

F.NO.AB-14017/10/2016-Estt.RR
Government of India
Ministry of Personnel, Public Grievance and Pensions
Department of Personnel and Training
Establishment-I Division

North Block
New Delhi, the 14th July, 2016.

Office Memorandum

Sub: Introduction of single window system for acceptance of proposals for framing/amendment of recruitment rules.

In order to reduce the time cycle in finalisation of proposal relating to framing/amendment of RRs and to streamline the processes involved, it has been decided that henceforth all proposals for framing/amendment of Recruitment Rules (RRs) will be received under single window system.

2. The proposals shall be submitted under the Single Window System on Tuesdays and Thursdays of every week between 10.00 AM to 12.00 Noon. The concerned Under Secretaries of the Administrative Ministry/Department shall attend a meeting with the officers concerned in RR Division of DoP&T on the scheduled day and time. In case the concerned Nodal Officers are not attending office, then the link officer will receive the proposals. The Ministries/Departments may ensure that all the points indicated in the checklist are fulfilled. A copy of the checklist is enclosed at Annexure-I. The work allocation of RR Division of this Department among the three Units including contact details is enclosed at Annexure-II.

3. Only those proposals which are fulfilling all the requirements of the checklist will be processed for providing comments/approvals.

4. This Department has developed a Web-Based Information System so as to enable the Ministries and Departments to know the current status of consideration /disposal of proposals relating to framing/amendment of Recruitment Rules and Search-cum-Selection Committee. The Departments are requested to visit the website of DoP&T for ascertaining the status of consideration of proposal. The meeting, if any, fixed by the Department of Personnel & Training to discuss regarding the proposals will also be informed through the system. The Ministries/Departments may continue to follow all the existing instructions on the subject, including consultation with UPSC and Legislative Department.

G. Jayanthi
(Jayanthi G.)
Director(E.I)
Tel: 23092479

To

All the Ministries and Departments.

CHECK LIST FOR THE MINISTRIES/DEPARTMENTS FOR SENDING PROPOSALS TO DOPT FOR FRAMING/AMENDING OF RECRUITMENT RULES

1.	Whether the proposal has been sent online to DoPT	YES/NO/NA
2.	Whether the proposal has been freezed by DOPT for sending the same on file	YES/NO/NA
3.	If the proposal sent on-line has been freezed, the copy of report in regard to Schedule(Annexure-I) and Annexure-II for Annexure-III, as the case may be enclosed.	YES/NO/NA
4.	Whether the observations made by DoP&T have been incorporated in the proposal	
5.	Schedule (Annexure-I) enclosed.	YES/NO/NA
6.	Annexure-II, if it is case of framing of RRs, enclosed	YES/NO/NA
7.	Annexure-III, if it is a case of amendment of RRs, enclosed.	YES/NO/NA
8.	In case post created or upgraded, order furnished	YES/NO/NA
9.	In case post re-designated, order furnished	YES/NO/NA
10.	In case of addition or abolition of posts, the Order sanctioning additional/new posts or abolition of posts enclosed.	YES/NO/NA
11.	Hierarchy of chart indicating number of posts in each grade, pay band and Grade Pay and method of recruitment furnished (both existing and proposed)	YES/NO/NA
12.	Whether initial constitution clause, where the RRs are framed for the first time and there are officers already holding the posts on regular basis, inserted.	YES/NO/NA
13.	Whether the method of recruitment, prescribed by UPSC as one time method of recruitment in absence of RRs of post(s) intimated.	YES/NO/NA
14.	If yes, whether Recruitment Rules for feeder posts enclosed.	YES/NO/NA
15.	In case of amendment, whether copy of existing Recruitment Rules furnished.	YES/NO/NA
15.	Whether RR/Amendment in RRs placed on the website of the Ministry as per DoP&T OM dated 13.10.2015.	YES/NO/NA
16.	Whether comments (consequent to placing of RR proposal on website) received have been properly addressed	YES/NO/NA
17.	Whether proposal is referred with the approval of Secretary of the Ministries/Department in terms of	YES/NO/NA

Annexure-II

Work allocation in RR Division, DoPT		
Designation	Subject Dealt by the Officer	Contact Details
US(RR-I)	All matters relating to Ministries/Departments starting with alphabet J to Z	Tel:23094254
US(RR-II)	All matters relating to Ministries/Departments starting with alphabet F to I	Tel:23092564
SO(RR)	All matters relating to Ministries/Departments starting with alphabet A to C	Tel:23092561
SO(RR-II)	All matters relating to Ministries/Departments starting with alphabet D & E	Tel:23092561