

No.E.578549- F&PO(7)/2026/4769
CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNTS BRANCH)

Chandigarh, dated the 07-5-21

To

All the Heads of the Departments/Offices
/Boards/Corporations/Undertakings/Autonomous Bodies,
Chandigarh Administration.

Subject: Clarification regarding admissibility of Deputation Allowance and related liabilities.

It has been observed that instances have arisen where employees are being posted in Boards, Corporations, Undertakings and Autonomous Bodies under the Chandigarh Administration through routine transfer/posting by their Cadre Controlling Authorities, without following the prescribed procedure for deputation. This has led to ambiguity regarding admissibility of Deputation Allowance and related liabilities.

2. Accordingly, with a view to ensuring uniformity and avoiding disputes, the following instructions are hereby issued for strict compliance by all the Departments and Boards, Corporations, Undertakings and Autonomous Bodies under the Chandigarh Administration:-

1.	Admissibility of Deputation Allowance	No Deputation Allowance shall be admissible to employees who are posted by their cadre controlling authorities/departments as a routine transfer/posting, without following the prescribed deputation procedure.
2.	Conditions for grant of Deputation Allowance	Deputation Allowance shall be admissible only in cases where the borrowing organization has followed the due procedure for deputation, including inviting applications; and the appointment is made strictly in accordance with the applicable Recruitment Rules of the post.
3.	Liability for Leave Salary and Pension Contributions	In all cases where employees are posted as a result of routine transfers, duly approved in accordance with the prescribed procedure, and continue to remain on the rolls of the Boards, Corporations, Undertakings and Autonomous Bodies under the Chandigarh Administration, the responsibility for payment of leave salary and pension contributions for the entire period of such posting shall rest with the borrowing organization

The above instructions shall be adhered to strictly by all concerned.


This issues with the approval of Hon'ble Administrator, UT Chandigarh.


Finance & Planning Officer
For Finance Secretary,
Chandigarh Administration

Endst. No.E.578549- F&PO(7)/2026/4770

Chandigarh, dated the 07-5-21

A copy of above is sent to the Director, Information Technology, UT, Chandigarh for updating the same on the Chandigarh Administration Website.


Finance & Planning Officer
For Finance Secretary,
Chandigarh Administration