

## Deputation Policy and Regulations

### Objective

The objective of the Deputation Policy is to provide opportunities for Government Officials from member countries to join the International Solar Alliance (ISA) for a fixed tenure as mutually agreed to contribute to the ISA's work program. Primary objectives also include but not limited to:

- ☐ • Providing opportunities for knowledge sharing;
- ☐ • Capacity building for the Member Countries and ISA;
- ☐ • Enhancing skills and experience for participants;
- ☐ • Encouraging innovation and most importantly ensuring diversity in the Secretariat.

Support from the Government of ISA Member Countries shall be sought for the deputation of government officials in the areas where ISA lacks expertise, or where currently available expertise needs to be supplemented, or is not readily available.

For the purposes of this Policy, "Releasing organization" is an organization which sends staff member to another organization pursuant to the Agreement; and

"Receiving organization" is ISA which accepts the staff member on Deputation basis pursuant to the Agreement;

### Period of Deputation

Deputation is the movement of a staff member from Governments to ISA for a limited period, normally not exceeding three years during which the staff member will be subject to the administrative supervision of the receiving organization but will continue to be subject to the staff regulations and rules of the releasing organization.

The initial period of deputation shall be for, at least, one (1) year and thereafter, extendable annually, based on performance and subject to ISA's sole discretion, for a maximum duration of four

(4) years. In the event of concluding the deputation before the agreed period of time, the deputed staff member shall provide three (3) months prior written notice to the ISA Secretariat. However, the deputation may be concluded before end of three months by ISA Secretariat upon occurrence of one of the following events;

- a. The concurrence of both Parties (Releasing & Receiving Organisations) to foreshorten the Agreement at the request of the Deputed officer addressed to both Parties;

- b. At the request of ISA, when justified on grounds of poor performance or violation by the Deputed Officer of any of the obligations specified under Staff Regulations, Rules, Code of Conduct and Ethics and Conflict of Interest; or
- c. At the request of the Releasing organization or ISA for reasons to be recorded in writing.

#### Deputation Regulations

1. The process of recruitment shall be on need based and transparent.
2. The paramount consideration in appointment shall be given to individuals with highest standards of efficiency, competence and integrity. The staff on deputation shall have to meet ISA's recruitment standards, in terms of qualifications and experience. The ISA Secretariat shall consider selection of the staff for deputation on wider geographical basis, ensuring adequate representation of ISA Member countries on the basis of mutually agreed terms and conditions with the counterpart.
3. In the event the staff on deputation engages in activities that violate any ISA rules and regulations, the Director General shall have the authority to repatriate the services of the staff on deputation with one (1) month's prior notice or forthwith for reasons to be recorded in writing.
4. ISA Secretariat and its counterpart or the officer concerned shall enter into a formal agreement/memorandum of understanding to cover the terms under which the staff on deputation shall be released to ISA.
5. When a staff member is deputed he/she will continue to be subject to the staff regulations and rules of ISA and retain his or her contractual rights with, the releasing organization. The staff member may, however, be suspended from duty or placed on administrative or special leave or equivalent measure by the receiving organization in circumstances which would justify the suspension of a staff member of that organization. In such event, the receiving organization will consult with the releasing organization to enable the latter to decide the appropriate consequential action.
6. The Releasing organization and Receiving organization shall inform each other in writing in case of any amendment or revision of service terms of the deputed officer.

#### **Pay and allowances**

Remuneration scale, technical and professional experience of

deputation should be of at mid-career professionals. The total cost of the staff on deputation shall be borne by ISA. This cost would be equivalent to the last salary drawn based on the remuneration documents submitted by his/her parent organization. All other perks received by the Deputed officer will be maintained at the same level, including matters such as transportation, transfer allowances, leave and medical benefits etc.

**Incentives:**

1. If the officer so deputed retires from service on superannuation at an age which is less than 63, ISA will have the choice to utilize his services for two more years since his/her date of retirement at their Parent Cadre subject to a maximum period of four (4) years as mentioned above.
2. The officers of deputation will be free to apply for international posts whenever so advertised by ISA or other international organization with prior permission of the DG.