

CONFIDENTIAL

No. 27(7) EO/92(ACC)
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
DEPARTMENT OF PERSONNEL AND TRAINING

New Delhi.
Dated: 12.10.1995

As per the Transaction of Business Rules, appointments to posts mentioned in Annexure to the First Schedule to the said Rules are required to be made with the prior approval of the Appointments Committee of the Cabinet (ACC). The posts in respect of which proposals are to be submitted to the ACC through the Secretary, ACC can be broadly classified as under:-

- (a) Appointments to posts falling outside the Central Staffing Scheme;
- (b) Appointments against Non-Secretariat posts at Deputy Secretary/ Director Level;
- (c) appointment to Board level posts in Public Sector Undertakings including posts of Non official Directors; and
- (d) Appointments to posts falling under the Central Staffing Scheme.

2. For proposals covered under items (a), (b) & (c) of para 1 above, Ministries/Departments are required to submit the proposals for appointment in certain prescribed proforma. The format for these proforma have since been reviewed. It has been decided to prescribe a revised proforma for use by the Ministries/Departments for submitting proposals under categories (a), (b) & (c) of para 1 above, for obtaining the approval of the Appointments Committee of the Cabinet. There will now be one common proforma for all ACC proposals under these three categories. The structure of these proforma will be as follows:

(a) Proforma & Annexure I :-

This will be common to all ACC cases under categories (a), (b) and (c) of para 1 above. The proforma will contain the basic data and particulars required for submitting the proposal to the ACC. Annexure 1 will contain the particulars of the officer(s) proposed to be appointed as well as the other officers considered

(but not proposed to be appointed). Annexure II is the check list to the proforma.

(b) Appendix: -

The Appendix will contain specific intonation depending upon the categories of ACC proposals as follows:-

- (i) Appendix 'A':- For appointment to posts falling outside the Central Staffing Scheme (i.e. category (a) of para 1 above).
- (ii) Appendix 'B':- For appointment against Non-Secretariat posts at Deputy Secretary / Director level. (i.e. category (b) of para 1 above).
- (iii) Appendix 'C':- For appointment to Board level posts in public sector Undertakings. (i.e. in category (c) of para 1 above).
- (iv) Appendix 'D':- For appointment of Non Official Directors in the Board of Public Sector Undertakings. (i.e. in Category (c) of para 1 above).

3. It is observed that quite often, the proposals do not contain all the relevant information required, resulting in back reference to the Ministries/Departments. This results in avoidable delay. To eliminate such delays, it has been decided to provide a checklist for each of the above for ensuring the completeness of the ACC proposals. The check lists are also annexed.

4. The Ministries/Departments are requested to ensure that the proposals are submitted in the prescribed proforma and appendices and that the check lists are filled in and enclosed with every ACC proposal, after attestation by an officer not below the level of Joint Secretary. All the proposals sent on or after 1.12.95, should be sent in the prescribed proforma and be accompanied by the relevant appendix and the checklists.

Sd/-
(P. V. JAIKRISHNAN)
ESTABLISHMENT OFFICER AND ADDITIONAL
SECRETARY TO THE GOVERNMENT OF INOIA

To,

All Ministries/ Departments.

COMMON PROFORMA FOR

PROPOSAL REQUIRING APPROVAL OF THE APPOINTMENTS COMMITTEE OF THE CABINET

*(FOR POSTS OUTSIDE CENTRAL STAFFING SCHEME, NON-SECRETARIAT
POSTS AT DEPUTY SECRETARY/DIRECTOR LEVEL, BOARD LEVEL POSTS IN
PUBLIC SECTOR UNDERTAKINGS)*

1. Ministry/Department
2. Proposal
3. Ministry/ Department/ Organisation in which the post is located.
4. Designation of the post
5. Scale of pay attached to the post
6. Duties and responsibilities of the post
7. (i) Whether the post is sanctioned by the competent authority. : Yes/No
(ii) Date of vacancy
(iii) Terminal date of appointment of outgoing incumbent(s).
(iv) Name of outgoing incumbent(s).
8. Personal particulars of the Officer(s) proposed to be appointed. : As per Annexure I attached
9. (a) Whether the full CR dossiers in original of the officer to be appointed is enclosed. : Yes/No
(b) if not, reasons therefor

PROFORMA (Contd..)

