

File No. 14/ 35 / 98-EC-I  
GOVT. OF INDIA  
DIRECTORATE GENERAL OF WORKS  
CENTRAL PUBLIC WORKS DEPARTMENT  
NIRMAN BHAWAN, NEW DELHI.

Dated <sup>11/75</sup>.....September, 2007

**OFFICE MEMORANDUM**

SUB : GUIDELINES FOR FORWARDING APPLICATIONS FOR DEPUTATION, STUDY LEAVE, IIPA TRAINING FOR ALL ENGINEERS UPTO CHIEF ENGINEERS AND CORRESPONDING POSTS IN ARCHITECT AND HORTICULTURE SIDE.

The undersigned is directed to say that guidelines/instructions on the above subject were issued vide this Directorate's O.M. of even number dated 13.6.2001. These guidelines/instructions have been reviewed as below :-

**A. Deputation.**

1. In case an officer cannot be relieved for next 12 months due to on going important project, his application will not be considered.
2. Officers working in hard area have to complete 1(one) year in present post and 2 (two) years in other station before they can be considered for deputation post. However, this condition shall not be applicable in case the station of deputation post for which considered is same as the station of present posting of the applicant.

**B. Study Leave.**

The officers posted in Delhi who are likely to be transferred within 2 years from present post will not be recommended/sanctioned study leave.

Many a time it is seen the study leave is utilized as a tool to get extension in present station. This will be discouraged.

**C. Evening course/studies outside office hours -----same as above.**



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**D. Foreign Studies :**

Officers sent on foreign study in connection with execution of a project will not be considered for deputation unless the project for which he was sent to foreign study/tour is completed.

**E. IIPA Training :**

ADG(Trg.) may call option from willing officers for above course and short list suitable officers who are otherwise not due for transfer outside Delhi in case of Delhi posted officers. In case officers are posted outside Delhi they will be considered for IIPA training provided they have completed 1 year in hard area or 2 years in other stations.

**F. Refusal to join deputation post:**

Any refusal will involve debarring for 2 years.

**G. Relaxation.**

In specific cases (DG(W)) will consider to relax any of above clause.



(T.R. PRASAD  
DEPUTY DIRECTOR (ADMN.))

To

1. All ADGs in CPWD/E-in-Chief, PWD, Delhi Administration
2. All Chief Engineers (Civil & Elect), SEs (Civil & Elect.)/ EEs (Civil & Elect.) in CPWD, PWD(DA) including Valuation, Appropriate Authority, Income Tax Department, M/o Environment & Forest etc.
3. All Chief Architects/ Sr. Architects/Director of Horticulture/ Deputy Directors of Horticulture.
4. PPS to DG(W)/ADG(S&P)/PS to ADG(TD)/CE(P&S)/DDG(W)/CE (Vig.)PA to DA
5. All Establishment Sections in Central Office.
6. Dir (SAD) with request to upload the O.M on CPWD's website