

No.39011/2/2002-Estt.(B)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

New Delhi, dated the 25th September, 2006.**OFFICE MEMORANDUM**

Subject: Inordinate delays in issuing offers of appointment to the candidates nominated by the Staff Selection Commission to the User Departments – regarding.


The Staff Selection Commission (SSC) conducts open examination for recruitment to the various categories of Group 'B' and Group 'C' posts in the Ministries/Departments of Government of India and their attached and sub-ordinate offices. Inordinate delays in issuing offer of appointments to the candidates nominated by the Staff Selection Commission to the User Departments however, have been occurring repeatedly. It is emphasized that nominations by the Staff Selection Commission of the successful candidates is the last stage of the recruitment process. After nomination of the successful candidates to the User Departments, it becomes the duty of the User Departments to issue offer of appointments to the candidates after completing the pre-appointment formalities within a stipulated time.

2. It has been observed that many months are lost before offers of appointments are issued which invariably give rise to various representations/queries from the affected candidates. The matter has been considered, and it is felt that there is a need for proper and timely review of all such cases by the Secretary/Head of Department concerned. Attention is invited to Ministry of Home Affairs O.M. No.23/97/68-Estt.(B), dated 26.2.69 (copy enclosed for ready reference), in which a proforma for quarterly review of such cases of candidates recommended by the Union Public Service Commission to be submitted to the Secretary of the Ministry/Department concerned had been prescribed. All the Ministries/Departments are henceforth 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 the Staff Selection Commission.

3. Instructions have already been issued by this Department vide O.M. of even number dated 5.11.2002 to all Ministries/Departments of the Government of India to issue necessary 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 in case of those candidates recommended by the Union Public Service Commission. On the same lines, the Ministries/Departments are requested to issue necessary 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 Staff Selection 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.

4. Ministries/Departments are also requested to make adequate arrangements to ensure that delays in sending offers of appointment to candidates selected by the Staff Selection Commission are reduced to the minimum. These instructions may be brought to the notice of all concerned.


(C.B. Paliwal)

Joint Secretary (Establishment).

Tel.No.23094276.

To

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

No.39011/2/2002-Estt.(B)

Dated September 25th, 2006.

Copy to:

1. Comptroller and Auditor General of India, 10, Bahadurshah Zaffar Marg, New Delhi.
2. President Secretariat/Vice-President Secretariat/Cabinet Secretariat/PMO.
3. Rajya Sabha/Lok Sabha Secretariat, New Delhi.
4. Commissioner for SC/ST.
5. All Attached and subordinate offices under Department of Personnel and Training.
6. All Sections of Department of Personnel and Training.
7. CBEC/CBDT.
8. UPSC/SSC.
9. Estt. (B) Division (100 spare copies).


(Smt. Shubha Thakur)

4 Under Secretary to the Govt. of India

Tel.No.23093846.

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No.23/97/68-Estt(B)
Government of India
Ministry of Home Affairs

New Delhi, the 26th February, 1969.

OFFICE MEMORANDUM

Subject:- Elimination of delays in issuing offers of appointments.

The undersigned is directed to refer to the Ministry of Home Affairs Office Memorandum No.30/12/66-Estt(B), dated the 15th Sept., 1966 (~~copy enclosed Annexure-I~~) on the subject mentioned above and to say that the Estimates Committee in their 47th Report on the estimates of the Union Public Service Commission have observed as follows:-

- "The Committee are perturbed to note a sizeable number of cases of delayed offers of appointments. In this connection, they reiterate the suggestion made by them in paragraph 41 of their 93rd Report (Third Lok Sabha) on Public Services that cases of delay beyond a specified period should be reviewed by the Secretary of the Ministry/Head of the Department concerned and that the Ministry of Home Affairs may also review the position once in six months to make sure that no holdups occur."
2. In the Ministry of Home Affairs OM No.23/2/65-Estt(B), dated the 11th February, 1965, it was emphasised that a special watch should be kept in respect of those cases where offers are not sent within say 3 to 4 months of the receipt of the recommendations from the Union Public Service Commission, if necessary, by devising a suitable proforma for the purpose which should be periodically submitted, say every fortnight, to the Joint Secretary, Department concerned.
 3. In the light of the recommendations of the Estimates Committee in their 47th Report, it has been decided that in addition to such a fortnightly review of the cases by Heads of Departments and Joint Secretaries to the Departments/Ministries concerned, a quarterly review statement should be submitted by the Heads of Departments and Joint Secretaries concerned to the Secretary to the Department/Ministry in the proforma enclosed with this OM (Annexure-I) beginning from the quarter ending the 31st March, 1969 by the 10th of the following month.
 4. It has also been decided to accept the recommendation of the Estimates Committee about review of such cases by the Ministry of Home Affairs. Accordingly this Ministry will be reviewing every six months all such cases of delay. All Ministries/Departments are therefore requested to furnish in the proforma enclosed (Annexure-III) particulars of cases in which offers of appointment to candidates selected by the Union Public Service Commission are not issued within two months of the dates of receipt of the recommendations of the Commission. The particulars may please be furnished to this Ministry for each half-year by the 15th of the following month, i.e. by the 15th July and 15th January. The report for the half-year ending 30.6.69 would thus be due by the 15th July, 1969.

