

F. NO. 21023/30/2012-PMA  
**Government of India/Bharat Sarkar**  
**Ministry of Home Affairs/Grih Mantralaya**  
[Police-II Division]

North Block, New Delhi  
February 27<sup>th</sup>, 2013.

**Subject: POLICY GUIDELINES FOR CONSIDERING OFFICERS FOR VARIOUS UN ASSIGNMENTS**

India has been participating in United Nations Peacekeeping missions since conception of the idea and since its first peacekeeping operations; Indian troops won the universal acclaim for their professional excellence. Since 1990's, the traditional peacekeeping by the UN has been transformed and expanded, both because of the changing nature of conflicts and calls for a more active and interventionist engagement by the UN Department of Peacekeeping Operations (DPKOs).

2. There are three types of UN assignments for which nominations are made by the Ministry of Home Affairs:-

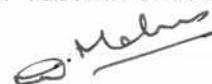
- I) Deployment of UN CIVPOL (Civilian Police) Officers.
- II) Deployment of Officers on Secondment with UN Missions.
- III) Deployment of FPU (Formed Police Units) from Central Armed Police Forces (CAPFs) with UN Missions.

3. **Deployment of UN CIVPOL (Civilian Police) Officers**

The deployment of UN CIVPOL officers is made after a test is conducted by the United Nations called UN SAAT. Passing of UN SAAT test is the minimum requirement for CIVPOL deployments with UN Mission(s), though passing of the UN SAAT is no guarantee of selection for deployment.

3.1 **The Selection Procedure and conditions of deployment**

- i) Based on the results of the UN SAAT, a panel of officers is prepared in order of merit. Validity of UN SAAT test is generally for a period of 18 months.
- ii) The names of UN SAAT cleared officers are forwarded to UN as per the merit list as and when the UN intimates the vacancies. However, UN does not consider the merit position of a candidate as the sole criteria for selection for deployment.
- iii) The general period of deployment of a UN CIVPOL officer in the mission is 12 months. In order to give exposure to maximum number of officers, generally, no extension beyond this period of 12 months is given. However, in exceptional cases, on the basis of recommendations of the



United Nations Peacekeeping Operations, the cases for short term technical extension may be considered by MHA on the merit of the individual case.

- iv) On being selected, the officers are liable to accept the UN Mission assignments as offered by the UNDPKO. No individual request for deployment with any desired mission by an officer will be entertained.
- v) If any officer leaves the mission prematurely at his own or on any other personal reasons, he/she is liable to bear all the expenses, including travel cost from the mission field. To this extent, an undertaking is obtained from all the CIVPOL Officers prior to their departure, clearly stating that in the case of their pre-mature repatriation from the mission due to failure in the mission driving test or any other reasons, they will bear the repatriation expenses at their own.
- vi) The cases of such officers, who are selected for the deployment but are not relieved by the State Governments/Organizations due to operational exigencies, may be re-considered for further deployment depending upon the availability of officers in the UN SAAT list and other considerations.
- vii) The Officers, who were selected for deployment with UN mission(s) and did not accept the offer of appointment at their own due to their personal reasons, will not be eligible for further deployment.
- viii) The Officers, who qualified UN SAAT and could not be deployed during the validity of SAAT, are eligible to re-appear in the fresh UN SAAT.
- ix) An undertaking is obtained from all the officers prior to their UN CIVPOL deployment that, they will not overstay in Mission.
- x) Officers overstaying mission without specific approval of the competent authority will be dealt with strictly and the authorities/organizations concerned shall initiate disciplinary proceedings against such officers on receipt of instructions from MHA.
- xi) All officers on completion of their tour of duty will report to National UN CIVPOL Centre for de-briefing and getting relieving order after depositing the official passport.
- xii) State Governments/Organizations' should not allow any officer to re-join the duty at their Home State/ parent Department without the proper relieving orders and surrender certificate of the official passport issued by the National UN CIVPOL Centre, ITBP, Madangir, New Delhi.

3.2 **Nodal agency for conducting UN SAAT test and completing deployment formalities.**

- i) NATIONAL UN CIVPOL CENTRE, Madangir, New Delhi functioning under ITBP Battalion is the nodal agency for conducting UN SAAT test

and completing the pre-departure formalities of officers selected for various UN CIVPOL deployments.

- ii) On arrival of Police Officers for deployment process, NATIONAL UN CIVPOL CENTRE will examine the documents viz. surrender certificate of personal passport, disciplinary /vigilance clearance, names in the identity card with selection order, Arms/ Ammunitions/ Validity of Driving Licence etc.
- iii) Police Officers reporting at NATIONAL UN CIVPOL CENTRE for pre-departure formalities shall not be sent on leave/ out station leave without the approval of MHA.
- iv) In order to ensure the smooth functioning of National UN CIVPOL Centre, BSF, ITBP, CISF and CRPF to provide one light vehicle for a period of 03 months on rotation basis.
- v) All the CAPFs shall provide necessary assistance to UN CIVPOL Centre during UN SAAT test on demand basis.