10. (a) whether the proposed appointment is based on the recommendations of -

- (i) UPSC
- (ii) DPC
- (iii) Selection Committee
- (iv) PESB
- (v) DPE
- (vi) Appointments Board
- (vii) Others (Specify)

[✓ Mark whichever is applicable]

(b) Whether a copy of above recommendations has been enclosed : Yes/No

11. Recruitment Rules/job Specifications (Specify and enclose)

12. Method of recruitment as per Recruitment Rules/job specifications. (Specify)

13. (a). Personal particulars of other officers considered/ recommended, if any : As per Annexure attached.

(b). Whether their full CR dossiers in original are enclosed. : Yes/No

(c). If not, reasons therefor. (Specify)

14. In case the proposal is not being submitted in time, please state reasons for delay. : Yes/No

15. Whether the Minister-in-charge has approved the proposal? : Yes/No
16. Additional information relevant to the proposal, if any.
17. Whether the details of the proposal have been furnished in the relevant appendix (Specify Appendix) : Appendix A/B/C/D
16. Whether the relevant check lists have been filled up? (Annexure-II) : Yes/No
19. Whether there are any pending Court/CAT cases having a hearing on the proposal?

Date:

Signature :

Name :

Designation :

(Officer of the level of Joint Secretary or above to the Government of India)

ANNEXURE-I

**PARTICULARS OF THE OFFICER PROPOSED TO BE APPOINTED
FOLLOWED BY PARTICULARS OF THE OTHER OFFICERS CONSIDERED**

1. Name of the Officer
2. (a) Date of Birth
(b) SC/ST/OBC/Others
3. Service to which belongs
4. (i) Post presently held on regular basis.
(ii) Scale of pay
(iii) Date since when holding the post
5. Date of expiry of deputation/ tenure (If applicable)
6. (i) Post to which proposed for appointment
(ii) Scale of pay of the post
7. Duration of the proposed appointment (Years/ Months)
8. Qualifications and experience
 - (i) As per provision in Recruitment Rules/job Specifications.
 - (ii) As possessed by the officer

ANNEXURE -1 (Contd ..)

9. Whether the officer meets the eligibility requirements as on the crucial date of eligibility

10. (a) (i) whether any vigilance proceedings are pending or contemplated against the officer? : Yes/No

(ii) If yes, please give details.

(b) (i) Whether any penalty has been imposed on the proposed officer in the past. : Yes/No

(ii) If so, please give details

(iii) Indicate if any penalty is in operation as on

Date: Signature :

Name :

Designation :

(Officer of the level of Joint Secretary or above to the Government of India)

CHECKLIST FOR PROFORMA

Checklist to accompany Proforma for proposals requiring the approval of the Appointments Committee of the Cabinet

Have the information/documents required in the following items of the Proforma been furnished?

Item 1	Ministry/Department	:	Yes/No
Item 2	Proposal	:	Yes/No
Item 3	Ministry/ Department/ Organisation in which the post is located	:	Yes/No
Item 4	Designation of the post	:	Yes/No
Item 5	Scale of pay attached to the post	:	Yes/No
Item 6	Duties and Responsibilities of the post	:	Yes/No
Item 7	Date of vacancy etc.	:	Yes/No
Item 8	Personal particulars as per Annexure I	:	Yes/No
Item 9	CR dossiers	:	Yes/No
Item 10	Details regarding D PC etc.	:	Yes/No
Item 11	Recruitment Rules/job specifications.	:	Yes/No
Item 12	Method of Recruitment	:	Yes/No
Item 13	Details of other officers considered	:	Yes/No

ANNEXURE -11 (Contd ..)

Have the information/documents required in the following items of Annexure I been furnished?

