

**No.28036/01/2007-Estt.(D)**

भारत सरकार

Government of India

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

Ministry of Personnel, Public Grievances and Pensions

(कार्मिक और प्रशिक्षण विभाग)

Department of Personnel & Training

स्थापना (घ)

Establishment (D)

**New Delhi, dated the 14<sup>th</sup> November, 2007**

**OFFICE MEMORANDUM**

**Subject:-** Ad-hoc appointment – Delegation of powers to make appointments/promotions on adhoc basis upto the period of 3 years in Groups "C" and "D" posts.

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The undersigned is directed to refer to Department of Personnel and Training's O.M. No.28036/8/87-Estt (D) dated 30.03.1988 and O.M.28036/1/2001-Estt(D) dated 23.07.2001 regarding instructions on adhoc appointment. Keeping in view the fact that Ministries/Departments are competent to frame/relax the recruitment rules for Group "C" and "D" posts, it has been decided by the Competent Authority to delegate the power to the concerned Ministry/Department for appointing the officials to groups "C" and "D" posts on adhoc basis upto a period of 3 (three) years subject to the following conditions:

- (i) As all along emphasized in the existing instructions, adhoc appointment should be made only in rare cases in exigency of work. The administrative Ministries/Departments are empowered to frame/amend recruitment rules in respect of Group "C" and "D" posts keeping in view the guidelines issued by this Department on various aspects. Only where any relaxation in the provisions of such Rules governing age limit or qualifications for direct recruitment is involved, prior concurrence of this Department is required. Therefore, the occasion for making adhoc appointment should arise only be in very few cases of Group "C" and "D" posts. Ministries/Departments may grant permission for adhoc appointment for one year keeping in view the instructions on the subject. Further extension of one year at a time upto two years may be granted with the approval of the Secretary concerned.
- (ii) In terms of instructions contained in O.M. No. 28036/1/2001-Estt.(D) dated 23.07.2001, no adhoc appointment can be resorted to by Ministries/Departments from the open market. Only in exceptional cases, where it is inescapable to resort to adhoc appointment by Direct Recruitment, prior concurrence of the DOPT may be obtained by giving full and complete justification for the same.

**Continued on next page.**

- (iii) In terms of the DOPT's instructions, the permission to make adhoc appointment should be granted by the authority one level higher than the appointing authority for that post. The specific functional requirement of filling up post on adhoc basis must be critically evaluated before taking a decision based on the instructions issued by DOPT from time to time.
- (iv) Only those officers who fulfill the eligibility conditions prescribed in the RRs should be considered for adhoc promotion, where there are no eligible officers available, necessary relaxation should be obtained from the competent authority in exceptional circumstances.
- (v) The claims of the Scheduled Castes and the Scheduled Tribes in adhoc promotions shall be considered in accordance with the guidelines contained in the DOPT's O.M. No.36011/14/83-Estt.(SCT) dated 30.04.1983 instead of O.M. dated 30.09.1983 as the same has been withdrawn by DOPT's O.M. No.36012/27/2000-Estt (Res.) dated 15.03.2002.

2. Attention is also invited to the DOPT's O.M. No.28036/1/2001-Estt(D) dated 23.07.2001, which prescribes that whenever an appointment is made on adhoc basis, the fact that the appointment is adhoc and that such an appointment will not bestow on the person a claim for regular appointment should be clearly spelt out in the orders of appointment. It should also be made clear that the service rendered on adhoc basis in the grade concerned would not count for the purpose of seniority in that grade and for eligibility for promotion to the next higher grade.

3. This order takes effect from the date of its issue.

4. All Ministries/Departments are requested to bring these instructions to all concerned for guidance and strict compliance.

  
(Smita Kumar)  
Director (Estt.-I)

To

1. All Ministries/Departments of the Government of India.
2. President's Secretariat/Vice President's Secretariat/Prime Minister's Office/Supreme Court/Rajya Sabha Secretariat/Lok Sabha Secretariat/Cabinet Secretariat/UPSC/CVC/ C&AG/Central Administrative Tribunal(Principal Bench), New Delhi.
3. All attached/subordinate offices of the Ministry of Personnel, Public Grievances and Pensions.
4. Secretary, National Commission for Minorities.
5. Secretary, National Commission for Scheduled Castes/Scheduled Tribes.
6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
7. All Staff Side Members of the National Council (JCM)
8. Establishment (D) Section - **1000 copies**
9. NIC, DOPT for placing this OM on the website of DOPT.