

फैक्स संदेश संख्या 2853 / भा.क.अ.प. मुख्या.
 दिनांक 30/04/2014
 पृष्ठों की संख्या 06



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
 KRISHI BHAWAN: NEW DELHI

F. No. GAC-21-15/2014-CDN

Date the 30th April, 2014

ENDORSEMENT

Department of Personnel and Training; Ministry of Personnel, Public Grievances and Pensions, Government of India, New Delhi has issued O. M. No. 28011/1/2013-Estt(C) dated 23.12.2013 regarding consolidated instructions on forwarding of applications of government servants for outside employment. The above mentioned O.M. is being uploaded on the ICAR Web-Site www.icar.org.in for information and further guidance.

(J.N. Bhagat)
 Under Secretary (GAC)

DISTRIBUTION :-

1. All Directors/Project Directors of all ICAR Institutes/National Research Centres/Project Coordinators/Coordinated Research Projects/Zonal Project Coordinators/Bureaux
2. Sr.PPS to DG, ICAR/PPS to Secretary, ICAR/PPS to FA (DARE).
3. Chairman ASRB/ND, NAIP/ Project Director(DKMA), Pusa, New Delhi.
4. Shri Hans Raj, ISO, (DIPA) KAB-I for putting in the ICAR Web-Site.
5. All officers/sections at ICAR Krishi Bhawan/KAB - I & II.
6. Secy. (Staff Side), CJSC, NRC on Meat, Chengicherla, Hyderabad -500039
7. Secy. (Staff Side), HJSC, ICAR, KAB-II, Pusa, New Delhi-110012
8. Guard file/Spare copies



भारतीय कृषि अनुसंधान परिषद
कृषि भवन - नई दिल्ली

फा०सं०सा.प्र.स.- 21-15/2014-समन्वय

दिनांक 29.4.2014

पृष्ठांकन

कार्मिक और प्रशिक्षण विभाग कार्मिक लोक शिकायत और पेंशन मंत्रालय भारत सरकार नई दिल्ली द्वारा ओ.एम. सं 28011/1/2013- ईसटीटी(सी) दिनांक 23.12.2013 द्वारा सरकारी कर्मचारियों के आवेदन पर अग्रसारण का बाहरी रोजगार के लिए निर्देश जारी किये हैं। यह का.जा. भा.कृ.अ.प. की वेबसाइट www.icar.org.in पर सूचना एवं अनुपालन हेतु अपलोड कर दिया गया है।

(जे. एन. भगत)
अवर सचिव (जीएससी)

वितरण:

1. भा.कृ.अ.प. के संस्थानों/परियोजना निदेशालयों/राष्ट्रीय अनुसंधान केन्द्रों/परियोजना समन्वयकों/अनुसंधान परियोजना समन्वयकों/क्षेत्रीय परियोजना समन्वयकों के सभी निदेशक/ब्यूरो के सभी निदेशक।
2. महानिदेशक, भा.कृ.अ.प. के वरिष्ठ प्रधान निजी सचिव/सचिव, भा.कृ.अ.प. के प्रधान निजी सचिव/ वित्त सलाहकार (डायर) के प्रधान निजी सचिव।
3. अध्यक्ष, कृ.वै.च.मं./राष्ट्रीय निदेशक एनएआईपी/परियोजना निदेशक (डीकेएमए), पूसा, नई दिल्ली
4. श्री हंस राज, आईएसओ, (डीकेएमए), कृषि अनुसंधान भवन-1 को आईसीएआर की वेबसाइट पर डालने करने हेतु।
5. भा.कृ.अ.प. के सभी अधिकारी/अनुभाग कृषि भवन/कृषि अनुसंधान भवन-1/2, एनएएससी कॉम्प्लेक्स।
6. सचिव (कर्मचारी पक्ष) सीजेएससी राष्ट्रीय मांस अनुसंधान केन्द्र चंगीचरला हैदराबाद-500039
7. सचिव (कर्मचारी पक्ष) सीजेएससी भा.कृ.अ.प., कृषि अनुसंधान भवन-2
8. गार्ड फाइल/अतिरिक्त प्रतियां

SP No. 1CR

①

No.28011/1/2013-Estt(C)
 Government of India
 Ministry of Personnel, Public Grievances and Pensions
 (Department of Personnel & Training)

North Block, New Delhi
 Dated the 23 December, 2013

OFFICE MEMORANDUM

Subject: Consolidated Instructions on Forwarding of Applications of Government Servants for Outside Employment-regarding.