Item 1	Name of the Officer	:	Yes/No
Item 2	Date of Birth	:	Yes/No
Item 3	Particulars of service	:	Yes/No
Item 4	Particulars of post held	:	Yes/No
Item 5	Date of expiry of Deputation Tenure (If applicable)	:	Yes/No
Item 6	Details of post to which appointment is to be made	:	Yes/No
Item 7	Duration of the proposed appointment	:	Yes/No
Item 8	Qualification and Experience	:	Yes/No
Item 9	Eligibility criterion	:	Yes/No
Item 10	Vigilance clearance	:	Yes/No

Date:

Signature :

Name :

Designation :

(Officer of the level of Joint Secretary
or above to the Government of India)

APPENDIX 'A'

**FOR APPOINTMENT TO POSTS FALLING OUTSIDE
THE CENTRAL STAFFING SCHEME**

1. Method of recruitment as in the notified recruitment rules : _____

2. Whether the proposed appointment is in accordance with the prescribed recruitment norms. : Yes/No

3. Year-wise number of vacancies
 - (a) Year : _____
 - (b) No. of vacancies : _____

4. (i) Whether the proposed appointment is based on the recommendations of :-
 - (a) UPSC : _____
 - (b) D PC : _____
 - (c) Selection Committee : _____

(✓ which one is applicable and enclose copies of the recommendations)

- (ii) Whether the D PC has taken into account existing as well as anticipated vacancies of the recruitment year . : Yes/No

- (iii) Whether D PC has recommended year-wise panels : Yes/No

APPENDIX 'A' (Contd ..)

- (iv) Whether the proposal is in accordance with the vacancy roster : Yes/No
5. Composition of the notified DPC/ Selection Committee. (Specify details) :
6. Whether concurrence of UPSC, if required, has been obtained : Yes/No
7. Crucial date of eligibility for promotion as per DOP&T instructions : 01.07.19 /01.10.19
8. Year-wise number of eligible officers available for consideration :
- (c.) Year :
- (b) No. of eligible officers available :
9. Zone of consideration :
- (a) Provision as per DOP&T instructions :
- (b) Actually considered :
- (c) Reasons for curtailing/ enlarging zone of consideration :
10. Years in respect of which ACRs considered by the DPC/Selection Committee :
11. Has the meeting of DPC/ Selection Committee taken into account the anticipated vacancies for the whole year? : Yes/No

APPENDIX 'A' (Contd ..)

12. (i) Does the proposal involve relaxation of Recruitment Rules : Yes/No
- (ii) If yes, please enclose a copy of concurrence of DOP&T/UPSC :
13. Has complete copy of finalised seniority list of officers in feeder grade been enclosed? :
14. Reasons for proposing retrospective appointment/ promotion, where applicable :
15. Details of proposed officer(s) due for superannuation within the ensuing three months:- :
- (Separate sheet may be attached, if necessary)
- (a) Name of the officer :
- (b) Date of Birth :
- (c) Date of superannuation :
16. (i) Whether the proposal involves supersession of officer(s) : Yes/No
- (ii) If yes, the reasons therefor :
17. (i) Has the officer in respect of whom recommendations have been kept in sealed cover, already been charge-sheeted. : Yes/No

APPENDIX 'A' (Contd ..)

- (ii) If so, the details thereof :
18. (i) Whether the proposal is based on recommendations of the Review Committee. : Yes/No
- (ii) If yes, please attach a Copy of the proceedings of the original DPC meeting and also review DPC meeting. :
- 19 (i) Whether proposed appointment is on deputation/ tenure basis (Specify). :
- (ii) If so, please enclose a copy of circular/ advertisement/ cadre clearance. :
20. If the proposal involves extension of service/re-employment, please indicate: :
- (a) action taken to select a successor with chronological details. :
- (b) If the proposal involves extension/ re-employment of an officer beyond 60 years of age, whether the concurrence of the Establishment Division of the Ministry of Personnel, Public Grievances & Pensions has been obtained? :

APPENDIX 'A' (Contd ..)

21. (i) In case of ad-hoc appointment please give reasons ,why appointment on regular basis cannot be made and also ,whether the proposed officer meets the prescribed eligibility requirements ? :
- (ii) Whether DOP&T guidelines on ad-hoc appointments have been strictly adhered to. If not, the reason thereof. :
22. In case of appointment abroad has the clearance of the Intelligence Bureau been Obtained, wherever required. : Yes/ No/ NA

Date:

Signature :

Name :

Designation :

(Officer of the level of Joint Secretary or above to the Government of India)

APPENDIX 'A' (Contd ..)

