



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA  
16 MILE SHIMLA-MANDI NATIONAL HIGHWAY  
GHANDAL DISTRICT SHIMLA, HIMACHAL PRADESH-171014  
Ph. 0177-2779802, 0177-2779803, Fax-0177-2779802  
Website: <https://hpnl.u.ac.in>

No. 33-1/21-HPNLU(Estt.). - 508

Dated:- 18/4/26

**NOTIFICATION**

On the approval of the Executive Council in its 23<sup>rd</sup> Meeting under Item No. 23.9, the 'Deputation Policy, 2025' of the Himachal Pradesh National Law University, Shimla is hereby notified. The Policy is enclosed with this notification.

**Encls:**

1. Deputation Policy, 2025.

This is issued with the approval of Competent Authority.

*Alan Kumar*  
Registrar  
HPNLU, Shimla

**Copy to:-**

1. O.S.D. to Hon'ble Vice-Chancellor, HPNLU, Shimla.
2. All Branches, HPNLU, Shimla.
3. All Teaching and Non-Teaching Staff, HPNLU, Shimla.
4. IT Section, HPNLU, Shimla.
5. Guard File.

*Alan Kumar*  
Registrar  
HPNLU, Shimla



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**Himachal Pradesh National Law University, Shimla**  
**Deputation Policy, 2025**

**1. General Rule for Deputation:**

- (i) The policy will apply to all regular Group A & B employees of the University who apply against any equal or higher grade/scale of pay and have completed a minimum of five years of continuous service at the University.
- (ii) At one point in time, not more than 25% of the sanctioned posts in the cadre will be allowed to proceed on deputation and will also be subject to the availability of adequate personnel in the remaining posts of the cadre for the smooth functioning of university activities.
- (iii) When considering requests for transfer on deputation, preference will be given to staff who request deputation in order to be with their spouse.
- (iv) The employee shall not have any disciplinary/vigilance case pending/contemplated on the date of application or the date of relieving on deputation.
- (v) An employee with an average APAR grading in any of the last 3 years shall not be considered for deputation.

**2. Procedure for Application**

- (i) Request for deputation shall be summarily rejected where the employee has not received permission and NOC while applying for the deputation to any borrowing organisation.
- (ii) All such applications shall be addressed to the Vice Chancellor for consideration.
- (iii) An application seeking permission (NOC) for deputation by a faculty member shall be placed before the Executive Council for consideration, and the decision of the Executive Council shall be final.
- (iv) An application seeking permission (NOC) for deputation by a non-teaching staff [Group A & B Only] will be considered by the Vice Chancellor.

*Provided that where deputation is for more than 3 years, the Vice Chancellor shall place the application before the Executive Council for consideration, and the decision of the Executive Council shall be final.*

**3. Tenure for Deputation**

- (i) Subject to this policy, the period of deputation shall be as per the borrowing organisation.

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(ii) An application for deputation shall ordinarily be for a period of at least one year and no more than three years. Provided that the appropriate authority can extend it up to a maximum of two years in fractions of six months.

(iii) Except as provided in para 3(ii), there shall be a mandatory 'cooling off period of three years after every period of deputation.

**4. Allowances & Facilities:** The following allowances/facilities will be regulated in accordance with the rules as explained against each.

(i) Dearness Allowance - The employee shall be entitled to dearness allowance at the rates prevailing in the borrowing organisation.

(ii) Allowance & Facilities - Allowances, including medical reimbursement, LTC, Home LTC, etc., shall be borne by the borrowing organisation.

(iii) Leave An employee on deputation shall be regulated by the Leave Rules of the borrowing organisation only.

**5. Leave salary/Pension/NPS Contribution.**

(i) During the period of deputation, the liability for the employer's contribution to the National Pension Scheme (NPS), Gratuity and Leave Encashment shall be borne by the borrowing department.

(ii) The University shall provide the requisite information in this regard to the borrowing department on a timely basis.

**6. Repatriation**

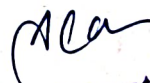
(i) On expiry of the deputation, the employee shall be repatriated to the university.

(ii) Notwithstanding anything contained in this policy, every employee on deputation shall be required to be repatriated to the university at least six months prior to their date of retirement.

*Provided* that no request for repatriation shall be accepted when the employee has any vigilance/disciplinary inquiry pending against him in the borrowing organisation.

7. Notwithstanding anything contained in this policy, the Vice-Chancellor may relax any of the terms and conditions prescribed in the policy in favour of any of its employees.

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