

सं. / No.11/1/2016-EO(ACC)  
 भारत सरकार  
 Government of India  
 मंत्रिमंडलीय नियुक्ति समिति का सचिवालय  
 Secretariat of the Appointments Committee of the Cabinet  
 कार्मिक एवं प्रशिक्षण विभाग  
 Department of Personnel & Training  
 स्थापना अधिकारी का कार्यालय  
 Office of the Establishment Officer  
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नॉर्थ ब्लॉक, नई दिल्ली  
 North, Block, New Delhi  
 दिनांकित / Dated : 10.06.2016

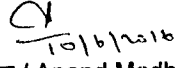
कार्यालय जापन  
OFFICE MEMORANDUM

Subject : Assignment of additional charge of the posts of CMD/MD/Functional Directors in Central Public Sector Enterprises — regarding.

The undersigned is directed to refer to the subject mentioned above and to say that in partial modification of this Secretariat's O.M. No.26(3)EO/2004(ACC) dated 17.08.2005 (copy enclosed), *the Appointments Committee of the Cabinet (ACC) has delegated its power to approve additional charge arrangements with respect to Board level posts in Schedule 'C' and 'D' CPSEs to the Minister-in-charge of the concerned administrative Ministry/Department, irrespective of the period for which the additional charge is assigned, subject to the conditions specified in para III of the instructions dated 17.08.2005 circulated vide DoPT's OM No. 26(3)EO/2004(ACC). Any deviations from the same will require the approval of ACC.*

2. These instructions may be brought to the notice of all concerned for compliance.
3. Kindly acknowledge the receipt of these instructions

Encl :As above.

  
 (आनंद मधुकर / Anand Madhukar)  
 निदेशक (ए. सी. सी.)/Director (ACC)  
 ☎:23092272

To

All Secretaries to the Government of India.

**Immediate/Confidential**

No.26(3)EO/2004(ACC)  
Government of India  
Department of Personnel & Training  
(Office of the Establishment Officer)  
(ACC Section)  
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North Block, New Delhi  
Dated : 17<sup>th</sup> August, 2005

**OFFICE MEMORANDUM**

The undersigned is directed to state that the ACC, after carefully reviewing the entire ACC approval process, has approved the following guidelines, for strict compliance by all concerned:-

- I **Whenever personnel related schemes or policies are under review, proposals under that scheme or policies should continue to be processed under the existing rules and regulations till such time amendments are actually approved by the ACC. However such amendments should be carried out within 6 months of the directions of the ACC. In case the process of amendment of the Policies/Schemes/Rules goes beyond this time period the concerned Ministry/Department would have to explain date wise steps taken for finalization of the Rules.**
  
- II. **In so far as initiating action for filling up vacancies is concerned, instructions with defined time frames have been prescribed in respect of Board level PSU appointments and DPC based proposals as indicated below:**
  - (a) **In respect of Board level appointments in PSUs, defined time-frame was circulated to all Ministries/Departments vide O.M. No.27(12)EO/94(ACC) dated 30<sup>th</sup> July, 1999. These instructions were subsequently modified vide O.M. No.27(12)EO/94(ACC) dated 22.12.1999 to increase the time period from 6 months to 12 months, for initiating action for filling up of Board level vacancies. Despite these instructions in force, some Board level appointments continue to get delayed either on account of delays in obtaining vigilance clearance/court cases/ineligibility, etc. Hence, it may be desirable to initiate action at least 2 years in advance of the date of occurrence of the vacancy with a stipulation that the PESB recommendations in respect of such Board level vacancies should be made at least 6 months in advance of the date of vacancy and, therefore, the same should be sent to the Ministry concerned, for completing other formalities.**
  - (b) **As regards the departmental promotions, a model calendar for DPCs has already been issued vide O.M.No.22011/9/98-Estt.(D) dated 8<sup>th</sup> September, 1998 and further to O.M. dated 8<sup>th</sup> September, 1998, revised instructions were also issued vide O.M.No.28/16/2004-EO(SM.II) dated 15.12.2004. The ACC has directed that Ministries/Departments need to adhere scrupulously to these instructions, for timely action. A copy each of these instructions is again circulated for ready reference.**

- (c) In so far as appointments in autonomous bodies are concerned, presently, there is no laid down time-frame including a model calendar. Similarly, for extension of tenure of Board level appointees, extant instructions as contained in Cabinet Secretary's D.O. No.27(18)/EO/86-ACC dated 17.12.1986 provide that extension proposals should be initiated four months in advance of the date of vacancy. Therefore, in all cases of appointment proposals, other than Board level appointments in PSUs and DPC based proposals, irrespective of the mode of appointment, i.e., extension of Board level appointments, filling up of vacancies in autonomous bodies, action should be initiated one year in advance of the date of occurrence of the vacancy so as to ensure that proposals are submitted 2 months in advance, for consideration of the ACC.

III. The ACC has delegated its power for entrusting additional charge arrangement in all scheduled PSUs, to the respective Ministries upto three months from the date of vacancy with the approval of Minister-in-charge and proposals for additional charge beyond three months upto a maximum of six months should be submitted to the Establishment Officer for obtaining approval of the competent authority. The delegation to the Ministries / Departments, as above is subject to the following:

- a) additional charge of the post of CMD is assigned only to the senior-most functional Director in the PSU;
- b) the officer is clear from vigilance angle;
- c) timely action has been taken to fill up the vacancy and the position is brought out in the proposal seeking additional charge;
- d) any deviation from the above would require ACC approval;
- e) the above delegation shall not apply to companies referred to BIFR. The proposals in this regard, for entrusting additional charge may continue to be sent to the Establishment Officer for obtaining approval of the competent authority.
- f) the proposals other than those delegated in the preceding sub-para may be submitted to the EO who would arrange to get the formal orders issued with the approval of the competent authority.

IV The ACC has directed that the current charge arrangements beyond three months be totally dispensed with and full additional charge be considered in such cases. The current charge arrangements has been allowed to the Ministries upto three months with the approval of the Minister-in-Charge. In so far as PSUs are concerned, there should not be any occasion to give current charge of a post of functional Director; the same should automatically vest in the CMD and, in case of a post of CMD, the same should be entrusted to the senior most functional Director, as per the extant orders. However, this may exclude BIFR referred Companies, as in para III (e) above.

Kindly acknowledge receipt of these instructions.

  
( Badal K. Das )  
Secretary

Appointments Committee of the Cabinet

All Secretaries to the Government of India