The undersigned is directed to refer to the subject mentioned above and to say that various instructions/guidelines have been issued by the Government from time to time regarding forwarding of applications of Government Servants for posts outside their own Cadre. All such instructions issued till date have been consolidated under easily comprehensible headings for the facility of reference and placed as Annexure to this O.M. All Ministries/Departments are requested to bring the above guidelines to the notice of all concerned.

2. Hindi version will follow.

J.A. Vaidyanathan
 (J.A. Vaidyanathan)
 Director (Establishment)
 Telefax: 23093179

To
 All Ministries /Departments.

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Registrar General, the Supreme Court of India, New Delhi.
7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
8. The Comptroller and Auditor General of India, New Delhi.
9. The Secretary, Union Public Service Commission, New Delhi.
10. The Secretary, Staff Selection Commission, New Delhi.
11. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
12. National Commission for Scheduled Castes, New Delhi.

Contd..p..2/7

Sh. Dw
 21/12/14

— 3 / 6 —

③

Annexure to DOPT O.M.No.28020/1/2010-Estt(C) dated

December,2013.

FORWARDING OF APPLICATIONS**GENERAL GUIDELINES**

These guidelines relate to forwarding of applications of Government servants as direct recruit for posts within the Central Government, State Governments, Autonomous/ Statutory Bodies, CPSEs etc. It may be noted that in a case in which a particular employee cannot be spared without serious detriment to important work in hand, public interest would justify withholding of his application even if otherwise the application would have been forwarded. It may be added for information that where for good and sufficient reasons an application is withheld no infringement of any Constitutional right is involved.

[O.M. No. 170/51-Ests., dated the 21.10.1952]

2. INTERPRETING THE TERM 'PUBLIC INTEREST'

a. The Heads of Departments should interpret the term 'public interest' strictly and subject to that consideration, the forwarding of applications should be the rule rather than an exception. Ordinarily, every employee (whether scientific and technical or non-scientific and non-technical personnel) should be permitted to apply for an outside post even though he may be holding a permanent post.

b. No distinction need be made between applications made for posts in a Department under the Central government, Autonomous Bodies or sub-ordinate offices, posts under the State Governments, posts in Public Sector Undertakings owned wholly or partly by the Central Government or a State Government and posts in quasi-Government organizations. They should all be treated alike so far as the forwarding of applications is concerned. If, however, a Government servant desires to apply for a post in a private concern, he should submit his resignation or notice of retirement, as the case may be, before applying for private employment.

c. For this purpose, "scientific and technical personnel", may be interpreted to mean persons holding posts or belonging to services which have been declared to be scientific or technical posts or scientific or technical service.

[O.M. No. 70/10/60-Estt. (A), dated 09.05.1960 and
O.M. No. 8/7/69-Ests(C) dated the 01.11.1970]**3. GENERAL PRINCIPLES FOR DEALING WITH SUCH APPLICATIONS**

The general principles to be observed in dealing with such applications are as under:

a. Applications from purely temporary Government servants - Applications from such Government servants should be readily forwarded unless there are compelling grounds of public interest for withholding them.

