Sector HQRs should thoroughly scrutinized the nomination and submit the same through SELO followed by signed copy through post in enclosed proforma (Appendix-A) alongwith other required documents. While forwarding the cases preference may be given to those officers who are doing extremely well in operational field.
- (vi) Nomination of officer shall not be forwarded to this Dte for not more than 3 times in a year.
- (vii) The deputationist officer, including those who are presently on deputation shall stand relieved on the date of expiry of the Deputation period, unless the competent authority has, with requisite approvals, extended the prior of deputation in writing, prior to such date of expiry.

This aspect and provision for taking punitive action for overstaying on deputation as provided in para 9 of MHA letter dated 22/11/2016 may also be brought to the notice of the officer while relieving him/her on deputation. **Officer proceeding on deputation should give an undertaking that he will stand relieve from deputation on day of completion of prescribed period of deputation, if no further extension granted by the competent authority i.e cadre controlling authority (MHA/CRPF). Specimen proforma for undertaking is attached as appendix-B.**

(viii) DG reserves the right to relax one or more of the above guidelines and send deputation to any one at his discretion on administrative or operational grounds.

4. All other terms and conditions as contained in MHA letter No.I-21022/03/2016-Pers-II dated 22/11/2016 and instructions issued by the DoP&T from time to time will be applicable and shall also prevail to the extent of any repugnancy in the above guidelines.

5. This has the approval of DG CRPF.

Sd/ 24/08/2020  
( **Vitul Kumar** )  
IGP (Pers)

INTERNAL  
All Branches of Dte

**PROFORMA/ CHECK LIST FOR SUBMISSION OF NOMINATION OF WILLING AND ELIGIBLE OFFICERS FOR DEPUTATION TO OUTSIDE ORGANIZATION**

1.	Name of officer	
2.	Rank	
3.	IRLA No.	
4.	Present Unit with categorization/ ranking as circulated by Pers Dte time to time	
5.	Date of birth	
6.	Date of Enlistment in Govt service	
7.	Date of promotion in present rank	
8.	Pay matrix level with present pay	
9.	Age as on date of submission of nomination.( M.Y)	
10.	Educational Qualification with subject	
11.	Whether completed mandatory field service or otherwise	
12.	Latest Medical category with date duly indicating BMI( copy of AME report may be enclosed.	
13.	Whether free from vigilance angle or otherwise	
14.	Details of punishment if any	
15.	Whether Immovable Property Return (IPR) for the year 2019 filed or otherwise.	
16.	Whether completed 10 years service for deputation outside organization ( except SPG/NSG/NDRF/NTRO)	
17.	Whether undergone any special training after joining CRPF consequent to which he has been made an instructor or empanelled as an Instructor. If so details there upon	
18.	Details of previous deputation / UN assignment if any with date and period.	
19.	If so whether cooling off period completed ( 03 years)	
20.	Attachment details if any( office, location, with period & date from to.	
21.	Whether awarded with Gallantry Medal if any	
22.	Post for which applied for deputation.	
23.	Whether he is eligible as per terms and conditions for the post applied for/ Previous experience if any	
24.	Details of deputation applied by the officer during current year if any	
25.	Posting particulars in chronological order as per PIS/ records	

**Example/ Illustration**

Unit	Location	Nature of deployment as per para 3(i) of guidelines	From	To	Year	Month	Total months (f+g)	Risk/Hardship point	Calculation (h x i)	Point	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	
82Bn	SNR	Hard Field	01-01-15	30-06-19	2	6	30	8	30x8	240	
GC DII	Delhi	Soft static	01-07-19	17-8-20	1	2	14	2	14x2	28	
<b>Total Points</b>										<b>268</b>	
<b>24.</b>									<b>Average hard ship in a year</b>		<b>73</b>

		a) Total service years months = 44 months b) Total Hard ship point = 268 Average hard ship in a year= $(268/44) \times 12 = 73$	
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Date:

Place :

**Signature of Officer**

It is certified that particulars /details given above have been checked from the official records and found correct.

**Signature of Nominating Authority**

**UNDERTAKING/ DECLARATION**

Consequent on my selection for deputation to \_\_\_\_\_( name of Deptt) for the period of \_\_\_\_\_ years, I do hereby affirmed that I have gone through the deputation policy guidelines especially provision contained in para 9 of MHA letter No.I-21022/03/2016-Pers-II dated 22/11/2016, which stipulated that in the event of the overstaying for any reason whatsoever, I shall be liable to disciplinary action and any other adverse legal/service consequences which may include the period of unauthorized overstay not counting as service for the purpose of pension, etc and that any increment due during the period of unauthorized overstay shall be deferred, till the date on which rejoins my parent Department with cumulative effect.

I hereby further acknowledged that I am fully aware about the provisions that on completion of prescribed period of deputation, I shall stand relieved from deputation to join my parent Department/CRPF and if I fails to report Department/CRPF may take disciplinary action against me including the period of unauthorized overstay which may not be counted as service for the purpose of pension and increment etc.

Dated :

Place :

Signature of officer

Name :

Rank:

IRLA:

Unit :

Accepted by Head of Office

Signature of Head of Office

Note : One copy of the same should be placed in personal file of officer concerned.