

F. No. 1-257/2023-SO (S)
Government of Pakistan
Ministry of Federal Education &
Professional Training

Islamabad the August 25, 2023

Subject: - SOPS FOR DEPUTATION 2023 IN FDE

I am directed to refer to the above subject and to enclose herewith approved SOPs for Deputation 2023 in FDE for information and further necessary action immediately.

Encl: As above.



(Usman Ali)
Section Officer (Schools)
051-9204474

The Director General,
Federal Directorate of Education (FDE),
Islamabad.

Copy to:

- i. **Director (Admn), FDE, Islamabad.**
- ii. **Director (Schools), FDE, Islamabad.**
- iii. **Director (Colleges), FDE, Islamabad.**

Government of Pakistan
Ministry of Federal Education & Professional Training

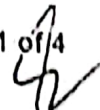
SOPs for Deputation in FDE

8th August, 2023

1. Instructions / Directions / Policies / SOPs issued by the Establishment Division, in respect of Deputatlonist, from time to time, including OM No. 10/30/97-R-II dated 28-01-2020, shall be followed in letter and spirit.
2. Deputation is not a method of appointment as clarified by the Establishment Division's O.M.No. 1/28/75-D.2/R.3/R.I, dated 18th February, 1987.
3. According to Establishment Division's OM No. 1/28/75-D.II/R.3/R.I, dated 11th April, 2000:

"In order to ensure expeditious processing of cases of deputation, the Chief Executive has been pleased to delegate to Secretaries of administrative Ministries/Divisions and Heads of Attached Departments and Subordinate Offices not below BPS 21, powers to approve initial deputation of officers up to BPS 19 belonging to cadres and posts under their administrative control for a period of three years. The above powers are subject to observance of the following guidelines:-

- (i) Where a post proposed to be filled is reserved under the rules for departmental promotion or appointment, deputation may be made only if the department certifies that no eligible person is available for promotion or there is shortage of staff or as per exigency. In such cases, deputation may be approved till such time a suitable person becomes available for promotion or appointment.
- (ii) In case of posts reserved for initial recruitment, appointment on deputation may be made only as temporary arrangement, pending joining of the nominee of the FPSC or till promotion.
- (iii) In cases where a post is tenable through appointment by deputation, the normal period of deputation should be three years and no extension beyond three years may be allowed without prior approval of the Establishment Division.
- (iv) No officer should be sent on deputation unless he has completed three years' service in his parent department after return from an earlier deputation.



13. Interview shall be conducted by Deputation Interview Committee before borrowing the services of deputationist according to list/seniority. The final recommendations shall be submitted to Director General, FDE for initial approval. The composition of the Deputation Interview Committee is given below:

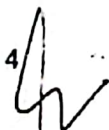
Deputation Interview Committee

- | | |
|-------------------------------------------------------|------------------|
| i. Deputy Director General, FDE | Chairman |
| ii. D.S. Concerned (from Ministry) | Member |
| iii. Section Officer Concerned (from Ministry) | Member |
| iv. Director Concerned (FDE) | Member/Secretary |
| v. Subject Specialist FDE (For Teaching faculty only) | Member |

After the recommendation/s of the committee, the case/s shall be sent to the competent authority for final approval as per the policy guidelines/rules of Establishment Division.

* The subject specialist will be nominated by the DG (FDE) / Dy. DG / Director concerned from among the teaching staff working in FDE's institutions

14. In case of tie in marks in interview/test, the applicant having greater length of regular Government Service shall be given preference.
15. Provincial & regional including ICT quota shall be observed for appointment of deputationist.
16. Deputation cases shall be processed only against the post meant for direct recruitment till joining of regular/FPSC selectee.
17. In order to address any queries or concerns raised by applicants, a review committee will be established. The chairman of review committee will be DG (FDE).
18. If an applicant is not satisfied with the response received from the review committee, they may file an appeal to the concerned ministry. The ministry will review the appeal and take necessary action to address the concern.
19. The present deputationists who are at the verge of superannuation (57 years) shall be repatriated to parent department immediately to settle their service matters for pensionary benefits.



20. The absorption of deputationist against 10% quota for the post of Elementary School Teachers shall be made in accordance with the Recruitment Rules. No claim for absorption will be entertained in any case for other posts, due to non-provision in Rules.
21. The maximum period of deputation under wedlock policy shall be 9 years subject to provision of NOC for extension in deputation period.
22. No departmental appeal shall be entertained after the decision of court.

