



मंत्रिमंडल सचिव
CABINET SECRETARY
NEW DELHI

K M CHANDRASEKHAR

D.O.No.29(3)EO/2008(ACC)

27th May, 2008

Dear Secretary,

The delay in the processing of appointments requiring ACC approvals has been causing much concern. The progress in the matter of timely submission and processing of cases, with some exceptions, has not been satisfactory.

2. Of late, measures like requiring defaulting Departments to furnish delay statements have been introduced. Steps have also been taken to return the delayed proposals to the Departments in original. But the desired effect will come about only if the Secretaries pull up the officers responsible for the lapses and take immediate corrective measures.

3. With a view to ensuring centralized monitoring of matters requiring ACC approval, a computerized and centrally monitorable system known as the 'ACC Vacancy Monitoring System' (AVMS) was introduced. Training sessions were also conducted for representatives of administrative Ministries who were directed to nominate Joint Secretary level officers from the Ministries so that they could serve as the pivotal points for coordination in ACC related matters in respect of their Ministries. The progress in this matter has also been slow.

4. A statement identifying the general deficiencies on the part of Administrative Ministries/ Departments, while sending the proposals for ACC is attached at **Annexure**.

5. I will be grateful if systemic improvements are effected in the light of the above shortcomings so that the proposals are sent complete and in time, leaving no scope for back reference. It will also be useful for you to monitor the situation on a monthly basis.

6. Please let me know of the action taken by you in this regard.

Yours sincerely,


(K M Chandrasekhar)

All Secretaries to the Govt. of India.

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 the prescribed ACC proformae with stipulated enclosures/Annexures;**
- b) **Copy of circulars/advertising the vacancy, 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(in case of private candidates)/IB reports, whichever is applicable**
- d) **In case post has been vacant for over one year, its revival;**
- e) **Copies of Court orders/injunctions having bearing on the proposal, legal advice reg. 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.**
- i) **'No clash of Interest' certificate from the concerned Administrative Ministry/Department and the requisite declaration of the concerned candidate in the case of appointment of non-official Directors on the Board of PSUs.**

- j) **The requisite clearances of RBI/Customs/Excise, DRI, DG. CEI, CBDT, etc. in the case of appointment of Non-official Directors on the Board of Directors of the Public Sector Banks/ Financial Institutions/Insurance Companies.**
- k) **In case of additional charge arrangements, the CVC's clearance , wherever applicable, as per their latest instructions.**
- l) **In case of BIFR referred companies, the requisite information in the prescribed proforma.**

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.

6. Monthly information regarding the implementation of ACC's directions in the prescribed format.