

Government of Assam
Finance (Estt-A) Department
Janata Bhawan
Dispur::Guwahati-06

No FEG.518964/197

Dated Dispur,the September,2025

From : The Joint Secretary,
Finance (Establishment-A)Department,
Dispur, Guwahati-6.

To : The Spl. Chief Secretary/Addl. Chief Secretary/Principal Secretary/Commissioner
& Secretary/Secretary to the Govt. of Assam.
.....Department

Sub : Checklist for Deputation - reg.

Ref : Finance (Establishment-A) Department's Checklist No.13

Sir/ Madam,

Reference may kindly be made to this department's Checklist No. 13, tailor made for submitting with the proposal(s) of deputation by the Administrative department(s) for obtaining necessary and prior concurrence of Finance (Establishment-A)Department for allowing any deputation to the Official(s)/personnel(s).

Now, for the administrative convenience and to expedite the proposal(s) of deputation in the Finance (Establishment-A) department, after careful examination of all aspects, the Checklist No.13 is suitably revised.

In view of above, I am directed to furnish herewith the revised Checklist No.13 with a request that henceforth, all Administrative Departments while submitting proposal(s) of deputation to Finance Department shall mandatorily furnish the revised Checklist No. 13 (enclosed) with due information covering all points in the revised checklist.

Enclo : As stated above.

Yours faithfully,

Digitally signed by
TIKENDRA MALLA BASUMATARY
Date: 15-09-2025 12:59:05

Joint Secretary to the Govt. of Assam,
Finance (Estt-A) Department

Memo No.FEG.518964/197-A

Dated Dispur, the September, 2025

Copy to :

1. P.S. to the Commissioner and Secretary, Finance Department for kind appraisal of the Commissioner and Secretary.

By orders etc.,
(e-signed)
Joint Secretary to the Govt. of Assam,
Finance (Estt-A) Department

Finance (Estt-A) Department
Subject : Deputation to Foreign Service

1. Name of the incumbent and designation :
2. Date of birth :
3. Date of entry in the Government service :
and whether 3 years of service is completed
4. Date of superannuation and whether 3 years :
of service is left for superannuation
5. Whether the service of the incumbent :
is against regular/substantive post.
6. Whether the incumbent has been confirmed :
in service.
7. Pay structure of the post :
(i) in parent department
(ii) the post to which deputation is proposed
8. Basic Pay in the present post in the parent :
department
9. Terms and conditions of the borrowing :
authority for the proposed deputation
10. Whether the incumbent availed deputation :
earlier.
If so, details of the period of deputation and
Details of the cooling off period
11. Whether Leave salary and Pension contribution :
will be borne by the borrowing authority
12. Whether the instructions contained in :
WPT&BC Department and Hills Area
Department's OM No.TAD/BTC/222/03/51
dated 16/10/2004 and No HAD.57/95/316
dated 31/12/1996 respectively have been
followed while deputing the officer/employee
on foreign service in their respective areas.
13. Whether any DP is pending or contemplated :
against the officer/employee proposed to send
on deputation.
14. Whether the release of the incumbent will :
adversely affect the functioning of the
administration/Public service
15. Whether the proposal has been approved by :
Departmental Minister
16. A precis of the case with seal and signature of :
Departmental Authority
17. Other relevant information, if any :
18. Remarks, if any :

Seal & Signature of Departmental Authority