

No.Fin(C)F(1)2/2012  
Government of Himachal Pradesh  
Finance(Regulations) Department

Dated Shimla-171002, the 11<sup>th</sup> May,2012

OFFICE MEMORANDUM

Subject:- Policy regarding permanent absorption of surplus staff taken on secondment basis by the State Government.

The undersigned is directed to refer on the subject cited above and to say that the matter regarding framing of a policy for permanent absorption of surplus staff deployed on secondment basis by the State Government from the surplus pool was inviting the attention of Govt. for some time past. After a careful consideration, the State Govt. has decided that the staff taken on secondment basis may be absorbed on permanent basis on following terms and conditions:-

1. The policy shall be applicable in respect of those employees who have been taken on secondment basis in the identical pay scale or post;
2. The permanent absorption of employees on secondment may be considered only after obtaining necessary consent from the lending office/organization and the employee concerned.
3. The permanent absorption shall be strictly in the revised Pay Band + Grade Pay corresponding to the pre-revised pay scale of the post. In case of any official working in higher pay scale in the cadre as a result of grant of benefits under ACPS in the parent Department at the time of his/her absorption, only the basic pay of such employee shall be protected and the difference shall be added in the pay in the pay band and he/she will get their annual increment in a normal course.
4. The permanent absorbees shall continue to draw their annual increments on normal date(s) of increment(s) which they as usual, used to draw in their own pay scales on the posts they held in the



lending office/organization prior to their secondment/absorption in the borrowing office/organization.

5. The absorption will be on temporary basis and the absorbed employees shall remain on probation for a period of 2 years. In case their work and conduct is not found satisfactory during their probation period, they are liable for repatriation to their parent Organization/ Corporation/ Department;
6. The officials being absorbed shall be placed at the bottom of their respective grade/cadre and seniority shall be determined on the basis of their absorption in the Department.
7. The pensionary benefits to the officials will be regulated as per the instructions of the State Government issued vide FD's letter No:Fin(Pen)A(3)-1/96, dated 15-05-2003 and as per provision of H.P. Civil Services Contributory Pension Rules 2006 notified by the Department of Finance (Pension) vide Notification No:Fin(Pen)A(3)-1/96, dated 17-08-2006.
8. In the case of those employees who were appointed on or before 14-05-2003 on regular basis and were governed by the CCS (Pension) Rules,1972 in their parent organization then the above Condition No.7 will not be applicable as they shall continue to be governed under aforesaid Rules for pensionary benefits.
9. The employees will be required to accept these terms & conditions before the issuance of final orders of absorption.
10. After absorption, if there is promotion to the next higher post, the incumbent will be promoted as per prevalent R&P rules.
11. The Administrative Department will decide the cases of permanent absorption on the above terms and conditions, and can allow absorption on case to case basis if they are covered under this policy;
12. In cases, where there is a deviation from these terms and conditions, such cases shall be referred to Finance Department

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through A.D. on case to case basis and the F.D. will examine such cases based on the merits of each case.

The above terms and conditions may kindly be brought to the notice of all concerned for strict compliance .

Dr. Shrikant Baldi  
Principal Secretary(Finance) to the  
Government of Himachal Pradesh.


All the Administrative Secretaries  
to the Govt. of H.P.

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11<sup>th</sup> May,2012.

copy to:-

1. All the Heads of Departments in H.P.
2. The Accountant General, H.P.Shimla-3.
3. The Dy. Accountant General(A&E), H.P.Shimla-3.
4. All Deputy Commissioners in H.P.
5. The Registrar General, H.P.High Court, Shimla.
6. All Distt. and Sessions Judges in H.P.
7. The Resident Commissioner, Govt. of H.P. Himachal Bhanwan, Sikandra Road, New Delhi.
8. The Resident Commissioner, Pangi, Distt. Chamba, H.P.
9. The Director, Treasury and Accounts, H.P. Shimla.
10. The Capital Treasury/All Treasury/Distt. Treasury Officers in H.P.
11. The Controller, Printing and Stationery Department, H.P.Shimla-5.

  
Joint Secretary(Finance) to the  
Government of Himachal Pradesh.