



CHITRA CHOPRA,
ESTABLISHMENT OFFICER &
ADDITIONAL SECRETARY

D.O.No.27(7)EO/92(ACC)

कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन भंडालय
नॉर्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCE
AND PENSIONS
NORTH BLOCK, NEW DELHI-110001
Dated: 31.07.2003

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Dear

As you are aware, various proforma have been prescribed/circulated for proposals requiring ACC's approval vide this Department's communication No.27(7)EO/92(ACC) dated 12.10.1995. All the proforma, annexures, appendices and check lists in this regard have been put on the website of the Department of Personnel and Training and can be accessed at <http://persmin.nic.in>, under link circulars (EO Division).

2. While proposals from various Ministries/Departments are generally received in the proforma, in a number of cases some relevant details/information is not given thereby necessitating back references, which cause avoidable delay. This information essentially pertains to position regarding court cases, disciplinary proceedings, recruitment rules, etc. For facility, it has been placed as an additional check list on the Department's Website, which if taken care of will avoid repeated back references and eliminate delay.

3. I am to request you to kindly have suitable instructions issued to the concerned officers in your Ministry/Department.

With regards

Yours sincerely,

Chitra Chopra
(Chitra Chopra)

All Secretaries to the Government of India
(As per list)

Copy to Director, NIC for necessary action.

ADDITIONAL CHECK-LIST

To Obviate Back References

Common Points for all proposals:

1. If the proposal has not been submitted in time, reasons for delay. Responsibility should be fixed for undue delay.
2. If the proposals involves court cases; copy of court orders, advice of Law etc. may be provided. If stay order is operative, steps taken to vacate it may be furnished.
3. In proposals involving disciplinary proceedings: details like chronology of events, summary of charges, stage of enquiry and final orders passed, be furnished.
4. If the post is lying vacant for more than a year, post be revived, wherever applicable.
5. Validity of recommended panel be confirmed.
6. Details of previous additional charge .arrangements made and if so, whether the same had the approval of competent authority/ ACC. If not, reasons thereof .
7. If the proposal is for additional charge/ ad-hoc arrangement, steps taken to fill up the post on regular basis.

Points relatina to autonomous/ statutory bodies:

1. Copies of relevant acts/ rules/ bye-laws etc. relating to the appointment be furnished.
2. Reasons for not framing Recruitment Rules/ stage or steps taken to formulate these rules.

Points relatina to PSUs:

1. Composition of Board of Directors with date of assumption of charges
2. Status of the CEO of holding company vis-a-vis its subsidiaries in such cases where an incumbent of a holding company has been proposed to hold additional charge of the subsidiary company.
3. If the post is to be filled up by an officer belonging to AIS OR Group 'A' Central Services - exemption from PESB procedure and exemption from rule of immediate absorption, if required.
4. Time frame in those cases where a PSU is under process of re-structuring and arrangement to run the company during this period.
5. If the proposal is for additional charge arrangement, indicate reasons if this charge is not entrusted to a senior-most executive in the PSU/ same discipline in other PSU.
6. Declaration for appointment of non-official part-time Directors under Section 274 of Companies Act, as stipulated by Department of Public Enterprises.
7. Veracity of the certificates/ declaration etc. furnished by the candidates, should have supporting evidence/ document for appointment of non-official part-time Directors.