

सं. / No.28(43)EO/2013(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 : 31.07.2014

कार्यालय ज्ञापन  
OFFICE MEMORANDUM

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**Subject :** Timelines and check list for processing of the proposals for appointment/ extension/ non-extension/additional charge to a Board level post in Central Public Sector Undertakings requiring the approval of the ACC – regarding.

The undersigned is directed to invite attention of all the Ministries/Department to the timelines prescribed for processing of proposals for appointment/ extension/ non-extension/additional charge to a Board level post in Central Public Sector Undertakings requiring the approval of the ACC(D.O. No. 27(12)-EO/90(ACC) dated 25.07.1990) as amended from time to time. It has been observed that the administrative Departments/Ministries are not adhering to the timelines for submitting the proposals for consideration of the ACC thereby resulting in delays in filling up the posts.


2. The detailed guidelines including the timelines to be observed by Ministries/Departments have been made available on DoPT's website [www.persmin.nic.in](http://www.persmin.nic.in). In order to facilitate timely processing of the proposals requiring approval of the ACC, the following timelines, as approved by the ACC, are once again reiterated. All the Administrative Ministries/Departments are requested to comply with these guidelines while processing the proposals for Board level appointments/extension/additional charge, etc. in CPSEs. :

STAGE	MAXIMUM TIME TO BE TAKEN
<b>For regular vacancies</b>	
Finalisation/modification of job description /qualification/ eligibility conditions	1 year 3 months before the date of occurrence of the vacancy
Issue of advt. for a vacancy by PESB	1 year before the expiry of tenure of the incumbent, i.e. date of vacancy
Time for receipt of applications by the PESB	60 days
Time by which PESB recommendation should be available with Administrative Ministry	6 months before the expiry of tenure of the incumbent, i.e. date of vacancy
Time for administrative Ministry to submit proposals to the Establishment Officer	10 days

<b>For unanticipated vacancies</b>	
Reporting of Unanticipated vacancy to PESB	Immediately on accrual
Time for receipt of applications by the PESB	45 days
Time by which PESB recommendation should be available with Administrative Ministry	4 months before the expiry of tenure of the incumbent, i.e. date of vacancy
Time for administrative Ministry to submit proposals to the Establishment Officer	10 days

2. In addition a checklist indicating the information/documents to be furnished with proposals submitted to the ACC Secretariat is enclosed for ready reference of all the administrative Ministries/Departments. It is requested that the same should be scrupulously followed while forwarding the proposals for consideration of the ACC. The proposal along with its annexures should be signed by an officer of the level of Joint Secretary and above.

Encl. As above.

  
31.07.2014

(वीरेन्द्र सिंह / Virender Singh)

अवर सचिव, भारत सरकार

Under Secretary to the Government of India

☎: 23093671

To

All Secretaries to the Government of India as per standard mailing list.

**CHECKLIST FOR SUBMISSION OF PROPOSALS TO THE ACC**

DOCUMENTS TO BE ENCLOSED	TIMELINE FOR SUBMISSION OF PROPOSALS
<b>I. Non-official Director</b>	
<ul style="list-style-type: none"> <li>(i) Proforma (alongwith checklist)</li> <li>(ii) DPE's recommendation</li> <li>(iii) Chronology of dates</li> <li>(iv) Declarations in accordance with DPE O.M.No.18/3/97-DPE (GM) dated 10.10.1997</li> <li>(v) Bio-data of the candidates</li> <li>(vi) Certificate for no clash of interest</li> <li>(vii) Details of directorship held by the proposed candidate (s) in PSUs/private companies</li> <li>(viii) If any relaxation is required (like on age, etc.), reasons with recommendation of Minister-in-charge for the same</li> <li>(ix) In case the panel is more than one year old, approval of the DPE for revalidation</li> </ul>	<p>Within one month from the date of recommendation of the DPE. In case of delay, reasons for delay alongwith chronology of dates should be submitted alongwith the proposals.</p>
<b>II. Appointment</b>	
<ul style="list-style-type: none"> <li>(i) Search-cum-Selection Committee / PESB's recommendation</li> <li>(ii) Copy of Advertisement</li> <li>(iii) Copy of application</li> <li>(iv) Proforma (alongwith checklist)</li> <li>(v) Copy of CVC clearance/CVO clearance</li> <li>(vi) Chronology of dates</li> <li>(vii) APARs for the last five years</li> <li>(viii) Abstract of APARs</li> <li>(ix) In case the panel is 1 year old, approval of DPE for revalidation</li> <li>(x) AVMS statement duly signed by the Nodal Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Not later than two months from the date of occurrence of vacancy in case of anticipated vacancy.</li> <li>• In case of delay, reasons for delay alongwith chronology of dates should be submitted alongwith the proposals.</li> <li>• In case of unanticipated vacancy efforts should be made expeditiously that proposal are submitted for consideration of the ACC in time after receiving PESB recommendation.</li> <li>• Where the appointment (or extension) is to be made on the recommendation of the Search-cum-Selection Committee or on deputation basis, approval of the DPE, wherever required, for exempting the post from the rule of immediate absorption should also be submitted with the proposal.</li> </ul>