F u a m

- Contd..p..4/7

- 4/6 -

-5-

b) The applications may be forwarded in accordance with the general principles given in preceding paragraphs, irrespective of whether the post applied for in the other department/office is permanent or temporary.

c) As for temporary Government servants they should, as a matter of rule, be asked to resign from the parent department/office at the time of release from the parent department/office. An undertaking to the effect that he/she will resign from the parent department/office in the event of his/her selection and appointment to the post applied for may be taken from his/her at the time of forwarding the application. This procedure is to be followed even in case of a temporary Government servant applying as a direct recruit for a post in the same organisation.

d) In the case of permanent Government servants, their lien may be retained in the parent department/office for a period of two years in case of the new post being in the Central/state Government. They should either revert to the parent department/office within that period or resign from the parent department/office at the end of that period. An undertaking to abide by these conditions may be taken from them at the time of forwarding the applications to other departments/office. In exceptional cases where it would take some time for the other department/office to confirm such Government servants due to the delay in converting temporary posts into permanent ones, or due to some other administrative reasons, the permanent Government servants may be permitted to retain their lien in the parent department/office for one more year. While granting such permission, a fresh undertaking similar to the one indicated above may be taken from the permanent Government servants by the parent department.

e) Permanent Government servants on their being selected for appointment in an autonomous Body/ CPSE will have to resign before they are permitted to join the new organization. In their case no lien shall be retained and they will be governed by the orders issued by Department of Pensions & Pensioners' Welfare regulating mobility of personnel between Central Govt and Autonomous Bodies/ CPSEs etc.

f) The Terms of the bond need not be enforced in the cases of those who apply for appointment elsewhere, other than private employment, through proper channel. However, the obligations under the bond would be carried forward to the new employment. An undertaking to this effect may be obtained from the Govt. servant before he is relieved.

[O.M. No. 60/37/63-Ests(A) dated 14.07.1967; OM No. 8/4/70-Ests(C) dated 06.03.1974; O.M. No. 28016/5/85-Estt(C) dated 31.01.1986]

5. POSTS ADVERTISED BY UNION PUBLIC SERVICE COMMISSION (UPSC)/STAFF SELECTION COMMISSION(SSC)

a) Where Government servants apply directly to UPSC/SSC as in the case of direct recruit, they must immediately inform the head of their Office/Department giving details of the examination/post for which they have applied, requesting him to communicate his permission to the Commission directly. If, however, the Head of the Office/Department considers it necessary to withhold the requisite permission, he should inform the Commission accordingly within thirty days of the date of closing for receipt of applications. In case any situation mentioned in para 6 below is existing, the requisite permission should not be granted and UPSC/SSC should be

Contd..p.6/7

-7-

⑦

Government servant, he would not be released for taking up the appointment, if by that time any of the situations in (a) above arises.

[O.M. No. 14017/101/91-Estt.(RR) dated the 14th July, 1993]

7. FORWARDING OF APPLICATIONS FOR POSTS ADVERTISED BY CENTRAL/ PUBLIC SECTOR UNDERTAKINGS/ CENTRAL AUTONOMOUS BODIES

Applications of Central Government Servants in response to press advertisement for posts in Central Public Enterprises/Autonomous Bodies may be forwarded with a clear understanding with the employee that in the event of their selection for the post applied for they will sever their connections with the Government before joining the Public Sector Undertakings/ Autonomous Bodies. No lien shall be retained in such cases. The relieving order should indicate the period within which the official should join the Public Sector Undertaking/ Autonomous Body. Normally this period should not be more than 15 days. This period may be extended by the competent authority for reasons beyond the control of the official. Necessary notification/ orders accepting the resignation of the Govt. servant from Govt. service should be issued from the actual date of his/her joining the Public Sector Undertaking/Autonomous Body. The period between the date of relieving and the date of joining Public Sector Undertaking/ Autonomous Body can be regulated as leave of the kind due and admissible and if no leave is due, by grant of extra ordinary leave. In case he/she is not able to join the Public Sector Undertaking/Autonomous Body within the period allowed by the competent authority, he/she should report back to the parent office forthwith.

[Department of Pension & Pensioner's Welfare OM No. 4/15/88-P&PW(D) dated 13.11.1991]

Guam

-6/6-