



CBSE/ Personnel B/Outside Emp./2018/1187-95

Dated: 11.10.2018
30/11

OFFICE ORDER

Subject: **Consolidated guidelines for forwarding the application for outside employment on Direct basis/ Deputation basis.**

The Consolidated Guidelines for forwarding of applications for outside employment on Direct basis/ Deputation basis circulated vide Office Order No. Rectt. Cell/1(14)/93/2017/4739-4838 dated 08.08.2017 and Circular No. CBSE/HQ/Pers.-A/Deputation/2017/2512-18 dated 21.11.2017 are reiterated as under:

For Deputation

- i) The Head of Departments of the Units/Regional Offices of the Board may at their discretion allow forwarding the applications for outside employment on deputation of the employees under their control only after ascertaining and certifying that relieving of the Officer/Official after selection will not cause CBSE work to suffer. The concerned Units/ROs will not seek any substitute (regular or contractual) for the Officer proceeding on deputation.
- ii) All departmental candidates to be considered for applying on deputation basis on the posts advertised by the Board, if otherwise they are eligible as per the laid down criteria for the post.
- iii) Not more than 20% of the existing strength for each category of post shall be allowed for deputation.
- iv) The forwarding of application on deputation will be entertained on first come first serve basis.
- v) The Competent Authority may at his discretion allow forwarding of applications on case to case basis for deputation. However, speaking order will be issued in case any application is not considered for forwarding on deputation.
- vi) The deputation period will not be allowed for more than three years in any circumstances. The employee proceeding on deputation shall submit an undertaking to the effect that he/she shall not bring outside influence for extension of his/her deputation period beyond three years and non-compliance of the same would lead to disciplinary action. Such employee will be debarred for deputation for a period of five years thereafter.
- vii) There shall be a mandatory '**cooling off**' period of two years after every period of deputation/foreign service and the employee may request for forwarding of application on deputation only three months prior to completion of cooling off period.

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- viii) Every employee going on deputation would undertake to resume the duties in the Board if called back in office interest during the tenure of deputation without resorting to judicial remedies or bringing external influence. However, all efforts would be made not to seek pre-mature repatriation during mid-academic session and before completion of minimum one year of deputation.

For Direct Recruitment

- i) Not more than four applications in a year excluding applications to UPSC under direct recruitment shall be forwarded.
- i) The conditions regarding Lien will be as per DOPT guidelines.
- ii) Employees applying on direct recruitment basis through online mode are required to inform the office immediately after submission of online application through proper channel for record and issue of NOC.
- iii) No employee would bring external influence for relaxing any condition. Any such instance noted would be treated as misconduct and invite appropriate disciplinary action.
- iv) The employees, who are on probation, are also allowed to apply for direct recruitment subject to fulfilment of their eligibility conditions. However, the onus of verification of eligibility will lie on such employee & outside department concerned. The Board will not verify any such eligibility conditions and shall not be responsible if any wrong information is furnished by the employee. Only NOC/vigilance clearance will be issued to the employees, who are on probation and the employee shall resign from the services of the Board in the event of their selection.

The Competent Authority has also decided that no employee may attend interview or go through selection process without prior approval/issue of NOC.

(Anurag Tripathi)
Secretary

Distribution:

1. PS to Hon'ble Chairperson of CBSE.
2. SPS to the Secretary/Controller of Examination/Directors/Regional Directors CBSE of the Board.
3. PS/PA to Joint Secretary, IT/Sr. PRO/IAFA, CBSE.
4. All the Regional Officers/Incharge, CoEs of the Board for compliance.
5. All the Officers upto the level of Section Officers for compliance and with the direction to bring it in the notice of their respective subordinate Officers/Officials.
6. President, SBSWA, CBSE
7. Notice Board.
8. Scrap File.

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NOTIFICATION

Considering the frequent representations by various employees of the Board and as requested by SBSWA, the Competent Authority has accorded approval to amend the Circular no CBSE/Hq/Personnel-A/21(09-01)/2015/2091-97 dated 11.08.2015 and allowed forwarding of applications on "deputation basis" subject to the following conditions:-

- i) Not more than 20% of the existing strength for each category of post shall be allowed for deputation.
- ii) The forwarding of application on deputation will be entertained on first come first serve basis.
- iii) The Competent Authority may at his discretion allow forwarding of applications on case to case basis for deputation. However, speaking order will be issued in case any application is not considered for forwarding on deputation.
- iv) The deputation period will not be allowed for more than three years in any circumstances. The employee proceeding on deputation shall submit an undertaking to the effect that he/she shall not bring outside influence for extension of his/her deputation period beyond three years and non-compliance of the same would lead to disciplinary action. Such employee will be debarred for deputation for a period of five years thereafter.
- v) There shall be a mandatory 'cooling off' period of two years after every period of deputation/foreign service and the employee may request for forwarding of application on deputation only three months prior to completion of cooling off period.
- vi) Every employee going on deputation would undertake to resume the duties in the Board if called back in office interest during the tenure of deputation without resorting to judicial remedies or bringing external influence. However, all efforts would be made not to seek pre-mature repatriation during mid-academic session and before completion of minimum one year of deputation.

2. Further, in supersession to Circular no Personnel-B/2015/405-444 dated 19.02.2015, the Competent Authority has decided to allow forwarding the direct recruitment application as under:-

- i) Not more than four applications in a year excluding applications to UPSC under direct recruitment shall be forwarded.

Contd...



- ii) The conditions regarding Lien will be as per DOPT guidelines.
- iii) Employees applying on direct recruitment basis through online mode are required to inform the office immediately after submission of online application through proper channel for record and issue of NOC.
- iv) No employee would bring external influence for relaxing any condition. Any such instance noted would be treated as misconduct and invite appropriate disciplinary action.
- v) The employees, who are on probation, are also allowed to apply for direct recruitment subject to fulfilment of their eligibility conditions. However, the onus of verification of eligibility will lie on such employee & outside department concerned. The Board will not verify any such eligibility conditions and shall not be responsible if any wrong information is furnished by the employee. Only NOC/vigilance clearance will be issued to the employees, who are on probation and the employee shall resign from the services of the Board in the event of their selection.

(Anurag Tripathi)
Secretary

Distribution:

1. All employees of the Board.
2. All the Regional Offices/CoEs of the Board.
3. The Deputy Secretary(IT), CBSE with the request to upload on Board's website.
4. President, SBSWA, CBSE.
5. Supdt. (APAR)/DA(Vig./GSLI).
6. Scrap file/Notice Board.

Copy for information:-

- a) EO to Chairman.
- b) SPS to all Directors, CBSE.



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

CBSE/HQ/Pers.- A/Deputation./2017/2512-18

Date: 21.11.2017

CIRCULAR

In supersession of Notification No.Rectt.Ceil/1(14)/93/2017/4739-4858 dated 08.08.2017, the Head of Departments of the Units/Regional Offices of the Board may at their discretion allow forwarding the applications for outside employment on deputation of the employees under their control only after ascertaining and certifying that relieving of the Officer/Official after selection will not cause CBSE work to suffer. Further, the concerned Units/Regional Offices will not seek any substitute (regular or contractual) for the Officer proceeding on deputation.

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


(ANURAG TRIPATHI)
Secretary

Copy to:-

1. S.P.S. to the Chairperson, CBSE.
2. S.P.S. to the Secretary, CBSE.
3. S.P.S. to all Directors /CE, CBSE.
4. All the Regional Officers of the Board.
5. All the Units/Offices/CoEs of the Board.
6. The Dy. Secy.[IT], CBSE HQ Delhi for uploading the same at Board's website.
7. Scrap File.

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