### 3.3 **Entitlement during deployment.**

The officers, on their deployment in the mission, will get subsistence allowance from UN while on such deployment. They will be entitled to draw their salary and other allowances from their parent organization/State concerned. They may also be allowed to retain Government accommodation, telephone etc, if any, during the tenure of such deployment for their families.

### 3.4 **Eligibility criterion**

- i) The Level of officers deputed — from Head Constables to SSP from all States, UTs, CAPFs and other organizations.
- ii) The candidate should be at least a Graduate.
- iii) Possesses a four wheeler valid driving license.
- iv) Must have completed 08 years of active police service/experience including training period as on date of calling nominations.
- v) Above 25 years of age as on date of calling nominations.
- vi) Must have good command over English Language (Spoken as well as Written).
- vii) IPS officer as per the batch prescribed in the vacancy circular (IPS officers should not be debarred from Central Deputation/ Foreign training).

- viii) Nominated officers should be clear from Disciplinary/ Vigilance angle.
- ix) Necessary cadre clearance from the State Government/ CAPFs/any other lending organization concerned should be available.
- x) The officers, having previously done a UN Mission, must have completed a cooling off period of three years as on the date of issue of circular starting from the date of repatriation/ end of previous UN Mission.
- xi) Female police officers may be given preference.
- xii) Officers proceeding on retirement/ superannuation within a period of three years from the date of issue of the circular calling nominations may not be nominated.
- xiii) The officers whose names are received through proper channel will be further short listed depending upon the eligibility criteria so that a panel of officers proportionate to the number of anticipated vacancies is prepared. These short listed officers will then be called to undergo one week training in English, left hand driving and shooting skill and subsequently to appear before the UN Selection Assistance Team for the UN SAAT Test.
- xiv) The nominated candidate should bring UN P-11 personal history form, duly filled, and Bio data form in soft and hard copies as per the specimen circulated with the call letter for nominations.

### 3.5 **Instruction for filling-up of P-11 forms.**

In P-11 form, the scanned latest photograph of the applicant in Uniform should be pasted at the relevant places and signed. P-11 forms without photographs and signatures shall not be entertained. Candidates to ensure that, their name(s) mentioned in the P-11 form and bio-data are as per their school leaving certificates and as per the identity card issued by the department. Candidates must obtain a certificate from the department *"that the names and others particulars mentioned in the P-11 form are correct as per the record"* and the same should be attached with the P-11 form alongwith an attested photocopy of identity card issued by the department in the present rank.

## 4. **Deployment of Officers on Secondment with UN Mission.**

United Nations Peacekeeping Operations, New York through Permanent Mission India to United Nations circulates number of vacancies for the deployment of eligible and willing officers on secondment basis with various UN Missions and UN offices. The eligibility criterion and terms conditions in respect of each post are as prescribed by the UNDPKO.

4.1 The selection process for considering the names of officers for Deployment on secondment with UN Missions being followed at MHA is as under:-

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- (a) All the vacancies so received are circulated amongst all the CAPFs, CPOs and other organizations as well as all State Governments and UT Administrations through Registered Speed Post, Email and also posted on the MHA website. For speedy circulation, all the vacancy positions are also sent through e-mail to the Authorities concerned, including Directors General of Police of State Governments and UT Administrations.
- (b) The level of secondment vacancies being circulated by UNDPKO shall have the eligibility as under :-
- (i) D-1 & D-2 IGP/ADG or equivalent.
  - (ii) P-5 DIG/IG.
  - (iii) P-4 SP /DIG
  - (iv) P-3 Dy SP/SP
  - (v) P-2 Inspector/Dy.SP
- (c) The eligible officers may apply for the level equivalent to their ranks or *one level below*.
- (d) All the circulated vacancies are time bound and the nominations of eligible and willing officers are to be submitted to MHA by the given date itself.
- (e) The nominations received after due date will not be considered.
- (f) In case of CAPFs officers, only the nominations forwarded by Director Generals of the force concerned shall be considered.
- (g) In case of State Governments and UT Administrations' Police Officers, including IPS officers, only the nominations received through the State Governments and UT Administrations authority concerned will be accepted and considered. The nominations received directly from the Director General of Police or copy endorsed to this Ministry will be treated as applied directly and will not be considered.
- (h) In the case of State/ UT Cadre IPS Officers on central deputation, the nominations of eligible/ willing officers be forwarded to this Ministry by the Head of the department/Directors General of CAPFs concerned.
- (i) The nominations in respect of State Cadre Officers who are on central deputation and on the verge of their repatriation to parent cadre after completion of central deputation tenure should not be considered/ forwarded to this Ministry.
- (j) In the cases of IPS officers, their nominations are forwarded but their final deployment shall be subject to disciplinary/ vigilance clearance to be received from the Police Division (IPS-II) of MHA.
- (k) The nominations of AGMUT cadre officers posted in GNCT of Delhi/ UTs forwarded by the Commissioner of Police, Delhi Police will be considered

subject to the disciplinary/ vigilance clearance from the UT Division, MHA and cadre clearance from the Joint Secretary (UT), MHA.