<b>III. Extension/Ad-hoc Extension</b>	
<ul style="list-style-type: none"> <li>(i) Proforma (alongwith checklist)</li> <li>(ii) Copy of CVC clearance/CVO clearance</li> <li>(iii) In case CVC's is pending , details of vigilance status alongwith specific views of the Ministry on the pending cases/complaints</li> <li>(iv) Chronology of dates</li> <li>(v) Special Performance Report / PESB Joint Appraisal recommendation</li> <li>(vi) DPE's approval for exempting the post from the rule of immediate absorption (wherever applicable)</li> <li>(vii) APARs for the last five years</li> <li>(viii) Abstract of APARs</li> </ul>	Same as above.
<b>IV. Non-Extension</b>	
<ul style="list-style-type: none"> <li>(i) Special Performance Report</li> <li>(ii) PESB's Joint Appraisal recommendation, if any</li> <li>(iii) Detailed justification for non-extension</li> <li>(iv) Vigilance Status and CVC's advice if non extension is proposed on account of pending cases.</li> <li>(v) APARs for last five years</li> <li>(vi) Abstract of APARs</li> <li>(vii) Proposal for entrusting the additional charge of the post</li> </ul>	Six months before the scheduled expiry of the tenure
<b>V. Additional Charge</b>	
<ul style="list-style-type: none"> <li>(i) Proforma (alongwith checklist)</li> <li>(ii) CVC clearance, if required in terms of DPE's O.M. No. 18(23)/2005-GM dated 16.10.2008 (in case CVC clearance has been sought and is awaited, clearance from CVO with the details of complaints pending/contemplated against the proposed officer and the Ministry's comments thereon)</li> <li>(iii) Chronology of dates</li> <li>(iv) Status of filling up the post on regular basis / PESB's recommendation</li> <li>(v) APARs of the last five years</li> <li>(vi) Abstract of APARs</li> </ul>	<ul style="list-style-type: none"> <li>➤ Not later then two months from the date of occurrence of vacancy/completion of approved additional charge period.</li> <li>➤ In case of extension of additional charge, the Ministry/Department should ascertain beforehand whether further extension would be required. If yes, the time line should be adhered to and the CVC clearance, wherever necessary, should be sought in advance.</li> <li>➤ In case of delay, reasons for delay in submitting the proposal for additional charge alongwith chronology of dates should be submitted with the proposals.</li> </ul>

	<ul style="list-style-type: none"><li>➤ No proposal for ex-post facto regularisation will be entertained. The administrative Ministries/ Departments should devise a realtime mechanism in place to identify cases where additional charge or extension of it is required.</li><li>➤ The Ministry/Departments should also ensure that they do not exercise powers or make the additional charge arrangement where the powers to do so vest with the ACC.</li><li>➤ In the cases of unanticipated vacancy(ies), where the Ministry/Department have made the additional charge arrangement in excess to delegated powers on functional grounds, the proposal should invariably contain the reasons for doing so and the CVC clearance. In case CVC clearance has been sought, clearance from CVO with the details of complaints pending/contemplated against the proposed officer and the comments of the Ministry/Department thereon.</li></ul>
<b>VI. In case of scrapping of PESB/DPE panel</b>	
<ul style="list-style-type: none"><li>➤ PESB/DPE's recommendation</li><li>➤ Detailed justification for the same with the views of Minister-in-charge</li><li>➤ Bio-data of candidates recommended by PESB/DPE</li><li>➤ Vigilance status in case of Functional Directors/CMDs</li></ul>	

The proposal forwarded for consideration of the ACC should be in the prescribed proforma, duly signed/certified by the officer not below the rank of Joint Secretary