

संख्या/ No.12025/01/2023-ISS (Pt.1) [e-55898]

भारत सरकार/ Government of India

सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय

Ministry of Statistics & Programme Implementation

भा.सां.से.प्रभाग / ISS Division

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खुशीद लाल भवन,

जनपथ, नई दिल्ली- 110001

दिनांक: 04.12.2023

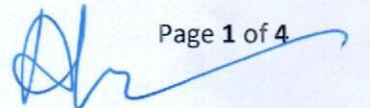
**OFFICE MEMORANDUM**

**Subject: Procedure for providing Cadre Clearance for deputation  
i.r.o. ISS officers – reg.**

To enhance administrative effectiveness in the process of providing Cadre Clearance for forwarding deputation applications by MoSPI (hereinafter referred to as Cadre Controlling Authority (CCA)), i.r.o. ISS officers, the following procedures have been formulated:

1.1. Subject to fulfillment of eligibility as per DoPT guidelines, an officer is allowed to forward a maximum of two applications, inclusive of deputation under the Central Staffing Scheme, Ex-cadre deputation, Foreign assignments, etc., in a calendar year. However, there shall be no cap for officers having less than a year service and applying for the positions, where retirement age is beyond 60 years (like regulatory bodies/ CAT etc.).

1.2. Applicants must ensure that they go through the deputation guidelines as laid down by the Department of Personnel and Training (DoPT) and are eligible for the deputation post being applied, keeping in view the DoPT guidelines on deputation and fulfilling the eligibility requirements of the post.

 Page 1 of 4



1.3. The applicants must ensure that the application is forwarded through proper channel.

1.4. Deputation applications forwarded for the consideration, must be accompanied by the Vigilance Status of the applicant.

1.5. Applicants must furnish the details of all the previous deputations including the date of joining the deputation post, date of relieving from the deputation post and the nature of deputation (Central Staffing Scheme, Ex-cadre etc.).

1.6. Applicants must ensure that they have served the Cooling-off period, as stipulated by DoPT, after returning from previous deputation.

**CCA will adopt a no-relaxation policy w.r.t. the Cooling-off period.**

1.7. Along with the latest deputation application, applicants must provide the status of the previous deputation applications for which Cadre Clearance had been accorded.

1.8. The physical copy of the deputation applications must reach the CCA at least 21 days before the last date for forwarding the complete deputation application with cadre clearance. Applications received after the specified timeline will not be considered for further processing. Further, the application should clearly mention the last date of forwarding the said application.

1.9. If an officer is selected for a deputation post based on the advance copy of the application, without obtaining the cadre clearance, selection of the officer will be treated as null & void and the officer shall not be relieved to join the assignment.





1.10. Indian Statistical Service Rules, 2016, provides for a Leave/Training reserve of 50 posts out of total 814 posts. The allocation of the said Leave/Training reserve of 50 posts is as follows:-

- i. Deputation reserve – 5% of total 814 sanctioned posts in ISS (i.e. approx. 41 posts)
- ii. Leave Reserve – 1% of total 814 sanctioned posts in ISS (i.e. approx. 9 posts)

1.11. CCA shall take steps to keep the overall limit of deputations as stipulated in para 1.10.

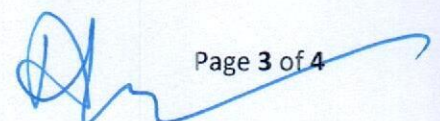
1.12. Deputation applications received without following the above-mentioned procedures shall be decided at the level of Director General (C&A), MoSPI.

1.13. Following the process as detailed in foregoing paras, Cadre Clearance for deputation applications received from SAG and above level officers of ISS shall be provided by Hon'ble Minister, MoSPI, and for deputation applications, received from below SAG level officers of ISS shall be provided by Secretary, MoSPI, on case to case basis.

1.14. Relaxations sought for requests not covered under DoPT guidelines/ Ministry's procedures should be rare in cases like spouse ground, medical emergency, single parents, etc.

1.15. Notwithstanding anything contained in these procedures, the Competent Authority may approve relaxation to any provision(s) of above-mentioned guidelines.

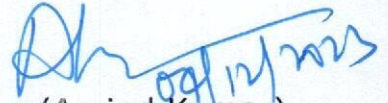
2. All the ISS officers are requested to ensure strict compliance of these procedures, while submitting deputation application to the CCA. Further, in this regard, no government servant shall bring or attempt to bring any

  
Page 3 of 4



political or other outside influence to bear upon any superior authority to further his/her interest(s).

3. This issues with the approval of the Competent Authority.



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To:

1. All ISS officers through MoSPI official website.
2. Director, DIID, MoSPI, New Delhi for uploading on MoSPI official Website.

Copy to:

1. PS to Hon'ble MOS(I/C) for Statistics & PI.
2. Sr. PPS to Secretary, MoSPI, New Delhi.
3. PSO/PPSs to DG (Stats) /DG(NSS)/DG (C&A), MoSPI, New Delhi.
4. PPS to Joint Secretary (Admin), MoSPI, New Delhi.