5. Ministries/Departments also requested to keep in mind the observations of the Estimates Committee in their 93rd Report (Third Lok Sabha) and the 47th Report (Fourth Lok Sabha) quoted in para 1 above and to make adequate arrangements to ensure that delays in sending offers of appointment to candidates selected by the Commission are reduced to the minimum.

6. These instructions may please be brought to the notice of all concerned.

AUTHORISED FOR ISSUE

Sd/-(H.L. AGGARWAL)
SECTION OFFICER.

Sd/-P.S. Venkateswaran,
Under Secy. to the Govt. of India.

To

All Ministries/Departments of the Govt. of India, etc. etc.

ANNEXURE - II

Quarterly statement of cases in which offers of appointment to candidates selected by the U.P.S.C. have not been issued and are delayed for more than two months.

S. No.	Subject	File No.	Date of recommendation of U.P.S.C.	No. of candidates recommended	No. already appointed (with dates)	Number yet to be appointed	Reasons for delay in detail) and steps taken to finalise the cases.
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ANNEXURE - III

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HALF-YEARLY STATEMENT OF CASES IN WHICH OFFERS OF APPOINTMENT TO CANDIDATES
SELECTED BY THE UNION PUBLIC SERVICE COMMISSION ARE DELAYED FOR MORE THAN
TWO MONTHS.

S. No.	Subject	Date of recommendation of U.P.S.C.	Number of candidates recommended	Number appointed (with dates)	Number yet to be appointed.	Reasons for delay (in detail) and steps taken to finalise the cases.	Remarks.
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ANNEXURE
12/10

No.F. 30/12/66-Ests(B)
Government of India
Ministry of Home Affairs

New Delhi-II, the 15th September, 1966
24 Bhadra, 1888

OFFICE MEMORANDUM

Subject:- Elimination of delays in (i) making references to the Union Public Service Commission for making appointments and promotions and (ii) issuing offers of appointment to candidates recommended by the Commission.

The undersigned is directed to invite attention to this Ministry's Office Memorandum No. 23/2/65-Ests.(B) dated 11th February, 1965 wherein the need for taking effective and adequate steps to eliminate, or at any rate reduce to the minimum, cases of delay in sending offers of appointment to candidates recommended by the U.P.S.C. was emphasised. It is observed from the 15th Annual Report of the Commission for the year 1964-65 that the number of cases of delayed offers of appointment is on the increase. As against 84 and 160 cases respectively mentioned in the 13th and 14th Reports of the Commission, in their 15th Report mention has been made of 171 such cases.

2. In para 41 of its 93rd report (relevant extracts enclosed) the Estimates Committee also has commented adversely on such delays and has urged that effective steps should be taken by the Government to eliminate them.
3. The Estimates Committee has also emphasised the need to eliminate delays in making references to the Commission for making appointments and promotions. In this connection attention is invited to this Ministry's Office Memorandum No. 23/24/63-Ests.(B), dated 10.4.64 wherein the Ministry of Finance etc. were requested to ensure timely references to the Commission for making appointments to civil services/posts, and to fix responsibility for the lapses that may occur in this regard. It is, however, observed from the 15th Report of the Commission for the year 1964-65 that such lapses continue to occur and in fact the number of such cases is on the increase.
4. The Ministry of Finance etc. are accordingly requested that the instructions contained in this Ministry's Office Memorandum referred to above may once again be brought to the notice of all concerned and their scrupulous observance may be insisted upon.

Sd/-(Mrs.) R.M. Shroff
Deputy Secretary to the Govt. of India

EXTRACT FROM PARA 41 OF 93-a REPORT OF THE
ESTIMATES COMMITTEE

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 of their 14th Report (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 bound to act as a damper on the enthusiasm of candidates, particularly the mere 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 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 offers of appointment. The Committee would suggest that cases of delay beyond a specified period, particularly

in sending out offers of appointments to candidates selected by Union Public Service Commission should be reviewed by the Secretary of the Ministry/Head of the Department concerned.

ANNEXURE - II

Quarterly statement of cases in which offers of appointment to candidates selected by the U.P.S.C. have not been issued and are delayed for more than two months.

S. No.	Subject	File No.	Date of recommendation of U.P.S.C.	No. of candidates recommended	No. already appointed (with dates)	Number yet to be appointed	Reasons for delay in detail) and steps taken to finalise the cases.
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ANNEXURE - III

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HALF-YEARLY STATEMENT OF CASES IN WHICH OFFERS OF APPOINTMENT TO CANDIDATES
SELECTED BY THE UNION PUBLIC SERVICE COMMISSION ARE DELAYED FOR MORE THAN
TWO MONTHS.

S. No.	Subject	Date of recommendation of U.P.S.C.	Number of candidates recommended	Number appointed (with dates)	Number yet to be appointed.	Reasons for delay (in detail) and steps taken to finalise the cases.	Remarks.
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