CHECK LIST TO ACCOMPANY APPENDJX-A

I. Have the following Information/ documents required in the following items of Appendix-A been furnished:

Item 1.	Method of Recruitment	:	Yes/No
Item 3.	Composition of DPC etc.	:	Yes/No
Item 4.	Details regarding DPC proceeding	:	Yes/No
Item 5.	Concurrence of DPSC	:	Yes/No
Item 6.	Details of vacancies	:	Yes/No
Item 8.	Details of eligible officer	:	Yes/No
Item 9.	Zone of consideration	:	Yes/No
Item10.	Details regarding ACRS considered by DPC etc.	:	Yes/No
Item 11.	Details of anticipated vacancies considered by DPC etc.	:	Yes/No
Item 13.	Seniority list.	:	Yes/No
Item 15.	Details of Officers due for superannuation	:	Yes/No
Item 17.	Details of recommendations kept in sealed cover	:	Yes/No

APPENDIX 'A' (Contd ..)

- Item 18. Details of Original DPC and Review
Committee recommendation : Yes/No
- Item 19. Details of proposed appointments. : Yes/No
- Item 20. Details in case of extension of service/
re-employment. : Yes/No
- Item 22. I8 Clearance : Yes/No

Date:

Signature :

Name :

Designation :

(Officer of the level of Joint Secretary
or above to the Government of India)

APPENDIX-B

**FOR APPOINTMENT TO NON-SECRETARIAT POSTS AT
DEPUTY SECRETARY/ DIRECTOR LEVEL**

1. Method of recruitment as in notified recruitment rules :
2. (i) Whether the proposed appointment is in accordance with the prescribed Recruitment norms. : Yes/No
- (ii) Whether the post is exempt from the rule of immediate absorption. If so, the period of exemption. : Yes/No
3. Whether the proposed appointment is based on the recommendations of UPSC : Yes/No
4. (i) Whether the proposed appointment is on deputation/ tenure basis (Specify)
- (ii) If so, enclose a copy of circular
5. Whether clearance of cadre controlling authority has been taken : Yes/No
6. (i) In case of ad-hoc appointment give reasons why appointment on regular basis cannot be made and also whether the proposed officer meets the prescribed eligibility/ requirements.
- (ii) Whether DOP&T guidelines on ad-hoc appointments have been strictly adhered to. If not, reason thereof

APPENDIX 'B' (Contd ..)

7. In case of appointment abroad, has the clearance of the Intelligence Bureau been obtained, wherever required ? : Yes/No

Date:

Signature :

Name :

Designation :

(Officer of the level of Joint Secretary or above to the Government of India)

APPENDIX -B (Contd..)

CHECK LIST TO ACCOMPANY APPENDIX-B

Have the information/documents required in following items of Appendix-B been furnished?

- | | | | |
|---------|--|---|--------|
| Item 1. | Recruitment Rules | : | Yes/No |
| Item 4. | Nature of appointments | : | Yes/No |
| Item 5. | Cadre Clearance | : | Yes(No |
| Item 6. | Information regarding ad-hoc appointment | : | Yes/No |
| Item 7. | IB Clearance | : | Yes/No |

Date:

Signature :

Name :

Designation :

(Officer of the level of Joint Secretary or above to the Government of India)

**PROPOSALS FOR APPOINTMENT ON THE BOARD OF DIRECTORS/
MANAGEMENT OF _____**

1. Name of the PSU/Organisation
2. (i) Designation of the Post
(ii) Whether exempted from the rule of immediate absorption. If so, the period of exemption.
(iii) Reference, Number and date of PESB Recommendations
3. Scale of Pay
4. Maximum & minimum number of Directors prescribed under the Articles of Association. : Maximum
: Minimum
5. Number and Name of Directors already appointed (if any)
(i) Functional or whole time
(ii) Director ex-officio
(iii) Non-official Part-time Director
6. Brief information of the PSU/Organisation where the proposed appointment is being made, giving the preannounce during the last three years, indicating the details of achievements in regard to turnover and profit/loss.
7. In case, the organisation is a sick unit, the reasons for the losses and the action taken/being taken to overcome the losses.
8. A brief information of the PSU/ Organisation where the person proposed to be appointed is presently working, giving the performance during the last three years, indicating the details of achievement.
9. In case the organisation (in which the officer is presently employed) is a sick unit, the reasons for the losses and the action taken/being taken to overcome the losses.
10. (i) The performance of the officer in the organisation in which he is working.
(ii) a. In case the organisation is a sick unit, the role of the officer in contributing to the sickness of the unit.