- (l) On receipt of nominations, the same is put-up for obtaining approval of SS(IS)/Home Secretary for nominating suitable officers as per the eligibility criterion of UNDPKO. In case, where there are large numbers of applications/ posts are to be considered, a meeting under the Chairmanship of SS (IS) may be called. The names are selected based, interalia, on the following criterion:
- a. For every vacancy, normally a maximum of three names are forwarded to UN
  - b. The name of any officer is forwarded for a maximum of two secondment positions in a calendar year
  - c. The education criterion laid by UN, the requirements of previous UN experience required, if any as well as cooling off requirements and language requirements for the post are the main criterion followed for nomination
  - d. Instructions issued by the DoP&T from time to time are kept in view.
- (m) The officers, who after nomination do not go for the deployment without any reasonable justification, will be debarred for 03 years for applying for UN deployment.
- (n) On nomination by MHA, the Officials shall ensure the following :-
- i) Fill-up the Personal History Profile (P-11) properly. Some vacancy positions are circulated with P-11 especially endorsed by UNDPKO for that position. In such, cases, the endorsed P-11 form should only be used.
  - ii) Signatures of the candidate have to be endorsed on the P-11 form both in hard as well as soft copies.
  - iii) Photographs have to be affixed on the P-11 form both in hard as well as soft copies.
  - iv) Employment and Academic Certificate, in which vacancy announcement number is to be mentioned, should be attached wherever required.
  - v) P-11 (CV) and bio-data in respect of nominated officers should be sent through soft & hard copy on e-mail address at [uspma@nic.in](mailto:uspma@nic.in) and [sopma@nic.in](mailto:sopma@nic.in).

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- vi) Officers are required to follow utmost precautions and care while filling their P-11 (CV) as this can become a cause for rejection of their nominations even after recommendation of their names by MHA.

**5. Deployment of FPU (Formed Police Units) from CAPFs with UN Missions.**

The deployment of FPU is made after a test is conducted by the United Nations called UN SPAT. Passing of UN SPAT test is the minimum requirement for any FPU deployment with UN Mission, though passing of the UN SPAT is no guarantee for selection for such deployment. For drawing the list of officers to undergo SPAT, the following procedure is followed:

- a) It is the responsibility of CAPFs concerned to carry out the selection process and prepare a main panel of equal numbers of troops to be deployed with UN Mission and a reserve panel of not less than 25 personnel for being presented before the SPAT Assessment team. The reserve list should contain the composition of all ranks.
- b) FPU personnel in the main panel, including reserves, should be presented before UN SPAT assessment.
- c) While preparing the panel, CAPFs should include the reserve panellists of the previous year, who had cleared SPAT but could not be deployed, in case such personnel are still willing for deployment in FPUs.
- d) Following categories of personnel should not be included in the panel:-
  - i) Low Medical Category;
  - ii) Officers/personnel required undergoing mandatory promotion/professional courses for their eventual promotion to higher ranks;
  - iii) Officers/ men whose integrity is doubtful;
  - iv) Officers/ men against whom disciplinary /vigilance case is pending/ contemplated.
- e) The selection process for rotation of contingents should be carried out at least 02 months in advance to ensure timely UN SPAT assessment by UN Experts for timely rotation.
- f) Immediately after UN SPAT assessment, the list of detailed and reserve personnel should be provided to MHA for obtaining political clearance from MEA and for obtaining the approval of the competent authority for rotation.
- g) In the case, where the advance party is required to be sent, the same should be intimated to MHA well in advance alongwith list of personnel for

obtaining necessary approvals from UNDPKO for the movement of advance party in commercial flight.

- h) Once the rotation process has been started, the concerned CAPFs will detail a focal point (A Gazetted Officer) and he will be responsible for:-
- a. Coordinating the visit of UN SPAT for the SPAT assessment of respective contingent,
  - b. Liaise with UNDPKO office in Delhi, Airport authorities to get exception of Passengers Service Fee (PSF) and Airport Development Fee (ADF) during their rotation.
  - c. Liaise with MEA for speedy political clearance and preparation of Passports and completing visa formalities including flight landing clearance etc,
  - d. Name of focal point alongwith his official telephone number, mobile number and e-mail id may be intimated to MHA for further submission to UNDPKO.

**6. Power to relax.**

Any relaxation or deviation from above guidelines may be granted by the competent authority on case to case basis and on merit.

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4. The Chief Secretary & Directors General of Police,  
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5. The Joint Secretary (UT)/Joint Secretary(Police-I), MHA.
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