



सत्यमेव जयते

**B. K. CHATURVEDI**

**Confidential**  
**Immediate**

मंत्रिमंडल सचिव  
CABINET SECRETARY  
NEW DELHI

D.O. No. 22/41/2005-EO(SM-II)

the 23<sup>rd</sup> March, 2006

**My Dear Secretary,**

The Prime Minister in the ACC has recently taken note of incomplete proposals being put up for approval. In terms of the directions of the Appointments Committee of the Cabinet (ACC) conveyed vide DoPT OM No. 3/1/2005-EO(SM-II) dated 23<sup>rd</sup> August 2005, proposals seeking approval of the ACC should be sent only after obtaining IB/CVC clearances; proposals which are "subject to clearance" should be placed before the ACC only in very rare cases.

2. A list of issues on which the administrative Departments are often seen to be deficient, is enclosed.
3. I would, accordingly, request that systems be put in place to ensure that all requirements are completed before any proposal is sent to ACC. To ensure that decisions by ACC are not delayed, I have advised EO that incomplete proposals may not be accepted from FY 2006-07.

**Yours Sincerely,**

*B. K. Chaturvedi*

**(B.K. Chaturvedi)**

**Issues in which proposals are often found to be deficient:**

- 1) **Time Limits :**
  - a) Proposals to be sent atleast 2 months in advance;
  - b) Proposals not keeping to the above time schedule should be accompanied by delay statement and responsibility for delay;
  - c) In cases of inordinate delay, the delay statement should be authenticated by the Secretary of the administrative Ministry/Department;
  - d) Where panels are more than a year old, revalidation or authority for operating the same panel be given.
- 2) **Recruitment Rules:**
  - a) copy of Recruitment Rules/Service Rules to be annexed;
  - b) in case RRs are over 5 years old, position of review to be indicated;
  - c) in case RRs do not exist, reasons to be indicated with details of action taken for their formulation.
- 3) **Necessary enclosures :**
  - a) Information in prescribed ACC proformae with stipulated enclosures/ Annexures;
  - b) Copy of circulars/advertisement, clearly indicating the date of issue (where minimum time for responses not allowed, reason for that);
  - c) PESB recommendations copy/valid CVC clearance/character & antecedents verification/IB reports;
  - d) In case post has been vacant for over one year, its revalidation;
  - e) Copies of Court orders/injunctions having bearing on the proposal, legal advice re.: acceptance or fitness for appeal in the case;
  - f) Copies of DoPT concurrence to constitution of Search Committees;
  - g) Department of Public Enterprises concurrence for exemption from rule of immediate absorption;
  - h) In sealed cover cases, copies of charge memos, inquiry report, advice of UPSC/CVC, etc.
- 4) **Proposals for empanelment of officers :**
  - a) Complete ACRs/Vigilance clearance of officers;
  - b) Certificate that all officers from a given batch have been sponsored and brief details of it;
  - c) In case where (b) above is not met, reason for sponsoring only some officers from a batch;
  - d) Status of empanelment of officers from previous batches.
- 5) **Status of implementation of previous ACC directions relevant to the case.**