

A-14011/3/Misc/2023-Ad.-II - 70/6
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय पुलिस बेतार
Directorate of Coordination Police Wireless



Block No. 9, CGO Complex,
Lodhi Road, New Delhi-03
Dated: 30th May, 2024

CIRCULAR

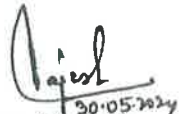
Subject: Standard Operating Procedure (SOP) for processing the applications for outside employment by the method of direct recruitment/deputation etc.- regarding.

All the officers/officials of this Directorate are hereby informed that in order to have a uniform and standard procedure for forwarding of applications for Direct Recruitment/Deputation within Central Government, State Government etc, a Standard Operating Procedure (SOP) for processing the applications for outside employment by the method of direct recruitment/deputation in respect of official/officers of this Directorate has been devised and is enclosed herewith.

2. The concerned Zonal/Station/Section Heads of this Directorate are therefore requested to scrutinize such applications scrupulously in accordance with the Standard Operating Procedure (SOP) and forward only those applications to this Hqrs which fulfill the conditions as laid down in the said Standard Operating Procedure (SOP).

3. This issues with the approval of Competent Authority.

Encl: As above


(R.K. Singh)
Deputy Director (Admn)

To,

All officers/Officials concerned

Copy to:-

1. PPS to Director
2. PS to Addl. Director (HQ) / PS to Addl. Director (OPS)
3. All JDs/ZAOs/ DDOs/ Ads/JADs
4. DDO, DCPW
5. All Section/Station In-charges
6. AD(IT):- For uploading at DCPW website
7. File

**STANDARD OPERATING PROCEDURE (SOP) FOR PROCESSING THE
APPLICATIONS FOR OUTSIDE EMPLOYMENT BY THE METHOD OF
DIRECT RECRUITMENT/DEPUTATION**

This Directorate is time to time receiving applications from various officers/officials for outside employment. In order to have a uniform and standard procedure for forwarding of applications of Government servants for Direct Recruitment/Deputation within Central Government, State Government etc, the following Standard Operating Procedure is adopted:

2. The applications from officers/officials for outside employment, submitted otherwise than in response to advertisement or circulars inviting applications, should not be forwarded.
3. The officers/officials applying for outside employment shall strictly adhere to the DoPT OM No.28011/1/2013-Estt(C) dated 23.12.2013 and related guidelines issued from time to time.
4. The officers/officials applying for outside employment shall invariably mention the details of application in the forwarding letter and a check list (**Annexure 'A'**) containing the information be attached with the applications being forwarded to this Hqrs.
5. The permanent officers/officials applying for the outside employment in the Central Government Departments shall submit an Undertaking in terms of MHA OM No.60/37/63- Estt.(A), dated 14.07.1967. The specimen copy of the undertaking is enclosed herewith as **Annexure-'B'**. The temporary officers/officials who wish to apply for outside employment in the Central Government Departments should also furnish an undertaking in terms of aforesaid MHA OM, dated 14.07.1967 in the prescribed format as per enclosed **Annexure- 'C'**.
6. The permanent/temporary officers/officials applying for the posts advertised by State Governments shall furnish an undertaking in terms of DPAR OM No.8/4/70/Ests(C), dated 06.03.1974 as per the format enclosed as **Annexure-'D'**.
7. The application of officers/officials in response to advertisements for the post in Public Sector Undertakings/Central Public Enterprises/Autonomous bodies/Statutory Body etc may be forwarded with the undertaking by such employees that in the event of their selection for the post applied for them will sever their connection with this Directorate before joining the Public Sector Undertakings/Central Public Enterprises/Autonomous bodies on immediate absorption basis as per the enclosed '**Annexure 'E'**'. No lien shall be retained in such cases.

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8. The applications of the temporary officers/officials for posts advertised by State Government should be forwarded to this Hqrs with the undertaking (as per Annexure 'F') by such employees that they will be asked to resign from the post held by them at the time of release from that post in the event of their selection and appointment to the post applied for. No lien shall be granted to such temporary officers/officials.

9. The permanent officers/officials can apply for recruitment in other organizations on deputation basis. The applications submitted by the officer/official shall be scrutinized by the respective Zonal/Section heads as per the advertisement and other conditions of deputation as issued by DoPT; and forwarded to this Hqrs with the specific recommendations of the respective Zonal/Section Heads with reference to manpower posted in their Zone/Section.

