No. Fin 1-C (17)-13/2007
Government of Himachal Pradesh
Department of Finance-E

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From

Pr. Secretary (Finance) to the
Govt. of Himachal Pradesh.

To

The All Administrative Secretaries to the
Govt. of Himachal Pradesh.

Dated Shimla-171002. 23-02-2011

Subject: Protocol for deployment of surplus pool staff.

Sir,

It has been observed that Govt. Departments/Organisations are not following proper and uniform procedure while filling up vacancies from the surplus pool. Besides, several requests are being received from various Govt. Departments/Organisations to allow retention/repatriation of staff already declared surplus/deployed.

In view of the above, it has been decided to clarify the procedure to be followed for deploying the staff available in the surplus pool.

The Administrative Secretaries of the concerned Departments desirous of filling up the vacant posts will send the proposal to F.D. giving justification for filling of such posts from the Surplus Pool. In case there is a justification for filling up of such posts and employees of appropriate categories are available in Surplus Pool, Finance Department may concur with the proposal. As the data base of staff in the Surplus Pool is available on the website of the Finance Department, the concerned Administrative Departments may satisfy themselves about the suitability of proposed deployment from the Surplus Pool. In case they have any clarification to seek they may do so from the F.D. Thereafter, the posts be filled up through surplus pool after obtaining
the approval of the Cabinet. It may be noted that once the F.D. has concurred with the proposal to deploy Surplus Pool staff with any Department, no request from the lending Department/Organisation for retaining/repatriation of such staff will be entertained.

The above procedure may kindly be adhered to.

Yours faithfully,

[Signature]

Special Secretary (Fin.) to the Govt. of Himachal Pradesh.
No. Fin-E-1-C (17)13/2007-L  
Government of Himachal Pradesh  
Department of Finance-E

From

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

To

All Administrative Secretaries,  
Himachal Pradesh, Shimla-2.

Dated Shimla-2 25-6-2011

Subject: Competent Authority for initiating disciplinary action against employees of Surplus Pool.

Sir,

The issue of initiating disciplinary action against the employees of Surplus Pool who do not join the borrowing Departments once their orders for deployment to other Government Departments have been issued, was under consideration of the Government since long. In this regard it has now been decided that:-

a) The Lending Department is competent to initiate disciplinary action against the employees of Surplus Pool who do not join the borrowing Departments once their orders for deployment to other Government Departments have been issued.

b) Once the employee joins duty with the borrowing Department, he/she would be under the administrative control of the borrowing Department which would be competent to initiate disciplinary action against the official for any other misconduct.
In view of the above, the employees who have been deployed from surplus pool to other Government Departments may kindly be relieved forthwith and disciplinary action be initiated by the lending Departments against the defaulting employees who do not join the borrowing Departments.

Yours faithfully,

[Signature]

Special Secretary (Finance) to the Government of Himachal Pradesh.
No Fin-E-1-C (17) 13/07-L  
Government of Himachal Pradesh  
Department of Finance-E

From  
Pr. Secretary (Finance) to the  
Government of Himachal Pradesh.

To  
All Administrative Secretaries to the  
Government of Himachal Pradesh, Shimla-2

All Heads of Departments,  
in Himachal Pradesh.  
Dated 12-7-2011

Subject: Non relieving of staff deployed from surplus pool.

Sir,

It has come to the notice of Finance Department that some of the staff which is being deployed from the surplus pool is not being relieved by the lending Department inspite of Finance Department’s instruction that such surplus staff be relieved after completing codal formalities and that the salary of such staff once deployed to the borrowing Department should not be disbursed by the lending Department. Finance Department has also issued clarification that lending Departments can initiate disciplinary action against defaulting surplus pool employees who do not join the borrowing Departments.

It is once again requested that surplus staff deployed to other Government Departments be relieved by the lending Department immediately and the latest position in this regard be intimated to Finance Department by 18-7-2011.

Yours faithfully,

Special Secretary (Finance) to the  
Government of Himachal Pradesh.
No. Fin-E-1-C(17)-13/2007
Government of Himachal Pradesh
Department of Finance.

From

The Pr. Secretary (Finance) to the
Govt. of Himachal Pradesh.

To

1. All the Administrative Secretaries to the
   Govt. of Himachal Pradesh.

2. All the Heads of Departments in
   Himachal Pradesh.

3. All the Managing Directors/CEOs of
   Corporations/Boards in Himachal Pradesh.

Dated Shimla-171002

Subject: Clarification regarding EPF/CPF contribution in respect of
employees of PSUs who are taken on secondment to different
Govt. Departments/Organisation from Surplus Pool.

Sir,

I am directed to refer to the subject cited above and to say
that the matter regarding payment of employer's share of EPF/CPF in respect of
employees of H.P. State Govt. PSU(s) who are sent on secondment to other Govt.
Departments has been reviewed by the Govt. and in supersession of FD's letter
No. Fin-IF(A)4-9/91, dated 18th Sept. 1998, it has now been decided that the
employer's share of EPF/CPF contribution in respect of such employees would be
borne by the borrowing Govt. Departments.
You are, therefore, requested to take further necessary action accordingly.

Yours faithfully,

[Signature]

Special Secy. (Fin.) to the Govt. of Himachal Pradesh.
From

The Addl. Chief Secretary (Finance) to the
Govt. of Himachal Pradesh

To

1. All the Administrative Secretaries to the
   Government of Himachal Pradesh
2. All the Head of Departments in
   Himachal Pradesh
3. All the Managing Directors/CEOs of
   Corporations/ Boards in Himachal Pradesh

Dated Shimla -171002 06/02/2019

Subject: Regarding settlement of EPF/CPF & Leave Salary etc.
in respect of those employees who were deployed on secondment to different Govt. Department/ Organization from surplus pool.

Sir,

I am directed to refer to the subject cited above, and to say that vide FD's latter of even number dated 30-12-2011, it has been advised that the employees share of EPF/CPF contribution in respect of those employees who were deployed on secondment basis from the surplus pool in different government departments/ organization may be borne by the borrowing departments.

It has come to the notice of the government that Leave Salary, Death-cum-Retirement Gratuity, Pension and CPS, GPF, Employee retirement funds etc. in respect of these employees are not being settled/ released in time.

You, are therefore, requested that the decision of the Govt. may be adhered to strictly and ensure that these issues are decided in a time bound manner.

Yours faithfully,

( MANOJ SHARMA)

Under Secretary (Finance) to the
Govt. of Himachal Pradesh.