

No. 39011/6/2012-Estt.(B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi
Dated the 16th August, 2012

OFFICE MEMORANDUM

Subject :- **Elimination of delays in issuing offers of appointment to candidates selected by Union Public Service Commission (UPSC).**

The undersigned is directed to refer to this Department's O.M No. 39011/02/2002-Estt.(B) dated the 05th November, 2002 (copy enclosed) on the above subject requesting all Ministries/Departments to make adequate arrangement to ensure that delays in sending offers of appointment to candidates selected by UPSC are reduced to the minimum and issue letters to the recommended candidates for medical examination and also to the concerned authorities for verification of character and antecedents within ten days from the receipt of recommendation letter from the UPSC and offers of appointment could be issued to the candidates recommended by the Commission within three months from the date of recommendation letter.

2. The UPSC has expressed their concerns in their Annual Report about delay in issuing of offer of appointments by the concerned Ministry/Department. It has been observed that the candidates recommended by them should not be made to wait for years for the receipt of the offers of appointment from the concerned Ministries. In many cases, candidates selected by the Commission, in the meantime, secure placement elsewhere and do not become available for appointment under the Government thus rendering the whole exercise of selection of such candidates futile and infructuous.

3. The Department Related Parliamentary Standing Committee on Personnel, Public Grievances, Law and Justice in its 51st Report on Demand for Grants (2012-13) of the Ministry of Personnel, Public Grievances and Pensions while considering the above, has recommended that the concerned Ministries should take serious note of such delays and that they should devise appropriate measures to ensure that candidates recommended by UPSC, are issued offers of appointment, without delay.

4. All Ministries/Departments are requested to ensure that the contents of the Office Memorandum dated 5th November, 2002 as well as this Office Memorandum are followed both in letter and spirit.


(Mohinder Kumar)

Director

To

All Ministries/Departments of Government of India
(As per standard mailing list)

Endt. No. 39011/6/2012-Estt.(B)

Dated: 16th August, 2012

Copy to:-

President's Secretariat/Vice President's Secretariat

Union Public Service Commission/Central Vigilance Commission/Election
Commission of India/Comptroller and Auditor General of India/

Central Information Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat.

All attached offices & subordinate offices under the Ministry of Personnel, Public
Grievances & Pensions.

All Officers and Sections in the Ministry of Personnel, P.G. and Pensions

NIC, Department of Personnel and Training, North Block, New Delhi.


(U.S. Chattopadhyay)
Under Secretary to the Govt. of India

No. 39011/02/2002-Estt(B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

North Block, New Delhi, 05th November, 2002

OFFICE MEMORANDUM

Subject: *Elimination of delays in issuing offers of appointment to candidates selected by Union Public Service Commission.*

The undersigned is directed to refer to the Ministry of Home Affairs Office Memorandum No. 23/97/68-Estt (B) dated the 26th February, 1969 on the subject mentioned above and to say that the Estimates Committee in their 93rd Report on the estimates of the Union Public Service Commission had observed as follows:-

"The Committee note that a majority of the cases of delay (ranging from 5 to 24 months) pointed out by the Union Public Service Commission in Appendix XV (For 1963-64) pertains to Scientists, Engineers, Technologists and Professional personnel from whom there is considerable demand both in the public and private sectors. The Committee expect that Government will realise that the long period of waiting and consequent uncertainty is found to act as a damper on the enthusiasm of candidates, particularly the more promising ones, for entering public service and to make them psychologically more receptive to offers from private agencies with prospect of prompt engagement.

The Committee recommend that the entire procedure for recruitment may be critically reviewed by the Government so as to eliminate delays which are occurring at various stages such as intimation of vacancies to the Union Public Service Commission, medical examination of successful candidates, verification of antecedents and issue of offer of appointment. The Committee would suggest that cases of delay beyond a specified period, particularly in sending out offer of appointments to candidates selected by Union Public Service Commission should be reviewed by the Secretary of the Ministry/Head of the Department concerned."

2. It has been pointed out by the Union Public Service Commission that inordinate delay continues to occur in sending offers of appointment to candidates selected by them. The matter has been considered again and it is felt that there is need for proper and timely review of all such cases by the Secretary/Head of Department concerned. Attention is also invited to the fact that vide the aforementioned O.M. dated 26-2-69, a proforma for quarterly review of such cases by the Secretary of the Ministry/Department concerned had been prescribed. All the Ministries/Departments are advised to ensure submission of the said quarterly reports to the Secretary/Head of the Department concerned for review of all cases of delay in issuing offers of appointment to candidates selected by UPSC.

3. In the Ministry of Home Affairs O.M. No.23/97/68-Estt.(B) dated 26-2-69 it was *inter-alia* decided that this Department would be reviewing every six months all such cases of delay for which a proforma had also been devised. It has now been decided to discontinue the half-yearly review of such cases by this Department. Hence, in future six-monthly reports on the subject may not be sent to this Department.

4. Ministries/Departments are requested to issue letters to the recommended candidates for medical examination and also to the concerned authorities for verification of character and antecedents within ten days from the receipt of recommendation letter from the Union Public Service Commission so that as far as possible, the offers of appointment could be issued to the candidates recommended by the Commission within three months from the date of recommendation letter.

5. Ministries/Departments are also requested to keep in mind the observations of the Estimates Committee and to make adequate arrangements to ensure that delays in sending offers of appointment to candidates selected by UPSC are reduced to the minimum. These instructions may be brought to the notice of all concerned.

Pratibha Mohan

(Smt. Pratibha Mohan)
Director

To

All Ministries/Departments of Government of India
(As per standard mailing list)

No. 39011/02/2002-Estt (B)

Dated: 05th November, 2002

Copy to:

1. Comptroller and Auditor General of India
2. President Secretariat/Vice President Secretariat/Cabinet Secretariat/PMO
3. Rajya Sabha/Lok Sabha Secretariat
4. Commissioner for SC/ST
5. All Attached and subordinate offices under Department of Personnel and Training
6. All Section of Department of Personnel and Training
7. CBEC/CBDT
8. UPSC/SSC
9. Estt (B) Division- 100 copies.



(Chandra Prakash)
Under Secretary to the Government of India