10. The application for deputation basis / direct recruitment are to be submitted for approval of Head of Department. On receipt of the approval, the applications in respect of Gr. 'A' Officers shall be forwarded to Ministry for approval thereof. The similar action in case of Gr 'B' & 'C' employees of will be taken at the level of Director, DCPW.

11. The concerned officer/official applying for outside employment should clearly mention in his application that whether the application is required to be forwarded through proper channel or prior permission is required or prior intimation is needed only for processing the application.

12. In case, the officers/officials applying for outside employment is not meeting the requisite minimum qualification, experience etc. as per the advertisement for the post being applied for, such applications shall not be processed further and concerned officer/official be informed accordingly.

13. The officers/officials applying for outside employment are required to apply for the posts well in advance for processing of their case. Accordingly, the application shall invariably be received in this Hqrs well within 45 days & 30 days before the last date of receipt of applications in r/o Gr 'A' officers and Group 'B' & 'C' employees respectively.

Enclosures: As above.

CHECK LIST
INFORMATION TO BE FRUNISHED BY THE APPLICANT

1. Details of post held by the applicant alongwith pay grade/scale and present basic pay	
2. The details of pay scale/grade for which the candidate is applying	
3. Details of service rendered/completed in DCPW and for how many years he is in the same grade	
4. Whether the applicant is confirmed in the present post and his date of confirmation	
5. Whether he is eligible for next promotion in DCPW	
6. Please specify whether applying for posts in Central Govt./State Govt./PSUs/Autonomous Body/Central Public Sector Enterprises(Excluding against the advertisement published by UPSC/SSC)	
7. How many times the applicant has applied for outside employment during the year alongwith the details of posts applied.	
8. The following documents are enclosed: (i) Detailed copy of Advertisement (ii) Copy of application submitted in online/offline or copy of online registration (iii) Copy of Educational Experience certificates etc Qualification, (iv) Undertaking in the prescribed format	

Place:

Date:

Signature:

Name:

Designation:



UNDERTAKING
(In case of Permanent Govt. Servants)

For applying to posts in other Central Govt. Department/Offices in response to advertisement or circulars.

I hereby undertake that in case I am selected and appointed to the post ofin the.....
I shall abide by the terms and conditions laid down in MHA OM No. 60/37/63-Ests (A), dated the 14th July, 1967, and my lien may be retained in the DCPW for a period of two years. I shall either revert to the DCPW within that period or resign from the DCPW at the end of that period.

Place:
Date:

Signature:
Name:
Designation:

UNDERTAKING
(In case of Temporary Govt. Servants)

For applying to posts in other Central Govt. Department/Offices in response to advertisement or circulars.

I hereby undertake that in case I am selected and appointed to the post of..... in the.....
I shall abide by the terms and conditions laid down in MHA OM No. 60/37/63-Ests (A), dated the 14th July, 1967, and I shall resign from the DCPW at the time of release from the DCPW.

Place:
Date:

Signature:
Name:
Designation:

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UNDERTAKING
(In case of permanent Govt. Servants)

For applying to posts in other State Govt. Department/Offices in response to advertisement or circulars.

I hereby undertake that in case I am selected and appointed to the post of..... in the.....
I shall abide by the terms and conditions laid down in DOP&AR OM No. 8/4/70Ests(c) dated the 6th March, 1974, and my lien may be retained in the DCPW for a period of two years. I shall either revert to the DCPW within that period or resign from the DCPW at the end of that period.

Place:

Date:

Signature:

Name:

Designation:

UNDERTAKING
(In case of Permanent/Temporary Govt. Servants)

For applying to posts in Central/Public Sector undertakings/Central Autonomous bodies/Statutory Body in response to advertisement or circulars.

I hereby undertake that in case I am selected and appointed to the post of..... in the.....

I shall abide by the terms and conditions laid down in MHA OM No. 60/37/63-Ests (A), dated the 14th July, 1967, and I shall resign from the DCPW at the time of release from the DCPW.

Place:

Date:

Signature:

Name:

Designation:

Handwritten mark

UNDERTAKING

(In case of Temporary Govt. Servants)

For applying to posts in other State Govt. Department/Offices in response to advertisement or circulars.

I hereby undertake that in case I am selected and appointed to the post of..... in the.....

I shall abide by the terms and conditions laid down in DOP & AR OM No. 8/4/70Ests(c) dated the 6th March, 1974, and I shall resign from the DCPW at the time of release from the DCPW.

Place:

Date:

Signature:

Name:

Designation:

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