

Confidential

No.18/19/2016-EO(SM.II)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

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North Block, New Delhi  
02.12.2021

OFFICE MEMORANDUM

Sub: Procedure for pre-mature termination of appointment on account of resignation.

Attention is invited to DoPT's OM No.4/14/2008-EO(SM-II) dated 01.10.2014 (copy enclosed), DoPT's OM No.27(13)EO/91(ACC) dated 08.11.1991 (copy enclosed) and DoPT's OM No.27(11)EO/83(ACC) dated 27.09.1983 (copy enclosed) vide which all the Ministries/Departments were requested to ensure that whenever a need arose to terminate appointment made with the approval of the Appointments Committee of the Cabinet (ACC) prematurely, proposals should be sent to this Department for obtaining the orders of the ACC, before taking any action in this regard.

2. The ACC has directed that the cases for accepting resignations, specifically, where such resignations have been tendered consequent to ACC's approval for appointment on other posts, invariably be submitted for consideration of the ACC within 07 days from the date of receiving such resignations.
3. All the Ministries/Departments are, therefore, requested to ensure compliance of the above instructions.



(Pallavi Singh Prakash)  
Deputy Secretary  
Appointments Committee of the Cabinet

To,

All Cadre Controlling Authorities (As per the standard mailing list):

No. 4/14/2008-EO(SM-II)  
Government of India  
Department of Personnel & Training  
Office of the Establishment Officer  
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New Delhi, the 1<sup>st</sup> October, 2014

OFFICE MEMORANDUM

Sub: Procedure for pre-mature termination of appointment on account of resignation.

Attention is invited to DoPT OM No.27(11)EO(83(ACC) dated 27.09.1983 (copy enclosed) and OM No.27(13)EO/91(ACC) dated 08.11.1991 (copy enclosed) vide which all the Ministries/Departments were requested to ensure that whenever a need arose to terminate appointment made with the approval of the Appointments Committee of the Cabinet (ACC) prematurely, proposals should be sent to this Department for obtaining the orders of the ACC, before taking any action in this regard.

2. It has been noticed that in some cases, the Department concerned has accepted resignation of the incumbent, whose appointment had been approved by ACC, without making a reference to this Department for obtaining the orders of the ACC for premature termination, which is contrary to the extant instructions.

3. All the Ministries/Departments, etc, are, therefore, once again requested to ensure compliance of the above instructions.

  
(B.P. Sharma)  
Establishment Officer &  
Secretary to the Appointments Committee of the Cabinet

To,

All Cadre Controlling Authorities (As per the standard mailing list):

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NO. 27 (13) ED/91 (ACC)  
Government of India  
Department of Personnel & Training  
Office of the Establishment Officer  
.....

N. Delhi, the Nov., 91

OFFICE MEMORANDUM

R. 13/11/91

Sub: Procedure for premature termination of appointments made with the approval of the Appointments Committee of the Cabinet.

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The Ministries/Departments, etc. are aware that appointments specified in the Annexure to the First Schedule to the Government of India (Transaction of Business) Rules, 1961, are made after obtaining the approval of the Appointments Committee of the Cabinet. In compliance with these instructions, the Ministries/Departments have been obtaining the approval of the Appointments Committee of the Cabinet while making appointments to the aforesaid posts. Normally, these appointments are made for a specified period or, in the alternative, until further orders.

2. It may be recalled that instructions were issued in this Department's O.M.No.27(11)ED/83(ACC) dated the 27th September, 1983 (copy enclosed) that the Ministries/Departments should ensure that whenever a need arises to terminate appointments made with the approval of the Appointments Committee of the Cabinet prematurely, proposals should be sent to this Department for obtaining the orders of the ACC, before taking any action, in this regard.

3. All the Ministries/Departments etc., are requested to ensure compliance of these instructions.

( N. MOHANTY ) 13/11/91  
ED & SECRETARY, APPOINTMENTS COMMITTEE OF THE CABINET.

To

All Ministries/Departments etc., of the Govt. of India (as per standard list).

No. 27 (11) EO/83 (ACC)  
Government of India  
Department of Personnel & AR  
(Ministry of Home Affairs)

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New Delhi, dated the 27 September, 1983.

OFFICE MEMORANDUM

Subject:- Procedure for premature termination of appointments made with the approval of the Appointments Committee of the Cabinet.

The Ministries/Departments, etc. are aware that appointments specified in the Annexure to the First Schedule to the Government of India (Transaction of Business) Rules, 1961, are made after obtaining the approval of the Appointments Committee of the Cabinet. In compliance with these instructions, the Ministries/Departments have been obtaining the approval of the Appointments Committee of the Cabinet while making appointments to the aforesaid posts. Normally, these appointments are made for a specified period or, in the alternative, until further orders.

2. Cases had arisen in the past when the Ministries/Departments concerned had felt the need for termination of such an appointment prematurely. In this context, it was clarified in this Department's D.O. Letter No. 27 (15) - EO/79 (ACC), dated 13th December, 1979, from the Secretary (Personnel) addressed to all the Secretaries to the Government of India (copy enclosed) that in all such cases, prior approval of the Appointments Committee of the Cabinet should invariably be obtained. It has, however, been observed that the above instructions were not being followed rigidly and prior approval of Appointments Committee of the Cabinet had not been sought for premature termination of appointments falling within the purview of the Committee.

3. The undersigned is directed to reiterate that the aforesaid instructions, which were issued with the approval of the Appointments Committee of the Cabinet, should be strictly complied with. The Ministries/Departments may, accordingly, ensure that whenever a need arises to terminate appointments made with the approval of the Appointments Committee

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of the Cabinet prematurely, proposals should be sent to the Department of Personnel and Administrative Reforms for obtaining the approval of the Appointments Committee of the Cabinet, before taking any action in this regard.

*R. K. Tikku*

(R.K. TIKKU)

ESTABLISHMENT OFFICER & ADDITIONAL SECRETARY TO THE GOVERNMENT OF INDIA

To

All Ministries/Departments, etc. of Govt. of India  
(As per standard list)

Copy to:

- (1) All cadre authorities (By name)
- (2) JS to PM
- (3) Dir.(MM), US(SM), US(MM), EO(SM)/EO(MM)/ Estt. Division.

*D. B. Tilwadi*

(D.B. TILWADI)

DEPUTY SECRETARY TO THE GOVT. OF INDIA