- b. The contribution of the officer in alleviating the sickness.
11. (i) Detailed justification for the proposed appointment
(ii) In case the organisation/PSU is a sick unit, detailed justification of how the officer proposed to be appointed is expected to reduce losses.
12. Number of the other persons considered & their detailed particulars.
13. (a) (i) Whether the person recommended for the post has also been recommended by PESB for any other post/posts in PSUs : Yes/No
(ii) If yes, details thereof.
(b) The comments of the Ministry/Department and the willingness of the person concerned, in respect of such recommendations of the PEEB referred to in 13(a) above.
14. In case the proposal is not being submitted in time, the reason for the delay.

Date:

Signature :
Name :
Designation :
(Officer of the level of Joint Secretary
or above to the Government of India)

APPENDIX -'C' (Contd ...)

CHECK LIST TO ACCOMPANY APPENDIX -C

**APPOINTMENT TO THE POST OF CHAIRMAN/MANAGING
DIRECTOR/FUNCTIONAL DIRECTOR**

1. Have the Information/documents required in the following items of Appendix-C been furnished? : Yes/No
- Item 1. Name of PSU/Organisation : Yes/No
- Item 2. Designation : Yes/No
- Item 3. Scale of Pay : Yes/No
- Item 4. Prescribed and present strength of
& 5. Board of Directors. : Yes/No
- Item 6. Brief intonation of PSU where the
appointment is proposed. : Yes/No
- Item 7. Reasons for sickness. : Yes/No
- Item 8. Brief information of PSU where the
candidate is employed presently. : Yes/No
- Item 9. Reasons for sickness. : Yes/No
- Item 10. Performance of the Candidate. : Yes/No
- Item 11. Justification for the proposed appointment : Yes/No
- Item 13. Details of recommendation for appointments : Yes/No
in other organisations

Date: Signature :
Name :
Designation :

(Officer of the level of Joint Secretary
or above to the Government of India)

**PROPOSALS FOR APPOINTMENT OF NON-OFFICIAL DIRECTORS ON
THE BOARD OF MANAGEMENT OF _____**

1. Name of the PSU/Organisation
2. Maximum and Minimum number of Directors : Maximum
prescribed under the Articles of Association. : Minimum
3. Number and name of Directors already appointed
(if any).
 - (i) Functional or whole time.
 - (ii) Ex-officio.
 - (iii) Non-Official part-time.
4. Brief information of the PSU/Organisation where
the proposed appointment is being made, giving
the performance during the last three years,
indicating the details of achievements in regard to
turnover and profit/loss.
5. (a) Detailed justification and the sphere of
activities in which the services of the
person proposed to be appointed as Non-
Official Director is expected to be utilised.
(b) Has the Bio-Data of the person proposed, : Yes/No
been enclosed.
6. Whether the Department of Public Enterprises has : Yes/ No
been consulted in regard to the appointment?

APPENDIX -'D' (Contd ...)

7. Whether there will be any clash of interest in case : Yes/No
the proposed appointment is made ?

Date:

Signature :

Name :

Designation :

(Officer of the level of Joint Secretary
or above to the Government of India)

CHECK LIST TO ACCOMPANY APPENDIX -D

APPOINTMENT OF NON-OFFICIAL DIRECTORS IN PSUs

Have the Information/documents required in the following items of Appendix D been furnished?

- | | | | |
|---------|--|---|--------|
| Item 1. | Name of the PSU/Organisation | : | Yes/No |
| Item 3. | Details of Directors already appointed | : | Yes/No |
| Item 5. | Justification regarding proposed appointment : | | Yes/No |
| Item 6. | DPE concurrence on the proposal | : | Yes/No |
| Item 7. | Regarding clash of interest | : | Yes/No |

Date:

Signature :

Name :

Designation :

(Officer of the level of Joint Secretary or above to the Government of India)