

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
नई दिल्ली
NEW DELHI
No.42012/01/96-Estt (B)
North Block, New Delhi, 23rd April, 2003

OFFICE MEMORANDUM

Subject:- ***Timely submission of proposals to UPSC for making selection by deputation/absorption.***

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The undersigned is directed to say that instructions have been issued by this Department to the effect that while seeking advice of the Commission on matters relating to promotion, deputation, recruitment by selection, framing/amendment of recruitment rules, disciplinary matters etc. proposals complete in all respects with all the relevant documents and information and in the prescribed proforma, should be sent. However, it has been reported by the Commission that in regard to proposals for filling up posts by deputation/absorption, Ministries/Departments take an average time of 4-6 months from the closing date given in the vacancy circulars/advertisements to forward the proposal alongwith all essential documents like bio-data, ACRs, IC/VC etc. for processing of the case by the Commission. As a result the selections get unduly delayed. It is felt that the administrative departments should not take more than 3 months to complete all the documents necessary for forwarding the proposals to the Commission.

2. Ministries/Departments are, therefore, requested to ensure that proposals for filling up the post by deputation/absorption are forwarded to the Commission complete in all respects within 3 months of the closing date so as to enable the Commission to make selections expeditiously.

P. Mohan
(Smt. Pratibha Mohan)
Director

To

All Ministries/Departments of the Government of India as per the standard list .