भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड) (RAILWAY BOARD)

No.2018/E(O)II/41/1

New Delhi, dated 07/03/2018.

The CMD/MD, All Railway PSUs.
The Vice Chairman, RLDA, Chanakyapuri, New Delhi
The Managing Director, CRIS, Chanakyapuri, New Delhi.

Sub: Deputation of IR officers to PSUs/Autonomous Bodies and other organizations – Simplification/ streamlining of procedures –

On a review of the processes and procedures currently followed for deputation of IR officers to PSUs, Autonomous Bodies and other organizations, it has been decided to lay down a revised procedure, as contained in the following paras, to achieve higher efficiency and transparency in the deputation process.

2. As the deputation process originates in the borrowing organizations with identification of the manpower requirement for project execution etc., it has been considered both desirable and expedient that they carry out the initial processes of notification of vacancies as well as receipt and scrutiny of applications for deputation. It has accordingly been decided to delegate these activities to the borrowing organizations. After evaluation and selection of suitable candidate(s), the borrowing organizations may approach the Ministry with a panel of suitable officers for decision by the Competent Authority in the Ministry as regards release of the officer(s), keeping in view the cadre position and overall public interest.

3. While taking the above steps, the following guidelines may be followed by the borrowing organizations:-

3.1 **<u>At the time of notification of vacancies</u>**

a) The borrowing organizations may adopt a standard format for issue of vacancy notices.

b) It would normally be desirable not to limit eligibility to any specific Service/ cadre but instead emphasize on general/ technical qualifications and experience criteria to match job requirements.

c) Selection criteria with weightages may also be notified either separately on the organization's website or as part of the vacancy notice.

d) Tenure of deputation as per RRs of the post may be indicated. However, it may be made clear that deputation period will in no case exceed 5 years at a stretch.

../-

e) With a view to attract more applicants, vacancy notices may provide brief information on allowances and perks which may be available to the officer on deputation.

f) Borrowing organizations should facilitate applications being filled and submitted on-line.

g) To ensure widest reach of the notices, borrowing organizations may e-mail hyperlinks/PDF to website managers of Railway Board (contentmanager@rb.railnet.gov.in), Zonal Railways and Production Units, Railway PSUs & autonomous bodies and other Units/Railway organizations, with a request to host the link on their websites with sufficient visibility and access to Railway officers.

h) Applicants may be asked to submit simultaneously a copy of the application to their administrative officer (HQ/Board etc.) for forwarding the application to PSU/Autonomous Body indicating No Objection, Vigilance/DAR clearance, etc.

i) A period of 30 days may normally be stipulated for submission of applications, but a shorter period of not less than 15 days may be prescribed if considered necessary to meet exigencies and with approval by the CMD/MD/VC.

j) It is important that the process is initiated sufficiently in advance (normally 6 months in advance) to ensure that the selected officer joins the PSU, especially when it involves replacement of an officer who is due to complete his deputation tenure in the organization.

3.2 **Processing of applications**

a) All applications including advance applications may be scrutinized from the point of view of meeting the notified requirements.

b) A list of prima facie eligible applicants may be sent to Railway Board's E(O)II Section for verification of data e.g. DoB, DoITS & Grade and for additional information such as APARs, Vigilance/DAR status, Cooling Off status & debarment from deputation if any.

3.3 **Evaluation of candidates & selection**

a) Applications may be evaluated and selection carried out by a duly constituted Selection Committee in accordance with the procedure advised vide this Ministry's letter No.2017/E(O)II/41/5 dated 25.5.2017.

b) The Selection Committee may draw up a panel of up to 3 suitable candidates (if available) in order of merit against each vacancy.

c) The panel as duly approved by the CMD/MD/VC may be sent to the Ministry for decision by the competent authority as regards release of the officer on deputation.

4. While processing for filling up of posts on deputation basis, the borrowing organization may strictly adhere to the posts (numbers, level, technical/non-technical stream, etc.) exempted by DPE from the rule of immediate absorption. This may be certified by them while seeking release of officer(s) on deputation.

5. The borrowing organizations may intimate the Railway Board at the beginning of each year (by 1st April) the number of officers required on deputation during the year indicating their level (Grade) and field of expertise, so that the Cadre Controlling Authorities are able to take this into account in cadre management and planning over longer term. While doing so, the borrowing organizations should keep in view completion of tenure of existing deputationists, new projects likely to be taken up, etc. The requirement thus indicated by the borrowing organizations will be frozen for that year and any additional requirement will be considered only as an exception based on full justification to be extended by the borrowing organization.

6. These instructions will be applicable with immediate effect. All proposals for deputation for which vacancy notices are yet to be issued may be processed as per the revised procedure herein laid down.

(K. Gangadharan)
Director (Deputation)
Railway Board

Copy for information to:-
PSs to Hon'ble MR/MOS(G)/MOS(S)
PSO/Sr.PPS to CRB, FC, MT, ME, MS, MRS, MTR, DG/RHS, DG/RPF, DG/Stores, DG(S&T) & DG(Pers.).
All Addl. Members, PEDs, EDs/JSs of Railway Board

ED/C&IS, DME/C&IS & Programmer/RBCC with the request to host the hyperlinks to vacancy notices to be provided by PSUs etc on the Railway Board's website and to facilitate such links being hosted on websites of Zonal Railways & PUs, Divisions, and other Railway units/organizations having their own websites.

Managing Directors of DMRC, Metro Railway Corporations & Railway JV Companies (as per list attached) for necessary action in accordance with the revised procedure for processing proposals for taking IR officers on deputation.

The General Managers, All Indian Railways & PUs, DG/RDSO.