

Tele : 011-23792203
Fax : 011-23014914
E Mail : hq.dgaqa@nic.in
Web : www.dgaeroqa.gov.in

F. No. 3634/Policy/DGAQA/Adm-I
भारत सरकार
Govt. of India
रक्षा मंत्रालय, Ministry of Defence,
वैमानिक गुणता आश्वासन महानिदेशालय,
Directorate General of
Aeronautical Quality Assurance,
'एच' ब्लॉक, नई दिल्ली-110011
'H' Block, New Delhi – 110 011

12 Dec 2014

To,

DDG(SZ), Bengaluru
DDG(N&CZ), Lucknow
DDG(Nasik)
DDG(Koraput)
ADG, SSQAG, Hyderabad
PD, MSQAA, Hyderabad
All Field Estts/Units of DGAQA

**POLICY : REGARDING FORWARDING OF APPLICATIONS
FOR OUTSIDE EMPLOYMENT**

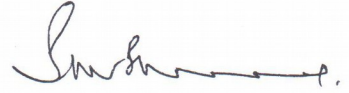
1. Reference this HQrs letter of even number dated 01 Aug 2007, 07 Sep 2007, 23 Sep 2008 and 03 Jun 2010.
2. A copy of consolidated instructions on Forwarding of Applications of Government Servants for Outside Employment issued by DoP&T vide their O.M. No.28011/1/2013-Estt.(C) dated 23 Dec 2013 is forwarded herewith for information and compliance by all concerned. The instructions, inter alia, provide that decision as to whether an employee can be spared or otherwise rests with Head of the Department.
3. The Competent Authority has directed that applications for outside employment in respect of employees of DGAQA will continue to be considered on case to case basis and in light of the above instructions/guidelines.
4. Accordingly, all Heads of Field Estts/units and concerned employees of DGAQA are requested to ensure that applications for outside appointments, duly complete in all respect, shall reach this HQrs well in advance so that it can be placed before the Competent Authority for a decision. The pre-requisite information shall be submitted along with the application in the prescribed proforma at Annexure-I i.e. Part-I to be filled by the applicant, Part-II to be filled/authenticated by the concerned Admin Officer and Part-III to be filled/authenticated by the Head of Estt. certifying as to whether the applicant will be relieved, if selected. An undertaking by the applicant that in case of his selection to the post, he will technically resign from the present post from DGAQA, shall also be submitted along with the application as per proforma at Annexure-II.

contd...2/-



5. As decision of withholding of an application, if so decided by the Competent Authority, is to be intimated to UPSC within 30 days from the closing date of receipt of application, it must be ensured that such applications reach this HQrs within 10 days from the closing date of receipt of application failing which the same will not be entertained. In case of selection of the applicant in such case, his application will not be treated to be forwarded through proper channel.

6. This has approval of the Director General, AQA.


(SM Sharma)
Director(HR)
for Director General, AQA

Encl. : As above

Copy to :-

DGAQA/IT Section – for uploading on the DGAQA website

ANNEXURE-I

Part-I

(To be filled by the applicant)

	Post applied for	
	Pay scale of the post	
	Last date by which application is required to reach the employer	
1	Name of the officer	
2	Date of Birth	
3	Rank/Designation of the present appointment showing whether offg./temp or Pmt and dt of holding such rank	
4	Establishment	
5	Permanent/QP appointment held if any	
6	Dt from which in continuous Govt service	
7	Present pay & scale of pay	
8	No of application submitted/Forwarded/withheld during the current year	
9	Whether the post applied for is: a) Within DGAQA (Air) Organization b) Within Govt of India c) Outside Govt of India d) In public sector undertaking	
10	Whether the undertaking as per the instruction issued from time to time on the subject is attached	
11	Was the officer has undergone any training in DGAQA Organization at Gove expense? If so, when & in what capacity & for what period	
12	Whether any study leave for study purpose has been availed? If so, state the period and the authority	
13	Whether any bond executed for service with Govt of India is current? If so up to what date	
14	Whether the officer belongs to SC/ST community	
15	When did he joined DGAQA and in what capacity and what subsequent appointment he has held with date	
16	Whether the advance copy of the application has been sent. If so quote the postal order No.	
17	Whether there are any outstanding dues against the officer such as motorcycle advance, house building advance etc. If so give full details.	
18	Whether you have stood surety for any officer? If so, give full details (i.e. amount of surety, Name of officer and full address)	

Dated:

Signature of the officer

PART-II

	Admin officer of the Establishment:	
(a)	Whether the officer is still on normal of two years? If so, upto what date?	
(b)	Certified that the details furnished by the officer in part I are correct and meet requirements of the orders/instructions.	

Date:

Signature of admin officer

PART-III

SPECIFIC RECOMMENDATIONS OF THE HEAD OF THE ESTABLISHMENTS

(a)	Role of the officer in his present project/commitments in hand	
(b)	Whether the officer will be relieved if selected	
(c)	Whether replacement is absolutely necessary before the officer Can be relieved? If so, maximum period that can be managed without substation.	
(d)	If it is recommended to withhold the application, give reasons	

Date:

Signature of Head

ANNEXURE-II

UNDERTAKING

1. I, _____ Designation _____ (Ty) hereby undertake that in the event of my selection to the post of _____ I shall technically resign my present post of _____ in DGAQA.

2. I _____ Designation _____ (Q.Pt/Pt) _____ in _____ hereby undertake that in the event of my selection to the post of _____ in _____ I shall on the expiry of the stipulated period of two years either resign from the post held by me in _____ prior to joining foreign service or revert back to the present organization falling which I will be deemed to have resigned from the service and all connections with DGAQA.

3. I also agree to pay the leave salary and pension contribution myself in case my new employer does not agree to pay the same during the period of lien in the parent organization.

1. Applicable for Temporary Government Servant only
2. Applicable for QP/PMT Government Servant
3. To be deleted in case of Permanent Government Servant

Station:

Signature:

Date:

Name:

Designation: