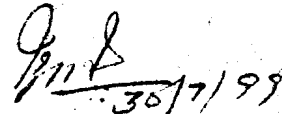


F. NO. 27(12)EO/94(ACC)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel and Training  
....

New Delhi, the 30<sup>th</sup> July, 1999.

OFFICE MEMORANDUM

The undersigned is directed to refer to this Department's d.o. letter of even number dated 23.5.1997 and the Office Memorandum of even number dated 31.12.1997 circulating the guidelines for processing the cases relating to Board level appointments in Public Sector Enterprises. Those guidelines have been reviewed and certain modifications have been made. The consolidated guidelines for processing the cases of Board level appointments in Public Sector Enterprises are contained in the Annexure to this Office Memorandum.

  
30/7/99

(K. RAJENDRAN NAIR)  
Establishment Officer & Additional Secretary  
to the Government of India.

To

All Ministries/Departments

GUIDELINES FOR PROCESSING CASES OF BOARD LEVEL APPOINTMENTS IN PUBLIC SECTOR ENTERPRISES

(a) The Public Enterprises Selection Board (PESB) shall keep an accurate record on the dates on which Board level vacancies in PSEs are likely to arise and their updated job descriptions, so that action for filling the posts can be initiated six months before each of the vacancies arises. In case an Administrative Ministry fails to respond within ten days to a request made by the PESB to notify a vacancy and furnish updated job descriptions, etc., action shall be taken suo motu by the PESB to circulate the vacancy.

(b) There is often a delay at the level of the Administrative Ministry in advertising the vacancy. PESB is, therefore, authorised to bring out the advertisement through the DAVP, and to send the bill on advertising charge to the Administrative Ministry/PSE for payment, in order to obviate such delay.

(c) An extensive and updated data bank shall be maintained by PESB on the particulars of the officers working in the various PSEs who may fall within the zone of consideration for various posts.

(d) The entire selection procedure of the PESB shall be completed within a maximum period of 60 days.

(e) Participation by the Administrative Ministries/ Departments in the Selection Committee constituted by the PESB shall be at the level of Additional Secretary and above only.

✓(f) PESB, while sending its recommendations to the Administrative Ministry, shall endorse a copy to the CVC so that the latter can initiate advance action for obtaining vigilance clearance. The Administrative Ministry would furnish complete information on the candidates recommended by the PESB within 15 days of the receipt of the PESB's recommendations; and the CVC would give clearance or otherwise within the next 15 days. The responsibility to furnish complete information shall lie with the Administrative Secretary of the Ministry concerned. The CVC may, separately, liaise with the CVOs to ensure that the requisite vigilance clearances are sent in time.

✓(g) If the CVC does not get the required information on the candidates recommended by the PESB from the Administrative Ministry within the prescribed period of 15 days from the date of receipt of PESB's recommendations, the CVC shall bring the matter to the notice of the Cabinet Secretary who would suitably

take up the issue with the Secretary of the Administrative Ministry within the next 10 days. In spite of that if the administrative Ministry fails to furnish the required information to the CVC in the next 15 days, the CVC would inform the EO about its inability in giving clearance or otherwise on the candidates, and the EO would submit the position to the ACC for such action as deemed fit.

- (h) The CVC, while examining the antecedents of an officer already working for the Government/PSU, need not necessarily review/enquire into the officer's record from the very beginning. If a person is functioning in a particular post, the appointment to which was done after vigilance clearance, the CVC may then limit its enquiry to the period spent in that particular post without going into the officer's entire past career.
- (i) There are sometimes a spate of complaints against individuals whose names are being considered/finalised by the PESB. CVC should normally not take cognizance of anonymous or pseudonymous complaints received up to six months prior to the initiation of the selection/promotion process. Further, petty complaints, if any, against such officers should be disposed of quickly.
- (j) The Department of Public Enterprises shall issue instructions to all public sector enterprises to use the institution of Chief Vigilance Officer to keep an updated vigilance information of all senior Board level officers and those likely to come in the zone of consideration for such appointments, and those should be updated on a continuing basis.
- (k) For shortlisted officials, which shortlisting is done six weeks prior to the interview, vigilance clearance may be sought immediately by administrative Ministries on being intimated by PESB about shortlisting.
- (l) Administrative Ministries, when processing, should take vigilance clearances from all the candidates recommended in the panel by PESB rather than inviting vigilance clearance for only the candidate at serial number one.
- (m) The CVC shall send a copy of the vigilance clearance to the Establishment Officer.
- (n) A copy of the vigilance clearance would also be sent to the Department of Public Enterprises, which would

be responsible as the nodal Department for maintaining a computerised data bank for monitoring/updating vigilance clearance in respect of all Board level existing appointees.

(o) Administrative Ministries/Departments while forwarding their proposals to the Establishment Officer should come up with a clear statement with regard to the vigilance clearance, particularly in those cases where the CVC refers certain complaints to the Administrative Ministries/Departments to decide.

(p) A total time of 30 days is fixed for approval/processing by the Administrative Ministry/Department. On expiry of ten days after this period, the Establishment Officer (E.O) shall remind the Administrative Ministry/Department. If even after another 20 days (i.e. a total of 60 days after submission of panel by the PESB) the Administrative Ministry/Department is unable to finalise its recommendations, E.O. shall automatically circulate the recommendations of the PESB for obtaining the approval of the ACC in those cases where vigilance clearance has been received from the CVC.

(q) In cases where proposals are referred to the ACC, a time limit of 15 days is fixed for processing by DOPT and another 30 days for obtaining the approval of the ACC, where needed.

(r) The Establishment Officer shall be responsible for monitoring the implementation of the PESB's recommendations.

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